

Whitfield Elementary School

“Rolling Out the Red Carpet”



Student/Parent Handbook

2016-2017 School Year

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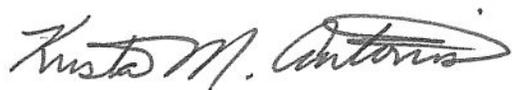
A MESSAGE FROM THE PRINCIPAL...

Dear Family and Friends,

It is an exciting time for the learning adventures to begin at Whitfield! This year we are looking forward to “Rolling Out the Red Carpet” (our movie theme for 2016-2017). Please take time to read this handbook and familiarize yourself with our expectations, so that we can work together to create, promote, and model a positive school environment for our children.

Thank you for your time and support and here’s to a wonderful new school year filled with memorable moments, laughter, and lots of learning.

Educationally yours,

A handwritten signature in cursive script that reads "Krista M. Antonis". The signature is fluid and includes a large, sweeping flourish at the end.

*Krista M. Antonis, Ed.D.
Principal—Whitfield Elementary*

ARRIVALS AND DEPARTURES

The doors open for students at 8:15 AM. The instructional day begins at 8:50 AM and students are considered late if they are not in their homerooms by this time. Parents will need to walk their child into the office after 8:50 AM, sign them in, and complete a written excuse for each arrival after 8:50 AM.

Students walking to school must stay on the walking path and not cut across the parking lot. Drop-offs should be at the supervised area. If you park in the parent parking lot, you will need to walk your child to the waiting area. Students should not walk across the parking lot unattended.

Parents dropping off students in the morning need to enter the parent parking lot. Please do not drop students off in front of the building in the bus lane or before 8:15 AM, as there is no supervision for your child. Parents who need to enter the building with their children need to park in the parent lot and walk into the front entrance to sign in at the office and obtain a visitor badge.

At the 3:25 PM dismissal time, students are expected to go directly home after being dismissed. Parents of students in Kindergarten through 2nd grade will pick up their child(ren) in the back of the building. Students in grades 3 through 5 are dismissed to the back of the building. If a parent gives his or her child permission to go to a friend's home, stop at a neighbor's, be transported by someone other than the parent, etc., a written note is to be sent from the parent to the child's teacher informing the school of this change.

ATTENDANCE

Regular attendance at school is very important and good habits are cultivated early in life. We thank you in advance for the efforts you put forth to see that your child is in school; however, sick children will find it difficult to concentrate and learn, and should remain at home.

Contacting the office. As a safety measure, you must contact the school office prior to 9:00 AM when your son/daughter will not be in school on a given day. Please make homework requests at that time. Later requests may not be honored (requested homework may be picked up after 3:25 PM). Although the school office is open from 7:45 AM until 4:15 PM each day, you can call the school office at any time to leave a message on the school voicemail, **ext. 1611**. If we do not hear from you, you will hear from us. An automated message will be sent to your home. We want to be sure your children are safe either at home or school.

Early dismissals. Early dismissal of a student before 12:00 P.M. is classified as a half day absence. Students taken out of the building for over 70 minutes (at any time during the day) for an appointment will receive a half-day absence. If a student is late or leaving during the day for a doctor/dentist appointment, a doctor's note must accompany their return.

Absences. Compliance with school board policy requires the following:

A note is required from parents for all absences.

Any student absent for three or more consecutive days from an illness or accident not requiring a physician's care must report to the school nurse prior to readmission.

A note for the absence(s) is required within 3 days of return to school or the absence(s) will be marked

unexcused, which could result in a fine. Kindergarten parents can now be fined for illegal absences.

Accumulation of 3 unexcused days (consecutively or not) will result in a letter from the Director of Pupil Services warning that each additional unexcused day will result in a referral to the District Magistrate which could result in a fine. Students who are truant may be placed on a Truancy Elimination Plan.

Student absences from school for reasons other than those allowed by school board policy (allowable include: illness, death of a near relative, religious holiday) will be considered unexcused (see above for ramifications of accumulated unexcused absences).

Parents/guardian will be notified in writing when their child has accumulated seven (7) days of absence not covered by a written physician's excuse or other approved absence to inform them that a written reason from their physician will be required for every day of absence that exceeds ten (10) days. All uncertified days beyond the ten (10) days will be treated as an unexcused absence (see above).

Tardiness. As per Board policy, excessive/chronic tardiness may result in making up for accumulated time.

Non-school sponsored trips. Wilson School District allows students to take up to five (5) school days per school year for a non-school sponsored trip. Please check with the office **prior** to the trip to complete the appropriate paperwork. No trips will be approved during the first five (5) or the last five (5) days of a school year or during state standardized testing dates (see below):

April 3 - 7, 2017 (grade 3, 4, 5 PSSA English Language Arts Test)

April 24 - 28, 2017 (grade 3, 4, 5 PSSA Math Test)

May 1 - 5, 2017 (grade 4 PSSA Science Test)

NOTE: A non-school sponsored trip form will need to be completed for students taken out of school to go to work with their parents. This form must be turned into the office before this day is taken. This day (one of the 5 allowable) is considered an excused absence.

BICYCLES

Students in grades 4 & 5 may ride their bike to school after having completed appropriate school paperwork signed by a parent. We will record bike identification, and the use of bike locks is encouraged. As per PA state law, helmets must be worn. Upon arrival to the school property, children must dismount their bike and walk the bike to the bike rack. Students must use the walking path and not ride through the parking lot. The bike rack is located at the rear of the building on the playground by the dumpsters. The district is not responsible for lost or stolen property.

BIRTHDAY CELEBRATIONS

Students do not celebrate birthdays in school by bringing in food or treats for other students. Individual classrooms recognize this special day within their own setting without food or individual treats (stickers, pencils, etc.) from home. However, you are always welcomed to make a contribution on behalf of your child's special day by contributing toward a class and/or school need (such as a class or library book). Additionally, invitations for home parties are not distributed in class unless the entire class is invited. Student home addresses may be available through the WHSA-sponsored directory, but will not be distributed by the school (see *CONFIDENTIALITY* section).

BUS SAFETY

Riding a bus is a privilege for students. Bus students are expected to follow district safety regulations. School rules apply to student behavior at the bus stop and on the bus ride, and disregard for safety measures can result in loss of bus privileges and/or school consequences. Please be aware that students are audio and video recorded while on the bus.

COMMUNICATION

Reaching the school: The Wilson School District number is: 610-670-0180. The Whitfield office can be reached at Ext. 1610 or 1611.

Reaching a teacher: If you need to speak to or meet with a teacher, please call the office first to make an appointment. This will help to make sure the teacher is available to give you the time you need.

Information/Calendar of Events about your school and the district: This information will be available on the district website at: www.wilsonsd.org.

District email addresses: These are the first 3 letters of the last name and the first 3 letters of the first name plus @wilsonsd.org. For example, Jennifer Weidner, the secretary, can be reached at weijen@wilsonsd.org.

Calling staff: Staff can also be reached via voice mail by dialing the district number 610-670-0180 and their extension. **Please do not call classrooms directly during the school day, as it interrupts the learning process for all students.** A directory is available through the district number. Please respect that teachers will not answer nor return calls during instructional time with students.

Change in your child's day: If this information is known at the beginning of the school day, please send a written note to your child's classroom teacher. If you are contacting the school with information that must be dealt with in a timely fashion (e.g. "Don't send my daughter on the bus. I will pick her up." Or "I cannot attend the meeting today at 2:30."), please **do not** leave this message on the voicemail. Hang up and call back until you speak with someone to assure that the new information is received. Please provide as much advance notice as possible.

Change in information: It is important and necessary to keep your contact information up-to-date. If you have a home or work phone or other emergency card changes, please don't forget to contact the school office to update this information. You may also go into the Skyward system with your login information to change phone numbers. For a change of address you must make an appointment by calling 610-670-0180, ext. 1152. At this appointment, you will be required to provide documentation. The Wilson School District has a global Skylert system, and keeping your information current helps us to best connect with you should an emergency situation arise.

Newsletter: A monthly school newsletter will come home (and is posted on our website) at the beginning of each month. Please take the time to read the newsletter for important changes or new information.

Homework Hotline: A Homework Hotline should be available at teacher's extensions by mid-September.

CONCERNS OR QUESTIONS

Parents often wonder where to turn to with a question or concern regarding their child or other school issues. Starting with the principal or administration often requires information backtracking and can leave valuable allies out of the loop. When you are not happy with a particular situation, there are some handy guidelines listed that you should follow in addressing the issue.

- If it is a classroom problem, start with your child's teacher. He/she is in the best position to address classroom related issues. If the problem is outside the teacher's area of expertise or control, the teacher will refer you to the right person in the building who can be of assistance.
- If you have not been able to resolve your problem with the teacher, you can go next to the principal who will usually be able to resolve your problem or refer you to the right person.
- The Superintendent of Schools and the Wilson School Board address policy matters for the school district. They are not involved in the day-to-day operations of the school. The Superintendent and the School Board will consider issues only after they have already been reviewed and documented by school officials.

CONFIDENTIALITY

No information concerning any student can be released to any other school, agency or individual until an authorized release form is signed by the parent/guardian. This means that we cannot discuss any student information (attendance, grades, contact information, assignment, behavior, etc.) with grandparents, step-parents, paramours, doctors' offices, other parents, etc. No information can be released to parents or guardians about a child other than their own. Parents can access their child's school records by arranging an appointment to view the record with the principal or designee. Information can be released to outside agencies if the parent completes the Release of Information form (please contact the office or you may access this form on the school counselor's webpage). Please allow two weeks for completion from the date of the receipt of the request.

DISCIPLINE

When a student chooses not to follow the district-wide rules, there are consequences. Consequences will be determined by the principal and/or teachers based on the severity of the student's chosen behavior. Following, but not limited to, are a few possibilities of potential consequences, in no particular order:

- detention, suspension (either in or out of school), phone conference or meeting with parent/child/teacher/principal, written correspondence from school, conversation with the principal, school/community service, loss of one or more privileges, anger management or conflict resolution training.

Zero tolerance policy: For the safety of your children, Wilson has adopted a zero tolerance policy for weapons in the schools. Children may not bring weapons/look-alike weapons of any kind to school (including water pistols, rubber knives, etc.). Students who break this rule may be suspended or expelled from school. Please be aware of the potential seriousness of consequences.

School-Wide Positive Behavior Support System (SWPBS)

As a school, we were proud to announce that we are complying with the Pennsylvania Department of Education, by continuing to implement the components of a School-Wide Positive Behavior System during the 2016-2017 school year. What does this mean for your child? It means that our staff is further committed to providing a safe and predictable learning environment for all students.

A School-Wide Positive Behavior Support System is a preventive model of discipline. It is not a program, rather a framework which is based on the following key concepts:

Common Vision: Whitfield demonstrates respect by using self-control of words and actions.

Common Language: Clearly stated and defined expected positive student behavior.

Common Experiences: All students are expected to follow the same procedures and routines, all of the time, in all settings of the school.

What makes this different from our approach to discipline in the past?

All staff members are using a common language in reference to expected positive student behavior. Whether a student is in kindergarten or in grade five, all students are expected to demonstrate respect through their words and actions. The school-wide use of the consistent, common language helps to reinforce positive student behavior for all students, in all settings of our school.

What steps have been taken to implement a School-Wide Positive Behavior System?

In order to start the process of creating a safer and predictable learning environment, our staff needed to accomplish the following tasks: define expected positive student behavior for all settings of the school, develop lesson plans to teach and re-teach expected student behavior throughout the school year, and develop systems to encourage/reward positive student behavior. Signs are posted throughout the school as a visual reminder of the expected student behavior.

What can parents do to support Whitfield's School-Wide Positive Behavior System?

- Review the **Behavior Matrix** (on the next page) of expected student behavior with your child.
- Ask your child to give examples of **what respect looks like at school** through their **words and actions**.
- Continue to encourage your child when they **do demonstrate respect**.
- Hold your child **accountable** for their behavior when they do not demonstrate respect through their words and actions. **When your child does not demonstrate respect through their words or actions, ask them to tell you their plan to change their behavior.**

Whitfield Elementary School Wide Positive Behavior Expectations

All Students – All Zones – All the Time

The expected behavior for Whitfield students is to be Respectful, Responsible, and Safe by using self-control of their words and actions.

| BE SAFE | BE RESPONSIBLE | BE RESPECTFUL | |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself ● Stay seated in your class line | <ul style="list-style-type: none"> ● Raise hand if help is needed ● No food or drink | <ul style="list-style-type: none"> ● #1 voice volume | A.M. LINE IN GYM |
| <ul style="list-style-type: none"> ● Report problems | <ul style="list-style-type: none"> ● Use toilet and flush ● Wash and dry hands ● Place trash in the trashcan | <ul style="list-style-type: none"> ● Respect the privacy of others | BATHROOM |
| <ul style="list-style-type: none"> ● Stay seated forward ● Keep hands, feet and objects to yourself | | <ul style="list-style-type: none"> ● #1 voice volume ● Use helpful words ● Follow bus drivers' directions | BUS |
| <ul style="list-style-type: none"> ● Keep hands, feet and objects to yourself ● Stay seated in your class line | <ul style="list-style-type: none"> ● Raise hand if help is needed ● No food or drink | <ul style="list-style-type: none"> ● #1 voice volume | BUS ZONE |
| <ul style="list-style-type: none"> ● walk | <ul style="list-style-type: none"> ● Stay seated until dismissed ● Raise hand if help is needed ● Clean up table area and floor ● walk | <ul style="list-style-type: none"> ● Follow adult direction ● Use manners | CAFETERIA |
| <ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself | <ul style="list-style-type: none"> ● Be prepared | <ul style="list-style-type: none"> ● Follow all directions ● Use helpful words | CLASSROOM |
| <ul style="list-style-type: none"> ● Eyes forward ● Arms down ● Walk on the right | <ul style="list-style-type: none"> ● Go directly to your location | <ul style="list-style-type: none"> ● Zero sound | HALLWAY/STAIRS |
| <ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself ● Use equipment appropriately | <ul style="list-style-type: none"> ● Demonstrate sportsmanship ● Be a Responsible Reporter | <ul style="list-style-type: none"> ● Follow adult directions ● Use helpful words ● Take turns and share | PLAYGROUND |

DRESS CODE

During the warm weather we experience at the beginning and end of the school year, we understand the need to feel comfortable. However, we do have a dress code in effect at Wilson, which restricts the wearing of tight, short, inappropriate clothing. Please take the time to check what your child has chosen to wear to school to make sure it is appropriate. Choosing to wear inappropriate or revealing attire will result in a change into extra health room attire or a call home for a change of clothes. Please note the following:

- **Tops:** no midriffs or spaghetti straps shirts. Undergarments and midriffs need to be covered.
- **Bottoms:** Shorts and skirts must be fingertip length. No Spandex.
- **Shoes:** no flip-flops, or shoes with wheels. **SNEAKERS MUST BE WORN ON GYM DAYS** to participate.

Clothing should not be worn that displays messages promoting hate/gangs, alcohol, tobacco, drug use, violence or sexual, or inappropriate language.

ELECTRONIC DEVICES

We do not encourage students to bring electronic devices (iPod, cell phone, MP3 players, portable game systems, etc.) to school. However there are circumstances in which students may need to have them available for use before or after school. These items should not be out of backpacks or being utilized during the school day. The school is not responsible for lost or stolen property.

EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

Occasionally, school will need to close early. Discuss this possibility with your child and make a plan of action with which your child is familiar and comfortable, so that s/he gets home safely.

The Wilson School District is fortunate to have an emergency calling system called Skylert, should the need arise to contact large groups of parents across the district. However, the system is only effective if we have your correct and updated contact information. You may go on Skyward using your login information to change phone numbers at any time.

Should the district (or your child's school) need to close early, open late, or not open for emergency reasons (usually inclement weather) you would receive a call alerting you to that change. You can also get that information from local TV and/or radio stations (be looking/listening for Wilson-West Lawn) or on the Wilson School District webpage (www.wilsonsdsd.org).

HOMEROOM TEACHER ASSIGNMENTS/CLASS LISTS

Each year we work diligently to determine student placements for the following school year. Since we consider the placement process to be one of our most important tasks, we would like to share the process with you. Student placement is determined and reviewed by a team of professionals. Each child's academic, social and emotional growth and needs, as well as, peer relations are considered to create classes which provide each child with an educational environment that will meet his or her needs.

In view of the time and consideration taken in the placement of your child, we request that you DO NOT ask for a specific teacher placement. If you are aware of additional information that should be taken into consideration when making next year's placement decisions, please submit this information in writing to your child's principal no later than May 15, 2017. Please be assured that we will use our professional judgment to arrange the best match for your child.

HOMEWORK

Homework is an opportunity for students to hone and practice learned skills and/or stretch and challenge their learning. Typically, daily homework should not take longer than the grade level X 10 (example: 3X10=30 minutes for 3rd graders.)

Long term projects or studying for tests may require students to budget their time accordingly.

Students are expected to complete assignments and/or ask for additional help if needed.

OOPS! It happens occasionally, despite classroom reminders and routine, that a student forgets homework. If she/he returns to school before 4:00 PM and if an escort is available, the student will be required to sign in at the office before retrieving homework. To avoid becoming a habit, access may be denied if a student becomes "too forgetful".

LUNCH

The lunch cost during this year will be \$2.60 per day. Students bringing a packed lunch from home may purchase any milk for \$.65. Free or reduced lunch is available to families who qualify. You will have the opportunity to establish an account for your child's lunch purchases which helps minimize forgotten lunch money issues. The breakfast cost during this year will be \$1.95.

Students who forget their lunch money (\$2.60) are permitted to borrow money in the cafeteria; however, students must pay back what they previously borrowed before being able to borrow again.

Children who are allergic to milk can bring a note from a doctor verifying the allergy, and will receive juice instead of milk. A peanut-free table is available for students with allergies.

Parents or adult family members are welcome to have lunch with their children, but we must have prior notice from the parent/guardian. To help us meet our healthier food initiatives, we ask that you refrain from bringing a fast food lunch for your child. Please call the school before 9:00 if you wish to order the school lunch. Parents shall wait in the school office until lunch starts. In the interest of safety and security for all students, parents/guardians may not go to the playground or, in the event of indoor recess, the classroom, during recess time.

Student lunch times are:

| | Lunch Schedule |
|---|----------------|
| K | 12:35-1:00 |
| 1 | 12:15-12:40 |
| 2 | 11:40-12:05 |
| 3 | 12:50-1:15 |

| | |
|---|-------------|
| 4 | 12:10-12:35 |
| 5 | 11:45-12:10 |

NURSE

All medications (prescription or over-the-counter) require parent and doctor's signatures. Also, students may not carry meds to or from school. Parents must hand-deliver medications to the school nurse. If it is impossible to hand-deliver the medication during your school nurse's hours, special arrangements can be made with the school nurse. Medications not picked up by the parent at the end of the school year will be discarded. Refer to the district website under the School Board tab – Policies - Pupils section for detailed district information on medications, dental exams, communicable disease, illness, immunizations, and other miscellaneous medical information. Our nurse, Mrs. Lysakowski, can be reached at Ext. 1630. Her hours are Monday-Friday 8:30 - 3:40.

SAFETY

Zero tolerance policy: For the safety of your children, Wilson has adopted a zero tolerance policy for weapons in the schools. Children may not bring weapons/look-alike weapons of any kind to school (including water pistols, rubber knives, etc.). Students who break this rule may be suspended or expelled from school. Please be aware of the potential seriousness of consequences.

Parking: Another safety issue involves parking in front of the building during the school day. If you are picking up your child from school, regardless of the time of day, you need to heed the posted signs so that your vehicle is clear from the bus/fire lane area where students are crossing, boarding or exiting school vehicles, not blocking traffic, or parked illegally along the yellow curbing. Do not expect your child to run across the parking lot to meet you at your car. You must park and walk over to meet and walk with your child.

Forgot something? Many times during the year, parents will be coming to school to bring forgotten homework, lunch money, etc. You must report to the office and school personnel will make sure your child will get the items.

All visitors between the hours of 7:45 AM-4:15 PM will be required to sign in at the building office and obtain a visitor's badge before going to classrooms or other rooms in the school building. If we are to insure your child's safety, we need parents to kindly cooperate with sign-in rules. You will be required to push the button on the intercom system/security panel at the front door and wait to be admitted to the school. Please be aware you are being videotaped during this procedure. You will be stopped and questioned if you do not have a visible visitor's pass.

SNACK/PARTY GUIDELINES

Snack breaks MAY be taken as scheduled by the teacher. These daily snacks are brought from home and should include nutritious options.

In accordance with School Board policy, parties for pupils in their homerooms shall be restricted to a Fall Celebration, Winter Holiday (last day before winter break) and Valentine's Day. Parties shall be limited to the last hour of the selected or designated day. Snacks must follow recommended nutritional

guidelines. *See Wilson Food Service website

STUDENT SUPPORTS

We believe that all students can learn...at different rates and/or with different levels of support. If a parent is concerned with student progress, she/he should contact the teacher. Additional supports could include:

RtII Coordinator — Miss Joiner, Whitfield support teacher, helps the team (parents & school) focus on a measurable goal and create and follow through with a plan of intervention. (Ext. 3466)

School Counselor – Mrs. Barbon is available to promote and support positive social/emotional growth of students. She is a resource for students, parents and staff. (Ext. 1615)

Special Education – Whitfield has two Learning Support classrooms, two Life Skills classrooms, one Multiple Disabilities classroom, two Autistic Support classrooms, as well as gifted and speech services. Mrs. Barbon, the School Counselor, is the liaison to special education services. (Ext. 1615)

VOLUNTEERS/VISITORS

All visitors to the building, regardless of purpose, must stop in the office to sign in and pick up visitor identification to wear. You will be required to push the button on the intercom system/security panel at the front door and wait to be admitted to the school. Please be aware you are being videotaped during this procedure. If you are planning on volunteering throughout the school year in the building and/or classrooms, be aware of the following:

Volunteers who may be working with students outside the direct supervision of a district employee (chaperoning a field trip, reading to/working with students in the hallway, etc.) You will need to sign the Volunteer Acknowledgement Form (indicating your understanding of the parameters of this role, including confidentiality**) and have the Child Abuse and Criminal History background checks on file before you can volunteer. As of July 1st, please check www.wilsons.org to access updated information regarding volunteering in the school.

** Confidentiality — It is the expectation of all volunteers to maintain a standard of confidentiality when working with students/teachers in our school building. Please refer to the section entitled “Confidentiality” on pg. 9 for more information.

MEET THE STAFF

WHITFIELD ELEMENTARY STAFF

SCHOOL YEAR 2015– 2016

Dr. Krista M. Antonis – Principal

| <u>Teacher</u> | <u>_____</u> | <u>Grade</u> |
|----------------------|--------------|--------------|
| Miss Madeline Bieber | | K |
| Miss Erica Hassler | | K |
| Miss Sophia Rivera | | K |

| | |
|------------------------|-----|
| Mrs. Kelly Wylezik | K |
| Mrs. Leslie Aizkalns | 1st |
| Mrs. Ashley Huff | 1st |
| Mrs. Jill Lynch | 1st |
| Mrs. Jacqueline Odagis | 1st |
| Mrs. Jenny Matten | 2nd |
| Mrs. Shirley Sites | 2nd |
| Mrs. Anissa Southwick | 2nd |
| Mrs. Jennifer Weyman | 2nd |
| Mrs. Jennifer Huyett | 3rd |
| Mrs. Mary Konopelski | 3rd |
| Miss Kristy Kowal | 3rd |
| Mr. Matt Schlegel | 3rd |
| Mr. Stephen Croft | 4th |
| Mrs. Jennifer Handwerk | 4th |
| Mrs. Molly Periandi | 4th |
| Mr. David Schultz | 4th |
| Mrs. Kate Cogan | 5th |
| Mrs. Tresa Curran | 5th |
| Mr. Justin Huyett | 5th |
| Mrs. Jean McRae | 5th |

Special Education

| | |
|----------------------|------------------------|
| Mr. Ryan Keown | Learning Support |
| Ms. Erika Killian | Learning Support |
| Ms. Danielle Tonsil | Learning Support |
| Miss Molly Hodnik | Multiple Disabilities |
| Ms. Lori Stuart | Life Skills (K-2) |
| Miss Alli Aquila | Life Skills (3-5) |
| Mrs. Jamie McGee/TBD | Speech |
| Mrs. Holly Armbuster | Autistic Support (K-1) |
| Mrs. Regina Bell | Autistic Support (2&3) |
| Mrs. Nicole Reppert | Gifted Support |

Departmentals

| | |
|-----------------------|--------------|
| Mrs. Rita Barbon | Counselor |
| Miss Jennifer Joiner | IST |
| Mrs. Steffany Snell | ESL |
| Mrs. Lori Mattern | Reading |
| Mrs. Carrie Spayd | Reading |
| Mrs. Robin Lysakowski | School Nurse |

Specials

| | |
|-----------------------------------------|------|
| Miss Gina Angelotti/Mrs. Erica Mitchell | Art |
| Mrs. Jayme Worrell | P.E. |

| | |
|------------------------|-----------|
| Mrs. Rachel Schultz | Library |
| Mrs. Michelle Lecatsas | Strings |
| Mrs. Donnasue Thompson | Band |
| Mrs. Phyllis Sands | Vocal |
| Mr. Matt Derr | Discovery |

| <u>Support Staff</u> | | <u>Ext. #</u> |
|-----------------------|---------------------|---------------|
| Mrs. Jennifer Weidner | Office | 1610 |
| Mrs. Brandy Miner | Office | 1611 |
| Mrs. Beth Focht | Program Coordinator | 1619 |
| Mrs. Vicki Frees | Cafeteria Office | 4711 |
| Mr. Paul Boulanger | Custodian | |

IMPORTANT EVENTS

| | |
|-------------------------|-------------------------|
| Picture Day | September 6, 2016 |
| Meet the Teacher Night | September 8, 2016 |
| Book Fair | September 19-23, 2016 |
| Picture Retakes | October 12, 2016 |
| Fall Festival | October 31, 2016 (AM) |
| American Education Week | November 13-19, 2016 |
| PTO Holiday Shoppe | December 3, 2016 |
| Winter Concert | December 6, 2016 |
| Winter Parties | December 22, 2016 (AM) |
| Spring Picture Day | April 5, 2017 |
| PSSA Testing Dates | April 24 – May 12, 2017 |
| Spring Concert | May 9, 2017 |
| Last Day (tentative) | June 8, 2017 |

EARLY DISMISSAL AT 11:45 AM:

| | |
|----------------|------------|
| September 28 | January 26 |
| October 31 | March 29 |
| November 21-22 | May 26 |
| December 22 | |

NO SCHOOL FOR STUDENTS:

| | |
|---------------------------------|---------------------------------------------------------------------------------------------------|
| Labor Day Holiday | Friday, Sept. 2 & Monday, Sept. 5 |
| Professional Development | Monday Oct. 10 |
| Elementary Conferences | Monday and Tuesday, November 21 & 22 |
| Elementary Conferences | Wednesday, November 23 |
| Thanksgiving Holiday | Thursday, Friday and Monday November 24, 25 & 28* |
| Winter Holiday | Dec. 23-30 |
| Martin Luther King, Jr. Holiday | Monday, January 16 |
| Professional Development | Friday January 27 |
| Professional Development | Friday February 17 |
| President's Day Holiday | Monday, Feb. 20** |
| Spring Holiday | Mon. April 10***, April 11**** April 12*****, April 13*****, Friday April 14 & Monday April 17 |
| Memorial Day Holiday | Monday, May 29 |

*1st snow make-up day, if needed
**2nd snow make-up day, if needed
***3rd snow make-up day, if needed
****4th snow make-up day, if needed
*****5th snow make-up day, if needed
*****6th snow make-up day, if needed