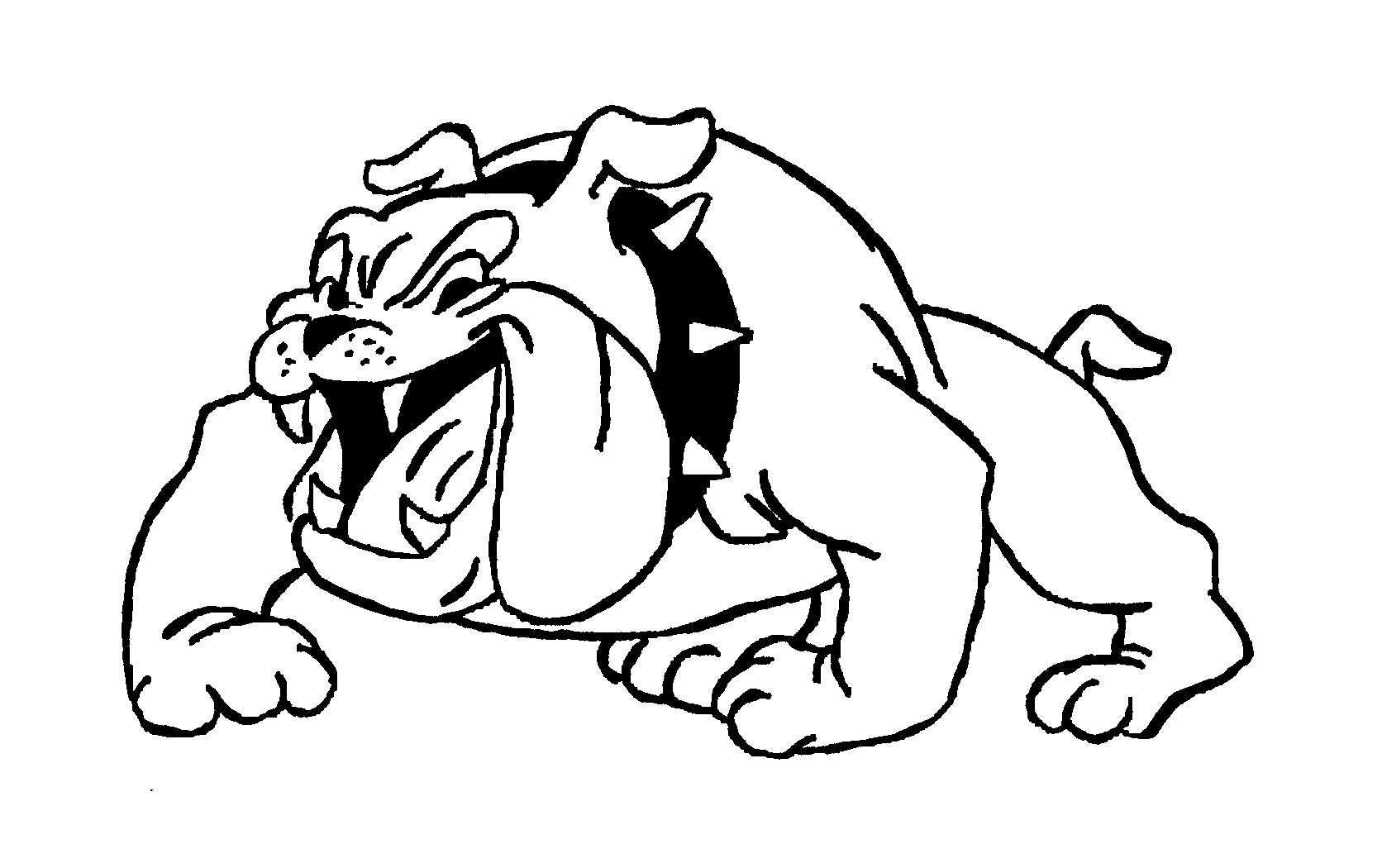
**Spring Ridge**

**Elementary**

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**Student/Parent Handbook**

**2019-2020 School Year**

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## A MESSAGE FROM THE PRINCIPAL**…**

*Dear Family and Friends,*

*Welcome to Spring Ridge Elementary School! I am looking forward to working with all of you and your student this year as we celebrate together how everyone can “Be Your Own Hero!” We will be focusing as a building on finding our own strengths and using those strengths to achieve!*

*Please take time to read through this handbook with your student. There are very important messages in regards to food service, car drop-off and pick-up, Skyward, absences, etc.*

*In addition, please check out the Spring Ridge website* [*https://www.wilsonsd.org/spring-ridge-elementary/*](https://www.wilsonsd.org/spring-ridge-elementary/) *or the Spring Ridge Elementary Facebook page* [*Spring Ridge Elementary School*](https://www.facebook.com/SpringRidgeElementarySchool/?eid=ARDgpuV_VtqhBoBJlC6GdXj4Uc3i2kIdkOOBzGhcQfERzwiom4Za1Mxot66yTZnhKVcuwOCkyt8mpS6Y) *for updated information on what is happening at our school!*

*Thank you for your support as we continue to work together and build a wonderful community at Spring Ridge Elementary!*

*Sincerely,*

*Dawn M Hart*

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### **ARRIVALS AND DEPARTURES**

\*\*Students are to arrive at school NO EARLIER THAN 8:35 AM and NO LATER THAN

8:49 AM.

* **WALKING STUDENTS** - Outside supervision is not provided for these students and the students will not be permitted in the building prior to 8:35, unless they are attending Child Care or Breakfast. Please note this entrance is for walking students only. Walking students are designated as students who walk to school and do not ride a bus or arrive in a car. If you are dropping off your student by car please proceed through the car drop-off line and follow the procedures listed for Student Drop-Off Car Line. Walking students must approach the school using the sidewalk. Students should not “cut across” the parking lot. Walking students should report to the \*back of the building for school entry prior to 8:49. \*The bell rings promptly at 8:50 and students are expected to be in class at that time or they will be considered late.
* **STUDENT DROP-OFF CAR LINE**  - Parents who drive their children to school should proceed to the back entrance of the school and drive up along the side of the building (closest to the soccer fields) as designated for student drop-off. All cars must proceed through the drop off line. Please follow the line to the designated drop off areas. Students are not permitted to get out of cars until they are in the drop-off zone. Students can be dropped off between 8:35 and 8:49. Students arriving after 8:49 will be considered late and will need to report to the main office to sign in.

**\*PLEASE** **DO** **NOT**

* Park in the back lot to drop off students. If you are dropping off your student by car you must proceed through the car drop-off line.
* Drop students off at the front of the building where buses are unloading.

**Directions to Spring Ridge Back Lot** – Turn onto Salem Road (across from Tino’s). Make the first left onto Province Road which turns into Westwood Road. Next, make a left at the ‘No Outlet’ sign into the school parking lot. Follow the cones along the side of the building to the ‘Drop Off Zone.’

\*Parents who wish to enter the building in the morning with their children must park in the front parking lot and enter through the front door to proceed to the front office.

* **BUSES** - Bus students will enter the building immediately upon departure from the bus, using the front entrance. **Students may only ride buses to which they are assigned.** Students may not ride other busesor get on the bus at another stop not assigned to them.
* **CHILD CARE** – Child Care drop off is in the back of the building. Prior to 8:10 AM you may drive directly to the back of the building to park and take your child to Child Care. After 8:10 AM, if you plan to have your child attend Child Care, you will need to park in the back parking lot and walk your child to the Child Care door. This is a safety issue due to cars potentially beginning to form a line for our student drop-off procedures as mentioned above.
* **BREAKFAST –** Breakfast is open for students beginning 8:15. If your child is arriving for breakfast between 8:15 and 8:25, they may enter through the front of the building. After 8:25 students should follow the procedures as mentioned above based on whether or not they are a walker, bus student or parent drop-off.

**DISMISSAL**

\*\*Students are dismissed at 3:25 PM

* **STUDENT PICK UP 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. You must park in the parking lot and enter the front of the building to sign out and pick up your child. \*Please do not park in front of the building, in Reserved spots or in Handicapped Parking unless you have permission to do so.
* **WALKERS** - Walkers who are not being picked up by bus or car will be released at the rear door. Walkers are designated as students that walk home from school and are not transported by car or bus. At dismissal time, students are expected to go directly home. If a parent gives their son/daughter permission to go to a friend's home, stop at a neighbor's, be transported by someone other than the parent, etc., a note must be sent to the child's teacher first thing in the morning with all information provided. If you are dropping off your student by car please proceed through the car pick-up line and follow the procedures listed for Student Pick-Up.
* **STUDENT PICK-UP @ 3:25** - Parents who pick up their children at school on a regular basis at the end of the school day should go to the back of the school for student pick-up. When picking up your child at the end of the school day, please proceed to the back of the building and enter the car pick-up line on the side of the building. Cars may not park in the front or back parking lots at this time, unless proceeding to the office. Each car will be given a designated number that coincides with their child’s number. As cars enter the pick-up line, your child will be matched with his/her number to the number assigned to your car. \*Please note -- once students are dismissed, this line moves rather quickly.

**\*PLEASE** **DO** **NOT**

* Park in the back lot to pick up students. If you are picking up your student by car you must proceed through the car pick-up line.
* Pick up students at the front of the building where buses are unloading.

**Directions to Spring Ridge Back Lot** – Turn onto Salem Road (across from Tino’s). Make the first left onto Province Road which turns into Westwood Road. Next, make a left at the ‘No Outlet’ sign into the school parking lot. Follow the cones along the side of the building to the ‘Drop Off Zone’.

**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, **610-670-0180, ext. 1811**. 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 12:10 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 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 days beyond the ten (10) days without a doctor’s note 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 TRIP**

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 20-24, 2020 (grade 3, 4, 5 PSSA English Language Arts Test)

April 27 - May 1, 2020 (grade 3, 4, 5 PSSA Math Test and 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 welcome 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.

### **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 SR office can be reached at Ext. 1810 or 1811.
* **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 @share.wilsonsd.org. For example, Linda Vicari, the secretary, can be reached at viclin@share.wilsonsd.org.
* **Calling staff:** Staff can also be reached via voicemail 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. This is all done through the Skyward system. Please make sure any changes are made promptly in the event of an emergency with your student(s). (If you need your Skyward login information, please stop by the office with photo identification as we cannot release this information over the phone.) 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.

### **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 our website). Please allow two weeks for completion from the date of the receipt of the request.

**PHOTOGRAPHY OF STUDENTS**

Over the course of the school year, students will be involved in many different types of activities. Often, these activities may be photographed or videotaped by school personnel and/or local media. These photographs, videotapes, or audiotapes may be used for instruction of students, staff, parents, community/district cable TV programming, web pages, social media, and community and district publications.

Should you wish your child to be excluded from the above mentioned media, please go to the Community Relations page at www.wilsonsd.org and complete the Photography Exclusion Form. Please note that this refusal only applies to individual photos and not large group recording at public events such as concerts, athletic competitions, etc.

### 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.
* **Terroristic threats/act** - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.[[5]](http://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=18&div=0&chpt=27&sctn=6&subsctn=0)

The Board acknowledges that threats may occur through written communication, verbal communication, cellular phones, and through cyber mediums.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

### SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT SYSTEM (SWPBS)

Students in the Wilson School District will be encouraged and taught through a positive behavior support

approach. Creating a safe and secure learning environment is a priority. Our goal is to develop “expected”

behavior choices in students and avoid behavior that is “unexpected” in given situations. For elementary-

aged children this is a learning process. All staff, as well as students, are expected to act in ways that are **Respectful, Responsible, and Resourceful** when it comes to making safe choices.

The five Wilson Elementary Schools enforce these 5 important rules:

1. Be **Respectful** to yourself, others, and the property of school and community.
2. Follow directions the first time they are given.
3. Treat others the way you want to be treated.

2. Be **Responsible** with yourself and your belongings.

a. Keep hands, feet, and objects to yourself.

b. Avoid arguing or fighting with one another.

3. Be **Resourceful** when you are sad or upset.

1. Use appropriate language: Avoid swearing, teasing, or name-calling.
2. Tell an adult when you get upset or sad.

**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.
* **Shoes:** **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, 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 without teacher permission. 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.wilsonsd.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 14, 2020. 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. 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 the teacher is available, the student will be required to sign in at the office before retrieving homework.

**LUNCH**

The lunch cost during this year will be $2.75 per day. Students bringing a packed lunch from home may purchase any milk for $.70. Free or reduced lunch is available to families who qualify and forms must be filled out each school year. 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 $1.85.

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. 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 | 12:15 |
| 1 | 11:30 |
| 2 | 11:15 |
| 3 | 12:30 |
| 4 | 11:45 |
| 5 | 12:00 |

### 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, Stacy Pilgert, can be reached at Ext. 1830; her hours are Monday-Friday 8:10-3:40; Julie Hunter, at extension 1830; her hours are 11:00-2:00 PM Monday - Friday.

### 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 SUPPORT**S

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:

Instructional Support Teacher — *Charlene Walter,* helps the team (parents & school) focus on a measurable goal and create and follow through with a plan of intervention. (Ext. 4738)

School Counselor – *Laura Grant* is available to promote and support positive social/emotional growth of students. She is a resource for students, parents and staff. (Ext. 3512)

The Education for Children and Youth Experiencing Homelessness program (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate, public education.  
  
Children and youth experiencing homelessness have the right to:  
-Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required  
-Participate in all applicable school programs, including supplemental services  
-Receive free lunch  
-Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

You can access more information on Youth Homelessness, family rights, and resources at <http://www.education.pa.gov/Documents/K-12/Homeless%20Education/ECYEH%20General%20Guide.pdf>.

Special Education – Spring Ridge has four Learning Support classrooms, two Autistic Support classrooms, a Life Skills classroom, as well as gifted, OT, PT, vision, and speech services.

**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.) will need to have the Child Abuse and Criminal History background checks on file before you can volunteer. In addition, if you have not been a resident of PA in the last 10 years, you will also need to complete FBI clearances. Please check www.wilsonsd.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

### SPRING RIDGE ELEMENTARY STAFF

SCHOOL YEAR 2019– 2020

Dawn Hart – Principal

Teacher \_ Grade

Ms. Lisa Frank K

Mrs. Marsha Gleason K

Miss. Nicole Lecatsas K

Mrs. Stacia Miller K

Mrs. Erin Forrer 1st

Mrs. Stephanie Gilmer 1st

Mrs. Nicole Millard 1st

Mrs. Kim Wilson 1st

Mrs. Theresa Himmelberger 2nd

Mrs. Jennifer Hunsberger 2nd

Mrs. Mary Plummer 2nd

Mrs. Kristie Shuker 2nd

Mrs. Desirea Barrell 3rd

Mrs. Alison Hiester 3rd

Mrs. Kasey Kasopsky 3rd

Mrs. Morgan Wengert 3rd

Mrs. Kimberly Engler 4th

Mrs. Katie Jones 4th

Mr. Michael Smith 4th

Mr. Michael Votodian 4th

Mrs. Karie Braca 5th

Mr. John Rechel 5th

Mr. Craig Richards 5th

Ms. Amy Young 5th

Special Education

Mrs. Jamie Motsko-Garcia Primary Autistic Support

Miss Brittany Smith Intermediate Autistic Support

Mrs. Danielle Radcliffe Grades 2-3 Learning Support

Miss Kristen Miller Grades 3-4 Learning Support

Mrs. Jen Asplen Grade 5 Learning Support

Mrs. Kristin Swartley Speech

Mrs. Julia McGregor Gifted Support

Departmentals

Ms. Laura Grant Counselor

Mrs. Charlene Walter IST

Mrs. Erin Follweiler ESL

Mrs. Heather Stonefelt Reading

Mrs. Julie Wilchek Reading

Mrs. Stacy Pilgert School Nurse

Mrs. Ginger Motley School Nurse

Mrs. Whitney Turner School Nurse

Specials

Mrs. Erica Parzych Art

Mr. Brad Karas P.E.

Mrs. Collette Jacubowicz Library

Mrs. Michelle Lecatsas Strings

Mrs. William Nelson Band

Mrs. Cindy Borelli Music

Mrs. Tanya Cosgrove Discovery

Support Staff Ext. #

Mrs. Linda Vicari Office 1810

Mrs. Traci Wunsch Office/Attendance 1811

Mrs. Beth Caputo Program Coordinator 4440

Mrs. Vicki Suglia Cafeteria Office 3260

Mr. Norm Jacobs 1st Shift Custodian

Mr. Duane Becker 2nd Shift Custodian

Miss Amanda Bashore 2nd Shift Custodian

### IMPORTANT EVENTS

Meet the Teacher Night September 5, 2019

Picture Day September 5, 2019

Watch Dog Pizza Party September 17, 2019

Book Fair October 18-25, 2019

Picture Retakes October 28, 2019

Fall Classroom Celebrations October 31, 2019 (AM)

Family Movie Night November 1, 2019

Parent/Teacher Conferences November 25-26, 2019

American Education Week November 18-22, 2019

Holiday Gift Shop December 7, 2019

Winter Concert December 12, 2019

Winter Classroom Celebrations December 20, 2019

SR Dance for Mini-Thon February, 7, 2020

Valentine Classroom Celebrations February 13, 2020

PSSA Testing Dates April 20- May 1, 2020

Art Show/ Discovery Faire/ Book Fair May 11, 2020

Spring Concert May 7, 2020

Last Day (tentative) May 29, 2020

**EARLY DISMISSAL AT 11:45 AM:**

September 26 February 27

October 31 March 26

November 25-26 May 22

December 20

**NO SCHOOL FOR STUDENTS:**

Labor Day Holiday Friday, August 30 & Monday, September 2

Professional Development Monday, October 14

Thanksgiving Holiday November 27-December 2

Winter Holiday December 23 - January 1

Martin Luther King, Jr. Holiday Monday, January 20

Professional Development Friday, February 14

President’s Day Holiday Monday, February 17

Spring Holiday Thursday, April 9-Monday April 13

Memorial Day Holiday Monday, May 25