



Spring Ridge Elementary School 2026–2027 Family Handbook

Dear Roo Families:

Welcome to a brand new school year! We are excited to get started and have high expectations for a wonderful year ahead. Successful schools are those that have a strong focus on building culture and relationships first. With this foundation in place, we will strive for a safe and nurturing learning environment for students to collaborate and grow academically. We also believe in holding high expectations for both character and effort. We embrace the mentality of... *The work might be challenging, but giving your best effort is **always** worth it!*

Communication is also a key component in ensuring a quality experience for every member of our school community; students, staff, and families. We will pledge to do our best in this area. Finding the balance between too much and not enough communication can be tricky. We welcome your feedback and always hope to find ways to improve. The volume of what we share and/or send home can be heavy at certain times of the year, and slower during some periods. We will send monthly “Roo Round Up” Newsletters to highlight updates, upcoming events, opportunities to be involved, PTA news, and more. Please be sure to read these thoroughly, in addition to the weekly updates sent from your child’s teacher.

With that in mind, please take the time to read through this Family Handbook in detail. It may answer many of your questions and prevent you from feeling frustrated about our school policies and procedures for certain things as they come up.

We hope to see you at our school and PTA-sponsored events. Please be sure to join the PTA. Your PTA funds help to support great incentives and programs for our students such as school materials, teacher/classroom resources, and unbelievably low cost for field trips and school experiences. Please be on the lookout for text messages and emails from our school via [School Messenger](#). This year we will have Thursday folders that will go home weekly. PTA will also be using Facebook to provide information about upcoming school events.

Please let us know if we can be of assistance at any time. We are looking forward to a wonderful year!

Yours in Education,

Mr. Jason Bowser
Principal

Mrs. Corinne Thompson
Assistant Principal

Be Ready! Be Respectful! Be Responsible! Be Resilient!

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School Hours

Front Office Hours: 8:30 - 4:45

Instructional Day: 9:15 - 3:45



During dismissal from **3:30-4:15** the front office is extremely busy. It is possible that doors and phones may not be answered in a timely manner due to the busy dismissal time. Please be patient and **call or arrive before 3:30**. **Please have all transportation changes for the day called or emailed by 3:00 pm at the latest.**

Expectations for Student Behavior

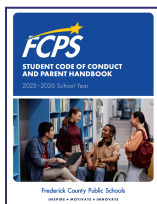


Our school has implemented a school-wide behavior structure that incorporates four basic guiding principles: **Be Ready! Be Respectful! Be Responsible! Be Resilient!** Using similar language at home will help to develop consistency between home and school. Please support your child in his/her efforts to be ready for school, to be responsible with instruction at school and homework at night, and to be respectful in all settings and with all people. Together we can make a big difference toward the success of all children.

Be Ready!	Be Respectful!	Be Responsible!	Be Resilient!
+Be on task and focused +Do your best work +Have materials ready	+ Be Kind and Polite +Accept and celebrate differences +Show care for others	+Take care of and have pride for our school and belongings +Follow directions and rules	+Persevere through difficult tasks +Try your best +Be open to changes

We will also continue with our lessons on expected behaviors, unexpected behaviors and unsafe behaviors. We will send out information on these so families can reinforce at home.

Incentives: We hold a quarterly 'Roo Award' Program for grades K-5 that recognizes 4 students from each class for demonstrating the 4 "R"s. We also use our "Hoppy Cards" as a positive behavior incentive for showing the 4 "R"s. Students can cash in their hoppy cards in the classroom as well as our hoppy store which will tour around monthly to classrooms.



Frederick County Public Schools Student Code of Conduct: Please review the student code of conduct. There is a place for you to check that you have reviewed and understand this information within your child's emergency card.

Personal Items (Toys, Games, etc.)

Please help us to ensure the following items remain at home to support a distraction-free school day, unless scheduled by the classroom teacher for a special event.

- Gum and Candy
- Stuffed animals, games, and toys, including sports equipment
- Fidgets (unless approved by the classroom teacher or school team)

- Jewelry and fashion items that are valuable, oversized, or in large quantities that cause distractions for students.
- Non-essential personal items (such as makeup, lip gloss, cosmetic bags, wallets, perfume, oils, or body spray, and other fashion accessories that are not needed during the school day)
- Excessive quantities of supplies or oversized items that are difficult to store in desks or cubbies, unless requested by the teacher

School Procedures and Services

Addressing Concerns



Should you have any questions or concerns regarding your child's instructional program, ***first address your child's classroom teacher***. School administration is also always available to address any concern if the classroom teacher is not able to do so. Should you have any questions or concerns regarding your child's bus, you should first address the bus driver then contact school administration if you require additional information or assistance.

Allergy Alert and Health Concerns

ALLERGIES – A few students who attend Spring Ridge have severe allergies and other health concerns, and if exposed to certain materials or foods, may develop a severe reaction. In some cases, these reactions are life-threatening. For these reasons, several precautions may be taken to ensure the safety of students. **No food or snacks should be brought in for distribution unless requested by the teacher. Students are NOT permitted to share food with other students.**



LICE- The health room staff asks for your cooperation in identifying and preventing the spread of head lice at Spring Ridge Elementary. Although this is a fairly benign childhood problem and more of an annoyance than a genuine health threat, we need to be vigilant to help prevent the spread in school. There is no relation between their presence and a person's hygiene, socioeconomic status and living condition. An infestation can result from a brief contact with a host by simply borrowing a comb or sharing clothing.

If your child had lice, after home treatment please accompany your child to the health room the next morning to be rechecked prior to going to class. Although we cannot prevent head lice, with your cooperation we can minimize the impact on our students and staff.

Attendance Procedures



Research is clear that attendance patterns and punctuality have a direct impact on a child's achievement. Please make every effort to support your child's program by having him/her in school every day. Attendance is reported at the county and state levels, and is closely monitored by school administration. The procedures outlined in the FCPS Calendar Handbook will be enforced.

The school year consists of 180 regularly scheduled days. For PreK through Fifth Grade, the school day is from **9:15 am to 3:45 pm**. State law requires all children be in school each day. Illness, medical/dental appointments, limited out-of-town trips, and family emergencies are all acceptable reasons for excused absences. In the event that your child needs to be absent, it is Frederick County Board of Education policy that the student should return to school with a **written note signed by a parent** or guardian indicating the **date and the reason for absence**. If an excuse is not received within 2 days of the absence, it will be recorded as an unexcused/unlawful absence. A doctor's note may be required after several days of absences. Other information regarding attendance may be found in the FCPS Calendar Handbook.

If your child will be absent, please send an email to your child's teacher AND include this email address:
sres.attendance@fcps.org.

Please note that guardians will get letters for 5, 10, 15, and 20 days of absence. This is required by MD law. Once you reach a certain number of absences, excused or unexcused, a doctor's note will be required.

NEW POLICY UPDATE: Important: During the March 25, 2025 Board of Education meeting, Policy 430 Attendance and Enrollment was reviewed and approved. The policy states: "The Board further realizes that occasionally parents will choose to take a trip with their children during the school year. However, absences for students who take trips with approval of their parent/guardian will be considered **unlawful**." However, these absences will not be considered as truancy for a maximum of 5 days, per school year, with prior written notice to the principal or designee."

Communication



Most communication from school will come home on Thursdays in your child's Thursday Folder. Please expect a weekly email from your child's teacher giving an overview of the week. If you are not receiving this update, please reach out to your child's teacher. Two-way communication is appreciated, so please read and respond as appropriate. At SRES, we try to do our part to help the environment, and will send most of our communications electronically. We will send many announcements through School Messenger. This is a text messaging and email system. If you are not getting our information, please call the school to confirm we have your correct cell number and email on file. Our goal is to provide accurate communication in a timely manner. Teachers are expected to send a weekly email to all parents with general information for that week as well as any upcoming news or events.

Community Liaison



Our community liaison is Ms. Dolly. She will provide a number of services for the students and families of Spring Ridge Elementary School. She can assist families in locating any needed community resources. Please feel free to call her if you have family hardships or need assistance. Ms. Dolly can be reached at kaitlyn.dolly@fcps.org or call the school and you will be put in touch with her.

Contacting Staff Members



We know that on-going communication with families is important. Teachers and instructional assistants are not able to accept phone calls during the instructional day. Please leave a message for the staff member on his/her voicemail. All classroom teachers have voicemail that you can access through the main school phone number 227-203-1340. In addition, teachers themselves will provide you with their direct extension as well as their email address at the beginning of the school year.

If you feel you need to conference with your child's teacher, please reach out to them to set up an in-person meeting, phone conference, or virtual meeting.

Electronic Devices (Including Cell Phones and Smart Watches)

Important - New Updates on Cell Phones and Smart Watches!

OFF and AWAY for a Focused School Day!

Please click on the link below. Cell Phones and Smart Watches will NOT be permitted to be out during the school day. **This includes Smart Watches, which will NOT be permitted to be worn by students.** They must be off and placed in a backpack if brought to school.



Cell Phone Policy for 2026-2027: Off and Away

Electronic devices **are not permitted to be brought to school**. We will provide technology for our students. Cell phones/Smart Watches should not be used or turned on any time during school hours. We are not responsible for any electronic devices brought to school. Toys and games should not be brought to school unless it is a spirit day or requested by a teacher. This includes sport equipment/balls for recess use. 'Fidgets' may be prohibited if they are a distraction to learning rather than a learning tool. All things brought to school are at your own risk.

Personal Mobile Devices

Senate Bill 928: Maryland Phone-Free Schools Act

Frederick County Public Schools
OFF AND AWAY FOR A FOCUSED SCHOOL DAY
PERSONAL DEVICE POLICY
FCPS
Frederick County Public Schools
Focusing on Learning

FCPS students must follow "off and away" expectations for personal communication devices from bell to bell. Throughout the school day, students must keep cell phones, smart watches, and other personal communication devices out of sight and not in use. These expectations support the new Maryland Phone-Free Schools Act, and help create distraction-free learning environments.

For more information visit:
www.fcps.org/cellphone

THE POLICY OVERVIEW

Restricting devices during school hours
Includes cellphones, smart watches, earbuds and headphones throughout the school day.

On the bus	✓ Yes
During Class	✗ No
Between Classes	✗ No
Lunch	✗ No
Recess	✗ No
Medical need or approved accommodation	✓ Yes
After Dismissal	✓ Yes
After-School Athletics, Activities, and Events	✓ Yes

WHY CHANGE MATTERS

Increased student engagement
Students are more connected to peers and focused on lessons without digital interference.

Social connections remain strong, even lock-free
The majority of teens report that phone restrictions do not hinder making friends.

Cell phones are a leading source of classroom distraction
Research shows phones are a primary challenge to student learning in classrooms.

Frederick County Public Schools
APAGADO Y GUARDADO PARA UN DÍA ESCOLAR MÁS ENFOCADO
POLÍTICA DE LOS DISPOSITIVOS PERSONALES
FCPS
Frederick County Public Schools
Focusing on Learning

Los estudiantes de FCPS deben seguir las expectativas del plan "Apagado y Guardado" para sus dispositivos de comunicación personal de campana a campana. Durante la jornada escolar, los estudiantes deben mantener sus celulares, relojes inteligentes, y otros dispositivos de comunicación personales fuera de la vista y sin usar. Estas expectativas apoyan el Maryland Phone-Free Schools Act (Ley de las Escuelas de Maryland sin teléfonos), que fomenta un ambiente de aprendizaje sin distracciones.

Para más información visite:
www.fcps.org/cellphone

EL RESUMEN DE LA POLÍTICA

Restringiendo el uso de los dispositivos durante el horario escolar
Incluyendo los celulares, los relojes inteligentes, y los audífonos

En el autobús escolar	✓ Sí
Durante clases	✗ No
En transición de clases	✗ No
Almuerzo	✗ No
Baño	✗ No
Necesidades médicas y acomodaciones aprobadas	✓ Sí
Después de la despedida escolar	✓ Sí
Actividades después de escuela, deportes, y eventos	✓ Sí

LA IMPORTANCIA DEL CAMBIO

Aumenta la participación de los estudiantes
Los estudiantes muestran mayor interés en las clases y se mantienen enfocados en sus tareas de la enseñanza digital.

Mejora de los resultados, las conexiones sociales y el bienestar emocional
La mayoría de los adolescentes reportan que las restricciones al uso de los celulares no impiden la capacidad de hacer amigos.

Los celulares reducen la fuente de mayor distracción en las aulas
Según los estudios, los celulares representan ser la distracción más grande para los estudiantes durante sus clases.

Field Trips

Each grade level will participate in field trips throughout the year. Permission slips will be sent home prior to the trip and must be signed with an emergency number listed and returned to the school prior to the trip. **No child will be allowed to participate in the trip without a signed permission slip.** As field trips are planned by each grade level, specific information will be sent home. We will be holding chaperone orientations during the school year. **You must complete the Volunteer Training to be selected as a chaperone BEFORE the trip.** If you would like to chaperone for a field trip, please indicate such on the permission slip. Chaperones will be selected by a lottery. Chaperones chosen will be contacted. You can pay for field trips online at this link: <https://frederickcounty.schoolcashonline.com/>.



[Pay for Field Trips here!](https://frederickcounty.schoolcashonline.com/)

Fundraisers



Money should not be solicited from parents or students for teacher gifts or other reasons without consultation with Administration. Outside fundraisers should not occur during the instructional school day.

Grading, Report Cards and Interims



The purpose of grades is to maintain communication about student performance between the school, student and home. Grades provide feedback and guidance, and are a form of reinforcement. When making grading decisions teachers reflect upon: product quality, independent application of knowledge, skills and processes, progress, participation, and announced deadlines.

Report cards will be sent home in an envelope at the end of the four grading periods. **Please sign this envelope and return the empty envelope each quarter.**

During the grading period, your child's teacher may also send home an interim report indicating areas of strength and/or weakness and strategies for improvement. If you have any concerns about an interim or your child's report card, please contact the classroom teacher.

Homework



At this time, students in all grades may have some homework assigned. Homework will be assigned a maximum of 30 minutes for third grade and 45 minutes for grades 4-5. Work that is assigned will have a clear purpose and be no more than 10 minutes per grade for other grades. (i.e – a 2nd grader could be assigned no more than 20 minutes of homework).

Pre-K-2nd grade teachers will be communicating with you to keep you informed regarding topics of current study and ideas/suggestions for learning that can be completed independently and collaboratively with parents such as: handwriting, math facts, engaging educational computer programs, choice driven activities, etc. We highly suggest that you read with your child nightly.

Health Services



MEDICATION – Medication may not be distributed to, or used by, students at school unless they have a medication distribution form signed by a physician on file in the health room. Students should never carry or use **over-the-counter medications** while at school. Cough drops are permitted with a parent note. If there is a change in medication distribution, a new form must be submitted to the school. It is the parent's responsibility to arrange for medication to be provided for their child in the health room.

ILLNESS DURING THE SCHOOL DAY – If a child becomes ill during the school day, the classroom teacher will send the student to the health room. The health nurse or technician will make a phone call home to the parents, or send written notice of the health room visit.

***If a student is sent home with a fever, vomiting, or diarrhea with other symptoms, they may not return to school until they are symptom free for 24 hours. (without fever-reducing medication)**

HEARING AND VISION- Each year, hearing and vision screenings are given by the Health Department to students in pre-K, kindergarten, and first grade. New students that were not screened last year will also be screened.

Inclement Weather



Occasionally, schools may be closed all day, delayed in opening, or close early because of inclement weather. A variety of communication modes are used to announce these closings and/or delays. The most detailed and current information is available on Frederick Cable Channel 18. Information is also provided on several radio stations. These can be found in the Calendar Handbook. You can also receive email and text notifications via School Messenger. School closing information is also available on the school system website – www.fcps.org.

Lost and Found



To help alleviate the problem with lost articles, **please put your child's name** on lunch boxes, water bottles, book bags, outer garment wear AND sweatshirts. If your child loses a large item, check the Lost and Found located in the cafeteria. For small items, such as glasses, the student should check in the front office to see if the item has been turned in. Unlabeled items that are not claimed will be packed up and given to one of the local charities.

Lost or Damaged Materials of Instruction



Parents/guardians are responsible for the cost of lost or damaged materials of instruction. Please encourage student responsibility for materials. Should an item need to be replaced, the school will notify you of the cost of replacing the item.

Lunch/Breakfast Program



If you think that your family qualifies for free or reduced priced meals **please complete** the meal application (see link below). Spring Ridge may receive some grant money through the completion of the meal applications and if your child qualifies, they will continue to qualify at the beginning of next year for 30 days. **This form must be filled out yearly.** Breakfast will be eaten in the cafeteria this year and is not free unless you qualify for these meals. We have many students who owed money to the cafeteria at the end of the 25-26 school year. Please pay attention to emails that come to you if your child's lunch account is low.

More information at this site: [Frederick County Public Schools - School Nutrition And Fitness](#)

***Food Delivery Services (like DoorDash) are prohibited and may not be sent to school for students.**

Lunch with your child/children: We have many parents/guardians who eat lunch with their child or children. While we do allow this, **we do ask that you keep it to a reasonable minimum throughout the year.** **If you bring in outside food, please be aware of food allergies and make sure your child is not sharing it with others. You may NOT provide or share food with any other student than your own when visiting for lunch.**

Cafeteria / Lunch Visitor Procedures

We are happy to have you visit our cafeteria to have lunch with your child. Please help us to keep all children safe by following the procedures below:

- You may join your child at their assigned cafe table with their class.
 - Or, you may have lunch with your child at the back/guest table. Your child may only invite one (1) friend to join them.
- Food may only be shared with your child. Absolutely no sharing food with other children...even if you know them.
- No pictures or videos can be taken with other children.
- No balloons, flowers, or decorations are allowed.
- Visitors may not go back to class or out to recess with their child after lunch. Please go back to the front office to check out.

Cell phones should not be used by adults or students during lunch. If a grandparent or other adult wants to eat with a student, they **MUST** be listed on the emergency card or they will not be permitted to proceed to the cafeteria.

Parent Teacher Association (PTA)



The PTA is the Parent Teacher Association. The main role of the local PTA is to build strong working relationships among parents, teachers and schools, in support of students. The PTA partners with the school to enrich the student's educational experience by organizing family events throughout the school year and providing monetary support of programs specific to our school. The PTA relies solely on volunteers to support the initiatives throughout the school year. We encourage you to join the PTA! You may join [here](#).

[SIGN UP HERE](#)



Spring Ridge ES PTA

Parent Teacher Conferences



Formal Parent/Teacher conferences will be held in the fall of the school year. While these conferences are scheduled according to the FCPS school calendar, conferences may be requested at any time throughout the year. In order to request a conference, please contact the teacher directly to schedule a mutually-acceptable time. Please keep in mind that in the morning, your child's teacher is greeting the children and making sure they are ready for the day. Please schedule times to meet with the teacher rather than holding conversations with them in the morning.

Parties



Guidelines for parties and outside food consumption are outlined in Regulation 400-82. Classroom teachers will work with volunteers in planning two parties a year. Parents may not bring siblings of students to class parties in order to maintain a safe, manageable, and orderly environment. Students may not distribute invitations to private parties, unless invitations go out to all students in the class, nor may students have parties during the school day to celebrate their birthday or any other personal occasion.

Please do not bring in snacks/food of any kind for birthdays or personal celebrations. Food allergies make this incredibly difficult to manage. Some fun things to send instead to celebrate birthdays are stickers, pencils and erasers. If these are sent in, everyone in the class should receive one. **Please do not send balloons, flowers etc.** as these can cause a distraction to the learning process and deliveries of

such items will not be accepted by the office. We also have many students with allergies to certain materials/foods/plants.

Pets



Pets are not permitted on school grounds during the instructional day unless there is an approved therapy/support animal plan in place.

School Attire



Please be sure students have **appropriate footwear for recess and P.E.** Students with flip flops or loose footwear will not be permitted on the recess playground equipment. Students without coats on cold days will remain inside unless a note stating otherwise is provided. Our students will go outside if the temperature with wind chill is 20 degrees or higher. Hats are not to be worn at school without administrative approval, nor are students permitted to have hoods up over their head inside the building. If student attire is disruptive to the school environment, she/he may be asked to turn his/her shirt inside out, to wear articles of clothing provided by the school and/or call home for a change of clothing.

Student Information Cards



Student Information Cards and the Confidential Health Information Card will be emailed to you at the start of the school year. The school office and the health room maintain these cards for every child and refer to it anytime there is a question, concern or emergency. Please make revisions as necessary in order to keep the card accurate and current throughout the school year. **It is extremely important that contact information on the student emergency card be kept current.** Please make sure that you provide the office with updated information on a regular basis in writing. **Please pre-arrange emergency back-up care for your child, in the event that schools close unexpectedly. Please communicate this plan in writing to the front office staff.**

Testing



The Maryland Comprehensive Assessment Program (MCAP) will be administered to all students in the 3rd - 5th grades. The assessment will test the students' knowledge in reading and math. Fifth grade students also take the Maryland Integrated Science Assessment (MISA). Please refer to the calendar handbook for specific dates. We ask that you please try not to schedule family vacations or appointments during the testing dates. It is important that all students be on time and present during the testing weeks. Please be sure to reference Regulation 400-62 for information about testing procedures.

Transportation, Arrival and Dismissal Procedures

[Bus Information](#) | [Arrival at School](#) | [Dismissal from School](#)

Bus Information



Appropriate student behavior on the school bus ensures safety for all. At the beginning of the school year, bus drivers will distribute a behavior contract for parents to review with their child. This will ensure that all families are aware of bus expectations. Buses may also have video cameras, which can be used as a monitoring tool.

To ensure a safe and orderly bus ride, these rules must be followed by all students:

- Follow specific directions from the bus driver the first time they are given
- Stay seated while the bus is moving
- Maintain a personal body space
- Eating, drinking, or vulgar language is not permitted on the bus

If a student disregards these rules, the following actions will be taken:

- Verbal warning
- Driver action – Written/Verbal communication to the parent, probation period or special seating assigned
- Bus referral –School administration will be notified and appropriate actions will be taken as outlined in the FCPS Discipline (up to and including suspension from the bus).
- See below for EXPECTED behaviors on the bus.

				
1	2	3	4	5
Conversations use an inside voice	Sit on your bottom in your bus seat	Hands, feet and body are in a bus seat and still.	Listen to your bus driver so they can safely get you home	Exit the bus safely and quietly. Exit from the front to the back.

Arrival at School

Walkers should arrive at school between 8:45 and 9:10 each morning. Instruction begins at 9:15 AM, and doors close at that time. We have staff that will be available to help students get to class. Our Crossing Guard will escort students onto our property and we ask that you **do not cross the street with them.** **We want students to develop independence and ask that parents refrain from walking children to the entrance door in the morning.** **You will not be allowed to enter our school at the walker door.** We have lots of adult supervision and will ensure that students get to their classrooms. It is imperative that students do not arrive prior to 8:45, since no adult supervision can be provided at that time.

Car riders are to be dropped off at the side of the building in the car rider line, NOT the main entrance. To ensure safety, all families are to 'kiss and ride', meaning you stay in your vehicle while we help them out. Our staff will happily open the car door so that we can greet your child. This procedure has been put in place to eliminate accidents and injury and to start your child's day off with a greeting and a smile. If you need to come into the building from 8:45-9:15, please come to the front of the building and park. Staff on car rider duty will enter the building @ 9:15 and doors will close. **If you arrive late and are dropping off past 9:15, you must come to the front of the building, park, enter through the front door and sign your child in. We do not allow students to sign themselves in.**



Morning Drop Off

- Please keep your vehicles in a single-file line while dropping your child off and follow the staff directives as to where to pull up and stop.
- Do not leave your car unattended at the curb or pull alongside another vehicle. If you need to come into the school, please park in our front parking lot and enter through our front office.
- The drop off circle is a "NO PASSING" zone. Please be patient and courteous.

- If you need to get out of the car and interact with your child, please inform a staff member so we can direct you to park. This ensures that traffic continues to move.
- Please have all children exit on the passenger's side (school/curbside) so they are not in a traffic lane.
- Please pull up to the last cone, and we will direct you to park if your child needs additional assistance or is having difficulty getting out of the car.

If your child does not ride a bus, then they are either a walker (from OFF school property) or they are a car rider. **PLEASE DO NOT drive and drop your child off along the road in front of our school and have them walk over.** Also, please be considerate of our neighbors by not driving from a different location and parking in/near their driveway on side streets. **Safety is always our number one priority, not time or convenience. We will invite our SRO to occasionally drop by and observe to ensure everyone is following these protocols.**

To sum things up...Please follow the rules! Be Kind! Be safe! 😊

We understand the mornings can be hectic with places to go, work, schedules, and getting siblings to other schools. Please allow yourself plenty of time and be patient with those around you.

Dismissal from School

The front office staff will be focusing exclusively on ensuring that students are getting home safely during dismissal. The office may limit visitors and may not answer phone calls in a timely manner from 3:30-4:15 p.m. All changes for dismissal should be emailed to sres.attendance@fcps.org or called into the front office **before 3:00 P.M.** This helps to ensure that the changes to dismissal occur appropriately. If you know of a dismissal change, please let us know as early as possible!

Dismissal procedures are as follows:

- 3:45 –Afternoon announcements, and car riders, walkers and 1st three buses are dismissed
 - Walkers might not cross over to the community until close to 4:00. We have MANY walkers and have to make sure we account for each of them. We are planning on having an A and B group of walkers. “A” group will be last names A-L and “B” group will be M-Z.
 - We will then call daycare vans as they arrive.
 - We will then call the remaining buses as they arrive.



All students are accounted for to help ensure that all students are getting home the appropriate way. Accountability procedures usually take 5-10 minutes so students will actually be dismissed to families after the times above. Please be patient with us in the beginning of the year as students and staff are getting accustomed to the routines.

If you must pick up your child during the school day, come to the main office area to sign him/her out. Your child will then be called down to the office for dismissal. Students will not be dismissed directly from the classroom with a parent without prior office approval.

Students will not be allowed to leave the school with anyone other than the parent/guardian or a contact person indicated on the student emergency card. If a student is to leave with someone other than the parent/guardian or contact persons, please provide written permission to the school office. We will

require the person picking up the student to show proper identification. **Without written permission and identification, your child will not be released.**

If your child is to go home by car or walk with another student, the main office will need written permission from the parents/guardians of **both** students. If you have a court document (i.e. custody decree) that may affect school business, please provide a copy of this document to the main office.

Unless under the direct supervision of a staff member, all students should vacate the school premises within thirty (30) minutes after the end of the school day. All car riders should be picked up by 4:15.

Walker Information:

Walkers will be escorted by staff from the front of the building and proceed to the crosswalk. Spring Ridge Elementary is fortunate to have a paid crossing guard assigned to our school.

Children should cross Ridgefield Drive at the corner of Ridgefield Drive and Brookhaven Drive where the crossing guard is stationed. If families are coming to walk with children, please wait and meet them across the street.

Walkers may not cross over to the community until close to 4:00. We have MANY walkers and have to make sure we account for each of them. We have organized this into **A** and **B** groups of walkers. **A** group will be last names A-L and **B** group will be M-Z.

After students are escorted across the crosswalk (off school), they are responsible for getting home themselves. Please be sure that you have reviewed safe walking procedures with your child as they are to leave the premises immediately after dismissal.

Car Rider Information: (Afternoon Pick-up)

The procedure is the same as in the morning with the following exceptions:

- An adult will assist your child into the vehicle. Children are to stay back until school personnel open the door for them. This helps to ensure accountability and safety of students.
- **All students should be picked up by 4:15 at the latest. Consider coming at 4:00- the line is often much shorter by that time.**
- **The front office staff will be focusing exclusively on ensuring that students are getting home safely. The office may limit visitors and may not answer phone calls in a timely manner from 3:30-4:15.**
- **Every car should have a school-issued car sign. Please be prepared to show ID if staff members do not know the drivers of the car.** Even if you are an occasional car rider, please get a car sign for your convenience. Please let us know immediately if the car sign is lost. We have enough signs for all families to have ONE. Car signs from previous years will not be accepted for safety reasons.
- If the car sign is lost or forgotten, an adult will need to park and come into the building to sign the child out.

Visiting the School

Upon entering any school or FCPS building, **all visitors will be required to present an ID**, which may be scanned or manually entered into our visitor-management system. If someone does not have a US government-issued ID, the person can show another form of identification.



The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders, who are not permitted on school property. No other data from the ID is gathered or recorded. The system is not connected to any other database such as the Department of Motor Vehicles, and information is not shared with any outside agency.

Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of the visit. Persons without identification will only have access to the building while escorted by a school system employee. A visitor's badge will not be necessary for those who visit simply to drop off an item in the office or pick up paperwork.

Volunteers



Volunteers are a valuable part of our school program. We will have many opportunities for you to volunteer at Spring Ridge this year. **All volunteers MUST complete volunteer training. This includes volunteers for parties, field trips and field day.**

Don't wait until an event comes up...complete your training now. This new system is best completed on a laptop or desktop computer.

Thank you in advance for supporting our school!!!



[Volunteer in FCPS](#)

Withdrawal from School



Should it become necessary for you to withdraw your child from school, it is requested that you notify the front office as soon as possible. The school office will guide you through the withdrawal process. Your child's records will be sent directly to the new school once you have registered them. Students continue to stay on our rolls UNTIL a new school requests records.