Welcome!

Dear Southridge School Family,

Welcome to the 2019-2020 school year! I am excited to be the lead learner and principal at Southridge Elementary. Last school year, I was able to visit campus, and there is no doubt that this school family is a joy. Please say hello; I am eager to get to know each student and family!

Our schedule is similar to the one created last year that had purple, teal, and white days. This schedule will allow students to attend art, music, or P.E. every day. Student and staff feedback showed that this schedule was successful and effective. Please watch for a monthly calendar from me that will help keep track of the schedule.

In addition to the monthly calendar, please keep your email address and other contact information current with the school. Communication will be available in a variety of formats, and you will not want to miss out! Please follow us on Facebook for the fastest information. This will be a wonderful year together!

Thanks for all you do to help your child be successful!

At Southridge, we are committed to collaborating with our staff, students, and parents to create a safe, healthy, inclusive, and nurturing environment. The Superstar Way includes building character through high expectations and modeling, creating a sense of community through family involvement, instilling a passion and inspiration for learning through best practices, celebrating achievements, and growing in academic excellence.

Students work together to solve problems.

Field trips create learning opportunities.
**Southridge Staff**  
Names underlined are new staff.

<table>
<thead>
<tr>
<th>Principal</th>
<th>Room 102</th>
<th>Third Grade Teachers</th>
<th>Room 1016</th>
<th>Fourth Grade Teachers</th>
<th>Room 220</th>
<th>Fifth Grade Teachers</th>
<th>Room 224</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonya Tuttle</td>
<td></td>
<td>Jennifer Bonnett</td>
<td></td>
<td>Michelle Adkins</td>
<td></td>
<td>Jessica Frank</td>
<td></td>
</tr>
<tr>
<td>Office Manager</td>
<td>Room 100</td>
<td>Michelle Buckallew</td>
<td></td>
<td>Jo Schiller</td>
<td></td>
<td>Megan Propp</td>
<td></td>
</tr>
<tr>
<td>Becky Land</td>
<td></td>
<td>Tracey Kegler</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records Clerk/Lunch Supervisor</td>
<td>Room 100</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Ellis</td>
<td></td>
<td>Jo Schiller</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse</td>
<td>Room 104</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruth Burns</td>
<td></td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classic Kindergarten Teachers</td>
<td>Room 207</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kayla Park-McKee</td>
<td>Room 207</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten Teachers</td>
<td>Room 119</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angie Barnosky</td>
<td>Room 119</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Hilderbrand</td>
<td>Room 121</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shala Oxley</td>
<td>Room 120</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Grade Teachers</td>
<td>Room 125</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kayleigh Barrett</td>
<td>Room 125</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meegan Steinberg</td>
<td>Room 124</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alisha Hill</td>
<td>Room 126</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Grade Teachers</td>
<td>Room 211</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carla Larsen</td>
<td>Room 211</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Molly Doxtater</td>
<td>Room 213</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taste Doner</td>
<td>Room 212</td>
<td>Fourth Grade Teachers</td>
<td>Room 220</td>
<td>Michelle Adkins</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Art Specialist</th>
<th>Room 123</th>
<th>Music Specialist</th>
<th>Room 112</th>
<th>Speech/Language Pathologist</th>
<th>Room 117B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Backman</td>
<td>Room 225</td>
<td>Steven Donistorpe</td>
<td>Gym</td>
<td>Diane Seville</td>
<td>Room 117B</td>
</tr>
<tr>
<td>P.E. Specialist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steven Donistorpe</td>
<td>Gym</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matt May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Shappell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Specialist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Molly Northrop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important Email/Web Addresses**  
NCSD Superintendent steve_hopkins@natronaschools.org  
NCSD #1 https://natronaschools.org  
Southridge Principal sonya_tuttle@natronaschools.org  
Natrona County Public Library  
http://natronacountypubliclibrary.org  
Southridge Web Page  
https://sites.google.com/myncsd.org/superstars/home
General Policies

- Visitors are welcome at Southridge Elementary. For the safety of our students, all visitors must check in and out at the school office. Enter through the 29th Street (parking lot) doors.
- Students may not leave school during the school day unless checked out by a parent or parent designee (ID required).
- Student supervision begins at 7:45 a.m. each day school is in session. There is no adult supervision prior to that time.
- Playground gates are locked during school hours; the campus is closed to the public until 4:00 p.m.
- Parents may join their student for lunch any day of the week.
- Parents may schedule visits to the classroom. While you may just sit and watch, we would love to have your help while you are at school.
- Parents or visitors that engage in behavior or dress that is not consistent with school rules or expectations may be asked to leave.
- Call the office anytime you have a question.

Arrival, Dismissal, and Lunch Times

8:45 School Begins
8:50 Tardy Bell
11:35 1st & 4th Lunch
12:05 2nd & 3rd Lunch
12:35 Classic K, Kinder, & 5th Lunch
3:30 School Dismissal
3:45 Student Supervision Ends

We understand parents may run a little late from time to time. Please call if you will be late picking up a child. Please don’t rush to school when the weather is bad. We allow extra time for students to get to school safely.

Non-Discrimination Notification

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W. Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (202) 720-5964.

Authority to Change

All policies and information in this book are subject to change. The information and policies contained may also be changed or adjusted to reflect district policy or state/federal laws accordingly.
Discipline Policies

Our school participates in a school-wide behavior approach that helps all students successfully meet or exceed important social and learning goals. We know that when good behavior and good teaching come together, our students excel in their learning. This school-wide approach to help students achieve is called Positive Behavior Interventions and Supports (PBIS).

- Be safe.
- Be respectful.
- Be responsible.

What is PBIS?

PBIS is a research-based system of teaching positive behaviors for all students that produces significant reductions in undesired behaviors and improves the morale of students and staff. The focus of PBIS is on prevention. Through the PBIS system, the school:

- Identifies desired expectations and behaviors
- Teaches and reinforces behaviors in all school settings
- Provides a system for student reinforcement and incentives
- Models or role plays appropriate behavior
- Holds quarterly celebrations for students with no more than one office referral
- Posts expected behaviors in every area and reteaches expectations on a regular basis

Under-Served Students at Risk

NCSD #1 and Southridge have endorsed the use of a Multi-Tiered System of Supports (MTSS) which is an evidence-based model of schooling that uses data-based problem solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. This includes specialized small group tutoring and counseling services. “Need-driven” decision making seeks to ensure that Southridge reaches the appropriate students at the appropriate levels to accelerate performance of ALL students to achieve and/or exceed proficiency.

As part of the MTSS process, the school counselor may include your child in small groups targeted to address behavioral and social emotional needs identified by the school team. The school counselor is also available for individual and small group counseling for a variety of topics including social skills, anger management, friendship skills, problem solving skills, divorce, grief and loss, anxiety, and other topics upon request. For more information, please contact the office or school counselor directly.
**Discipline Citations**

Citations are used as a last resort for increasing behavior or when behavior is disruptive enough that it warrants action by the principal. Behaviors are categorized into major and minor infraction areas. Consequences for minor infractions typically start with re-teaching the appropriate social skill during a recess. Major infractions typically require in-school suspension or out-of-school suspension.

---

**Grading**

<table>
<thead>
<tr>
<th>Kinder-2nd Grades</th>
<th>3rd-5th Grades</th>
<th>3rd-5th Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = Excellent</td>
<td>90-100% = A</td>
<td>Students will receive marks on social indicators as well. Grades do not always reflect student mastery or growth. They also reflect a student’s work to complete assignments, projects, and tests.</td>
</tr>
<tr>
<td>S = Satisfactory</td>
<td>80-89% = B</td>
<td></td>
</tr>
<tr>
<td>IMP = Improving</td>
<td>70-79% = C</td>
<td></td>
</tr>
<tr>
<td>N = Needs Improvement</td>
<td>60-69% = D</td>
<td></td>
</tr>
<tr>
<td>U = Unsatisfactory</td>
<td>Below 60% = F</td>
<td></td>
</tr>
</tbody>
</table>

**Report Cards**

Report cards will be distributed at the end of each nine-week period. Please do not hesitate to contact your child’s teacher if you have any questions or concerns.

**Progress Reports and Daily Grades**

Progress reports and tracking of daily assignments will be done through Infinite Campus online to save resources. If you do not have Internet access, you may request weekly paper reports from your teacher. Teachers are responsible for entering grades or assignments weekly.

---

**Homework**

- Homework is assigned to practice skills already mastered, build independent study habits, and extend learning outside of the classroom.

- It is strongly recommended that all students read for 20-30 minutes each night.

- Your child’s classroom teacher will explain homework policies at Back to School Night.

- Student planners will be provided for students in fourth and fifth grade.

- Homework should not exceed more than 10 minutes per grade level each night. For example, a third grade student should not have more than 40 minutes of homework on most nights. If your child struggles to complete homework in a reasonable amount of time, please contact your child’s teacher.
**Attendance**
Southridge Elementary follows district policy. Please refer to the district handbook on the NCSD website.

**Tardies**
After five tardies in a quarter, the student will receive a citation and loss of recess will be assigned in equal amount to the time missed. After ten tardies, the student will be referred to MTSS for intervention consideration.

**Appointments**
Send students to school before and after an appointment with a doctor’s note when possible. A parent or guardian must check students in and out of school for an appointment. To limit the number of personal or parent-excused days, please ask the provider to provide a medical excuse document when your child has a dentist, doctor, or therapist appointment.

---

**Nurse**

**Nurse Information**
The nurse’s office is located in the main office. The nurse is in the building for 2.5 days per week. When the nurse is not at Southridge, she can be reached by phone for questions or can return quickly in the event of an emergency.

**Immunizations**
Immunizations are required according to state law and the district policy. Students that do not have the required immunizations by October 3 will not be allowed to return until such arrangements have been made and approved through the school nurse.

**Medications and Treatments**
In accordance with NCSD #1 Policy, *all medications*, either prescription or over the counter, *must have a doctor’s order* to be given at school. This includes Tylenol and cough drops. A Request for Administration of Medication form is available from the office and can be taken to your health care provider to be filled out and signed. The parent *must* also sign this form.

The nurse can:
- Administer medication *only* with a written doctor’s order in original container. Medications sent in envelopes or other containers cannot be accepted.
- Monitor student use of inhalers and nebulizers.
- Administer insulin for diabetics.
Health Information Sheets

Health Information Sheets will be sent home with your child during the first week of school. *Please return one sheet per student to school as soon as possible.* It is vital that we know about any chronic illnesses, allergies, injuries, and medications given at home or school. We also need to know if your child needs any special accommodations such as preferential seating, hearing aides, glasses, or contacts. Individual Health Care Plans will be sent home for students with asthma, severe allergies, or seizure disorders. Please complete this form and return it to the nurse as soon as possible. Meetings with the nurse are available upon request.

Visits to Nurse’s Office

Students should have a Nurse Referral Form from their teacher when going to see the nurse. If the student is on the playground, the playground teacher may send the student to the nurse. Students will automatically be sent home if they have a temperature of 100.0 degrees or higher, are vomiting, have diarrhea, or have suspect rashes/irritations. All other cases will be assessed on an individual basis.

Illnesses

In case of an illness, a parent should contact the school office prior to the beginning of the school day. If a student becomes ill or has a fever during the school day, the student’s parent will be notified, and the student will be permitted to leave with the parent or parent designee checking him/her out at the school office. *Please completely review the requirements for Elementary School Attendance in the Natrona County School District Student Discipline and Conduct Handbook.*

Recess

- Students must dress appropriately for the weather.
- When extreme weather conditions occur, students are kept indoors for recess or the school will implement a reduced recess schedule so students are outside for less than ten minutes.
- A signed doctor’s note is required if a student is to stay indoors for more than two consecutive days.
- Personal items may *not* be used on the playground during recess without special permission granted by the principal.
- Misconduct at recess usually results in a loss of recess time to review the appropriate behavior.

Weather Dress

- 20 degrees = Hat/Hood and Coat
- 32 degrees = Coat Required
- 40 degrees = Jacket/Sweater
- 50 degrees = No Requirement
- 40 degrees and below = No Sandals

We will have a reduced recess schedule for cold days.
Celebrations

Classroom Parties

- An all-school carnival, after school hours, may take place in October (sponsored by PTO).
- An all-school movie celebration takes place in December before winter break.
- A Valentine’s Day party is celebrated in the classrooms in February.
- Teachers may schedule individual parties for specific achievements or celebrations.

Birthdays

- Birthday party invitations shall not be distributed at school unless all students in the class are being invited.
- Flowers sent to the school for a student will be kept in the office until the end of the day.
- Parents should check with their child’s teacher for birthday treat protocols.
  - Treats are the last 15 minutes of the day.
  - No noise-makers, party favors, balloons, or hats are allowed.
  - Treats must be easy to serve - no plates, forks, etc.

Field Trips

- Teachers may use field trips throughout the year.
- NCSD volunteer paperwork must be completed and submitted prior to a parent serving as a volunteer on field trips.
- Teachers will notify parents of field trips.
- Parents will be asked to sign a permission form online at registration.
- Parents may sign a student out at the end of a field trip if they will be transporting the student home for the day.
- As a cost-saving measure, the district will no longer provide transportation for recreational trips.
- Refer to page 10 of this handbook for information about bus expectations.
Arrival and Dismissal

Arrival

- The drop-off area for Southridge is on Knollwood Avenue. Students arriving before the first bell should go down the hill to the playground or to breakfast.
- Playground supervision does not start until 7:45 a.m.
- Breakfast is served starting at 8:10 a.m.
- Drop-off area reminders:
  - Watch carefully for other children. Students can dart between vehicles quickly and can be hard to see in tall vehicles or blind spots. *Check and check again.*
  - Make sure your child has stepped completely away from the vehicle and is on the sidewalk before pulling away.
  - Do not leave your vehicle in the drop-off area.
  - If you want to escort your children to the playground, please park in the parking lot.

Dismissal

- The parent pick-up area for kindergarten and first grade is on 29th Street at 3:30 p.m.
- Second-fifth grades will dismiss on Knollwood at 3:30 p.m.
- Do not park in cross-walks. You will be creating a safety hazard for small children crossing the street. Authorities will be contacted for continued violations.
  - *Please be extra alert for students crossing and loading vehicles.*
- Please do not load in the bus zone.

Bicycles and Skateboards

Students should follow all traffic laws and should cross streets at designated crosswalks.

Students should dismount their bicycles/skateboards at the sidewalk on 29th Street or Knollwood Avenue. Bicycles are to be placed in the rack provided on the south side of the building. Locks are recommended. Skateboards should be checked in at the principal’s office.
**Bus**

Bus rules are given to students when they receive authorization to ride the bus, and rules are located in the Natrona County Schools’ Parent Handbook. Please note:

- The bus stop at Southridge is located on Knollwood Avenue in front of the doors to the school.
- Students need to use the crosswalks on 27th Street or 29th Street. There is no crosswalk directly in front of the school.
- Wyoming state law forbids passing a stopped school bus with red flashing lights.
- Bus misconduct consequences are set by the district, and students can lose bus transportation after several incidents.
- All school rules apply on field trips.

---

**Breakfast and Lunch Program**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.65 per child meal</td>
<td>$2.75 per child meal</td>
</tr>
<tr>
<td></td>
<td>$2.35 per adult meal</td>
<td>$3.90 per adult meal</td>
</tr>
</tbody>
</table>

Breakfast is served from 8:10-8:30 a.m.

Lunch is served from 11:20 a.m.-12:45 p.m.

Pizza is available every Friday. The pizza vendor is subject to change.

Make checks payable to Southridge School. We will list the monthly amounts in newsletters each month.

Parents need to call ahead if they wish to purchase a school lunch or pizza lunch. Please call before 9:00 a.m. on Fridays for pizza.

Free and reduced meal information and applications are available in the office.

Prices shown are as of 6/7/2019 and are subject to change.
2019-2020 Community Calendar

July 2019:
- July 4: Independence Day observed, offices closed
- July 9: Parade Day, offices closed

August 2019:
- Sept. 2: Labor Day, offices closed
- Sept. 3: CLASSES BEGIN

September 2019:
- Sept. 18: Constitution Day
- Oct. 31: 1st Quarter ends
- Nov. 1: Professional Dev, no school
- Nov. 27, 28, 29: Thanksgiving Break, schools/ offices closed
- Nov. 29: Nellie T Ross' Birthday
- Dec. 7: Pearl Harbor Remembrance Day
- Dec. 10: Wyoming Day
- Dec. 19 - Jan. 1: Winter Break, no school
- Dec. 24, 25: Christmas Break, no school

December 2019:
- Jan. 1: New Years Day, schools/ offices closed

January 2020:
- Jan. 2: CLASSES RESUME
- Jan. 17: 2nd Quarter ends
- Jan. 20: Equality Day, schools/ offices closed
- Feb. 14: Professional Dev, no school
- Feb. 17: President's Day, no school

February 2020:
- March 27: 3rd Quarter ends
- March 30 - April 3: Spring Break, no school
- April 10: Good Friday, schools/ offices closed
- April 13: Native American Day
- May 13: Native American Day
- May 25: Memorial Day, schools/ offices closed
- June 5: 4th Quarter ends
- June 5: CLASSES END

Classes Begin/End
No School
Quarter Ends

* Snow days to be added at the end of the school year as needed
* Parent/teacher conferences scheduled by each school

Graduation Dates:
- KWHS - May 28
- MHS - May 28
- NCHS - May 29
- RHS - May 29

Approved by NCSD Board of Trustees
Jan. 27th, 2014

www.natronaschools.org
Southridge Elementary School

Strategic Plan Summary

Mission: Standing For Excellence Through Growth and Kindness

Vision:
At Southridge, we are committed to collaborating with our staff, students, and parents to create a safe, healthy, inclusive, and nurturing school environment. The Superstar Way includes: building character through high expectations and modeling, creating a sense of community through family involvement, instilling a passion and inspiration for learning through best practices, celebrating achievements, and growth in academic excellence.

Goals

Goal 1
By May of 2019, 100% of our students will read at or above grade level (for growth) as measured by NWEA & PAWS results.

Goal 2
By May of 2019, 100% of our students will meet or exceed the expectations of the Wyoming School Accountability model in Reading and Math (growth) as measured by PAWS results.

Goal 3
By May of 2019, the number of students receiving office referrals will be reduced by 30%.

Kindness
All members of the Southridge school community are expected to demonstrate respect and kindness for each other. We recognize that success depends on teamwork.

Excellence
We hold high expectations for student learning and will provide a research-based and standards driven curriculum that is highly engaging.

Celebration
We celebrate and support the accomplishments of students and staff through planned and spontaneous celebrations.

Collaboration
The opinions of all students, parents, and staff members are valued. We work together to solve problems. Teams meet regularly and are fully engaged in meetings in order to continuously improve our school.

Shared Leadership
Cultural and instructional decisions are made through the collaborative efforts of all. All school community members are contributors to the leadership of the school.

Inclusive
We value each student for their unique personalities and differences. Instruction and activities will highly engage students with a variety of interests.

Behavior
Behavior is best supported through positive, pro-active strategies that focus on learning. Consequences, when needed, should focus on learning the expected behavior, be incremental in nature, and related to the level of the behavior.
Southridge Family,

Please remove this page, sign on the appropriate line, have your child sign on the appropriate line, and return it to your child’s classroom teacher after you have gone over the handbook with your child. Your signature does not indicate that you agree with all the policies and procedures in the handbook; rather, it indicates that you have read and reviewed the handbook with your child.

Thank you.

________________________________________________________________________
Student Signature (Child 1)

________________________________________________________________________
Student Signature (Child 2)

________________________________________________________________________
Student Signature (Child 3)

________________________________________________________________________
Parent Signature

________________________________________________________________________
Date