Dear Southridge School Family,

Welcome to the 2020-2021 school year! I am excited to be back together with our school family. As you know, last year ended with distance learning and many regulations. Some of those regulations are still in place, and I want to reassure you that our district has worked and is continuing to work with local health officials who are knowledgeable about both the medical field and our community. We are committed to keeping Southridge a safe, fun place to learn.

Our schedule is similar to the schedules in recent years. Students will continue to have art, music, or P.E. daily. Please watch for the monthly calendar in our newsletter, Superstar Monthly. In addition to the monthly calendar, please keep your email address and other contact information current with the school. Class Dojo and Facebook are typically for the fastest communication. This will be a wonderful year together!

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

Mrs. Sonya Tuttle

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.
Important Numbers:
Southridge Elementary 253-1900
Southridge Fax 253-1903
NCSD #1 Central Services 253-5200
NCSD #1 Transportation 253-5283
NCSD #1 Enrollment 253-5450

Southridge Staff
Names underlined are new staff.

Principal
Sonya Tuttle Room 102

Office Manager
Becky Land Room 100

Records Clerk/Lunch Supervisor
Lisa Ellis Room 100

Nurse
Ruth Burns Room 104

Classic Kindergarten Teachers
Kayla Park-McKee Room 207

Kindergarten Teachers
Angie Barnosky Room 119
Kim Hilderbrand Room 121
Shala Oxley Room 120

First Grade Teachers
Kayleigh Barrett Room 125
Meegan Steinberg Room 124
Alisha Hill Room 126

Second Grade Teachers
Carla Larsen Room 211
Molly Doxtater Room 213
Talea Doner Room 212

Third Grade Teachers
Jennifer Bonnett Room 216
Michelle Buckallew Room 217
Tracey Kegler Room 218

Fourth Grade Teachers
Michelle Adkins Room 220
Jo Schiller Room 219

Fifth Grade Teachers
Jessica Frank Room 224
Megan Propp Room 223

Special Education Teacher
Jason Oland Room 215

Tutor
Nanci Madsen Room 201

Art Teacher
Kathleen Backman Room 225

P.E. Teacher
Steven Donistorpe Gym

Music Teacher
Jeremy Huck Room 112

Speech/Language Pathologist
Nicole Hinze Room 117C

Psychologist
Mark Holland Room 117A

Psychologist’s Assistant
Jill Douglas Room 117

Counselor/Social Worker
Sheryl Jordan Room 117B

Occupational Therapist
Janine Albert Room 117A

Physical Therapist
Theresa Dernbach Room 117A

Librarian
Kimberly Redmond Room 118

Assessment Facilitator
Sheila Baker Room 215

Educational Support Personnel
Dawn Feraud Room 117D
Wanda Atkinson Room 123
Connie Hepworth Room 222
Diana Schilling Room 222
Nicole Sybrant Room 123

WBI Counselor

Behavior Interventionist
Christi Bayer

Custodians
Matt May
Kim Shappell

Technology Specialist
Molly Northrop

Important Email/Web Addresses
Southridge Principal Sonya_Tuttle@natronaschools.org
Southridge Web Page https://tinyurl.com/ybxgj4b3
NCSD Superintendent Michael_Jennings@natronaschools.org
NCSD #1 https://natronaschools.org
General Policies

- Visitors are welcome at Southridge Elementary. Please call before you come so we can make plans for your visit. 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 schedule visits to the campus and classroom. Please schedule this with the office and teacher. 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
11:35-12:00 2nd/3rd Grade Lunch
12:10-12:35 CK/K Lunch
12:15-12:40 1st Grade Lunch
12:50-1:15 4th/5th Grade Lunch
3:28-3:35 School Dismissal (See page 9.)
3:45 Student Supervision Ends

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.
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 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 celebrations for students who reach the behavior goal.
- 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, the suspension lab, or out-of-school suspension.

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**Grading**

<table>
<thead>
<tr>
<th>Kinder-2nd Grades</th>
<th>3rd-5th Grades</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = Excellent</td>
<td>90-100% = A</td>
<td></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>

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**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.

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**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.

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**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 specific to the classroom.
- Student planners will be provided for students.
- 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 and Early Sign Outs**

Tardies and early sign outs reduce the amount of learning time in the classroom. Even just 5 minutes arriving late or leaving early per day reduces your child’s learning time by 14.5 hours. We ask that tardies and early sign outs be limited.

**Appointments**

Please 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.

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**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 the cutoff date in early October 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 students with a prescription.
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 will 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 elevated temperature, symptoms of COVID-19, diarrhea, suspect rashes/irritations, or are vomiting. All other cases will be assessed on an individual basis. Southridge will follow all current health guidelines and protocols issued by our state, district, and/or campus including, if applicable, wearing face coverings when closer than 6 feet.

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, the school will implement a reduced recess schedule so students are outside for less than ten minutes or students will be kept indoors for recess.
- 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 may 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 celebration may take 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, balloons, or other gift items 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.
  - As of 8/7/2020, only prepackaged food will be served. No homemade items are allowed at this time.
  - Treats are served 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 an adult 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.
- All field trips must align to current health orders and transportation requirements.
- 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. Upon entering the playground, all students will use hand sanitizer and put on a face covering. Students may choose to play on the blacktop or the playscape area. To limit the number of students interacting, we ask that families not drop off earlier than necessary and that students do not switch to another area after they select a spot for the morning. Similar procedures will be followed for indoor recess mornings.

- 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.
  - 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

- A staggered dismissal will be used for increased distancing. Walkers will be dismissed at 3:28 and should leave campus right away. Students being picked up will be dismissed at 3:30 to designated locations. Bus riders will leave the classroom at 3:35 to wait for the bus.

- The parent pick-up area for kindergarten and first grade is on 29th Street. Second-fifth grades will dismiss on Knollwood. Each class will have a designated spot and signs will be used in the beginning to help families. Siblings can stand together for a single pick up location. Please work with the teachers to arrange the spot.

- Do not park in crosswalks. You will be creating a safety hazard for small children crossing the street. 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 back doors to the school.
- Please do not block the bus stop at any time.
- 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>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.65 per child meal</td>
<td>$2.75 per child meal</td>
</tr>
<tr>
<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 want to purchase a school lunch or pizza lunch. Families should also call ahead if they want to visit for 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 8/6/2020 and are subject to change.

Recognitions

Students may earn a positive office referral from any staff member. These referrals focus on our school-wide expectations: be safe, be respectful, and be responsible. The principal will call to let you know and celebrate with you and your child.

Students may earn the Principal’s Award for good attendance (96% or better), no missing assignments, and no more than 1 office referral with 0 major incidents. At the end of the year, students will receive a certificate and a Principal’s Award pin.
2020-2021 Community Calendar

July 3: Independence Day observed, offices closed
July 7: Parade Day observed
Sept. 2: CLASSES BEGIN
Sept. 7: Labor Day
Oct. 30: 1st Quarter ends
Nov. 2: Professional Dev. no school
Nov. 29: Nellie T Ross’ Birthday
Dec. 7: Pearl Harbor Remembrance Day
Dec. 10: Wyoming Day
Dec. 21 - Jan. 4: Winter Break, no school
Dec. 24, 25: Christmas
Jan. 1: New Year's Day
Jan. 5: CLASSES RESUME
Jan. 18: Equality Day
Feb. 12: Professional Dev. no school
Feb. 15: President's Day
March 26: 3rd Quarter ends
March 29 - April 2: Spring Break, no school
April 2: Good Friday schools/offices closed
May 14: Native American Day
May 31: Memorial Day
June 8: 4th Quarter ends
June 8: 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*

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

www.natronaschools.org

Graduation Dates:
MHS - May 28
NCHS - May 27
RHS - May 27
KWHS - May 28
Student Growth and High Academic Achievement
By 2024, Southridge will meet or exceed targets on the State English Language Arts and Math academic indicators in all grades assessed as measured by the statewide assessment.

Strategies:
• Articulate and implement a campus-wide, evidence-based model of math instruction that is vertically aligned to our standards.
• Set, monitor, and celebrate progress toward campus goals and priority standards for ELA and Math.

By 2024, Southridge will meet or exceed school-level performance expectations as defined in the Wyoming School Accountability Model and will sustain this accountability.

Strategies:
• Implement an effective Multi-Tiered System of Support (MTSS) for academics and behavior.
• Sustain Professional Learning Communities (PLCs) focused on the standards, assessment, interventions, and enrichment.

By 2024, Southridge will raise the attendance rate to 96% and parental involvement percentage to 80% to support school success and high school graduation.

Strategies:
• Communicate with families regularly using a variety of methods.

Safe and Healthy Environments
By 2024, Southridge will ensure that all areas of the campus are safe, orderly, supportive, and conducive to a climate of high expectations for students, staff, and the community as measured by receiving a score of meeting expectations on the NCSD Climate Survey.

Strategies:
• Improve the safety, efficiency, and effectiveness of operations at Southridge.
• Design and implement effective processes for all stakeholders that include providing information, gathering input, sharing results, and taking action based on feedback.

Mission Statement
Standing for excellence through growth and kindness
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