

# Sparta Area School District

## Student/Parent Handbook

Southside Early Learning Center  
PreK-Kindergarten

**2021-2022**

The Spartan Way

**Respectful  
Responsible  
Safe**



1023 Walrath Street  
Sparta, Wisconsin 54656

**SCHOOL PHONE (608) 366-3450**

**FAX (608) 366-3446**

Visit the Sparta Area School District website at  
[www.spartan.org](http://www.spartan.org)

### **PRINCIPAL**

Ms. Diane Everson-Riley, Principal  
Brigitte Steinhoff, Secretary  
Kim McLendon, Secretary  
Counselor

### **Other Contact Information**

Southwest Bus Company	269-2069
District Office	366-3400
Food Service	366-3405

### **Non-Discrimination Statement Regarding Students ([Board Policy Article 517](#))**

It is the policy of the Sparta Area School District to comply with all applicable state or federal laws concerning non-discrimination and, therefore, no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or otherwise be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on grounds that include the person's sex, race, color, national origin, ancestry, creed, socio-economic status, homeless status, religion, pregnancy or marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other factor outlined in state or federal law. Complaints and/or requests for the complaint procedure should be directed to the District compliance officer: Amber Kulig 900 E Montgomery St, Sparta, WI 54656, (608) 366-3400. In accordance with Title IX, the Sparta Area School District does not discriminate on the basis of sex in its educational programs or employment practices. For administrative procedures relating to grievances under Title IX, contact your school principal

**Procedures and expectations for all students district wide are provided in the The Sparta Area School District Student/Parent Handbook. This handbook references information and expectations specific to Herrman Elementary School. These items are IN ADDITION TO the information provided in the District Student/Parent Handbook.**

**You may view the District Handbook at [Sparta Area School District Student/Parent Handbook](#). You may view all Board policies on line at [BoardDocs® LT](#) Click on the **POLICIES** button in the top right corner of the Board of Education home page. A copy of a Board policy can also be requested at any Sparta School Office.**

### **PRE-KINDERGARTEN & KINDERGARTEN VISION STATEMENT & VALUES**

**Vision:** We will help each student acquire the skills they need to be ready for **Kindergarten and beyond**.

**Values:** We value family involvement  
We value the individual differences in children  
We value a safe and caring learning environment that engages all learners  
We value a developmentally appropriate education  
We value using differentiated instruction to meet the academic and behavioral needs of learners  
We value the diversity of our students and their families  
We value the social development of children  
We value the use of data in guiding our instructional programming for learners  
We value academic, social, and creative learning opportunities that meet the needs of all learners

### **PRE-KINDERGARTEN**

Established in 2000, the Sparta Charter Pre-Kindergarten is not a junior kindergarten, but a place to help youngsters get ready for school. It is a place to learn through play and exploration. In 2019, the Sparta School District and Charter Pre-Kindergarten Governing Council decided to remove the Charter status and integrate the Pre-Kindergarten into the District.

#### **Why Pre-Kindergarten?**

Research shows children with this kind of experience are more ready to learn when they go to kindergarten. Unfortunately, families cannot always afford private pre-kindergarten programs offered locally in childcare centers. Also, according to the results of a 1998 project headed up by Monroe County, nearly half of children in our community entering the school system lacked the necessary pre-academic skills to be successful in kindergarten. By connecting with children early, with a year of pre-kindergarten, they are better prepared by knowing basic school skills such as listening, sharing, and letter and number recognition.

#### **Sparta Pre-Kindergarten:**

- Provides a learning environment where respect for self, others and the learning atmosphere is of primary importance
- Encourages growth in social, self-care, language, motor and academic areas
- Fosters the desire for lifelong learning
- Promotes independence and problem solving skills
- Provides a school-wide environment that encourages parent involvement in their child's education.

The Pre-Kindergarten offers creative choices, which blends large group, small group and one-on-one instruction and activities. A variety of areas within each classroom encourage socialization, creative exploration and intellectual development. These choices will provide your child with a rich preschool experience and the skills necessary to be successful at the kindergarten level.

### **ARRIVAL & DISMISSAL**

#### **SCHEDULE**

**AM** PreK Schedule 7:40 a.m. -10:25 a.m.

**PM** PreK Schedule 11:40 a.m.-2:40 p.m.(1:40 Wednesdays)

**Kindergarten** Daily Schedule - 7:40 - 2:40

#### **ARRIVAL TIME**

May begin arriving at 7:20

May begin arriving at 11:35

May begin arriving at 7:20

**\*\*Please do not arrive before the designated drop off time as there will not be adult supervision\*\***

### Driving your child to school

- Parents driving their child(ren) to school should only park in designated parking areas and escort the child to the building. You will need to stay with your child until a staff member arrives.
- When staff are present in the drop off lane, parents can drive up & unbuckle their student and a staff member will walk them into the building.
- If you want to walk your student into the building, **YOU MUST PARK YOUR VEHICLE. No vehicles can park in the drop off lane.**

### Busing

- Bus Rules and Child Care Provisions are listed in Appendix C
- Busses will deliver your child to the school where a staff person will gather and accompany all children inside.

### Busing - End of the Day

- If your child rides the bus and you plan on picking him/her up, call the office or send a note in your student's folder stating you are going to pick up your child.
- Our school policy dictates that when a child is dropped off from a bus, an adult needs to be present. If the bus driver does not feel an adult is present at the drop off point, the child will be transported back to school and the parent will be notified to come to school to pick up the child.
- All Pre-Kindergarten & Kindergarten students will be picked up at their door and will only be released when a responsible adult is visible to the driver. If an adult is not available to receive the student, the child will be returned to the school and Monroe County Human Services will be contacted if guardians can not be reached. After the second occasion in which an adult is not present to receive the student, the District will suspend bus transportation for the student for the remainder of the semester.

### Picking your child up from school

- If you are picking your child up from school, please park in the parking lot before coming to the entrance for pick up. You may also pull up into the drive up lane and wait for a staff member to walk your student to your vehicle. **Please arrive on time or a few minutes early. WHEN PARENTS ARE LATE, EVERYONE WORRIES.**

### **ATTENDANCE, TARDINESS, TRUANCY**

[Reference Board Policy Article 501-Student Attendance](#)

All students are expected to attend school on a daily basis, arriving before the start of the school day. Students are expected to be in class by the start time to maximize all their educational minutes.

If a child is going to be late/tardy or absent from school, **the parent needs to call the school office**. Please call the school no later than 8:15 a.m. You can also feel free to leave a confidential message for the office at any time. The school office will call you in the event that you forget to contact school. If your child plans to eat hot lunch and arrives at school late, it may not be possible to order a lunch and/or have an option for their lunch choice. Please call the school to order a lunch **no later than 8:15 a.m.** or send a cold lunch with him/her.

### Tardiness & Absences

- Late arrival is disruptive and inconsiderate to the rest of the class, and nothing can be more disruptive than irregular attendance. Consistency and routine are important to every child's development, but they are especially important for the young child. We depend on your family's full support in this area.
- Whenever your child will miss a day or more of school for whatever reason, please call the office and let the secretary know. Please feel free to leave a message on the voicemail if needed.

State law requires all students to be in attendance when school is in session (Wis. Stats. 118.15(1)(a)). A student is considered **absent** if they are not in attendance for all or part of the school day for which the student is scheduled.

Parents may request that their child be excused for **medical reasons** (doctor's appointments, student illness, and family medical emergencies), family religious observances, death in the family, or school related events. Parents may request to excuse their child, with prior notice, for family events and vacations (Any missed school work must be made up). The school will accept parent requests and excuses, for the above listed reasons, a maximum of *ten times during the school year*. **The number of days a parent can excuse is limited to ten days per year, beyond that, a note from a physician will be required before an absence will be considered excused.**

Over 45 minutes in any half-day is considered a half-day absence. If a student is absent from school for less than 45 minutes in any half-day, it is considered a **tardy** (unexcused absence) or **late** (excused absence). Reasons for excused absences (lates) are illness, medical appointments, religious observances, death in family or school related events. Absences beyond these exceptions will be recorded as unexcused.

When a student has an unexcused absence, the school will notify the parent by phone or by letter advising the parent of the unexcused absence/tardy. If a student misses part or all of five or more days without an acceptable excuse within a semester, a plan must be developed with the parent to address the truancy. If the family refuses to meet with school officials and/or the student continues to be truant, a report will be filed with the Monroe County Corporate Council.

### **FIELD TRIPS**

Classes may periodically take field trips to local points of interest during the year. Field trips are planned to coordinate with themes studied by a class or to take advantage of special community events. Your permission will be required for trips that require riding a bus.

If you are interested in helping with these as a chaperone, please contact your child's teacher. Siblings are not allowed on field trips. There may be a small fee involved for your participation or entry fee into an event. For the safety of all students, TWO WEEKS IN ADVANCE OF THE FIELD TRIP, you will need to visit [www.spartan.org](http://www.spartan.org) to fill out the link for a criminal background check to be allowed to volunteer/chaperone. This background check lasts for two years. Your name will be added to the Approved Volunteers list until the background check expires. This background check also applies to time volunteering in the classroom when it is planned in advance with the classroom teacher.

### **CLASSROOM PARTIES, TREATS, BIRTHDAYS, CELEBRATIONS**

[Reference Board Policy Article 700-District Wellness Policy](#)

Parents are encouraged to provide healthy snacks and treats for student celebrations and other events. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared or prepared by a city/state health-inspected bakery. The District's Nutrition Service will assist parents by providing this service to families at a reasonable cost. If you are interested in Nutrition Service providing this service for your child's treats, please contact them at 366-3422. Beginning in September of 2006, schools with students in preschool through grade five will prohibit the distribution of home-prepared snacks and treats to students during school hours. This policy is not intended to regulate events where parents or guardians are present, such as a parent group 'fun fair' or 'pot-luck', faculty events, or secondary school classroom related cultural events involving food items.

Parents are asked not to send party invitations to school unless the entire class is invited. We do not want hurt feelings that may be caused by some students not receiving an invitation.

### **PHYSICAL EDUCATION CLASSES**

Physical education classes for the development of large muscle movement will be scheduled weekly. Check with your child's teacher or the newsletter to find out the exact days your child has class. For your child's safety, children are expected to have non-marking rubber-soled shoes.

### **REPORTING PUPIL PROGRESS**

[Reference Board Policy Article 403-District Grading & Assessment Policy](#)

Progress reports are prepared each trimester and distributed to parents. Face-to-face Parent/Teacher/ Student conferences are scheduled in the fall and in the spring. Outside of these scheduled times, feel free to contact the school anytime to check on your child's academic or behavior progress.

## PRE-KINDERGARTEN TEACHING STAFF

Alissa Brooks	Lisa Gaunky	Room #123
Melissa Erickson	Kathryn Hicke	Room #124
Stacy Freybler	Angela Brooks	Room #120
Kellsie Goodman		Montessori
Andrea Helgerson	Debra Rybarczyk	Room #121
Jennifer Iott	Kristen Yanke	Room #120
Holly Larson	Roxanne Culpitt	Room #105 - Cataract
Lisa Schell	Yvonne Zibrowski	Room #122
Camille Vetterkind		Montessori

## KINDERGARTEN TEACHING STAFF

Sydney Gilkes	Room #5
Julie Brownell	Room #16
Klyee Crooks	Room #12
Lisa Hemker	Room #17
Kelli Johnson	Room #14
Danielle Peterson	Room #8
Katelyn Pogerzelski	Room #15
Jenny Smith	Room #11
Sarah Thiel	Room #13
Kristina June	Room #6
Melanie Hinz	Room #10