

**2018**

Summer School

Procedural Guide for Staff



# Sun Prairie Area School District

Futures depend on us...every child, every day.

[Sun Prairie Area School District](#)

[Summer School Program](#)

**District Office**

**501 Bird Street**

**Sun Prairie, WI 53590**

Elementary - 608.834.6566

Middle/Upper Middle - 608.834.6579

High School/PPA - 608.834.6507

***The Sun Prairie Area School District summer school staff members will engage students in programs and activities that extend and enrich existing curriculum in a safe and productive educational environment.***

## **Non-Discrimination Statement**

No student may be discriminated against in any school programs, activities, or facilities usage because of the student's sex, color, religion, profession, or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation, or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members, and all students to ensure that student discrimination or harassment does not occur (SPASD Policy JB).

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# WELCOME!

Welcome to the Sun Prairie Area School District summer school program. We are pleased that you have made the choice to dedicate your time during summer school to engage and enrich the learning of our students. The District Office summer school team is committed to working with you to provide students with a rich, rewarding, and memorable summer school experience. If you have questions after reviewing this guide, please contact your summer school principal or any of the team members at the district office. Please also refer to the summer school information on the [district website](#).

## **District Office Contact Information**

**Kristy Thao**, Coordinator of Elementary Programs, 608.834.6566  
[kythao@sunprairieschools.org](mailto:kythao@sunprairieschools.org)

**Jo Guyette**, Coordinator of Middle and Upper Middle School Programs, 608.834.6579  
[jmguyet@sunprairieschools.org](mailto:jmguyet@sunprairieschools.org)

**Brittany Browning**, Coordinator of High School and PPA Programs 608.834.6507  
[bdbrown@sunprairieschools.org](mailto:bdbrown@sunprairieschools.org)

**Shelley Joan Weiss**, Director, 608.834.6536  
[sjweiss@sunprairieschools.org](mailto:sjweiss@sunprairieschools.org)

## **General Information**

### **Dates:**

Session 1: June 18-July 3 (No School JUL 4 or JUL 5)

Session 2: July 9-July 26

### **Days and Times:**

Monday-Thursday - Periods for K-8 classes

Period 1 - 8:00 am - 9:10 am

Period 2 - 9:15 am - 10:25 am

Period 3 - 10:45 am - 11:55 am

**Exceptions to these dates and times are noted in the course descriptions.**

## **Summer School Locations**

- Sun Prairie High School
- Prairie Phoenix Academy
- Prairie View Middle School (for all current grades 5-8 & August Courses)
- Patrick Marsh Middle School - only for the August Courses
- Cardinal Heights Upper Middle School - only for the August Courses
- C.H. Bird Elementary School (includes students from C.H. Bird and Westside)
- Creekside Elementary School (includes students from Creekside and Royal Oaks)
- Horizon Elementary School (includes students from Horizon)
- Northside Elementary School (includes students from Eastside and Northside)

- ★ The office and/or welcome center at each summer school site will be staffed during the summer school days/hours to ensure availability for students, families, community members, and staff.
- ★ Any person who is not a student nor a staff member assigned to the building for summer school will be required to sign in at the office or welcome center at each school.

All summer school sites are open from 7:30 a.m. to 12:30 p.m. Monday through Thursday.

Once office phone and fax numbers are available, they will be posted on the district website. All of the following staff have district emails.

<b>School</b>	<b>Principal Site Coordinator</b>	<b>Secretary</b>	<b>Welcome Center</b>
<b>C.H. Bird Elementary K-4</b>	Lisa Hennessey	Kathy Healey	Lynn Karel
<b>Creekside Elementary K-4</b>	Melissa Paynter	Colleen Emad	Ronald Cato
<b>Horizon Elementary K-4</b>	Tracey Rosin	Aliesha Rauls	Sandy Gray
<b>Northside Elementary K-4</b>	Anne Stanislawski	Patricia Karls	Cynthia Rusch
<b>Prairie View Middle School 5-8</b>	Robert Johnson	Melissa Gors	Rita Bogosh
<b>Prairie Phoenix Academy 9-12</b>	Angela Swenson	Tobi Spatola	NA
<b>Sun Prairie High School 9-12</b>	Brad Lutes	Janet Stevens	Wanda Gibbs

### **Questions?**

Parents/Guardians are encouraged and invited to speak with the teachers of their children about questions or concerns. We invite parents/guardians to be in close contact with teachers to be well informed about their children's progress and achievement. Teachers have the most current information about student performance to share with parents/guardians.

If teachers are unable to provide sufficient information or responses to questions, parents/guardians are welcome to contact the summer school principal at their child's school site.

### **School Handbooks**

Academic and behavioral expectations detailed in the handbooks for the regular school year at each level remain in effect throughout summer school. Students are expected to meet the academic and behavioral expectations for the building where they are participating in summer school.

# STUDENTS

Please let all students know they are welcome contributors in your class, to our school, and our district. Please make it your personal mission to make your class and school the place where our students want to be during summer! We encourage you to make strong connections with your students and their families. Even though the time may be brief, you have the opportunity to develop positive relationships.

## Attendance

- Students in your classes should be in the Infinite Campus system from the first day. If a student is not in the system, please contact your building secretary.
- Teachers are required to track attendance at the beginning of each session for all grades/classes. Attendance is extremely important as we are required to report all student attendance to the Wisconsin Department of Public Instruction.
- Do not allow students to attend your class if they are not registered for summer school. Allowing students to attend who are not registered creates a liability issue for you, the teacher, the student, and the district. Please let your building principal/designee know immediately if a student is present who is not registered for class. The student may simply be in the wrong location. If the student is not registered, the principal/designee will follow up with parents and the district office staff. (This is particularly important for the safe arrival program at the K-4 level.)
  - Each teacher is responsible for recording absences and tardy arrival dates in Infinite Campus.
  - At all sites - students who arrive late must report first to the office to check in. This is particularly important at the K-4 level to avoid a call to parents/guardians related to safe arrival.
    - Special situations.
      - There are a few special situations (e.g., Sound of Sun Prairie, Strength and Conditioning, FFA) where the individual teacher will be using a specific attendance logging system to track attendance.
- For the K-4 sites:
  - The Summer School Secretary/Welcome Center Greeter will contact parents/guardians of students who are absent from summer school as part of the Safe Arrival program.
  - Each teacher is responsible for recording absences and tardy arrival dates/times in Infinite Campus.
- For the 5-8 site:
  - The Summer School Secretary/Welcome Center Greeter will contact parents/guardians of students who are absent from summer school.
  - If a child is not present after the first week, the teacher should notify the principal/designee. The principal/designee will notify the parents/guardians that the student will be withdrawn from the summer school class unless the parent/guardian provides the principal/designee with information on the child's ongoing attendance.
  - Each teacher is responsible for recording absences and tardy arrival dates in Infinite Campus.
- Special situations - High School.
  - There are a few special situations where the individual teacher will be using a specific attendance logging system to track attendance.

## **First Day of Summer School**

- If a student is registered for a class, but does not attend the first class, the secretary or welcome center Greeter will contact the parent/guardian to ask if the student will be attending the class. The secretary/welcome center greeter will inform teachers of any change in their class list based on this information. The secretary will also make any needed changes to the class list.
- If the student is registered for a review or credit recovery class and does not attend the first day, teachers should notify the secretary. The secretary/welcome center greeter will inform parents/guardians of the attendance expectation for students (see below).

## **Review/Credit Recovery Courses - Attendance**

- Daily attendance is required until the student demonstrates proficiency in the identified area. Upon demonstrating proficiency, the student may be dismissed from any remaining summer school days. Parents/guardians and the building principal must be notified by the teacher of the student's completion of proficiency.
- Most students are expected to attend 20 of 22-24 classes to fill proficiency requirements. (If they reach proficiency prior to that time, please ensure that is noted and communicated to parents/guardians and the principal.) If a student is absent, communication with the parents/guardians and the building principal is required to emphasize the importance of attendance. A notation on your efforts to communicate with the parents/guardians should be made in Infinite Campus.
- Additional programming may be required at the discretion of the principal.
- If a student misses four (4) review/credit recovery classes, the following actions will take place:
  - Teacher will check to see if there is a goal plan for the student (work with the principal if needed).
  - Discuss the situation with the principal.
  - The teacher OR the principal contacts the parent/guardian to inquire about the absences and inform the parent/guardian that the student, depending on his/her status, may be dropped from the class. *Principal discretion is authorized. Additional programming may be provided at the discretion of the principal.*
  - At the conclusion of the discussion with the parent/guardian, the teacher shall notify the principal/secretary of the status of the student (continuing/dropping). This communication will be documented in Infinite Campus.

## **Initial Credit Courses, Personalized Learning - High School/PPA - Attendance**

- Daily attendance is required for initial credit classes in order to be eligible to earn credit in the class.
- Missing more than two days would be very difficult to make up and would end up affecting a student's grade in the class, and may potentially lead to failure to earn the credit.
- If a student misses two (2) initial credit classes, the teacher must contact the parents/guardians to inquire about the absences, and remind the parent/guardian of the attendance requirement.
- Parents/guardians may request to have their child withdrawn from the class at this time.
- If a student is not withdrawn, the absence may result in the student failing to meet the requirements of the class and will result in a failure being recorded on the student's record.
- Teachers/principals will document this communication in Infinite Campus (for future reference).

## **Behavioral Expectations**

Students are expected to meet the same behavioral expectations that exist during the regular school year. Students are expected to treat others and property with respect.

- Teachers will explain behavioral expectations for students on the first day of class. Teachers should continually teach and reinforce expectations throughout summer school.
- Students are expected to behave in a responsible, courteous manner both inside and outside of the classroom.
- Elementary students are expected to demonstrate “above the line” behavior.
- Bullying and/or harassment will not be tolerated.
- Students will receive a behavior report for:
  - repeated refusal to comply with the rules
  - unsafe, disrespectful, or insubordinate behavior
  - behavior that disrupts the teacher’s ability to teach
  - behavior that disrupts the other students’ abilities to learn
  - behavior that disrupts the safe, orderly operation of the classroom.
- First major incident - Teacher and/or principal will determine consequences and contact the student’s parent/guardian
- Second major incident - Principal determines consequences and will contact the student’s parent/guardian and student may be removed from the classroom
- Third major incident - Principal determines consequence and will contact the student’s parent/guardian and the student may be sent home for one or more days.

*ALL disciplinary actions/consequences are subject to administrative discretion. In the event of a serious infraction (including, but not limited to, violent and threatening behavior, and incidents of drugs/weapons), or in the event of a significant pattern of major incidents students may receive a more serious consequence immediately including dismissal from the summer school program.*

Police may be contacted depending on the severity of the incident or for repeated offenses.

## **Student Dress**

- Students may wear casual clothing during summer school, but appropriate dress as defined by the dress code during the school year is expected.
- Shoes or sandals are required. (Heely shoes are not allowed.)

## **Student Belongings**

- Bikes: Bikes are to be parked only in bike racks provided at the building. Only students who rode the bike to school are allowed to be at the bike racks. Students must lock their bikes with a secure lock. Students are encouraged to wear a bike helmet.
- Skateboards: Skateboards must be turned in to the office when the student arrives at school and will remain in the office during the time that the student is attending classes.
- Electronic devices: Cell phones and pagers are allowed as long as they are silenced when the student is in the building. Digital cameras are allowed in classrooms that require their use.

The district is not responsible for any of the items identified above if they are lost, misplaced, stolen, or damaged.

### **Student Drop Off and Pick Up**

- Each summer school building principal will provide directions on drop off and pick up procedures.
- Parents/guardians must notify the school office of any changes in student transportation arrangements (e.g., district transportation/taxi). **STUDENTS WHO WERE NOT REGISTERED FOR BUSING PRIOR TO THE REGISTRATION DEADLINE MAY NOT BE ADDED.**
- Elementary students may arrive at 7:30 a.m.. Staff will not be available to supervise students prior to 7:30 a.m.

### **District Transportation - Bus Information**

- Students who have registered for district transportation are expected to abide by the behavioral expectations for bus riders. Bus transportation is provided to/from all summer school sites.
- **ONLY** students who are registered for transportation and who are assigned to the bus may ride the bus. No guests or non-registered students may ride the bus. **NO NEW STUDENTS MAY BE ADDED TO BUSING AFTER THE REGISTRATION DEADLINE!** Routes are finalized and additions/changes cannot be made.
- Grades 4K-4
  - Parents/guardians will be provided with bus tags for their children. Tags should be attached to the students' backpacks on the first day (second hour teachers). This will assist in accurate boarding at the end of the day. If a student does not have a bus tag, the assistants/teachers should notify the office at the start of the day.
  - Bus supervisors will be provided with an AM and PM "attendance roster" for each bus. Bus supervisors should check the students off the roster as they depart the bus in the morning and they should check the students off when they board the bus at the end of the day. During the first week of summer school, teachers will also be asked to assist students.
  - Any and all issues related to busing should be reported to the principal.
  - Principals will notify the coordinator at the district office.
- Grades 5-8
  - Parents/guardians will be provided with bus tags for their children. Students should put the bus tag on their backpack or otherwise have the tag on their person (wallet, picture on phone, etc).
  - Bus supervisors will be provided with an AM and PM "attendance roster" for each bus. Bus supervisors should check the students off the roster as they depart the bus in the morning and they should check the students off when they board the bus at the end of the day. During the first week of summer school, teachers will also be asked to assist students.
- High School and PPA
  - Parents/guardians will be provided with bus tags for their children. Students should put the bus tag on their backpack or otherwise have the tag on their person (wallet, picture on phone, etc).
  - Bus supervisors will be provided with an AM and PM "attendance roster" for each bus. Bus supervisors should check the students off the roster as they depart the bus in the morning and they should check the students off when they board the bus at the end of the day. During the first week of summer school, teachers will be asked to assist students.

**SEND ALL BUS CHECKLISTS TO MELISSA BAUTZ AT THE DO AT THE END OF EVERY WEEK!**

**New AM and PM bus checklists should be printed by the secretary every week.**



## **Student Nutrition - Brunch/Lunch, Fruit Basket**

Brunch/lunch will be provided at every summer school site. Every site will also have a fruit basket available for students who would like fruit.

- Brunch/lunch will be provided at every school site(times will be announced at the school site).
- The Nutrition Department will determine eligibility for students on free/reduced lunch program during the school year.
- Brunch/lunch will be provided at a cost to all families who do not qualify for free/reduced lunch programs.
- Parents/guardians may pay online to their child's school lunch account or may pay directly to the District Nutrition Department. They may not pay at the school site.
- For more information, please contact the School Nutrition Department at 834.6544.
- Please see information on the District Wellness Policy at the end of this section.

## **Student Health Needs**

The District Nurses, Deb Brown & Elizabeth Feisthammel, will provide students' medical information to the summer school offices. This information will be shared via Infinite Campus as needed. If there is a change in a student's health needs, parents/guardians should notify the school health assistant or secretary immediately.

- Health assistants will be available at every elementary site. The Health Assistants will provide basic medical services such as administering medication or providing first aid for minor injuries.
- School secretaries/welcome center staff/principals will be trained by Deb Browne to provide medication to students in the absence of the health assistant or at the high school/PPA site.
- Teachers and staff members are required to attend Bloodborne Pathogens training through the Sun Prairie Area School District. The District Nurse, Deb Brown will work with staff to fulfill this requirement.

In the case of a major medical emergency, staff will be instructed to contact the office to call 911. Once 911 has been called, the District Nurse, Deb Brown must be notified at 834.6583. Parents/guardians will be notified by the office staff immediately. The Director of Summer School Programs must be notified after the nurse has been notified.

## **Student Records, Assessment, Reporting**

Students registered for initial credit (high school/PPA), personalized learning, credit recovery, or review courses will have their progress recorded and reported in Infinite Campus. Students in enrichment courses do not receive a report card, but teachers may share information with students and their parents/guardians on student progress.

- If a student in a high school course is not passing, the teacher will notify the student and the parents/guardians of the student. The student's parents/guardians may elect to withdraw the student to avoid the failing grade on the pupil record.
- Final grades must be posted in Infinite Campus by the end of the last day of summer school for initial credit, credit recovery, or review classes.
  - Teachers needing help with Infinite Campus should submit a "technical help desk" ticket and/or speak with the principal.

## **Student Supplies**

Students should have the typical school supplies (e.g., pens, pencils, notebooks, chromebooks) available for their own use.

## **Staff Specific Information**

General information about and for summer school staff is provided in this section. If you have questions, please contact your building summer school principal.

### **Assignment**

Every staff member should have received an assignment through the Skyward system from the district Human Resource office. If you have questions about your specific assignment/agreement, please contact Mike Iselin at the district office at 834.6508 [mtiseli@sunprairieschools.org](mailto:mtiseli@sunprairieschools.org)

### **Attendance**

Summer school is a short, intense educational experience and staff are expected to be present for all dates/sessions they are assigned to. Principals will let professional staff members know the expectation for arrival time in classrooms prior to the start of class.

### **Absences**

- Staff who are absent must submit the request for absence through Skyward. More detailed information will be forthcoming on these procedures. Please watch for that information in your email.
- The building principal or secretary will approved the leave request.
- Staff are required to arrange for their own substitute during an absence. Substitute names must be submitted to the Summer School site secretary prior to the date of the absence.
  - A listing of substitutes will be available through the District Human Resource office and building principals.
  - Current Sun Prairie Area School District staff may be contacted to substitute during summer school.
- Summer school employees will be docked pay for any absences.

### **Communication**

**Email:** Staff will have a district email account. Staff are expected to check email daily and respond to requests promptly.

**Mail:** Staff will have a mailbox in the mailroom. Please check the mailbox every morning. If you are unsure of where your mailbox is located, please speak with the summer school building secretary.

**Voicemail:** Please do not change the voicemail in the classroom you are assigned to. We encourage you to let parents/guardians to either email you or to leave a message with office staff who will share it with you.

**Blackboard Connect** is the electronic communication system used to notify students and families of important information about Summer School. The system is not used in the same way during summer school as it is during the regular school year.

- Families of students enrolled in summer school may receive phone/email/text messages from the principal to provide them with information.
- For staff, the contact information used to reach you during summer school is out of the Skyward Employee Access. Ensure your contact information (address, phone, email address, and text numbers) are accurate prior to the start of summer school. (Please work with Human Resources to ensure this information is accurate.)

## Emergency Information

Every staff member must be familiar with and ready to follow the school emergency and safety plan.

- Each classroom should have emergency procedures posted next to the primary entrance. Please become familiar with the plan and be prepared to reference it in case of emergency.
- A fire drill will be conducted during every month that summer school is in session (one drill in June and one in July). Please know the exit and alternative exit for your classroom for emergency evacuation.
- A severe weather drill will be conducted once during summer school. Please know the safe location for your classroom for a severe weather situation.
- Staff members must notify the summer school principal which emergency team they will serve on.
- Summer school principals will develop a calling tree to notify all staff members if there is an emergency outside of the school day that they must be aware of. Please also watch your email for announcements.
- Health assistants will be on staff at elementary buildings and the school district nurse will be on call for the high school/PPA.
- In case of a medical emergency, notify the office and they will call 911.

## Budgets

- Enrichment courses that charge a fee will have a budget that is equal to the number of students X the cost charged per student. Teachers of classes for which a fee is charged, must use all of the budget to support the summer school students. No budget should remain at the conclusion of the session.
- Non-fee courses will have an assigned amount. Coordinators/principals will share budget amounts with individual teachers.

## Requisitions and Related Information

### Use of Funds

- Funds may only be used to purchase consumable supplies, such as workbooks, notebooks, pencils, markers, paper, for summer school use only. Order ONLY what is needed and will be used during summer school. Remaining materials are to be sent to the district office for storage and use for the next summer school session.
- Funds may not be used for Internet access, software, equipment, transportation, building costs, entry fees, non-consumables, etc.
- School sites will provide copy paper (for the copy machine), staples, and tape - no class unique supplies.
- You are responsible to purchase all the supplies you need, the school locations will not provide any of these materials except for copy paper, staples, tape.

### Requisition (please see page 16 for detailed information)

- Requisitions should be completed and sent to the following individuals depending on your summer school location:
- Kristy Thao, District Office, Elementary Summer School
- Jo Guyette, District Office, Middle and Upper Middle Summer School
- Brittany Browning, District Office, Prairie Phoenix Academy and High School Summer School.
- If you are requesting a blanket requisition, you must add detailed list of items to be purchased for approval.
- Once the purchase requisition is submitted to the District Office, the principals will review and approve before processing.

- All receipts for blanket orders that have been purchased with an approved requisition before June 30 must be submitted to your respective principal by June 30 (the end of our fiscal year),
  - Principals (or designees) will forward the receipts to Coordinators at the District Office.
- All receipts for orders that have been purchased with an approved purchase requisition after July 1 must be submitted to your respective principal before July 30.
  - Principals (or designees) will forward the receipts to Coordinators at the District Office.
- Items **cannot be purchased by an individual and then reimbursed**; all purchases must have an approved purchase requisition.

## **Inventory - Items Remaining at the End of Summer School**

All items that have been ordered with summer school funds that remain at the end of the course must be inventoried and packaged by teachers, then returned to the district office for storage. These items will be disseminated for summer school during the following year.

- Items ordered with summer school funds may not be returned to a classroom to be used during the regular school year.

## **Technology**

All chromebooks or any other district owned technology hardware/software must be returned and accounted for at the completion of summer school.

## **Curriculum**

Reading/Math, credit recovery, and initial credit teachers are expected to follow the district adopted/approved curriculum. At the end of summer school, 4K-8, and HS enrichment teachers are expected to provide a summary of the standards they addressed and the activities used to support students to achieve the standards.

## **Central Copy**

Central copy should be used as much as possible, rather than the building copiers (more cost effective).

- Submit documents via email or inter-district mail 48 hours in advance of the need.
  - Indicate in subject line what school the copies should be sent to [ccopy@sunprairieschools.org](mailto:ccopy@sunprairieschools.org)
  - If there is a “charge” indicate which school is to be charged (this must come out of your class budget).
  - Complete orders thoroughly. Incomplete orders will be returned.
  - Request white 20# paper, printed back-back in black/white whenever possible to reduce costs.
  - REMOVE ALL STAPLES before sending a hard copy to the copy center.
  - State the actual date when the order is needed (DD/MM/YY). DO NOT put ASAP, tomorrow, etc.

Summer hours for the copy center: 5:00 a.m.- 4:00 p.m. M-F ( this may vary, depending on vacation time )

## **Grade Reporting**

Students in initial credit, credit recovery, and review courses will receive a report card via Infinite Campus.

- Final grades for initial credit, credit recovery, and review classes must be posted in Infinite Campus by the end of the last day of summer school.

- Professional staff are encouraged to communicate as frequently as desired/needed with students, parents/guardians on student achievement/progress throughout summer school.

### **Supporting Students With Special Needs**

Summer school is not required for a Free and Appropriate Public Education (FAPE) and thus a student may not receive the same level of support as they do during the regular school year. This is particularly critical to know for students registered for enrichment classes as those classes will have minimal support.

- The exception for support of students with special needs is in the Initial Credit classes.

Special education teachers and assistants will review student Individual Education Plans and help teachers create an appropriate continuum of support services within the classrooms. Special education teachers and support staff will work in classrooms to support all students and support the appropriate accommodations and modifications for students with needs.

- Special education teachers are assigned to each building to support teachers and provide guidance.

### **Media Centers/Libraries/Book Rooms**

Libraries are staffed at all levels.

- If you use library books, please keep track of the books and return them promptly when you have finished using them. It is critical that books are re-shelved with the building procedures.

Elementary Book Rooms

- Elementary principals will work with elementary summer school principals to share the procedures for use of bookrooms. Respecting the rules of the bookrooms is imperative.

### **Technology**

All chromebooks or any other district owned technology hardware/software must be returned and accounted for at the completion of summer school. Contact the media center coordinator for more information on turning in technology hardware/software before departing at the end of summer school.

### **Sun Prairie Area School District Wellness Policy**

The Sun Prairie Area School District recognizes its responsibility to provide a healthy learning environment by supporting wellness, good nutrition, and regular physical activity. We ask that students, staff, parents/guardians support our district efforts to promote wellness.

### **Use of Classrooms - Respect**

During summer school, district classrooms and buildings may be used by teachers who are not assigned to the rooms or buildings during the regular school year. Both the regular school year teachers and the summer school teachers should feel comfortable in the environment.

One of the most valuable lessons we teach students is respect - what it looks like, sounds like, and feels like. Understanding and demonstrating respect is extremely important when sharing district facilities.

Although we all like to feel ownership, the facilities, equipment, and materials we are using belong to the district. We all need to treat the facilities, equipment, and materials with respect - and if we are in a classroom that we are not normally in, we want to respect the feelings of the teacher who is in the classroom during the majority of the year.

- We invite and encourage both teachers to communicate openly, honestly, and kindly with each other.
- Teachers who are assigned during the regular school year should...
- Leave district equipment and materials out and readily available for use.
  - Computers, scissors, staplers, rulers, tape, markers for whiteboards, etc.
- Put personal items in a place where they will not be used during summer school.
  - Decorative items, gifts from students, etc.
- Identify large personal items that may need to remain in the room and should be treated with care (e.g., rocking chair).
- Not cover books or other resources that may be used in summer school.
- Leave bulletin boards empty for summer school teachers to use.
- Communicate about any special items that remain in your room (e.g., plants, posters).

Summer School teachers should:

- Use only district owned equipment and materials.
- Refrain from using any personal items and please ensure your students do not use them.
- Contact the other teacher assigned if there are any questions about items in the room.
- Leave the room in the same shape you found it in when you arrived for summer school.

# Central Copy Information

Location: Sun Prairie School District Office (501 S. Bird St.), Room 149  
 Phone: 834-6575  
 Hours of Operation: 5:30am-7:00pm



You may send orders as a hard copy or electronically

### How to fill out a Central Copy work order form

**EXAMPLE:**

← original paper - clipped to black

**CENTRAL COPY WORK ORDER**

Location C.H. Bird Department English/1<sup>st</sup> grade Est.# 12-35

Requested by J. Doe Date Sent 4/1/14 Date Needed 4/10/14

**20# MULTIPURPOSE 8 1/2 x 11**

White  
 Buff  
 Blue  
 Yellow  
 Gold  
 Ivory

Green  
 Pink  
 Cherry  
 Salmon  
 Orchid

**20# MULTIPURPOSE 11 x 14**

White

**70# YELLOW 8 1/2 x 11**

White  
 Gray  
 Tan

**70# YELLOW 11 x 14**

White

**65# COVERSTOCK 8 1/2 x 11**

White  
 Blue  
 Yellow  
 Green  
 Gold

Ivory  
 Gray  
 Pink  
 Orchid  
 Tan

**65# ASTROBRIGHT COVERSTOCK 8 1/2 x 11**

Red  
 Blue  
 Fuchsia  
 Orange

Green  
 Yellow  
 Lime

**60# ASTROBRIGHT YELLOW 8 1/2 x 11**

Red  
 Blue  
 Fuchsia  
 Orange

Green  
 Yellow  
 Lime

**20# MULTIPURPOSE 11x17**

White

**65# COVERSTOCK 11 x 17**

White  
 Green  
 Pink  
 Blue

Yellow  
 Gold  
 Silver

**65# ASTROBRIGHT 11 x 17**

Red  
 Blue

**CARBONLESS 8 1/2 x 11**

2-Part  3-Part  4-Part

**COLORED COPIES .065 per copy**

**SPECIAL INSTRUCTIONS**  
 gold coverstock -  
 gold cover, single  
 sided, copy the  
 rest on white.  
 2 off back to back

**# of copies per page (or # of sets)**  
 NOT TOTAL # OF SETS  
50

3-Hole Punched  
 Back-to-Back  
 Single Sided  
 Stacked (group by page)  
 Collated (sets)  
 Stapled

Folded Only (Mark Below)

Folded/Stapled Booklet

Cut (Indicate with lines)

Total after cutting 100

> Most orders will be returned within 24 to 48 hours.  
 > If a rush order is needed, please call - Est. 6575  
 Building Office Use  
 Approved By: [Signature] Est. Cost \_\_\_\_\_  
 Account: \_\_\_\_\_  
 Central Copy Office Use Only: Actual Cost \_\_\_\_\_

### How to send a CCopy email order

Email: [ccopy@sunprairieschools.org](mailto:ccopy@sunprairieschools.org)  
 Subject: Location to be delivered/your school or "Pick Up" if you will be picking it up at the District Office-Central Copy Rm. 149  
 Attachment: Document(s) in PDF

❖ Any order other than 8 1/2 x 11 20# white paper needs to be first sent for approval to your designated approver (secretary or principal). Then, he/she will forward it to CCopy. Do not include CCopy on your correspondence to the approver.

Allow **24 business hours** to process your order

Body of Email:

- ✓ Quantity
- ✓ Single sided (S/S) or back-to-back(B/B)
- ✓ Stacked, collated or stapled
- ✓ Type of paper
- ✓ 3 hole punched (if needed)
- ✓ Date order is needed
- ✓ Any special instructions
- ✓ ESTIMATED COST MUST BE ON ALL ORDERS WITH A COST TO THEM (SEE REVERSE SIDE FOR COSTS)

- ✓ Incomplete orders will be sent back
- ✓ Any order other than 8 1/2 x 11 20# white paper needs to be first sent for approval and signed by designated approver (secretary or principal).
- ✓ ESTIMATED COST MUST BE ON ALL ORDERS WITH A COST TO THEM (SEE REVERSE SIDE FOR COSTS)
- ✓ Remove all staples
- ✓ If ordering for multiple teachers, include a scrap paper for each teacher with their school and name as routing slips
- ✓ Allow **48 hours to process**, more for complicated orders
- ✓ Originals: must be in good condition, smallest size accepted is 8 1/2 x 11, ensure 1/4 inch margin around all edges, all edges need to be taped for any tape-down originals, on light colored paper
- ✓ No copyrighted materials

## What can Central Copy do for you?

Jobs you can order for FREE	Jobs that will be an additional cost to your school/organization
White 8 1/2 x 11 20# paper Impressions (printing and copying in black ink) Staples 3 hole punch Cutting Folding Glued pads -Scratch pads - We can provide 1/4 sheets or 1/2 sheets or you can provide your own used paper (single sided and staples removed) and we will glue it into pads for you. -Customize your own pads (20# white paper)	Posters (laminated or not laminated) -charged by the inch, please indicate size Coverstock 11x17 paper Colored paper Colored copies Binding (making booklets with adhesive-type binding) Carbonless paper -2 part -3 part -4 part -5 part



# Summer School Purchases 2018

Thank you for following the procedures for purchase requisitions, use of funds, and timely submission of receipts. We are required to conduct an internal audit of all monies used in Summer School at the start of September. Law and regulation require that each teacher use all of the monies collected for fee-based classes on Summer School students' activities. It is a complicated, expensive, and time sensitive process to refund any monies from fee-based classes that are not spent on the students in Summer School.

Ensure that you keep all receipts and submit them to the Summer School secretary with the completed purchase order immediately after completing the purchase. Please put your name and class on the receipt in case questions arise at a later time.



Please note the new procedures for WALMART purchases. Thank you again for following these required procedures. If you have any questions, please contact the coordinator for your level.

- **Use of Funds**

- **Items can NOT be purchased by an individual and then reimbursed; all purchases must have an approved purchase requisition.**
- Funds may only be used to purchase consumable supplies, such as workbooks, notebooks, pencils, markers, paper, for summer school use only. Order ONLY what is needed and will be used during summer school. Remaining materials are to be sent to the district office for storage and use for the next summer school session.
- All monies collected for fee based classes **MUST** be spent prior to the end of summer school.
- Funds may not be used for Internet access, software, equipment, transportation, building costs, entry fees, non-consumables, etc.
- Limit the spending of funds on food items. (Please encourage students to use nutrition services.)
- School sites will provide copy paper (for the copy machine), staples, and tape - no class unique supplies.
- You are responsible to purchase all the supplies you need, the school locations will not provide any of these materials except for copy paper, staples, tape.

- **Math and Reading Courses**

- Each period has a budget of \$75.00 for the entire 6 week period.
- Reading & Math teachers are expected to use district approved/adopted curriculum.
- Teachers are **STRONGLY** encouraged to use online resources that support the district curriculum.

- **Enrichment Courses**

- Classes that do not have a fee will have a budget of \$75.00 (student count 1-15) or \$100.00 (student count 16+) per period for each session.



- Fee based classes will have a budget based on the number of students registered by 4 MAY 2018.
- **Requisition**
  - Budget amounts will be provided by coordinators listed below.
  - Requisitions should be completed and sent to the following individuals depending on your summer school location:
    - Kristy Thao, District Office, Elementary Summer School (Grades PreK-4)
    - Jo Guyette, District Office, Middle and Upper Middle Summer School (Grades 5-8)
    - Brittany Browning, District Office, Prairie Phoenix Academy and High School Summer School (Grades 9-12)
  - You can find the electronic requisition form: <http://intranet.spasd.k12.wi.us/course/view.php?id=133>
  - When requesting a blanket requisition, include a detailed list of items to be purchased for approval.
  - Once the purchase requisition is submitted to the District Office, the principals will review and approve before processing.
  - All receipts for blanket orders that have been purchased with an approved requisition before June 30 must be submitted to your respective principal by June 30 (the end of our fiscal year).
  - Write your name and the name of the course on the receipt in case there are any questions during our internal audit.
    - Principals (or designees) will forward receipts to the coordinators at the District Office.
      - All receipts for orders that have been purchased with an approved purchase requisition after July 1 must be submitted to your respective principal before July 30.
        - Principals (or designees) will forward receipts to the coordinators at the District Office.
- **WALMART Purchase information**
  - When teachers request a blanket requisition for Walmart, they will get a purchasing card with the approved purchase order.
    - Return the WALMART card to the Summer School building secretary after you have completed your purchases along with the receipts.
  - The purchase card will be directly linked to the requisition and the purchase order.
  - This process will allow us to track individuals who have failed to submit receipts with the completed order.



**Items can NOT be purchased by an individual and then reimbursed; all purchases must have an approved purchase requisition.**

***Thank you for following the procedures outlined above!***



## Questions?

Please contact:

1. Your summer school building principal or site coordinator
2. Your grade level coordinator
3. Summer school contract questions can be directed to Michael Iselin, [mtiseli@sunprairieschools.org](mailto:mtiseli@sunprairieschools.org) 608.834.6508
4. Payroll questions can be directed to Julie Lipke, [jllipke@sunprairieschools.org](mailto:jllipke@sunprairieschools.org), 608.834.6557 or Debbie Dubuc, [dadubuc@sunprairieschools.org](mailto:dadubuc@sunprairieschools.org), 608.834.6514.

## THANK YOU!!

Once again, thank you for your commitment to the success of all of our students.

Remember our goal is to:

- Engage students in programs and activities that extend and enrich existing curriculum in a safe and productive educational environment.

With that in mind, we will:

- Extend school year programs for students in need of additional support to close the achievement gap, and
- Offer opportunities in educational programs that enrich student learning.

**Have an enjoyable and rewarding time learning and working  
with our students and colleagues!**

