



June 2018

Dear Parents/Guardians and Students,

We are pleased to welcome your child to summer school. We look forward to seeing all of our students! Our team of teachers and staff are committed to providing our students with a great experience and we are eager to welcome your child to our middle/upper middle summer school program. We are including important information to support your child's success in summer school.

Summer School Schedule

- Class Session - The review class session is six weeks in length - June 18-July 26, 2018
 - NO School on July 4 & 5, 2018
- Enrichment class sessions are three weeks in length. There are two sessions.
 - Session 1- June 18-July 3 (NO school on July 4 & 5,, 2018)
 - Session 2- July 9-July 26, 2018
- Weekly schedule - Classes are held on Monday through Thursday each week
 - Please note that there is **NO School on July 4 & 5, 2018**
- Daily schedule - Classes run from 8:00-11:55 each day
 - 8:00 - 9:10 - Period 1
 - 9:15 - 10:25 - Period 2
 - 10:25 - 10:45 - Brunch Break
 - 10:45 - 11:55 - Period 3
 - 11:55 - end of the school day and students are dismissed to go home

Entrance and Traffic Plan

PLEASE BE VERY AWARE OF SAFETY WHEN ARRIVING/DEPARTING FROM SCHOOL SITES.

We will use the same entrance and traffic plans that are used during the school year. All summer school staff members will be outside to help direct traffic on the first day.

First Day of School

Students should bring their schedule with them on the first day of school. There will be adults to help students to find the correct location. Also, signs will be in the hallways to help students.

Attendance

PRAIRIE VIEW ATTENDANCE LINE: 608.834.7803

Parents/Guardians should contact the summer school building site office to excuse their child if they are going to be absent. Please do this the day before the absence, or the morning of the absence before the start of the school day. Thank you!

Teachers will take attendance in each class. Students who are absent will be reported to the office so that our office staff can contact parents/guardians if we have not been notified of the absence. Attendance is very important during summer school so that your children can continue to learn and develop important school and social skills.

Behavior

We will follow the same behavior expectations that are used during the school year. If a student is consistently or severely disruptive, parents/guardians will be notified by the principal and the student may be removed from summer school participation. It will be the administrator's discretion if a student needs to be sent home for the day or removed from the summer school program.

School Nutrition

The district is pleased to provide all summer school students with brunch (hot or cold), and milk (during brunch). We encourage students to take advantage of the opportunity to enjoy a nutritious brunch. We also encourage students to eat additional fruit that is offered at no charge in the Fruit Bowl. Students will use the same procedures that are used during the school year to charge brunch to their nutrition accounts. Students who qualify for free/reduced nutrition will continue to have that service available throughout summer school. Parents/Guardians can add money to their children's nutrition accounts online through Infinite Campus at any time. Nutrition department staff and support staff will be present to help students during brunch. If you have questions about nutrition services, please contact Julie Wetmore at 608.834.6544 or jrwetmo1@sunprairieschools.org

Snack

Students are encouraged to bring a healthy snack with them to summer school. Students may eat their snack during the mid-morning brunch break. Students should not share their snack with other students as others may have food allergies.

Food Allergies

There will be an allergy free table in every cafe. Teachers who have students with food allergies in their classrooms will be informed of those allergies by the Health attendant in their school.

Student Class Schedule

The student schedule is attached to this letter. Your child should bring their schedule with them on the first day to help them arrive at the right classroom on time.

District Transportation

The student bus schedule for those who qualified and registered is attached to this schedule. If you have questions on the bus schedule, please contact Jo Guyette, Middle/Upper Middle level Coordinator jmguyet@sunprairieschools.org

Volunteers

Parents/Guardians and community members who have completed and been approved for the volunteer program are welcome to join us and help us support our students in summer school. Volunteers must sign in with the welcome center at the summer school building office when they arrive. They will be given a badge to wear during the visit. Volunteers should go only to the classroom where they will be volunteering. Volunteers must sign out and turn in their badge at the welcome center at the completion of their volunteer time.

Visitors

Visitors must sign in with the welcome center at the summer school building office when they arrive. They will be given a badge to wear during the visit. Visitors should go only to the location they have identified for the purpose of their visit. Visitors must sign out and turn in their badge at the welcome center when they have finished their visit.

Summer School Website

Please check out the Sun Prairie Area School District Summer School Website and the district Facebook page for additional information on Summer School. http://www.sunprairie.k12.wi.us/district/summer_school_2018.cfm

Additional Information may be provided by the summer school principal for your child's school.

We are excited about your child joining us for summer school. We want this summer to be an exciting and rewarding learning experience for every child! Welcome to the Sun Prairie 2017 Summer School!

Sincerely,

Robert Johnson
Summer School Principal, Middle and Upper Middle Level
rtjohns@sunprairieschools.org

Jo Guyetter
Coordinator, Middle and Upper Middle Level
jmguyet@sunprairieschools.org