

**WALL ELEMENTARY SCHOOL  
SUPPLEMENTAL STUDENT/PARENT HANDBOOK  
for the 2023-24 School Year**



Wall Elementary School  
[702 E. Lafayette St., Sturgis, MI 49019](#)

Phone: (269) 659-1570

Attendance: (269) 659-1579

Transportation: (269) 659-1590

Fax: (269) 659-1589

Visit us at: <http://www.sturgisps.org>

Neola Board Policy: <http://www.neola.com/sturgis-mi/>

## **FOREWORD**

This handbook is a supplemental handbook that was developed to go along with the district handbook. The district handbook can be found at [sturgisps.org](http://sturgisps.org) and answers many of the questions that are not answered in this supplemental document.

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the first day of the school year shown on the cover. If any of the policies or administrative guidelines referenced herein are revised after the beginning of the current school year, the language in the most current policy or administrative guideline prevails.

If you have questions or concerns, please contact your child's teacher or the office to discuss this matter. Please read and discuss this handbook with your child.

## **WALL SCHOOL MISSION STATEMENT**

Everybody learning! Everybody leading! TOGETHER!

## **THE VISION OF WALL SCHOOL**

Working together to create hope for the future, we will provide a safe and happy place where everyone learns while gaining knowledge and leadership skills to achieve at the next level and throughout their lives.

## **BELIEF STATEMENTS FOR WALL SCHOOL**

- \* We believe that all children can learn.
- \* We believe that children learn at different rates and it is our responsibility to design instruction to optimize each child's learning.
- \* We believe that everyone deserves to be treated with respect and it is our job to model that behavior.
- \* We believe that behaviors, social skills & academics need to be taught.

- \* We believe that decisions regarding instruction, programming and resources should be made using all available data.
- \* We believe all children can be leaders.

### **PARENT INVOLVEMENT**

Parent Involvement means the participation of parents in regular two-way and meaningful communication involving student academic learning and other school activities, including:

- \* Ensuring that parents are meaningfully involved in developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired outcomes.
- \* Providing a mutually supportive school and home environment which encourages learning.
- \* Having parents as full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

### **BUILDING SCHEDULE**

Adult supervision begins at the school at 8:10 AM, please make sure you drop students off after this time.

The school day ends at 3:30 PM, children should be up promptly. We understand that parents often have children to pick up at multiple buildings. We would suggest you begin with your youngest children first. Students waiting for a parent who is delayed will be supervised in the music room. If you arrive later than 3:35 PM, please enter the main entrance and your child will be waiting for you there in the music room.

Breakfast will be served in the classrooms beginning at 8:35 AM. Please have your child at school by the time school begins at 8:35 AM to be served breakfast.

- Office Hours: 7:30 AM - 4:00 PM
- School Day: 8:35 AM - 3:30 PM
- Half Day: 8:35 AM - 11:55 AM

### **INJURY AND ILLNESS**

PLEASE BE SURE YOUR CHILD'S EMERGENCY CONTACT INFORMATION IS CURRENT IN THE SCHOOL OFFICE SO YOU MAY BE CONTACTED, IF NECESSARY. WE MUST HAVE AN EMERGENCY CONTACT NUMBER TO CALL.

### **Section 1 - GENERAL INFORMATION**

Much more information can be found in the K-12 district handbook.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits in regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Director of Foodservice at (269) 659-1546.

The School participates in the National School Lunch Program and makes lunch available to all students for a free through a grant. Students may also bring their own lunch to school. Milk may be purchased for 50¢. When sending money for milk, it should be put in a sealed envelope with the child's name on the outside. You may send a check, cash, or pay at [sendmoneytoschool.com](http://sendmoneytoschool.com). Breakfast will be served daily in classrooms at the start of the school day at no cost to all interested students.

Applications for the School's Free and Reduced Price Meal Program are distributed to all students. The packet still needs to be completed and returned as soon as possible in order to meet the requirements of the grant for the free meal program.

## **EMERGENCY CLOSINGS AND DELAYS**

Parents and students are responsible for knowing about emergency closings and delays. Information about emergency closings can be found at [https://www.sturgisps.org/parents/school\\_closing\\_information](https://www.sturgisps.org/parents/school_closing_information) Parents should instruct their children in the following areas in case parents are unable to be home when students arrive:

What your child should do if he/she enters the house.  
What room should your child stay in.  
What NOT to touch, such as gas, electric outlets, and appliances.  
What to do if your house is locked.  
Where to go if not to your home.

PLEASE have instructions on file in the school office for emergencies. Students will be directed to go to their usual destination unless there are other instructions should an emergency dismissal plan be put into effect.

PLEASE DO NOT CALL THE SCHOOL. Individual calls tie up the phone lines making them unavailable for emergency use.

In the event of a TORNADO WARNING or other emergency release, you may NOT pick up children other than your own WITHOUT WRITTEN PERMISSION from the student's parents.

Please see the district handbook for more info.

## **VOLUNTEER INFORMATION**

We welcome and encourage volunteer help at Wall School! Classroom teachers can always use an extra hand and students love to have the adult interaction in their room. Volunteers for one (1) day and short term resource service projects may be contacted and scheduled by the teacher desiring service. The teacher will then notify the Principal of all volunteers. Parents working at school or on field trips with children that aren't their own will need to complete a background check. These forms are available in the office.

Teachers often invite parents to accompany the class for activities as chaperones if space allows. Parents help us by supervising children under the direction of the teacher. We are NOT allowed to have children who are not students of Sturgis Public Schools on field trips. Since a field trip is considered an extension of school, SMOKING IS ABSOLUTELY PROHIBITED.

## **REPORT CARDS and PARENT TEACHER CONFERENCES**

Parents are always anxious to learn how their children are doing in school. Like most schools, our primary method of communicating this information is through the report card. We issue report cards two times a year. Teachers will contact you at other times as needed to keep you informed. If parents have concerns that need to be addressed please send your child's teacher an email or call the office and the teacher will return your call as soon as possible.

Congress Elementary uses a developmental grading key. During the Fall, we will hold parent teacher conferences. Teachers will schedule every family in grades K-2 with an appointment during this time.

A time is also provided for conferences in the Spring. These conferences will be scheduled at the teacher or parent's request.

## **RECESS**

We encourage all children to participate in recess. If a child is too sick to go outside for recess, then we feel he/she should be kept home. We discourage children from staying inside. However, in rare circumstances such as returning from an extended illness, the student will be allowed to stay in for up to 2 days with a note from home. After 2 days, we would require a doctor's slip to allow a child to stay inside.

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions also mean we will be inside for recesses.

It is important for your child/children to be adequately dressed for the conditions when he/she comes to school. Children spend time outside everyday for recess and additionally for some PE activities if weather permits.

## **STUDENT PHOTOS**

Your child's picture may be taken at school individually, or as part of a group. The pictures would be used for displays at school, in the yearbook, newsletters, the newspaper, flyers or for display on a school webpage or social media account. If you do not want your child's picture taken and displayed, please send a letter in writing to the Principal.

## **VIDEO SURVEILLANCE**

Video cameras have been installed on school grounds for the protection of our students, staff, etc. Video recordings may be used as evidence of misbehavior, criminal activity, etc. and will be viewed and used in accordance with Federal law.

## **Section 2 - ACADEMICS**

### **FIELD TRIPS**

Throughout the school year there may be multiple field trips that your child's class will participate in through school. These trips are based on curriculum, fine arts, special events and end of the year activities. The family data sheet has a permission section for field trips that is completed at the beginning of the school year. Notification and details of the trips to parents will be communicated through school notices, teacher letters, a class newsletter and/or the school newsletter.

### **PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria: current level of achievement; potential for success at the next level and; emotional, physical, social maturity.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the district.

## **Section 3: Student Activities**

All information applicable to this section can be found in the K-12 District

Handbook.

**Section 4 - STUDENT CONDUCT**

**SEE THE K-12 District Handbook for infraction definitions and board policies**

**WALL SCHOOL**  
**EXPECTATIONS FOR STUDENT BEHAVIOR**

We believe that children want and need guidance for behavior. We also believe that learning will be enhanced when students are behaving appropriately. Verbal praise, notes sent home and other classroom activities will be used to recognize good behavior. Wall School has implemented Tiered levels of Intervention regarding behavior as part of a positive behavior support model for all students.

Each situation involving a child will be dealt with based on the circumstance brought about by that situation. The school always seeks out ways in which to teach lessons around behavior, both positive and negative.

**Section 5 - TRANSPORTATION**

**Refer to the K-12 handbook for information regarding transportation.**

**Building Directory**

School Phone Number: (269) 659-1570  
Office Hours: 7:30 AM - 4:00 PM  
Student Hours: 8:35 AM - 3:30 PM

Principal: Harmonee McCrea  
Secretary: Jessica Maldonado  
Behavior Interventionist: Rebecca Greenamyer  
Counselor: Ashlin Heller

**TEACHERS:**

<u>GRADE</u>	<u>NAME</u>
K	Anica Etchey
K	Kelli Lamb
K	Jessica Rutenbar
K	Erin Schwartz
K	Krystal Watson
1st	Courtney O'Brien
1st	Kate Lopez
1st	Jeni Taylor-Davis
1st	Lisa Yoquelet
2nd	Rachel Edgington
2nd	Emma Hunt
2nd	Kelly Mallory

2nd	Jami Miller
2nd	
Title	Julie Goodlock
Title	Alicia Wilber
Special Ed.	Lauren Cypher
Special Ed.	Cassidy Haas
Art	McKenna Bishop
Music	Sonja Duffy
P.E.	Jenifer Lampe and Sherry Coblentz
Spanish	Bessie Allen

#### **EDUCATIONAL ASSISTANTS:**

Kaylynn Cline  
Alyssa Sotelo  
Precious Smiley  
Lori Schudel  
Jolene Reckers  
Ginger Grace  
Elizabeth Palasinski  
Cheryl Neiser

#### **ENGLISH AS A SECOND LANGUAGE (ESL):**

Kelli Lamb

#### **NON-DISCRIMINATION STATEMENT**

In Compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

#### **For information, contact:**

Nicole Gittinger, Assistant Superintendent  
107 W. West Street  
Sturgis, MI 49091  
(269) 659-1506

Initiation of the formal complaint procedures requires a written complaint. All written complaints regarding harassment or discrimination of individuals shall be submitted to:

Responsible Administrator: Nicole Gittinger, Ass't Superintendent  
[ngittinger@sturgisps.org](mailto:ngittinger@sturgisps.org)

Alternate Responsible Administrator: Nick Herblet, High School Principal  
[nherblet@sturgisps.org](mailto:nherblet@sturgisps.org)



For a complete document regarding specific grievance procedures, please see the Sturgis Public School's Website at: [https://www.sturgisps.org/district/grievance\\_procedures](https://www.sturgisps.org/district/grievance_procedures)

