

Elementary Schools

Student and Family Handbook



C.H. Bird
Creekside
Eastside
Horizon
Meadow View
Northside
Royal Oaks
Token Springs
Westside



2018 - 2019



Sun Prairie Area
School District
Futures depend on us...every child, every day.

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6620.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 834-6620.

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If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 834-6630.

Yog tus me nyuam lub xiv los yog niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hais rau peb paub rau ntawm 834-6630.

STATEMENT OF NONDISCRIMINATION

No student may be unlawfully discriminated against in any school programs, activities or in facilities usage because of the student's sex (gender identity, gender expressions, and non-conformity to gender role stereotypes), color, religion, profession, or demonstration of belief or non-belief, race, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation, age, 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)

Sun Prairie Elementary Schools

<p>C.H. Bird Elementary - 1170 N. Bird Street - Sun Prairie - (608) 834-7300 TBD, Principal TBD, Associate Principal</p>
<p>Creekside Elementary - 1251 O’Keeffe Avenue - Sun Prairie - (608) 834-7700 Jillian Block, Principal Jacquelyn Gouldthorp, Associate Principal</p>
<p>Eastside Elementary - 661 Elizabeth Lane - Sun Prairie - (608) 834-7400 Craig Coulthart, Principal Erin Martini, Associate Principal</p>
<p>Horizon Elementary - 625 N. Heatherstone Drive - Sun Prairie - (608) 834-7900 Michelle Kelly, Principal Kelley Goplen, Associate Principal</p>
<p>Meadow View Elementary - 200 N. Grand Avenue - Sun Prairie - (608) 478-5000 Cynthia Bell Jimenez, Principal TBD, Associate Principal</p>
<p>Northside Elementary - 230 W. Klubertanz Drive - Sun Prairie - (608) 834-7100 Lexi Vanden Heuvel, Principal Ben Burns, Associate Principal</p>
<p>Royal Oaks Elementary - 2215 Pennsylvania Avenue - Sun Prairie - (608) 834-7200 James Ackley, Principal Joan Bartel, Associate Principal</p>
<p>Token Springs Elementary - 1435 N. Thompson Road - Sun Prairie - (608) 478-5100 Michael Marincic, Principal TBD, Program Manager</p>
<p>Westside Elementary - 1320 Buena Vista Drive - Sun Prairie - (608) 834-7500 Nikki Burke, Principal Jeff Hattori, Associate Principal</p>

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Developing an active parent organization is a goal of each elementary school. During the course of this school year, you will receive information regarding opportunities for you to become involved in your parent organization. If you would like to participate, please contact the school principal. Thank you!



Sun Prairie Area School District

District-Wide Policies

Elementary Level (K-5)

SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590

(608) 834-6500 sunprairieschools.org



Sun Prairie Area School District

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

School Year Calendar At-A-Glance 2018-2019

2018

Monday	September 3	No School – Labor Day
Tuesday	September 4	First Day of School for Students K-12 – FULL DAY
Monday	September 10	First Day for 4K Students
Thursday	October 11	District-Wide Early Release Day except 4K Students <ul style="list-style-type: none">● Elementary Dismissal at 1:55 pm● Middle School Dismissal at 1:30 pm● Cardinal Heights/Prairie Phoenix Academy Dismissal at 1:45 pm● High School Dismissal at 2:05 pm
Monday	November 5	End of the 1st Quarter
Thursday	November 8	Full day of School- Parent/Teacher Conferences 4:00-8:00 pm at all schools <ul style="list-style-type: none">● No school for 4K Students Only- Parent/Teacher Conferences
Friday	November 9	No School-Parent/Teacher Conferences 7:30 am –11:30 pm at all schools
Wednesday	November 21	No School
Thursday	November 22	No School- Thanksgiving
Friday	November 23	No School
Monday	December 24	No School - First Day of Winter Break

2019

Thursday	January 3	First Day Back from Winter Break
Monday	January 21	No School- Martin Luther King Jr. Day
Thursday	January 24	End of 2nd Quarter/ 1st Semester
Friday	January 25	No School
Friday	February 1	No School
Thursday	March 28	Full day of School- Parent/Teacher Conferences 4:00-8:00 at all schools <ul style="list-style-type: none">● No school for 4K Students Only- Parent/Teacher Conferences
Friday	March 29	No School-Parent/Teacher Conferences 7:30 am –11:30 pm at all schools
Monday	April 1	End of 3rd Quarter
Monday	April 15	First Day of Spring Break
Monday	April 22	First Day Back from Spring Break
Friday	May 24	No School
Monday	May 27	No School- Memorial Day
Friday	June 7	Last Day of School for 4K Students
Tuesday	June 11	Last Day of School for Students in Grades K-12- HALF DAY <ul style="list-style-type: none">● Elementary Dismissal at 11:35 am● Middle School Dismissal at 11:15 am● Cardinal Heights/Prairie Phoenix Academy Dismissal at 11:25 am● High School Dismissal times based on Finals
Friday	June 14	High School Graduation, Seniors Only

SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590

(608) 834-6500 sunprairieschools.org

SCHOOL BOARD MEMBERS		
Steve Schroeder , President	347-9324	shschro@sunprairieschools.org
Tom Weber , Vice President	235-0963	tweber@sunprairieschools.org
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ENROLLMENT

ENROLLMENT AND ENTRANCE REQUIREMENTS

We welcome our new and returning families!

Parents/Guardians are asked to register children at the School District Office, 501 S. Bird Street. The District Office will answer questions about the correct school attendance area. Registration will be completed online.

When enrolling a child, please bring along their birth certificate and proof of residency. A purchase agreement on a home, a rental lease, or a current utility bill is accepted as residency proof. If the child is enrolled by an adult who is not the parent, proof of guardianship or kinship must be presented in writing. Proof of kinship must be signed by the parent and notarized.

A child entering kindergarten should be five (5) years old on or before September 1st of the year they start school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she has satisfactorily completed a 4-year-old kindergarten program or has met the conditions and standards for early admission outlined in district Procedure JEB-R(1). A child entering first grade must be six (6) years old on or before September 1st of the year they start first grade and has completed 5-year-old kindergarten. (Policy JEB) Students entering school must have a birth certificate (or other proof of age) and an immunization record on file.

If a student has attended another school, please bring along the name and address of that school when you come to register. Those records are needed before a grade placement can be made.

If your family is between residences, your children have certain service rights and protections in the Sun Prairie Area School District.

CUSTODIAL COURT ORDER

Our elementary schools want to keep parents/guardians informed and follow Wisconsin Statutes that support both parent/guardians' rights to receive information about their child. If there are special visitation or custody rights in place for your child that limits one parent/guardian's right to that information, the school office will need to have a copy of that court order.

CURRENT PARENT/GUARDIAN CONTACT INFORMATION

It is very important that the school has an up-to-date address, telephone number and email address on file for each parent/guardian. The school office needs to have current:

- Home address
- Home, work and cell phone numbers
- Email addresses

Please let the school office know right away if this contact information changes at any time during the school year. If you have students at several schools, you only need to contact one school and the changes can be made for all members of your family.

The district has electronic communication systems (i.e. Peachjar, Blackboard Connect) that can be used to alert families with general information as well as to quickly communicate in the event of an emergency. This system can be used to report:

- Unexcused absences

- Low or negative lunch account balance
- Upcoming school events related to the student's grade, class or school
- Late start or school closing
- Information updates during and follow up to emergency situations

ATTENDANCE

SCHOOL HOURS

School hours for elementary students are: 8:15 a.m. (warning bell) 8:20 a.m.-3:10 p.m.
(Monday, Tuesday, Wednesday, Friday)
8:15 a.m. (warning bell) 8:20 a.m.-1:55 p.m. (Thursday)

Students may come to school at 7:45 a.m. or after, as supervisors are on duty at that time.

The first day of school for the 2018-2019 school year is Tuesday, September 4, 2018. The last day of the school year is Tuesday, June 11, 2019.

ABSENCE/TARDY GUIDELINES FOR ELEMENTARY SCHOOLS

Regular school attendance helps students succeed. All nine elementary schools in our district recognize this and follow Wisconsin Statute 118.16 and School Board Procedure JE-R, Student Attendance Procedures. If students are absent or tardy, there needs to be an acceptable excuse for missing school.

If a parent/guardian knows their child will need to miss school for an appointment, the school will need a phone call, email, or written note that includes the absence date(s) and reason in advance of the absence.

Parents/Guardians may excuse students from school for up to 10 days during a school year (five days per semester). Parents/Guardians will be contacted when the school has concerns about a student's attendance.

REPORTING ABSENCES

Student safety is very important to us! A parent/guardian **MUST** call the school attendance line before 9:00 a.m. if their child will not be attending school or will be late that day.

If a student does not come to school and the parent/guardian has not called the attendance line by 9:00 a.m., a safe arrival call will be made and the child's absence may be listed as unexcused. If the safe arrival call is not answered, other efforts will be made to locate the student.

The school principal may ask for a written or medical excuse when the child comes back to school.

Parents/Guardians may report an absence 24 hours a day. Call the school attendance number and press 1.

❖ C.H. Bird Elementary	834-7300
❖ Creekside Elementary	834-7700
❖ Eastside Elementary	834-7400
❖ Horizon Elementary	834-7900
❖ Meadow View Elementary	478-5000
❖ Northside Elementary	834-7100
❖ Royal Oaks Elementary	834-7200
❖ Token Springs Elementary	478-5100
❖ Westside Elementary	834-7500

If a parent/guardian needs to pick-up their child during the school day, it's important that parents come to the **SCHOOL OFFICE** to meet the child and sign them out before leaving the building.

LEAVING SCHOOL GROUNDS DURING LUNCH PERIOD

Lunch periods are set up to give students' time to eat lunch and spend recess time with their peers. If a parent/guardian wishes to take their child off school grounds for lunch, it's important that a written note be given to the child's classroom teacher that includes the lunch date and a parent signature.

TERMINATION OF OPEN ENROLLMENT DUE TO HABITUAL TRUANCY

The Sun Prairie Area School District may prohibit a student from attending school in the district under the full-time open enrollment program beginning in the succeeding semester or school year if the nonresident student has been habitually truant from the district during either semester in the current school year. (Policy JECBA)

STUDENT LEARNING

REPORT CARDS/PARENT-TEACHER CONFERENCES

Report cards are distributed twice per year at the end of each semester for all elementary students in grades K-5.

The Sun Prairie Area School District uses four proficiency levels to indicate student proficiency in achievement on report cards.

4 Exceeding Standards	3 Meeting Standards	2 Approaching Standards	1 Attempting Standards	0 No Evidence
Consistently exceeds proficiency	Consistently meets proficiency	Approaching proficiency	Needs improvement to meet proficiency	No Evidence
Student: Demonstrates a deeper understanding of the standards Evidence of learning extends to higher-level thinking strategies or creative connectedness	Student: Demonstrates understanding of the standards Evidence of the learning contains few or minor errors	Student: Demonstrates basic understanding of the standards with gaps and errors Evidence of learning is inconsistent or incomplete	Student: Demonstrates unclear or minimal understanding of the standards Evidence of learning is insignificant	Student: No evidence to assess

PROGRESS REPORTS/FAMILY CONFERENCES

Formal parent/guardian-teacher conferences are held twice a year for all students. The first semester conference is scheduled for Thursday, November 8, 4-8 p.m. and Friday, November 9, 7:30-11:30 a.m. The second semester conference is scheduled for Thursday, March 28, 4-8 p.m. and Friday, March 29, 7:30-11:30 a.m. Other conferences may be scheduled during the school year as needed.

During each school year our goal is to help each student develop new skills and to become excited about learning.

Report cards, conferences, and ongoing contacts between school and parents/guardians help us to communicate and support each student during their elementary school years.

Lifelong Learning Skills Grading Rubric for Grades K-5

To provide a deeper, more accurate, and much more comprehensive picture of what a student accomplishes, the student's academics are separated from conduct.

Symbol	Definition
+	Excellent: Consistently and independently demonstrates behaviors, attitudes, and effort toward the stated goal.
^	Satisfactory: Generally demonstrates behaviors, attitude and effort toward the stated goal with few reminders.
~	Needs Improvement: Needs frequent reminders to demonstrate appropriate behavior, attitude or effort toward the stated goal.

CURRICULUM REVIEW BY PARENTS/GUARDIANS

The Sun Prairie Area School District is committed to providing each student a balanced and well-rounded education. The school district recognizes the rights of parents/guardians to inspect instructional materials and to choose not to have their child participate in certain educational programs or activities. The School Board also recognizes that reasonable accommodations related to academic requirements may need to be made at times because of a student's religious beliefs (Policy IFF and IND). Parents/Guardians may bring specific requests to the school principal.

PROMOTION REQUIREMENTS

Students at all grade levels who meet district requirements consistent with state law and Board Policy, will be promoted at the end of each respective school year.

Our site based Student Support Team (SST) will evaluate the student's profile and make recommendations for further interventions. This team consists of the Principal working in conjunction with a School Psychologist, Social Worker, Reading Specialist, the classroom teachers, and the student's parents/guardians. For more information see Policy IKE and Procedure IKE-R or contact your school's principal.

HOMEWORK

The amount of homework a student receives is different at each grade level. Student work habits, skill levels, and ability to finish work in class will also affect the amount of homework or time spent completing homework. Teachers communicate homework expectations to students and parents in many ways - through notes, web pages, homework sheets, or assignment notebooks.

Parents can help by checking their child's backpack after school each day. By taking time to talk about completed work and reviewing homework assignments, parents/guardians can support their child's learning. If parents have questions or concerns about their child's homework, they are encouraged to contact their child's classroom teacher.

STUDENT SERVICES

English Language Learners (ELL)

Identified English Language Learners receive content and language development support, which may include native language support when available, in a variety of educational settings. This service helps students understand and develop grade level academic skills in the four domains of language: listening, speaking, reading, and writing. For more information, contact your child's teacher, the school principal, or the ELL teacher at your child's school. You may also refer to the English Language Learner Program Plan.

Advanced Learner Program (ALP)

Advanced learner program specialists support classroom teachers in providing differentiated and enrichment opportunities to meet the individual needs of advanced learner students. Furthermore, specialist will coordinate assessments as needed for identification purposes. For more information, contact the school principal or the advanced learner specialist.

Reading Resource Program

Reading resource teachers assist classroom teachers in choosing materials and using strategies that will improve students' reading skills. For more information, contact your child's teacher, the school principal, or the reading resource teacher at your child's school.

Student Support Team (SST)

SST is a group of teachers and other school personnel who meet to find ways to address the unique needs of individual students. SST assists teachers and parents with:

- ★ Identifying student strengths, needs, and challenges
- ★ Brainstorming ideas to support students
- ★ Reviewing information about students and discussing ways to meet those needs in the regular classroom
- ★ Coordinating school efforts to meet student needs
- ★ Assisting with referrals for evaluation (i.e., Advanced Learners, 504, special education)
- ★ Developing a modification or Section 504 Accommodation Plan as needed

If you have concerns about your child, contact your child's teacher, school counselor, school social worker, school psychologist, school principal, or the Director of Student Services. When a student is referred to the school Student Support Team (SST), the parent/guardian will be notified and invited to the SST meeting. At that meeting a lead person will be assigned to follow the student's progress and communicate with parents/guardians.

SECTION 504 OF REHABILITATION ACT OF 1973

Section 504 protects people with disabilities from discrimination in the workplace or in schools. In schools, a student with a disability has the right to access an education and related opportunities/benefits equal to those offered to students without disabilities. For more information, refer to the Hyperlink on page 24 or contact the Director of Student Services at 834-6520 or the SST Coordinator at your child's school.

LIBRARY MEDIA CENTER (LMC)

Each elementary school has an LMC that loans books and other resources to students. The following practices are used in all elementary schools so materials are in good condition and can be used by many students:

- ★ Books are checked out for two weeks.
- ★ The quantity of materials students may check out is at the discretion of the on-site library media specialist.
- ★ Once a student has checked out books at their limit, additional books may not be checked out until the others are returned. School staff will work with families on getting books returned so others may be checked out.
- ★ There are no fines for overdue materials. Students will be reminded of overdue items when they check out new materials.
- ★ Students and parents will be given reminders of overdue materials at least once each quarter.
- ★ Lost or damaged materials must be paid for at the cost of buying a replacement (if available) or as follows:
 Paperbacks: \$5.00 Hard covers: \$20.00 Magazines: \$4.00
- ★ Lost or damaged materials that are not returned or paid for will stay on the student's record from year to year and the librarian will continue to work with the student and family.
- ★ Student use of the library facility will not be limited because of overdue or lost materials.
- ★ If you find the lost book/magazine after you paid to replace it, please return it to school to receive a refund.

TECHNOLOGY/COMMUNICATION RESOURCES USE BY STUDENTS

Students have access to technology and communication resources, including email accounts. It is expected that students will use these tools for educational purposes. Students found to be misusing these tools may have those privileges removed. School disciplinary actions will be taken at the discretion of the school administrator. (Policy IIBGA, IIBGA-R)

PARTICIPATION IN PHYSICAL EDUCATION AND/OR RECESS

If a student comes to school but is not able to participate in physical education class and/or recess, it is important that the parent/guardian write a note to the student's classroom teacher. If the student cannot participate in physical education and/or recess for more than three days, a note from a licensed practitioner (physician assistant or nurse practitioner working under a licensed practitioner) is needed.

ORCHESTRA PROGRAM

Fifth grade students can learn to play a string instrument and join the orchestra program. There is an instrument rental fee charged by the district or private supplier. If a family feels they cannot afford to pay the rental fee, they may fill out a waiver form that is available in each elementary school office.

COUNSELING PROGRAM

Each elementary school has a school counselor who meets with students in large/small groups or individually. They cover topics such as friendships, study skills, families, solving problems, making decisions, and communication. They can also assist students and parents with school-related issues and connect them to other services.

FIELD TRIPS

Field trips are an important part of a teaching unit and are usually taken at the same time of year when a unit is being taught. Field trips can be positive learning experiences for students. While on a field trip, all students need to show safe and respectful behavior both on the bus and in public settings.

A student can go on a field trip only if the parent/guardian has given written permission to do so. A consent form is sent home before each field trip. If this form is not returned or if permission is not given by the parent/guardian, the student will stay at school during the field trip.

EXTRACURRICULAR ACTIVITIES

Each elementary school offers students a variety of extracurricular and after-school activities. If a student attends an after-school activity, it is important that the parent/guardian arranges for the student to be transported home when the activity ends. Information about scheduled activities will be sent home during the school year.

MOVIE/VIDEO VIEWING

Parents/Guardians will receive information if a non-educational movie will be shown at school. The information will include the reason for the movie (i.e. celebration, reward). Only "G" rated movies will be shown, unless parent permission is given ahead of time. No movies rated above "PG" will be shown at the elementary level.

<h2><u>HEALTH SERVICES</u></h2>
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ROLES OF THE NURSING STAFF

Health services are provided by a district health nurse with health assistants at each school building. The health assistants provide first aid to students, give medications and treatments, keep health care records, monitor immunization reports, complete hearing and vision screenings, and screen for communicable diseases. The district health nurse and the school health assistant also work with outside agencies to help students' access needed health services.

School staff, students, or parents/guardians can contact the district health nurse at 834-6583 to report concerns or ask questions. Copies of the district Health Services Handbook are available to families upon request.

GUIDELINES FOR ASSESSING YOUR CHILD'S HEALTH

Regular school attendance is important to each child's success in school. The patterns and attitudes children develop about health and illness often carry on into later school years, into adulthood, and into the work world.

Our goal is to work with students, parents/guardians, and staff to promote positive health so every student is comfortable at school and ready to learn.

When students are sick, we encourage them to stay home. The following guidelines can help parents/guardians decide if their child should be at home or school:

1. **TEMPERATURE:** The child's temperature should be below 100.4° F (38.0° C), without the help of fever medication, for at least 24 hours before returning to school. If a child has a temperature at or above 100.4° F (38.0° C), s/he may have some type of infection. We will contact a parent/guardian and ask that a child be taken home if an elevated temperature is noted.
2. **COLDS:** We recognize that no one feels good when they have a "cold." Since viruses may hang on for as long as three weeks, missing that much school would affect a child's learning. When a child has a "cold," we recommend that s/he comes to school but also gets extra rest and drinks plenty of fluids when at home. Practicing good hand washing every day will help to reduce viral infections year-round.
3. **HEADACHES:** We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever kept at school, the parent/guardian must fill out the Non-Prescription Medication Administration Consent Form and give the school a supply of the medication. Each school's health assistant has copies of this form.

If a child has headaches often, we encourage parents/guardians to keep a log of when the headache occurs, what relieves it, how long it lasts, and what the child was doing before the headache started. This information is important to share with the child's health care provider.

4. **STOMACHACHES:** We encourage students to stay at school if they have a stomach ache **unless** they have a temperature over 100.4° F (38.0° C), are vomiting, have diarrhea, or if they are too ill to participate in school activities. Sometimes, children who are feeling anxious or stressed will have stomach aches. For these students, it is important to stay in school and deal with the cause of anxiety. A small number of children with frequent stomachaches have a physical problem. They may need to be evaluated by their health care provider.
5. **RASHES:** A rash may be a sign of an allergic reaction or an infection. It's important that the child's health care provider be contacted if a rash is "itchy," spreading, raw or weepy or also has a fever with rash.

If a student becomes ill or injured at school, a parent/guardian will be contacted. **It's very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please notify the school office of any phone number changes as soon as they occur.** If a parent/guardian cannot be reached, we will call the emergency contact person(s).

LATEX ALLERGIES

LATEX balloons are not allowed in school as they pose a problem for students with a latex allergy. Mylar balloons are permitted.

MEDICATIONS

Students are not allowed to carry and self-administer medication other than rescue inhalers and/or EpiPen. Students may self-carry and self-administer a rescue inhaler or epinephrine auto injector with a Epi/Inhaler self administer form on file in the health office. If your child needs to take any medication during the school day, an order form must be completed and on file in the nurse's office. Medication should be brought to school in the original container labeled with student's name.

If you have any questions about your child's medication or health concerns, please contact the health care assistant or the district health nurse. [Policy JHCD, JHCD-R, JHCD-F(1), JHCD-F(1A)]

IMMUNIZATION REQUIREMENTS FOR 2018-2019 SCHOOL YEAR

The following are minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Students must have sufficient documentation of these vaccinations or have a signed waiver on file. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre K (2-4 years)	4 DTP/DTaP/DT ²	3 Polio	1 MMR ⁵	3 Hep B	1 Varicella ⁶	
Grades K-5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	2 MMR ⁵	3 Hep B	2 Varicella ⁶	
Grades 6-12	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	2 MMR ⁵	3 Hep B	2 Varicella ⁶	1 Tdap ³

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)
2. DTP/DTaP/DT/Td vaccine for all students Pre K-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)
5. The first dose of MMR vaccine must have been received on or after the first birthday. (Note: A dose 4 days or less before the 1st birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

SCHOOL NUTRITION PROGRAM

SCHOOL BREAKFAST/LUNCH PROGRAM

We are pleased to offer all students breakfast and lunch at school daily. The menu will be posted online monthly and is subject to change. The Sun Prairie Area School District provides meals at no charge **to those students who are eligible under the USDA federal guidelines** for free & reduced meal status. Application forms for these meals are available in the school office or on the district website, http://www.sunprairie.k12.wi.us/district/sn_forms.cfm. If students qualify for a free or reduced price meal at lunchtime this also qualifies the student for a free or reduced price breakfast. Paid eligible students are welcome to purchase a school meal. For the most current meal pricing information, please visit the district website, http://www.sunprairie.k12.wi.us/district/school_menu_pricing.cfm. The 2018-19 meal pricing will be available online in August 2018.

Student Meal Account and Payment System

The school nutrition program uses Infinite Campus, an automated system to record meal and milk payments. Parents/Guardians **prepay** by using a credit or debit card via the Infinite Campus Parent Portal or by putting money in a special prepayment envelope. These envelopes are available at each elementary school office or the school nutrition office located at the School District Office.

Infinite Campus (IC) may be accessed in the following way:

- From the District Website sunprairieschools.org, then click on the Infinite Campus Family icon in the top bar.
- Log in to Infinite Campus with your username and password.
- If you need assistance accessing IC, click below <http://www.sunprairie.k12.wi.us/district/ICPortalHelp.cfm> or call 834-6571.
- For general questions about IC, please click below <http://www.sunprairie.k12.wi.us/district/Portal.cfm>.

Some important information about Infinite Campus prepayments:

- You can make payments in multiple children's accounts in one transaction.
- You can access the student transaction history for all purchased items.
- As a reminder to make a payment, a phone call home will come if your students balance falls below \$9.00.

If your student forgets their lunch or you would like to bring them a special lunch, please only bring in food for your student. Please do not bring in food for other students. We do not accept lunches delivered by a delivery service. If students bring a sack lunch from home, milk may be purchased through the student's lunch account.

Donations

If you would like to be a Hunger Hero for Sun Prairie students who cannot afford to pay for meals, make a tax-deductible donation to the SPARC Local Action Fund, a 501(c)3 non-profit organization.

To make a donation Online:

Go to: http://www.sunprairie.k12.wi.us/district/school_nutrition.cfm Be sure to write Hunger Hero Fund in the "instructions to seller" space on PayPal - or in the memo line of your check.

To make a donation In Person:

At the Sun Prairie School District, School Nutrition Department, 501 S. Bird St, Sun Prairie WI 53590.

Food Accommodations

If a student has been determined by a licensed physician to need special meal accommodations that would prevent the student from eating a regular school meal, the school will provide substitutions in foods when supported by a medical statement signed by a licensed physician. Before any special diet or food or food texture modifications will be made, a diet order form must be completed, signed by a licensed physician and the student's parent/guardian. The medical statement must specify the need for accommodations and the required food omissions and substitutions. The food service representative can not make substitutions unless they are specified in the medical statement.

Students will receive information about cafeteria routines from the classroom teacher.

RETURNED CHECKS

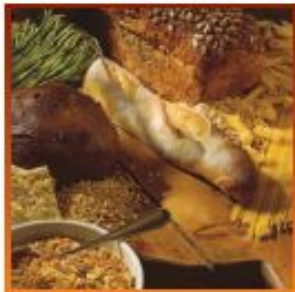
The School Board has approved a \$25.00 fee to be charged for each non-sufficient fund (NSF) check written to the school district. If the district receives an NSF check, only cash will be accepted.

WELLNESS

The Sun Prairie Area School District has a wellness policy that promotes lifelong wellness behaviors, and links healthy nutrition and exercise to students' overall physical well-being. Healthy eating behaviors and regular physical activity are essential for students to achieve their full academic and life potential. (Policy JHK, JHK-R)

Healthier Eating: Getting Where You Need to Be

The Dietary Guidelines for Americans recommends these food groups within MyPyramid as a good source of important nutrients that help provide the foundation for a healthy diet.*



Whole Grains



Vegetables



Fruits



**Milk and Milk Products
Low-fat and Fat-free**

Increased intakes of fruits, vegetables, whole grains and fat-free or low-fat milk and milk products are likely to have important health benefits for most Americans, according to the Dietary Guidelines. They are encouraged for a healthful diet and are sources for specific nutrients of which many Americans are not getting enough – calcium, potassium, fiber, magnesium, vitamins A, C and E.



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Be sure to include the recommended amounts every day:

Whole Grains ✓ ✓ ✓
3 (1 oz.) equivalents

(at least 1/2 of all the grains eaten should be whole grains)
One ounce serving equals 1 slice whole-wheat bread,
1/2 cup brown rice, 5 whole-wheat crackers, 1/2 cup oatmeal



Vegetables ✓ ✓ ✓
2-1/2 cups

One serving equals 1 cup chopped or florets of raw/cooked broccoli,
2 medium carrots, 2 cups of raw, leafy greens – 1 cup cooked, leafy greens



Fruits ✓ ✓
2 cups

One serving equals 1 cup sliced, chopped or cut-up fruit,
about 8 large strawberries, 1 large orange, 32 seedless grapes



Dairy Foods ✓ ✓ ✓
3 cups of low-fat or fat-free milk or milk equivalents

One serving equals 1 cup milk, 1 container (8 oz.) yogurt,
1-1/2 oz. cheese



Source: Dietary Guidelines for Americans, 2005 (6th Edition). www.healthierus.gov/dietaryguidelines.

*The foods listed here are part of the MyPyramid food groups, which also include meat & beans and oils. Please visit www.mypyramid.gov for more information.

Healthier Eating Made Easy

Choose a variety of foods from each food group. Look for nutrient-dense foods. They have the most vitamins and minerals for the fewest calories.

Whole Grains	Vegetables	Fruits	Milk and Milk Products Low-fat and Fat-free
<ul style="list-style-type: none"> • Whole-grain breakfast cereal • Whole-grain breads (wheat, rye, etc.) • Oatmeal • Brown rice • Popcorn 	<ul style="list-style-type: none"> • Broccoli • Spinach • Carrots • Red or green pepper • Tomatoes • Sweet potatoes 	<ul style="list-style-type: none"> • Peaches • Bananas • Grapefruit • Blueberries • Kiwi • Cantaloupe 	<ul style="list-style-type: none"> • White milk • Flavored milk • Lactose-free milk • Cheddar cheese • Swiss cheese • Mozzarella cheese • Yogurt
<p>Tips</p> <ul style="list-style-type: none"> ✔ Snack on ready-to-eat, whole-grain cereals such as toasted oat cereal ✔ Try brown rice or whole-wheat pasta ✔ Try whole-grain snack chips, such as baked tortilla chips ✔ Use whole grains in mixed dishes, such as barley in vegetable soup or stews and bulgur wheat in stir-fry or casseroles ✔ Choose foods that name whole wheat, whole oats, brown rice, etc. first on the label's ingredient list 	<p>Tips</p> <ul style="list-style-type: none"> ✔ Buy vegetables that are easy to prepare ✔ Try crunchy vegetables, raw or lightly steamed ✔ Shred carrots or zucchini into meatloaf, casseroles, quick breads, or muffins ✔ Include chopped vegetables in pasta sauce or lasagna ✔ Set a good example for children by eating vegetables with meals and as snacks 	<p>Tips</p> <ul style="list-style-type: none"> ✔ Buy fresh fruits in season ✔ Vary your fruit choices—fruits differ in nutrient content ✔ Keep a bowl of whole fruit on the table, counter, or in the refrigerator ✔ Refrigerate cut-up fruit to store for later ✔ Make most of your choices whole or cut-up fruit rather than juice, for the benefits dietary fiber provides ✔ For dessert, have baked apples, pears, or a fruit salad 	<p>Tips</p> <ul style="list-style-type: none"> ✔ Include milk as a beverage at meals ✔ Use fat-free or low-fat milk instead of water to prepare oatmeal and hot cereals ✔ Make a dip for fruits or vegetables from yogurt ✔ Top casseroles, soups, stews, or vegetables with shredded reduced fat cheese ✔ Make fruit-yogurt smoothies in the blender ✔ If you are lactose intolerant, choose lactose-reduced or low-lactose alternatives such as cheese, yogurt, or lactose-reduced milk



Source: USDA, www.mypyramid.gov, Inside the Pyramid. Accessed on August 24, 2006. USDA does not endorse any products, services, or organizations.

SCHOOL AS SAFE ENVIRONMENTS

SCHOOL CLOSINGS

If it becomes necessary to call off school because of poor weather conditions or other reasons, an announcement will be made before 6:30 a.m. on the district website, sunprairieschools.org, and on local radio and television stations. If poor weather or any other building problems cause school to be closed, a taped message will be left on the school closing information line, 834-6688, Ext. 2561. Families will also be notified through the “Blackboard Connect” (BBC) notification system. Phone calls, emails and text messages will be sent directly to parents/guardians at the time the decision is made. Please do not call the school or the bus company.

When the start of the school day is delayed for 1-2 hours, it is important that students not arrive at school until the stated starting time.

Just in case it becomes necessary to send students home from school early due to bad weather or other reasons, parents/guardians should make a plan with their children so they will know what to do. Parents/Guardians will receive BBC messages via voicemail, email and text messages as indicated in the contact information on file in the school office. This is very important since families will be able to be kept up to date with accurate information about the situation.

If an emergency evacuation happens during the school day, students and staff will be moved to an emergency site. They will remain at that site until it is safe to return to their classrooms and regular schedule. If for some reason they cannot return to school, parents/guardians will be notified of the emergency situation and the pick-up site. The BBC system will also be activated to inform families with all pertinent information and necessary instructions. Bus services will continue as normal.

WEATHER RULES

The school district provides recess to give students time to play and exercise. All students are expected to go outside during recess. It’s important that parents/guardians assist their children with dressing appropriately for the day’s weather.

If a student needs to remain indoors when coming back to school after an illness or injury, please provide written verification from your child’s health care provider.

Students will stay indoors during inclement weather or when the air or wind chill temperature is at or below 0°F. The school principal will check local weather websites for temperature and wind chill factors. (Administrative Guidelines for Cold Weather - Indoor Recess Due to Extreme Cold Temperatures or Wind Chill Temperatures)

SCHOOL VISITORS

To ensure the safety of our students, ALL school visitors must enter the building using the main entrance, sign-in at the school office and pick up a visitor’s pass to have during their visit. Be prepared to present a photo ID. Other building doors will be locked during school hours.

Students enjoy having their parents/guardians visit class. Parents/Guardians are invited to take an hour or two each semester to visit their child's classroom while classes are in session. Please arrange these visits ahead of time through the principal's office. When the classroom teacher is aware of your visit, the teacher will be able to give you the day's schedule. We want to make your visit as meaningful as possible.

School-age friends and relatives may not visit during the school day. If the school principal approves an exception, the visit will be limited to **1½ hours per day**.

SCHOOL VOLUNTEERS

The safety of students and staff in our schools is important. **Therefore, all adults who volunteer in the schools for educational purposes, want to chaperone a field trip or have access to confidential student information and/or unsupervised contact with students must have a criminal background check.** A person will not be allowed to volunteer in the schools until cleared by the Human Resources Department. After the criminal background check is completed, approved volunteers will be given an identification badge to wear at all times while volunteering in the schools. Volunteers need to notify the Human Resources Department immediately if their arrest or conviction record changes. School principals have the authority to make decisions about volunteers and their duties in the schools.

Volunteers will be approved for a three-year time period.

SCHOOL SAFETY DRILLS

Each year, the students and staff will conduct safety drills related to practicing Emergency Procedures. These include monthly fire drills and other less frequent drills for tornado/severe weather and secure lockdown scenarios. Parents will be notified when active threat drills occur at school.

SCHOOL TELEPHONE

Since school telephones are business phones, students will be given permission to call a parent/guardian only when necessary. Please discuss after-school plans with your child before leaving for school.

PARENT PARKING

Each elementary school has areas for parent parking and pick up and drop off areas. It's important that parents/guardians follow school traffic rules for the safety of our students. Please remind children not to play, run, or ride through parking areas.

NON-MOTORIZED VEHICLES ON SCHOOL GROUNDS

Bicycles must be parked in the bike racks on school grounds and must be locked. Skateboards, scooters, roller blades, and shoes with wheels must be put in lockers during school hours. The school is not responsible for lost or damaged items. For the safety of others, students must walk or carry their transportation items on school grounds between 7:30 a.m.-3:30 p.m.

LOCKERS/COAT HOOK AREAS

Each school provides a locker or coat hook area for students. Students are encouraged to keep their storage areas clean. Padlocks are not to be used on elementary lockers unless the school principal decides there is a special need for one. **The locker is assigned to the student with the understanding that it is not the student's private property and that school authorities reserve the right to open and inspect the locker at any time.** (Policy JFH)

PETS

Pets or other animals are not allowed at school unless they are visiting for educational purposes. If a class is studying a unit on pets, the teacher may ask some students to bring their pets to school for a short time during the day. **All pet visits must be pre-approved by the school principal.** Per school district policy and procedure service animals are permitted in compliance with the Americans with Disabilities Act. For more information please see Policy INGA and Procedure INGA-R.

STUDENT ACCIDENT INSURANCE

Sun Prairie School District has made available student accident insurance coverage for your child on a voluntary basis through Markel Insurance Company. Parents/guardians can choose the type of coverage that best fits their student's needs; School Time Coverage, Around the Clock Coverage, and Interscholastic Football Coverage.

Reasons to Purchase this Coverage:

- High deductible and copays in your health plan. Many health plans have increased the amount of out-of-pocket expenses.
- No insurance. If you have no other insurance, this can become your primary accident plan.
- This plan will provide benefits for medical expenses incurred because of an accident.

For more information or to enroll, please visit Markel at <http://markel.sevencorners.com> or call 877-444-5014. Seven Corners, Inc. is Markel's administrator for this program.

<h2>STUDENT BEHAVIOR</h2>

Each elementary school wants to provide a positive and safe place to learn for all students. It is our belief that school rules are important and the purpose of discipline is to teach students to make positive choices. Students are expected to follow school rules. If a problem arises, a parent/guardian will be contacted at home or work. We need and value your support. (Procedure JFCE-R)

Whoever intentionally causes bodily harm to a school district officer or employee acting in that capacity, and the person knows or has reason to know that the victim is a school district officer or employee, without the consent of the person so injured, is guilty of a Class E felony [Wis. Stats. 940.20 (5)(b)]. School discipline procedures will be carried to the fullest legal extent and a referral to police will be made as mandated by law.

It is the policy of the Sun Prairie Area School District to provide a safe and healthy environment for anyone on its premises. Video surveillance may be used only to promote the order, safety, and security of students, staff, visitors, and property. When cameras are used, signs stating “Surveillance Cameras in Use” will be posted. (Policy JFHA)

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

This program consists of a variety of proactive, school-wide and individualized strategies for achieving respectful, responsible and safe behaviors as well as academic success within our school community.

What does a PBIS school look like?

In a PBIS school, expectations are positively and clearly posted. PBIS staff members teach, review, monitor and reinforce expectations to students.

Above the Line Behavior

Respectful, responsible and safe behaviors are expected from every student in all areas of the school.

Below the Line Behavior

Disrespectful, irresponsible or unsafe behavior exhibited by any student that are most frequently dealt with by the classroom teacher.

Bottom Line Behavior

Disrespectful, irresponsible or unsafe behavior that is intolerable and dealt with directly by a principal. Examples of these behaviors include harassment, threats, physical harm, vandalism, possession or use of illegal substances.

Fix It

Timely strategies directly related to the misbehavior. School staff members use these strategies to encourage students to correct a “Below the Line” behavior. Examples include making up lost learning time, apologies, cleaning up after oneself.

ALCOHOL, DRUG AND TOBACCO VIOLATIONS

The Sun Prairie Area School District has a policy to provide a smoke-free, drug-free environment for all people. Adults or other visitors who use tobacco or controlled substances on school grounds will be asked to leave.

At the elementary level, students learn about these subjects in health classes. If a student possesses or uses tobacco, alcohol, or controlled substances on school grounds or during school-sponsored events (home or away), the steps in Procedures JFCH-R and KGB-R will be followed.

ANONYMOUS TIP LINE

The Sun Prairie Police Department and the Sun Prairie Area School District have set up an anonymous tip line that students or staff may use to report information about school-related crimes. The number to call is 837-6300. Calls made to this number cannot be traced. Students and staff are encouraged to use this number, when needed, to help make our schools safer.

BULLYING, CYBERBULLYING, AND HAZING

All types of bullying, cyberbullying, and hazing are prohibited. “Bullying” is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. “Cyberbullying” is defined as bullying that involves the use of digital technologies, including but not limited to, email, cell phones, text messages, instant messages, chat rooms, and social websites. “Hazing” is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of student’s willingness to participate. (Policy JBA, JBA-R, JBA-F)

CYBERBULLYING/USING TECHNOLOGY SAFELY

Cyberbullying is defined as bullying that involves the use of digital technologies, including but not limited to email, cell phones, text messages, instant messages, chat rooms, and social websites. Cyberbullying that occurs outside of school, but disrupts the school environment, may result in disciplinary actions. Examples of cyberbullying include:

- Sending hurtful, rude, or mean text messages to others
- Spreading rumors or lies about others by email or on social networks
- Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

Bullying online is very different from face-to-face bullying because messages and images can be:

- Sent 24 hours a day, 7 days a week, 365 days a year
- Shared to a very wide audience
- Sent anonymously

What Can Parents Do to Promote Safe Access to Technology and Prevent Cyberbullying?

1. Keep the computer in a common area of the home. Do not allow it in your child's bedroom. Monitor their online usage including cell phone data plans.
2. Learn how various social networking websites work. Become familiar with Facebook and Twitter. Ask your child if they will show you their profile page. Know that your child may have multiple Facebook pages.
3. Talk regularly and specifically with your child about online issues. Let them know they can come to you for help if anything is inappropriate, upsetting, or dangerous.
4. Build trust with your child. Set time limits, explain your reasons for them, and discuss rules for online safety and Internet use. Ask your child to contribute to establishing the rules; then they'll be more inclined to follow them.
5. Tell your child not to respond to any cyberbullying threats or comments online. However, do not delete any of the messages. Instead, print out all the messages, including the email addresses or online screen names of the cyberbully. You will need the messages to verify and prove there is cyberbullying.
6. Don't overreact by blaming your child. If they are being bullied, be supportive and understanding. Find out how long the bullying has been going on and ensure that you'll work together to find a solution. Let your child know they are not to blame for being bullied.

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7. Don't underreact by telling your child to "shrug it off" or just deal with the bullying. The emotional pain of being bullied is very real and can have long-lasting effects. Don't tease them about it or respond with a "kids will be kids" attitude.
 8. Don't threaten to take away your child's computer if they come to you with a problem. This only forces kids to be more secretive.
 9. Talk to your school counselor so they can keep an eye out for bullying during the school day.
 10. If there are threats of physical violence or the bullying continues to escalate, get law enforcement involved.

What Can Kids Do About Cyberbullying?

1. Don't respond to any online or text messages sent by cyberbullies.
2. Don't be an accomplice by forwarding any of the messages to other kids.
3. Save and print out all the messages as proof and evidence of cyberbullying.
4. If you are being bullied, tell an adult immediately to get help solving the problem.

Resources and information taken from:

<http://www.stopbullying.gov/>

<http://www.parents.com/kids/problems/bullying/18-tips-to-stop-cyberbullying/>

(Policy JBA, JBA-R, JBA-F)

WEAPONS IN SCHOOLS

District policy states no person shall possess, use or store a weapon on school property, on school buses, in school vehicles, or at any school related event. No one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses or at any school-sponsored function. (Policy JFCJ, JFCJ-R)

DRESS CODE

It's important that students come to school dressed in a manner appropriate for the weather and the school setting. Clothes that offend others, show undergarments, expose the body, are a health or safety risk, relate to gang affiliation, or are distracting to others are not acceptable. Clothing that relates to alcohol, drugs, tobacco or contains sexual reference is strictly forbidden.

Examples of clothing that will not be allowed are tops that show the stomach or have straps that are less than 2 fingers wide, head coverings (i.e. bandanas, hats, visors), sunglasses, short shorts, or biking shorts. Sweatshirt hoods must be down while in the building. Head coverings for religious or medical reasons are permitted. (Note: This list is not all-inclusive.) All outdoor clothing must be kept in lockers during non-recess times.

Students who wear clothing that is not acceptable will be asked to change into clothing that follows the dress code. Discipline may also include parent contact, detention, in-school suspension and/or out-of-school suspension.

HARASSMENT

Harassment of other students will not be tolerated at school. Harassment means physical or verbal behavior that makes a student feel uncomfortable or unsafe at school. Some examples of harassment are racial insults; ethnic or religious slurs; or sexual comments, jokes, or touches. (Policy JB, JB-R,

Notice to Students Regarding Discrimination & Harassment, School-Based Discrimination or Discriminatory Harassment Report Form)

PERSONAL ELECTRONIC DEVICES

Students' use of personal electronic devices during the instructional day can be disruptive to the learning environment. "Personal electronic devices" are defined as personally owned cellular telephones, personal digital assistants, personal media devices, electronic games, digital cameras, or any other electronic device with communications functions and/or the capability to capture, record, transmit and/or play back voice or image information. This includes MP3 players, iPods, iPads, etc.

Students may use electronic devices before and after school. Electronic devices are to be kept in lockers/backpacks during the school day. Students may use school phones, with permission by school staff, to contact parents during the school day.

Electronic devices are prohibited in all classroom settings unless the teacher approves the use.

Students who choose to possess a personal electronic device on school grounds, do so at their own risk as to possible loss, theft, damage or liability. This is true even if the device has to be confiscated for violation of Policy JFCK, Possession of Personal Electronic Devices.

PERSONAL ITEMS FROM HOME

A student who chooses to bring a personal item to school takes full responsibility if the item is lost, stolen, or broken. When a student brings a personal item to school that distracts from teaching and learning, causes conflict, or may be dangerous to the student and others, that item can be deemed inappropriate and not allowed at school. The school principal will keep the item until the parent/guardian can come to school to get it.

VANDALISM

If school property is vandalized, related costs will be charged to the student(s) involved. Police may be involved in reports of vandalism.

RULES VIOLATIONS THAT RESULT IN DISCIPLINE, SUSPENSION OR EXPULSION

The following rules apply when students are at school, on school grounds, riding school buses, or attending any school-sponsored activity, including events off school grounds.

1. **Alcohol** – Students may not produce, sell, buy, transport, possess, or consume alcoholic beverages or substances represented as alcohol.
2. **Arson** – Students may not purposely damage or try to damage any school or personal property by fire or related devices. Firecrackers, fireworks, and matches are included if they are factors in a damaging fire.
3. **Attendance** – Students must attend school or classes as scheduled. Students may not violate state or school district policy related to required (compulsory) attendance.

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4. **Battery** – Students may not touch another person against his or her will; hit another person, or purposely cause bodily harm.
 5. **Bullying** – Students may not engage in bullying, cyber-bullying, or hazing of another student.
 6. **Burglary** – Students may not enter or attempt to enter a school district building or other structure for the purpose of committing a crime. Students may be charged with burglary even if they do not use force to gain entry or cause property loss.
 7. **Disorderly Conduct** – Students may not behave in a way that disrupts a school activity or the learning environment.
 8. **Drugs** (Other than Alcohol and Tobacco) – Students may not use, grow, produce, distribute, sell, seek, buy, possess, transport, or be under the influence of any controlled drug, narcotic or illegal substance.
 9. **Fighting (Mutual Conflict)** – Students may not get involved in any situation that involves physical violence. Whenever there is a conflict where physical force could have been avoided, self-defense will not be accepted as a reason for fighting.
 10. **Gang-related Behavior** – Students may not engage in any activities or behaviors intended to encourage or facilitate gang or gang-related activities or purposes. For purposes of this rule, ‘gang’ is defined as a group using common identifying signs, symbols and/or colors demonstrating their common purpose to engage in criminal, violent or anti-social activity. Such forms might include but are not limited to graffiti, tattoos, slashed eyebrows, emblems, symbolism, hand signs and handshakes, slang, jewelry, discussions and/or clothing that encourages gang-related activity. Students may not recruit or aid in the recruitment of gang members; may not wear or display any clothing or accessories which indicate membership in or affiliation with any gang; may not threaten or intimidate students, school personnel, or others lawfully on school premises. The principal or designee shall have final authority in determining if a violation had occurred. Enforcement of this rule is necessary for the safety and protection of the school environment. Gang-related apparel worn at school draws attention away from the school’s learning environment and directs it toward thoughts of aggression, violence, and criminal behavior.
 11. **Harassment, Nondiscriminatory** (Physical, Verbal or Psychological) – Students may not bully, haze, attack, tease, or repeatedly annoy another student, group of students or others in such a way that it creates an intimidating or hostile educational or work environment.
 12. **Harassment, Discriminatory** (Physical, Verbal or Psychological) – Students may not engage in any physical or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person’s sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
 13. **Inappropriate Use of Medication or Harmful Substances** (Prescription or Over-the-Counter Medication) – Students may not use, possess, sell or distribute any prescription or over-the-counter medication (e.g. aspirin, cough syrups, caffeine pills, nasal sprays) or other harmful substances in violation of school district policy.
 14. **Insubordination** – Students may not refuse to respond to a reasonable request, refuse to identify themselves or refuse to obey school personnel or other persons in authority positions.
 15. **Obscene Behavior** – Students may not use obscene language or actions at school. This includes writing, speaking or electronic communications.
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16. **Physical Altercation, Minor** – Students may not create physical confrontations, tussle, push, shove or engage in horseplay or physical aggression.
 17. **Robbery** – Students may not take or attempt to take anything that belongs to another person or organization under confrontational conditions. This includes use of force, threat of force, violence and/or by causing the victim to become afraid.
 18. **School Threat** – Students may not make any threat (verbally, in writing or electronically) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm students or staff.
 19. **Sexual Offenses** – Students may not engage in any form of sexual contact, lewd or indecent behavior while at school, with or without the consent of another.
 20. **Theft, Stealing** – Students may not take property or data belonging to another person. (Theft means there is no threat, violence or bodily harm, otherwise this would be robbery.)
 21. **Threat/Intimidation** – Students may not take any physical, verbal, written or electronic action that causes fear of harm in another person.
 22. **Tobacco** – Students may not possess, use, distribute, or sell tobacco products on school system property, at a school function, or extracurricular/co-curricular activity. This includes any device used for smoking purposes such as e-cigarettes, hookah pens, nicotine fluid or any other related items or substances.
 23. **Trespassing** – Students may not enter or remain on a public school campus or in any school facility or room without permission or lawful purpose.
 24. **Vandalism** – Students may not destroy or deface school or personal property.
 25. **Violation of School Rules, Disobeying School Policies** – Students may not violate other school-defined rules that are not on this list. Problem behaviors could include, but are not limited to, dress code violations, running in the halls, possession of contraband, forgery or falsifying records. Typically, law enforcement is not involved.
 26. **Weapons** – Students may not bring to school any item designed to or capable of harming others. This includes, but is not limited to, guns, knives, martial arts weapons, ice picks, box cutters, pellet or BB guns, and explosive devices.
 27. **Other Serious Offenses** – Students may not violate laws or ordinances. Offenses could include, but are not limited to, bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion or dealing in stolen property. These offenses are different from Violation of School Rules due to the involvement of law enforcement.

STUDENT TRANSPORTATION

The major objectives of the student transportation program are to:

1. Provide safe transportation;
2. Maintain a climate this is conducive to the emotional, social, and physical well-being of the students;
3. Adapt transportation to the requirements of the instructional program; and
4. Operate an efficient, economical transportation system.

TRANSPORTATION ELIGIBILITY

Transportation eligibility is determined based on a student's primary address. The primary address must be within the district boundaries. Elementary students who reside more than one (1.0) mile from their assigned school are eligible for transportation services. Open enrollment students, students attending under tuition waiver, and non-resident student paying tuition do not qualify for transportation services.

Students who reside in an "Unusually Hazardous Transportation Area," as determined by the Dane County Sheriff's Department, will also be eligible for transportation services.

Students who are assigned to a school outside of their attendance area shall be provided transportation. If students live in the walk zone of the school in their attendance area, they must walk to that school, and from there shall receive shuttle transportation to the assigned school. Students who would normally be bused to the attendance area school shall be bused to the assigned school, but this may involve a transfer at a school location.

BUS GUIDELINES FOR ROUTING AND SCHEDULING

Bus route information will be distributed to all eligible students two weeks prior to the start of the school year. Bus route information will also be available in the Infinite Campus Parent Portal at that time.

Students will be issued a bus rider identification card, which they must carry with them and present to the driver upon request.

Students are to ride on their assigned bus. Students who are not bus riders may not ride the bus with other students. It is important that parents make personal arrangements for transportation of students who wish to visit a friend's home.

Changes in routes may occur from year to year as students move in and out of the district. Questions about routes and related information can be directed to Kobussen Buses at 608-825-8700.

STUDENT CONDUCT AND DISCIPLINE

School bus transportation is a privilege, not a right. A complete list of bus rules are explained in District Procedure EE-R, Transportation Services. These rules are in place to protect the safety of all students on the bus.

A student's parent/guardian is responsible for their child's safety before they board the bus to school and after they get off the bus on the return trip. The cooperation of everyone – students, parents/guardians, school staff, and the bus company – is important to protect the safety of all bus riders.

The bus driver is in charge of supervising students and enforcing the rules. If a student does not follow the bus rules, the driver will complete a bus conduct report and submit to the school administration or designee. The administrator or designee is responsible for reviewing the report, discussing with the student and/or parent(s), and administering warranted discipline. Disciplinary actions that may be considered or enacted by school administration or designee may include a private discussion with the

child, an assigned seat, or a parent conference. Parents/Guardians will receive a copy of the bus referral.

VIDEO/AUDIO USE ON SCHOOL BUSES

The district may utilize audio/video monitoring and recording equipment on school buses for the primary purpose of, but not limited to, maintaining a safe and orderly educational environment, for identifying and reducing disciplinary issues, for minimizing theft and vandalism, and for the intent of providing safer transportation for all students.

Parents/guardians will be notified once a year via the student handbook that video/audio recording systems are being used on buses. Entering or riding a District school bus constitutes consent to the audio/video recording. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

BUS EVACUATION DRILLS

Each yellow school bus carrying public or parochial pupils will hold two emergency evacuation drills during the school year. Such drills will follow guidelines which are developed jointly by the district and the contractor. One evacuation drill will be held prior to the last day of October, and another drill will be held prior to the last day of April.

The Hyperlink to the full transportation policy and procedure can be found on page 33.

<p>STUDENT INFORMATION</p>

STUDENT RECORDS

The Sun Prairie Area School District maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality. [Exhibit JO-E(1)]

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or the student’s parent.
2. Mental and psychological problems of the student or the student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

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6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 7. Religious practices, affiliations or beliefs of the student or student's parent.
 8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District will directly notify parents and eligible students on an annual basis of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

DISTRICT AND BOARD POLICY APPENDIX

Administrative guidelines, policies and procedures in the Appendix:

[Eligibility for Section 504 Services](#)

[Policy BDDI, Public Concerns and Complaints](#)

[Procedure BDDI-R, Procedures for Handling Public Concerns and Complaints](#)

[Procedure DN-R, Food Service Program Fiscal Management Procedures](#)

[Administrative Guidelines for Students Providing Their Own Transportation](#)

[Policy EE, Transportation Services](#)

[Procedure EE-R, Transportation Services](#)

[Policy IFF, Parent Rights and Educational Programs/Activities](#)

[Policy IGBJ, Response to Intervention](#)

[Policy IIBGA, Technology and Communication Resources, Acceptable Use by Students](#)

[Procedure IIBGA-R, Technology and Communication Resources, Acceptable Use by Students](#)

[Policy IKF, Graduation Requirements](#)

[Procedure IKF-R, Graduation Requirements \(For Students Entering 9th Grade in the Fall of 2011 or Later\)](#)

[Policy IND, Accommodating a Student's Beliefs](#)

[Policy INGA, Use of Service Animals in the School by Individuals with Disabilities](#)

[Procedure INGA-R, Use of Service Animals in the Schools by Individuals with Disabilities](#)

[Policy JB, Student Discrimination and Harassment](#)

[Procedure JB-R, Student Discrimination and Harassment Complaint Procedures](#)

[Notice to Students Regarding Discrimination & Harassment](#)

[JB-F\(1\), School-Based Discrimination or Discriminatory Harassment Report Form](#)

[Policy JBA, Bullying, Cyber-Bullying, and Hazing](#)

[Procedure JBA-R, Bullying, Cyber-Bullying, and Hazing Complaint Procedures](#)

[JBA-F, Bullying/Cyber-Bullying/Hazing Report Form](#)

[Policy JE, Student Attendance](#)

[Procedure JE-R, Student Attendance Procedures](#)

[Policy JECBA, Full-Time Public School Open Enrollment](#)

[Policy JFCE, Code of Classroom Conduct](#)

[Procedure JFCE-R, Code of Classroom Conduct Procedures](#)

[Policy JFCH, Alcohol and Other Drug Use by Students](#)

[Procedure JFCH-R, Dealing with Student Alcohol and Other Drug Use](#)

[Policy JFCJ, Weapons in School](#)

[Procedure JFCJ-R, Weapons in School](#)

[Policy JFCK, Possession of Personal Electronic Devices](#)

[Policy JFG, Student Interviews with Law Enforcement Officers](#)

[Procedure JFG-R, Procedures for Conducting Student/Law Enforcement Interviews on School Premises](#)

[Policy JFH, Searches of Property](#)

[Policy JFHA, Cameras, Surveillance](#)

[Policy JG, Discipline, Suspensions, and Expulsions of Students](#)

[Procedure JG-R, Considering Student Expulsions](#)

[Policy JHCD, Administering Medication to Students](#)

[Procedure JHCD-R, Procedure for Administering Prescription/Non-Prescription Medication](#)

[JHCD-F\(1\), Prescription Medication Administration Consent Form](#)

[JHCD-F\(1A\), Non-Prescription \(Over the Counter\) Medication Administration Consent Form](#)

[Policy JHG, Reporting Child Abuse/Neglect](#)
[Procedure JHG-R, Procedures for Reporting Suspected Child Abuse/Neglect](#)
[Policy JHK, Wellness](#)
[Procedure JHK-R, Wellness Policy Implementation](#)
[Policy JO, Student Records](#)
[Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records](#)
[Exhibit JO-E\(1\), Student Records Notice](#)
[JO-F\(2\), Directory Information Declaration Form](#)
[Policy KGB, Tobacco Use on School Premises](#)
[Procedure KGB-R, Tobacco Use on School Premises Procedures](#)



Sun Prairie Area
School District

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

K-5 Student/Parent
Technology Guidelines
2018-2019

Digital Learning in the Sun Prairie Area School District

The Sun Prairie Area School District (SPASD) believes it is essential to provide a digital platform to further the educational goals and mission of the District. Technology and digital tools provide unique and robust educational opportunities to a learning community. They give our students opportunities to become literate in 21st Century Skills. SPASD educators have a professional responsibility to blend thoughtful use of digital tools with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Active participation from parents and guardians is essential to implementing a successful digital learning framework both on and off campus. While ALL students K-12 will have access to and use technology on a regular basis, the district supports 1:1 technology (a device for every student) in grades 3-12.

The following guidelines summarize the expectations around the use of district networks, network resources and technology. The term “network resources” refers to all aspects of the school’s owned or leased equipment. This includes, but is not limited to: computers, printers, scanners and other peripherals; email, Internet services, servers, network files and folders; and all other technology-related equipment and services. These guidelines apply to any use of the school’s network resources whether this access occurs on or off campus. Technology use by students must be in compliance with [School Board Policy IIBGA](#) and [Procedure IIBGA-R](#).

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1. [SPASD Digital Learning Overview](#)

2. [General Device Guidelines](#)
 - a. Device Ownership
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 - c. Care and Maintenance of Device
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3. [Student Acceptable Use Guidelines](#)
 - a. Privacy, Safety and Digital Citizenship
 - b. General Student Use Guidelines
 - c. Data and Storage
 - d. Email Guidelines
 - e. Monitoring of Email
 - f. Consequences

4. [Guidelines for Device Assistance](#)
 - a. Technical Support
 - b. Damage/Replacement Policies

5. [Frequently Asked Questions](#)

GENERAL DEVICE GUIDELINES

Device Ownership

- The Sun Prairie Area School District retains sole right of possession and ownership of all district provided devices, and grants permission to the student to use the device according to the rules and guidelines set forth in this document.
- Failure to follow these guidelines may result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to District technology, as well as any other disciplinary action deemed appropriate by District policy or administration.

Equipment Provided

- All students in our elementary classrooms will have access to technology tools whenever it is deemed instructionally appropriate.
- Students in our primary classrooms (K, 1, 2) will have access to shared school devices and labs during school hours. These devices will be accessed at the discretion of the teacher. This means that while our K-2 students have the ability to utilize technology whenever needed, each student does not have a personal device at their disposal all day, everyday.
- Students in our upper elementary classrooms will have access to devices in a 1:1 manner. This means that all students in grades 3, 4 and 5 will have a personal device assigned to them during school hours. These devices will remain at school and will be used at the discretion of the teacher.

Care and Maintenance of Device

- Students are responsible for general care of the district issued device.
- Students are expected to be responsible in using and handling the device.
- The device lid should be closed when being transported from place to place.
- The device is to be closed and stored in the school provided cart, plugged into a charger, when not in use.
- All district barcodes and labels must remain on the device and device accessories.
- Use caution with food or drink near the device. Any liquid damage to the device will be fined to the student.
- Maintain supervision over the device at all times to prevent it from being damaged, lost or stolen.
- Never expose the device to extreme temperatures.
- Students in a 1:1 environment are allowed to personalize their device desktop through the legal downloading of apps, screensavers, wallpaper and other pictures. All items must be school appropriate and not violate District policy or rule.
- Personal stickers and other permanent markings on the outside of the device will not be allowed.

Expected Use of Device

- Students are expected to return their device to the appropriate location each day after use.
- In a 1:1 classroom, it is the student's responsibility to follow procedures to properly charge their device so that it is ready to use each day.
- There will be a limited number of devices available in the Library Media Centers to be checked out as loaners for students in 1:1 classrooms if their original device is in need of repair.

STUDENT ACCEPTABLE USE GUIDELINES

Privacy, Safety and Digital Citizenship

- It is our top priority to provide students with instruction around the safe, ethical and appropriate use of technology in an increasingly digital world.
 - [SPASD K-12 Digital Citizenship Curriculum](#)
- In compliance with the Children’s Internet Protection Act (CIPA), the District does everything feasible to keep students safe when using technology. This includes installing content filtering on all devices. Filtering technology is not foolproof. At times restricted content may not be blocked by filtering technology.
- The District does not control the content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the District.
- At school, students will have access to the Internet through the school network. Student devices can also access the Internet wherever it is available outside of school boundaries.
- The content filter will be active when students access the Internet outside of school boundaries. Therefore, sites that are “blocked” at school will also be “blocked” in other locations as well.
- Parent or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law.
 - [Educate Yourself using tools from Common Sense Media](#)
 - [Common Sense Media Family Tip Sheets](#)
- As digital learning becomes increasingly essential to our classrooms, online student educational data is collected to support student learning. SPASD is committed to following all federal and state education privacy laws and policies, including the Family Education Rights & Privacy Act (FERPA) and the Children’s Online Privacy Protection Act (COPPA), to keep data about our students secure and protected.
 - [Learn more about SPASD Data and Privacy Practices here](#)

General Student Use Guidelines

- The District expects students to adhere to School Board Policies [IIBGA](#) and [IIBGA-R](#) when using technology and the internet.
- Students may not access, view, download, display, transmit, create, or otherwise possess or disseminate material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Students may not use any option that "remembers" your password. The easiest way to breach security is to allow someone to use your login. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.

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- Students must not give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of criminal intent).
 - Students may not video record staff or other students without their consent or knowledge, this includes (but is not limited to): webcams, laptops, cameras, cell phones, or any other digital devices.
 - Students will not use any account of another person, or pretend to be someone else while online.

Data and Storage

- It is the sole responsibility of the student to backup data as necessary.
- Students are encouraged to save all files to the cloud, rather than to the device.
- With a wireless Internet connection, Google documents and files can be accessed from any device, anywhere, at any time.
- Prior to leaving the district or graduating, students are encouraged to transfer any documents to a personal account.

Email Guidelines

- Email is a valuable communication tool which promotes collaboration amongst students and faculty and improves the efficiency and effectiveness of their work.
- The following expectations will guide students in the effective use of email:
 - Students are expected to communicate with others in a responsible and respectful manner.
 - Students will use email for educational purposes only.
 - Students are expected to tell a trusted adult if they see anything (a message, email, comment or other material) that is inappropriate or makes them uncomfortable.
 - Students will not send spam, harassing or offensive email messages or content.
 - Students are expected to keep their passwords private.
 - Students will not use the email account of another person, or pretend to be someone else while using email.

Monitoring of Email

- Student email is monitored to provide safeguards that have been established to protect students from inappropriate email practices. Because email activity is considered property of the district, no one (including staff) should have any expectation of privacy regarding such materials.
- All sent and received email messages will pass through Google's Message Security system.
- The District will retain a copy of all sent and received messages even if they are deleted.
- Filters are setup to monitor emails for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration.
- At any time and without prior notice, the Sun Prairie Area School District reserves the right to further monitor, inspect, copy, review, and store any and all email correspondence.

Email messages are not confidential and are considered public documents accessible to other parties under the Freedom of Information Act and other laws. Copies of all sent and received emails are sent to a separate account for review and retrieval by designated school officials.

Consequences

- Use of a device and any District network resource are necessary and essential for student learning. Access to the Internet may be limited or closely supervised when necessary to ensure effective student use of these resources.
- Any student who violates the technology rules and expectations listed will be subject to disciplinary action. If there is evidence that a violation has occurred, the school District administrator or designee will decide appropriate consequences in accordance with school policy and the law.
- Students and parents/or legal guardians should reference the applicable School Student Handbook, "[Behavior Guidelines](#)" section for additional information on student discipline.
- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

GUIDELINES FOR DEVICE ASSISTANCE

Technical Support

- The Library Media Center at each school will be the hub of device support and general troubleshooting.
- If a student device is broken, damaged or fails to work properly, it must be reported to the Library Media Center as soon as possible.
- Library Media Centers will also house loaner devices and replacement devices if necessary.

Damage/Replacement Policies

- Devices that are lost or stolen must be reported to the Library Media Center immediately. LMC staff will notify administration, who will notify police if necessary.
- The District reserves the right to fine the student and parent/or legal guardian the full cost of repair or replacement when the damage occurs due to intentional conduct or gross negligence as determined by the District. Examples of gross negligence include, but are not limited to:
 - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school.
 - Lending equipment to others other than one's parents/or legal guardians.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner.
- In the event of damage to/loss of a device not covered by warranty and within the student's control, the student and parent/or legal guardian will be fined necessary replacement costs.
 - [Damage and Replacement Costs](#)
- The administration has the authority to waive fines if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

Questions?

Please contact the Technology Department
(608) 834-6518

FREQUENTLY ASKED QUESTIONS:

1. I lost my device what do I do?

- Devices that are lost should be reported to the Library Media Center immediately. LMC staff will notify administration, and will work with you on next steps.

2. The screen on my Chromebook is broken, where do I go to fix it?

- If a student device is broken, damaged or fails to work properly, it must be taken to the Library Media Center as soon as possible. There, the LMC staff will assist in filling out a work order for your device, and get you set up with a loaner for the time being. As the technicians work to fix your device, they will assess, then charge the cost of repair as appropriate.

3. If I am being fined for a repair or replacement, how will I get billed and/or pay for that fine?

- If our technicians deem that a repair or replacement fine is appropriate, they will notify the LMC staff of the appropriate fine. This fee will be charged to your account through infinite campus, and payments can be made there.

4. My child has special technology needs, how do I get a device that appropriately supports those needs?

- Most assistive technology requests happen as part of the IEP process. If your child does have an IEP and is not receiving the appropriate assistive technology, contact their case manager to delineate necessary next steps. If your child does not have an IEP but requires a different device to meet their learning needs, please contact your school's administration and they will assist you with next steps.