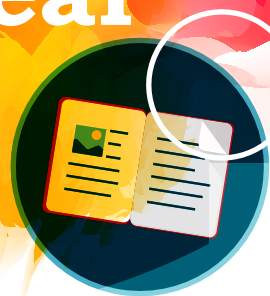


FALL 2018

Welcome Back

2018–2019 School Year



Welcome Back to School

I know it's hard to imagine that school is just around the corner, but we're excited and have been planning to make this upcoming year amazing for all of our students and families! This very newsletter has been created to help you prepare for the upcoming school year and better understand how our school district operates.

Indeed, the content of this newsletter is valuable, but it doesn't replace the personal touch sometimes needed to answer specific questions or resolve a sensitive situation. In those cases, please don't hesitate to reach out to us. We have amazing staff who are dedicated to working with our community.

Enjoy the remainder of the summer, and we invite you to join us in the excitement for the next school year!

See you soon,

A handwritten signature in black ink, appearing to read "B. Saron".

Superintendent, Brad Saron



Sun Prairie Area
School District

Back-to-School Kickoff



A Back-to-School Kickoff will take place in the Patrick Marsh Middle School gymnasium **AUGUST 22-28, 2018 FOR ALL 6th-12th GRADERS**. Students must sign up to attend this event, so watch your email for more information, or visit the website. Students attending Prairie Phoenix Academy and the Sun Prairie Virtual School should also attend.

This is what will take place at the Back-to-School Kickoff:

- **Chromebooks will be distributed for students that did not keep them over the summer.**
- **School pictures will be taken by Lifetouch. Students must have their picture taken to receive their student ID.**
- **School IDs will be given to students. Student IDs are required to purchase lunches and attend school events.**
- **Bus tags will be given to eligible riders.**
- **High school students can purchase a parking pass (limit 1 per family).**
- **Parents can pay fees, although **WE STRONGLY ENCOURAGE ONLINE PAYMENTS THROUGH INFINITE CAMPUS.****
- **Free and reduced lunch applications can be completed.**
- **Spirit wear can be purchased.**

Please note: Students who kept their Chromebooks over the summer must still attend the Back-to-School Kickoff.

Elementary School Welcome Events—Ready, Set, Go!

Elementary schools do not participate in a registration process. Each elementary school will have a welcome event called Ready, Set, Go! the week of August 28. The schools will contact elementary families regarding the time and date of this event.

School Supply Lists

School supply lists can be found on each school's webpage, under the Academics tab by grade or subject.

Upper Middle School and High School students can purchase school supplies such as notebooks, folders, and pencils based on personal organizational style and needs.

Yearbooks

Watch for more information during the school year about how to purchase a yearbook for your student.





School Nutrition

Breakfast and lunch menus may be accessed by visiting your school webpage. You can now see what is for lunch as well as the nutritional information!

2018-2019 School Year Prices

This year the Sun Prairie School District meal prices are as follows:

	Breakfast	Lunch
Elementary School.....	\$1.25.....	\$2.65
Middle School.....	\$1.25.....	\$2.90
High School.....	\$1.25.....	\$3.00

Middle and High School students may purchase additional à la carte items, if there are funds in their meal account.

Free and Reduced Meals

Free and Reduced Meals are available for both breakfast and lunch. Applications are available at all schools or can be mailed, faxed, or emailed to you directly. Call the District Office if you would like more information about these programs.

Don't forget to put money in your student's lunch account!

Deposits can be made online through the Infinite Campus Parent Portal, under the payments menu. Payments can also be mailed or dropped off at the District Office, 501 S. Bird Street, Monday through Friday from 7:30 a.m. to 4:30 p.m.

We are hiring!

Would you like to work while your child is at school? Please visit the [Employment Opportunities](#) link on our website.

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Questions?

If you have School Nutrition questions or require assistance, call 608-834-6544 or email Julie at jrwetmo1@sunprairieschools.org.



Would you like to donate to our HUNGER HERO CAMPAIGN?

One of the things we love most about living in Sun Prairie is how our community comes together to help those in need. And we have hungry students in our schools who need your help. If you or your organization would like to be a **HUNGER HERO** for Sun Prairie students, please visit our website or call the District Office to learn how to make a donation!

Health Services Team

District Health Nurse

Debbie Brown

608-834-6583

dlbrown@sunprairieschools.org

District Health Nurse

Elizabeth Feisthammel

608- 834-6679

eafeist@sunprairieschools.org

C. H. Bird Elementary

Lori Coulthart • 834-7306

Creekside Elementary

Amanda Sullivan • 834-7706

Eastside Elementary

Kristin Hupf • 834-7406

Horizon Elementary

Lucia Diaz • 834-7906

Meadow View Elementary

Josey Chu-Johnson • 478-5006

Northside Elementary

Joy Foust • 834-7106

Royal Oaks Elementary

Jill McKenna • 834-7206

Token Springs Elementary

Katie Peterson • 478-5106

Westside Elementary

Halina Sliva • 834-7506

Patrick Marsh Middle School

Diane Zuravle • 834-7606

Prairie View Middle School

Juanita Kranz • 834-8148

Cardinal Heights Upper Middle School

Jill Frederiksen • 318-8006

Sun Prairie High School

Jennifer Banuelos • 834-6702

Prairie Phoenix Academy

Nan Pieper • 834-6907

Keeping Kids Healthy

Our Sun Prairie School Health Services Team is made up of two District Health Nurses and a Health Assistant at each school building. Together we work to remove health related learning barriers and create a healthy and safe learning environment for all children.



Back-to-School Health Tips for a Happy and Healthy School Year

- Make sure your child is up to date on vaccination requirements. The state of Wisconsin requires that all students entering 6th grade get a Tdap (tetanus, diphtheria, and pertussis) booster. Kindergarteners need a booster dose of the MMR, Polio, Varicella, and DTaP vaccines. Be sure that sufficient documentation or a signed waiver is on file with your child's school.
- Consult with your child's school nurse about any health updates or health needs your child may have at school this year.
- If your child will need to keep medication at school, it needs to be in the original, labeled container, and you must complete the following forms:
 - Prescription Medication:** Either contact your doctor's office for their school medication order form or print it from our website. Send the completed form to school with your child.
 - Over the Counter Medication:** Print the form from our website, and return it to school with your child.
- Remind your child that hand washing is the number one way to prevent illness. Practice effective hand washing. Wash for at least 20 seconds, using friction, and wash the fronts, backs, and in between fingers. Soap and water are best, but hand sanitizer will do when those are not available.
- Make sure your child gets enough sleep. Start practicing healthy sleep habits, such as limiting caffeine after dinner, getting regular exercise, turning off electronic devices an hour before bedtime, and getting into a regular sleep routine.
- Eat breakfast each day, at home or at school.

Back-to-School Safety Reminders



Sun Prairie Area School District is committed to providing students, staff, and visitors a safe and welcoming environment. Here are a few conversation ideas for you and your student to have before the new school year begins:

General

- Communicate with your child, addressing any fears or concerns about returning to school. Discuss “what if” situations, such as “What if you get on the wrong bus?”
- If you believe there are any unresolved issues from the previous school year that may continue to affect your child’s behavior, follow up with the teacher or principal.
- Remind your child not to go anywhere unless they first check with a parent or caregiver. They should not go home with a friendly neighbor without parent permission.
- Students should follow safety rules:
 - Always tell a parent/caregiver where they are going, who they are with, and when they will be home.
 - Go places with friends, instead of alone, whenever possible.
- Ensure that your child knows their telephone number and address, contact numbers for trusted adults, and how to call 911 for emergencies.

Transportation

Parents:

- Discuss transportation. How will your child get to and from school?
- Have a back-up plan in case you are delayed and can’t pick up on time. Where should your child go? Whom should they contact? What should they do? Decide on age-appropriate solutions.



Students:

- Safety reminders: Cross streets at marked crosswalks, obey the school crossing guards, and don’t dart out in front of traffic.
- Bike-riding reminders: Know the best routes, wear a helmet, and be visible. Lock your bike in the designated place at school.

Drivers (Parents and High School Students):

- Remember to slow down, observe 20 mph school zone speed limits, and be alert for children who may dart out into traffic. School parking lots get busy with pedestrians and cars and should be navigated carefully.
- Obey all signage displayed at the schools.
- Move to the front of the line of the student pick-up area to make room for other drivers.
- Do not attempt to pass other parked cars when there is no space for passing. Please wait.
- Respect buses, particularly when children are getting on and off.



Busing Information

KOBUSSEN CARES!

Sun Prairie Area School District staff members work collaboratively with our district transportation provider, Kobussen Bus Company, to keep students safe while riding the bus.

We use the following **"KOBUSSEN CARES"** rules as our expectations for all bus riders. To support **SAFETY** for all, our **EXPECTATIONS** are that everyone demonstrates **RESPECT** through **APPROPRIATE** bus behavior on a **CONSISTENT** basis.



KOBUSSEN BUSES

1500 Forward Drive

Sun Prairie, WI

608-825-8700

Hours: 6:30 a.m.-5:30 p.m.

To meet these **EXPECTATIONS**, all bus riders need to:

- **Sit down** when they get on the bus.
- **Face forward** when seated.
- **Keep the aisle clear** so everyone can move safely.
- **Keep voices quiet** so everyone can enjoy their ride and hear instructions.
- **Keep hands** to themselves.
- **Do not eat on the bus**, to keep it clean and sanitary.

We appreciate parents/guardians, district staff, and bus drivers reminding students that **KOBUSSEN CARES!**

Bus Rules

- **Students may not eat on district buses.** Some students have severe food allergies, and we need to keep our buses safe for them. Snacks given out at the end of the school day should be eaten at home.
- **Students may ride on their assigned bus only.**
- **Student must get on/off the bus at their designated stop.**
- **Students should be at their bus stop at least 5 minutes before the scheduled arrival time.**

- **Students must have their bus tags with them in order to ride the bus.**
- **Students who are not eligible riders may not ride the bus.**

School bus transportation is a privilege, not a right. In the event that a student's behavior does not conform to the bus rules listed above, the bus company will report the behavior to the school, and an investigation will occur. Consequences may be assessed and could include loss of bus transportation privileges.

Bus Tags

All eligible bus riders must have their bus tags on their person when riding the bus. Drivers will ask to see bus tags and may deny rides to students they don't recognize if those students don't have a bus tag. If your child needs a replacement bus tag, please contact the school secretary. Students who carry smartphones can take a picture of their bus tag to show the driver.

- Secondary students will receive their bus tag at the Back-to-School Kickoff, August 22-28.
- Elementary students will receive their bus tag at Ready, Set, Go! or at the Meet and Greet.

Bus Stop Safety Tips

- **Students should wait on the sidewalk or as close to the curb as possible if there are no sidewalks.**
- **Students should avoid waiting on the road and people's yards.**
- **Students should wait for the bus to come to a complete stop before approaching to board.**
- **Students should be dressed appropriately for waiting in any type of weather.**



Busing Eligibility

Busing services are provided to elementary, middle, upper middle, and high school students who do not live within walking distance of their schools. For students to receive busing services, they must meet the following distances requirements:

Elementary School: Must live more than 1 mile from school

Middle School: Must live more than 1.5 miles from school

Upper Middle School: Must live more than 1.5 miles from school

High School: Must live more than 1.5 miles from school

You can verify your household's busing eligibility by using the Boundaries and Walking/Busing Areas interactive map located on our website.

Students with disabilities are provided transportation services in accordance with their individualized education programs (IEPs).

Activity Bus Information (Secondary Schools Only)

- All eligible bus riders are authorized to ride the activity bus.
- Riders must present their bus tag and a pass from their coach.
- Activity buses do not have set routes. Schools that have more than one activity bus have designated areas of that school's busing area (north and south, east and west, etc.). The drivers of these buses develop routes based on the students who are riding that day.
- Because there are no set routes for activity buses, the amount of time students may ride and the stops they will use can vary greatly from day to day. Student ride times may exceed one hour.

Patrick Marsh:

Patrick Marsh has two after-school activity buses that run Monday through Friday. One bus services the north busing area of Patrick Marsh, and the other bus services the south busing area. Both buses leave school at approximately 4:20 p.m.

Prairie View:

Prairie View has one after-school activity bus that runs Monday through Friday. This bus leaves at 4:15 p.m. and services all of the Prairie View busing area.

Cardinal Heights:

Cardinal Heights has two after-school activity buses that run Monday through Friday. One bus services the west side of the Cardinal Heights busing area, and the other bus services the east side. Both buses leave at 4:15 p.m.

High School:

The High School has one after-school activity bus that runs Tuesday through Thursday. This bus leaves at 4:30 p.m. and services the entire busing area of the High School.

Kobussen Contact Information

SIMON GILLHAM

Terminal Manager
608- 825-8700 ext. 5505
simon.gillham@kobussen.com

BRINDA THOMPSON

Lead Dispatcher
608-825-8700 ext. 5509
brinda.thompson@kobussen.com

STACI TUCKER

Special Education Dispatcher
608-825-8700 ext. 5510
staci.tucker@kobussen.com

STACEY BEUTEL

Routing
825-8700 ext. 5512
stacey.beutel@kobussen.com

District Contact Information

RHONDA PAGE

Business Services Manager
608 834-6512
rspage@sunprairieschools.org

MELISSA BAUTZ

Transportation Coordinator
608 834-6699
mabautz@sunprairieschools.org

Busing FAQs

What do I need to do to sign my child up for the bus?

You don't need to do anything! All students in grades K-12 that are eligible to/from their primary household are automatically routed. If you need transportation to/from a secondary household or child care provider, please visit the website to learn more about those requests. Busing for 4K students must be requested through the 4K office (608-834-6672).

Where can I find my child's busing information?

Parents can view their child's busing information for the regular school year through the Infinite Campus Parent Portal at least two weeks prior to the start of school. The district will also communicate busing information around the same time.

I have a concern about other children on the bus and/or my child's bus driver. Whom should I contact?

Your first point of contact should be your child's school principal for any concerns regarding student behavior on the bus. The principal can talk with your

child and any other students involved in the incident and determine if any necessary disciplinary measures need to be taken. If you have a concern regarding your child's bus driver, please contact Kobussen at 825-8700. They will review the concern and contact the appropriate District personnel.

My child missed the bus/the bus is running late. Whom should I contact?

Please contact Kobussen at 825-8700. If the bus arrived and left the stop before the scheduled pick-up time, they will send the driver back to pick up any students that were missed. Families are encouraged to have their child waiting at the stop at least 5 minutes prior to the scheduled pick-up time.

I think my child may have left something on the bus. Whom should I contact?

Kobussen has a lost and found for all items left on the bus. Bus drivers usually keep lost items on the bus for a few days and then turn them in at the terminal. If your child has a lost item, don't forget to check with Kobussen. You may call or stop by the terminal to check the lost and found.

We Are Hiring

Help spread the word. We are seeking to diversify our workforce. The Sun Prairie School District uses the Wisconsin Education Career Access Network (WECAN) website (wecan.education.wisc.edu) for advertising job openings and accepting applications. All applications must be submitted electronically via WECAN.

DR. CHRIS SADLER

Director of Human Resources
608-834-6551

ISABEL SIMONETTI

Employee Relations Manager
608-834-6522

501 S. Bird Street
Sun Prairie, WI 53590



Volunteer

We have many community members who volunteer in our schools, making a world of difference in the education of our students. If you are wondering how to get involved, we have a variety of opportunities, including Schools of Hope volunteering, AVID tutoring, Performing Arts Center ushering, volunteering in our schools, chaperoning field trips, and more. Visit the Community tab on our website for Volunteering in the District information and forms for application. Thank you to our volunteers! We could not do this very important work without you.

**WATCH LINKEDIN FOR
JOB POSTINGS**

School-Year Calendar at a Glance



Monday	September 3	No School—Labor Day
Tuesday	September 4	First Day of School for All Students— FULL DAY
Monday	September 10	First Day of School 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 p.m. • Middle School Dismissal at 1:30 p.m. • Cardinal Heights/Prairie Phoenix Academy Dismissal at 1:45 p.m. • High School Dismissal at 2:05 p.m.
Monday	November 5	End of 1st Quarter
Thursday	November 8	Full day of School—Parent/Teacher Conferences 4:30–8:00 p.m. 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 7:30–11:00 a.m. 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
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 4:30–8:00 p.m. 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 7:30–11:00 a.m. 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	End of 4th Quarter/2nd Semester Last Day of School for Students in Grade K-12— HALF DAY <ul style="list-style-type: none"> • Elementary Dismissal at 11:35 a.m. • Middle School Dismissal at 11:15 a.m. • Cardinal Heights/Prairie Phoenix Academy Dismissal at 11:25 a.m. • High School Dismissal times based on Finals
Friday	June 14	High School Graduation, Seniors Only

Become an AVID Tutor!

Are you looking for...

- **classroom experience?**
- **a challenging environment?**
- **a valuable mission?**
- **rewarding work?**



The Sun Prairie Area School District needs tutors to work with students in grades 8 through 12, Monday through Thursday. These paid positions include training and valuable feedback from experienced teachers. AVID tutors guide students in the Socratic method of collaborative learning, in which students question one another in pursuit of greater understanding of academic subjects.

Please Contact Kathy Enstad, AVID District Director at klensta@sunprairieschools.org or 608-834-6586 or visit the Sun Prairie School District website for the job application.

Board of Education

The community is always invited to attend School Board Meetings on the second and fourth Monday of each month.

Meeting locations are either at the Sun Prairie City Hall, 300 E. Main Street, or at the District Office, 501 S. Bird Street. Meetings begin at 6:30 p.m. and are televised live on Charter cable channel 983, streamed live online at ksun.tv, and broadcasted on 103.5 FM, The Sun Community Radio.

School Board meeting notices, agendas, and minutes are posted on Board Docs, our electronic system that can be accessed from our website.

DR. STEVE SCHROEDER,
President
shschro@sunprairieschools.org

TOM WEBER, *Vice President*
tweber@sunprairieschools.org

CAROL SUE ALBRIGHT, *Clerk*
csalbri@sunprairieschools.org

DAVID HOEKSTRA,
Treasurer and Governance Officer
djhoeks@sunprairieschools.org

BRYN HORTON, *Deputy Clerk*
bmhorto@sunprairieschools.org

MARILYN RUFFIN, *Member*
meruffi@sunprairieschools.org

CAREN DIEDRICH, *Member*
crdiedr@sunprairieschools.org



No student may be unlawfully discriminated against in any school programs or activities or in usage of facilities because of the student's gender identity, gender expressions, or non-conformity to gender-role stereotypes; color; religion; demonstration of belief or non-belief; profession; 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.

We are here for you!

District Contacts

DR. BRAD SARON

Superintendent
834-6502

STEPHANIE LEONARD-WITTE

Assistant Superintendent,
Teaching, Learning, & Equity
834-6516

JANET ROSSETER

Assistant Superintendent,
Operations
834-6683

PATTI LUX-WEBER

Communications and
Engagement Officer
834-6562

PHIL FREI

Director of Business & Finance
834-6510

RHONDA PAGE

Business Services Manager/Busing
834-6512

CHRIS SADLER

Director of Human Resources
834-6551

KATHRYN WALKER

Director of School Nutrition
834-6527

KEVIN SUKOW

Director of Facilities & Grounds
834-6567

ERIC NEE

Athletic & Activities Director
834-6713

JENNIFER APODACA

Director of Student Services
834-6520

CURTIS MOULD

Director of Digital Media,
Innovation, & Strategy
834-6531

ANDREA DANIELS

Director of Secondary Teaching,
Learning, & Equity
834-6572

RICK MUELLER

Director of Elementary Teaching,
Learning, & Equity
834-6505

Our Schools

C. H. Bird Elementary School

NICOLE TOEPFER, Principal
834-7300
1170 N. Bird St.

Creekside Elementary School

JILLIAN BLOCK, Principal
834-7700
1251 O'Keeffe Ave.

Eastside Elementary School

CRAIG COULTHART, Principal
834-7400
661 Elizabeth Ln.

Horizon Elementary School

MICHELLE KELLY, Principal
834-7900
625 N. Heatherstone Dr.

Meadow View Elementary School

CYNTHIA BELL, Principal
478-5000
200 N. Grand Ave.

Northside Elementary School

LEXI VANDEN HEUVEL, Principal
834-7100
230 W. Klubertanz Dr.

Royal Oaks Elementary School

JAMES ACKLEY, Principal
834-7200
2215 Pennsylvania Ave.

Token Springs Elementary School

MIKE MARINCIC, Principal
478-5100
1435 N. Thompson Rd.

Westside Elementary School

NIKKI BURKE, Principal
834-7500
1320 Buena Vista Dr.

Patrick Marsh Middle School

COREY SHEFCHIK, Principal
834-7600
1351 Columbus St.

Prairie View Middle School

MICHELLE JENSEN, Principal
834-7800
400 N. Thompson Dr.

Cardinal Heights Upper Middle School

REGINALD D. MCGEE, Principal
318-8000
220 Kroncke Dr.

Sun Prairie High School

KEITH NERBY, Principal
834-6700
888 Grove St.

Prairie Phoenix Academy

LISA BOLLINGER, Principal
834-6900
160 South St.

Sun Prairie Virtual School

834-6901

SP4Kids

ELIZABETH KNUDTEN,
Program Supervisor
834-6672

Early Childhood Program

478-5100

New School Ribbon-Cutting Events



Thank you, Sun Prairie! Because of you, we are opening two new elementary schools in just a few weeks.

You are invited to attend ribbon-cutting ceremonies and open houses for the two new elementary schools:

TOKEN SPRINGS: AUGUST 28, 6:00-8:00 P.M.

MEADOW VIEW: AUGUST 29, 6:00-8:00 P.M.

Ribbon-cutting ceremonies will begin at 6:00 p.m. and will be followed by an open house with self-guided tours.



WE ARE GROWING!

Did you know that our high school will be full in 2022 and that it takes up to 3.5 years to design and build a new high school? Follow along with the work of the Secondary School Space Planning Committee as they evaluate options for the future of Sun Prairie Schools. Visit the website for more information.



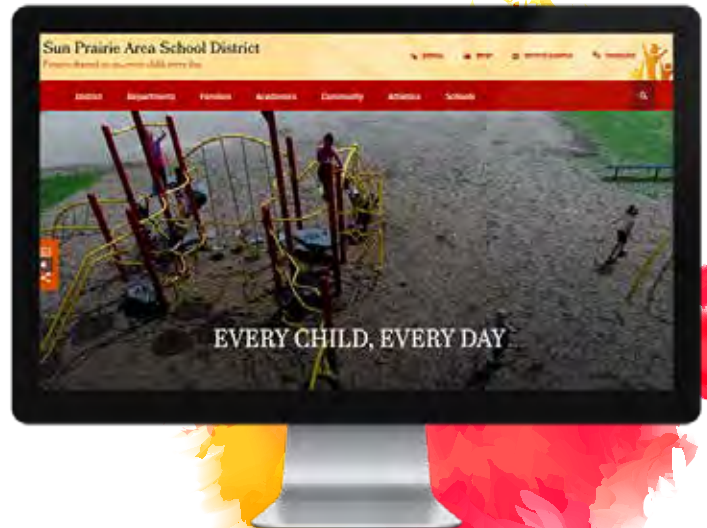
Check out our **BRAND NEW** website, sunprairieschools.org.

This summer we held a ribbon-cutting ceremony for our BRAND NEW website. The individual schools in the district each received a new webpage as well. Through focus groups with parents, staff, and students, we received feedback and redesigned the website with fresh, new content that will help families and community members find exactly what they are looking for. Through photos, stories, and information on the website, we will be able to show you what the Sun Prairie Experience looks and feels like for our students, staff, and community!



Need Help?

Assistance and translators are available at the District Office, 501 S. Bird Street, Sun Prairie, from 8 a.m. to 4 p.m., Monday through Friday.



Stay Connected to the Sun Prairie Area School District



Facebook [sunprairieschools](https://www.facebook.com/sunprairieschools)



Twitter [sunprairiek12](https://twitter.com/sunprairiek12)



LinkedIn [Sun Prairie Schools](https://www.linkedin.com/company/sunprairie-schools)