

# Welcome Back

# 2019–2020 School Year



**WATCH  
YOUR MAIL**  
for the School/  
Community Calendar

## Welcome back to school

With four kids in the SPASD, my wife and I know how important it is to think about the beginning of the school year. We've felt the anxiousness of the impending duties of verifying enrollment, contributing to the school lunch accounts, getting school supplies, and the list goes on. This newsletter is designed to be a resource for parents and the entire community as we prepare for a new school year.

Save this newsletter as a resource to use over the next couple weeks. Place it on the kitchen counter as a quick reference, like my wife and I do. However, this newsletter isn't your only source of school-related information. The District website has been updated to be more responsive to parent and community needs. Our Facebook and Instagram pages are wonderful resources to stay updated. And, as always, you can reach out to the District Support Center to talk to someone in person if you have a question or a unique situation.

We wish you the very best for this 2019–2020 school year!

See you soon,

Superintendent, Brad Saron



**Sun Prairie Area  
School District**

## FALL 2019

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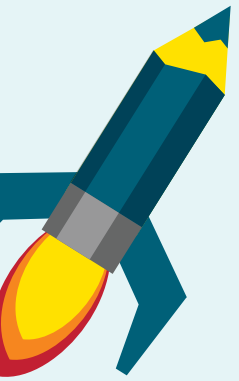
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# BACK-TO-SCHOOL KICKOFF FOR 6<sup>TH</sup>-12<sup>TH</sup> GRADE



A Back-to-School Kickoff will take place in the Patrick Marsh Middle School gymnasium August 19-23, 2019 for all **6<sup>th</sup>-12<sup>th</sup> GRADERS**. All 6th-12th graders must sign up to attend the Back-to-School Kickoff. 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:

- **School pictures will be taken by Lifetouch. Students must have their picture taken to receive their student ID.**
- **Student ID's will be issued to students. Student IDs are required to purchase lunches and attend school events.**
- **Bus tags will be issued 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 Chromebook this summer **will** still need to attend the Back-to-School Kickoff.*

***You should receive an email invitation to sign up for the Kickoff. A variety of dates and times are available.***

## Chromebooks

It is a high priority in our District to support our students in continued learning about how to be a good digital citizen. All students will undergo training around digital citizenship in the beginning of the school year and will receive their Chromebooks at their school once this training is complete.



## Yearbooks

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

## Elementary School Welcome Events

Each Elementary School will have its Meet and Greet the **WEEK OF AUGUST 26<sup>TH</sup>**. Elementary Schools do not participate in Back-to-School Kickoff registration activities. Each Elementary School will contact families regarding the time and date of the meet-and-greet. Watch for an email from your principal inviting you to attend!

## Where to Find 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.





## Working to Be a Bully-Free Zone

The Sun Prairie Area School District is committed to providing a safe positive learning environment for all students. The expectation is that everyone will treat one another with respect and consideration. Actions such as bullying, cyber-bullying, or hazing create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, all types of bullying and hazing are prohibited. Families play an important role. Talk with your student about responsible use of social media and cell phones.

**Recently, we have partnered with the community to work toward this goal of bully-free education. Thank you for working with us! #SPKIND**

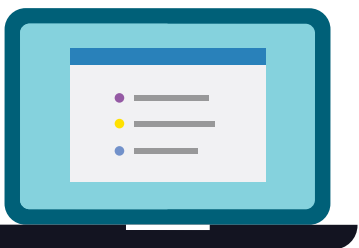
For more information, please visit the website:  
[sunprairieschools.org/families/bullying](http://sunprairieschools.org/families/bullying).

## Field Trips—Something New This School Year!

We regularly incorporate field trips into students' learning experiences. Instead of filling out a new permission form for every trip, you will now be able to check a box during the online registration process to cover all in-state day-long field trips for the year. You will still receive specific information about each trip before each event and can choose to opt out. The statement regarding field trips will appear like this in your online registration:

☐ Yes ☐ No I give permission for my child to participate in field trips via District transportation or via walking if within walking distance of their school.

## Online Registration



Every family must participate in the registration process. We need to have your most current contact information. Please log in to Infinite Campus and click on the "Online Registration" button on the bottom left of the page. This will walk you through the process of verifying student contact information.

If we have an emergency at school, we want to be able to contact you. Phone numbers and email addresses change, so this is your chance to make sure we can contact you when we need to. You can also sign the new permission slip form and sign the handbook agreement as a part of this process. It is important, so please take a few minutes to complete the Online Registration process.



### Here's what our students are saying:

*"I have been to new places on a school field trip that I might not have gone to otherwise."*

*"Field trips give you hands-on experience you can't always get in class."*



## Health Services Team

### District Health Nurse

Debbie Brown

834-6583

[dlbrown@sunprairieschools.org](mailto:dlbrown@sunprairieschools.org)

### District Health Nurse

Elizabeth Feisthammel

834-6679

[eafeist@sunprairieschools.org](mailto:eafeist@sunprairieschools.org)

### C. H. Bird Elementary

Lucia Diaz • 834-7306

### Creekside Elementary

Amanda Sullivan • 834-7706

### Eastside Elementary

Kristin Hupf • 834-7406

### Horizon Elementary

Salina Carr • 834-7906

### Meadow View Elementary

Josey Chu-Johnson • 478-5006

### Northside Elementary

Joy Foust • 834-7106

### Royal Oaks Elementary

Lori Coulthart • 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 • 834-7806

### 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 they 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



Students learning about first aid and how to use the AED machine

- 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 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 for 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.
- Be sure your child eats breakfast each day, at home or at school.

# SCHOOL NUTRITION

A nutritious breakfast and lunch are key to student learning. It is proven that well-fed bodies make for sharp minds. We want your student to enjoy fresh fruits and vegetables, dishes made from scratch, and new and interesting cuisines with us every day! With salad bars at every school, stocked with the veggies the students request, we are excited to be part of their journey to long-term healthy eating habits. Our meals are carefully planned to meet the caloric needs of students while remaining low in fat and sodium, no trans fats, and limiting artificial ingredients or dyes. Additionally, we offer a variety of menu items so students are empowered to make the right decisions by dining with us.

**BREAKFAST AND LUNCH MENUS** may be accessed by visiting your school web page under "Quicklinks." Not only can you see what is for breakfast and lunch, but you can also see the nutritional information too!

## Don't forget to put money in your students 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.

## School Meal Prices 2019-2020 School Year

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

	Breakfast	Lunch
Elementary School.....	\$1.30.....	\$2.75
Middle School .....	\$1.30.....	\$3.00
High School.....	\$1.30.....	\$3.10

Students may purchase additional a 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.

### Questions?

If you have questions or require assistance, email Julie at [jrwetmo1@sunprairieschools.org](mailto:jrwetmo1@sunprairieschools.org) or call: 834-6544



## Here's what our students are saying:

*"I love the new fast line and the hot items available as well as a brown bag lunch when I feel like having that."*

.....

*"It is great to be able to make a fresh salad every day for lunch."*



## 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!



## Kobussen Contact Information

### SIMON GILLHAM

Terminal Manager  
825-8700 ext. 5505  
[simon.gillham@kobussen.com](mailto:simon.gillham@kobussen.com)

### BRINDA THOMPSON

Lead Dispatcher  
825-8700 ext. 5509  
[brinda.thompson@kobussen.com](mailto:brinda.thompson@kobussen.com)

### STACI TUCKER

Special Education Dispatcher  
825-8700 ext. 5510  
[staci.tucker@kobussen.com](mailto:staci.tucker@kobussen.com)

### STACEY BEUTEL

Routing  
825-8700 ext. 5512  
[stacey.beutel@kobussen.com](mailto:stacey.beutel@kobussen.com)

## District Contact Information

### RHONDA PAGE

Business Services Manager  
834-6512  
[rspage@sunprairieschools.org](mailto:rspage@sunprairieschools.org)

### MELISSA BAUTZ

Transportation Coordinator  
834-6699  
[mabautz@sunprairieschools.org](mailto:mabautz@sunprairieschools.org)

## KOBUSSEN BUSES

1500 Forward Drive

Sun Prairie, WI

825-8700

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

## 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. 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 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 19-23.
- Elementary students will receive their bus tag at Ready, Set, Go! or at the Meet and Greet.



## 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 school at approximately 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.

## 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.**
- **Students must get on/off the bus at their designated stop.**
- **Students who are not eligible riders may not ride the bus.**
- **Students should be at their bus stop at least 5 minutes before the scheduled time arrival.**
- **Students must have their bus tags with them in order to 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 standards, 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 riding privileges.





## Meet Steve:

Steve has worked for Kobussen for two years. He loves seeing the kids each day and has a small enough route that he knows all of their names.

*"I appreciate the relationships that I can build with the kids. One student personally invited me to her play. I was blown away by the talent." Steve says, "No two days are ever the same, and every day on the bus is an adventure."*



## 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 who 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, at 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 who 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.

## 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.





# BACK-TO-SCHOOL SAFETY REMINDERS

## SAFETY TIPS

Sun Prairie Area School District is committed to providing students, staff, and visitors a safe, welcoming environment. Here are a few conversation ideas for you and your students to have before school 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 caretaker. They should 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 issues—how will your child get to and from school?
- Safety reminders—cross streets at marked crosswalks, obey the school crossing guards, and don’t dart out in front of traffic.
- Bike riding—discuss best routes, wear a helmet, and be visible. Lock your bike in the designated place.
- Have a back-up plan in case you’re delayed and can’t pick up on time. Where should your child go? Who should they contact? What should they do? Decide on age-appropriate solutions.

#### Drivers (Parents and High School Students):

- Remember to slow down, observe 20 mph school zone speed limits, and look out for children who may dart out into traffic. Remind your High School students that the school parking lot should be navigated carefully. There is a lot of activity with pedestrians and cars.
- Please obey all signage displayed at the schools.
- Please move to the front of the line of the student pick-up area to make room for other drivers.
- Please do not attempt to pass other parked cars when there is no space for passing. Please wait.
- Please respect buses, particularly when children are loading/unloading.

### You are always welcome at our schools!



Safety is our number one priority. During the school day, our exterior doors will be locked. If you visit, please push the call button on the white rectangular box located on the front of the building next to the main set of doors. An indicator light will flash, and you will be buzzed into the office. Once inside, you will need to provide photo identification. You will then receive a visitor’s badge to wear during your visit.

Thank you for making it a habit to have your identification with you every time you visit!



# INFINITE CAMPUS

## How to Navigate Infinite Campus

Infinite Campus is the portal we use to collect and store student information. This is the best place to find information about your student's progress. Let us give you a tour of Infinite Campus so you know some of the features that it offers.



### DID YOU KNOW?

Student report cards are available electronically on Infinite Campus after each semester.

Aug 18-19 Summer Middle School  
Student Number:  
Grade:

SELECT A STUDENT

Welcome (Parent Name)

Try the new Campus Parent

9+

Sign Out

Infinite Campus

Student Name

Calendar

Schedule >

Responsive Schedule >

Attendance >

Grades >

Academic Plan >

Transportation >

Fees >

To Do List >

Reports >

Demographics >

Family

Messages >

Household Information >

Family Members >

Calendar >

Fees >

Payments >

Food Service >

To Do List >

User Account

Account Settings >

Contact Preferences >

Access Log >

Notification Settings >

Select a **STUDENT** from the menu to get specific information, including a schedule, attendance, grades, transportation, and fees.

**FAMILY** information includes:

- Messages sent for you to view
- Household information
  - Manage your phone and address information
- Fees
  - View and pay class fees, activity card fees, and club fees
- Payments
  - Make payments and view payment history
- Food Service
  - Check lunch balances and all food transactions

**USER ACCOUNT** includes:

- Account Settings
  - Change account settings including email, password, and PIN
- Contact Preferences
  - Manage your email contact information preference



**TIP:** Download the Infinite Campus mobile app today for use on your phone or device.

**TIP:** All emergency communications sent to families use contact data obtained from Infinite Campus. Student health and medication information is also obtained from Infinite Campus. It is the parent/guardian's responsibility to keep this information up to date. Please maintain accurate information throughout the year in your Infinite Campus Parent Portal account.

## School Webpages

Your school webpage is a great place to find information. From the lunch menu and school newsletters, to contact information and important dates, you should be able to find key information at your fingertips. Let us give you a quick tour of a school webpage.

Each school has its own **CALENDAR** of important dates and events.

In the **ABOUT** tab, you will find the Staff Directory, School Newsletters, Recess/Bell Schedule, Parent Group Information, Traffic Safety & Security, and School Flyers.

In the **NEWS & HIGHLIGHTS** tab, you will find important school and District events and updates.

At the bottom of the school webpage, you will find the school's **CONTACT INFORMATION, BELL SCHEDULE,** and **STAFF DIRECTORY.**

In the top right corner of your school's webpage, you will see links to **INFINITE CAMPUS, BREAKFAST/LUNCH MENUS,** and the **TRANSLATE** feature.

You will find **QUICK LINKS** on the right side of the navigation bar, which has links to the School Calendar, Daily Schedule, Breakfast/Lunch Menu, Staff Directory, and School Supplies.

In the **ACADEMICS** tab, you will find the School Supply List, Student Handbook, and Advanced Learner Information. On the Middle School pages, this tab also includes Music, Academic & Career Planning, Student Services, Academic Resources, and Class Registration. On the High School's page, this tab also includes Advanced Placement (AP), Financial Aid, Transcripts, Scholarships, and more.

In the **STUDENT LIFE** tab, you will find Clubs & Activities, and Library information. The Middle School webpages have a the Student Life tab that includes information about Athletics.

**NOTE:** The District has a comprehensive website that is also a great source of information. Please check out [sunprairieschools.org](http://sunprairieschools.org) when you have questions about the District.

\*The High School and Middle Schools have additional information on their webpages.



# SCHOOL-YEAR CALENDAR AT A GLANCE



Monday	September 2	No School—Labor Day
Tuesday	September 3	First Day of School for Students (K-12) <b>FULL DAY</b>
Friday	September 6	First Day of School for 4K Students
Thursday	October 10	District-Wide Early Release Day <ul style="list-style-type: none"> <li>• Elementary Dismissal at 1:55 p.m.</li> <li>• Middle School Dismissal at 1:30 p.m.</li> <li>• Cardinal Heights Upper Middle Dismissal at 1:45 p.m.</li> <li>• High School Dismissal at 2:05 p.m.</li> </ul>
Tuesday	November 5	End of 1st Quarter
Thursday	November 14	Full day of School—Family/Teacher Conferences 4:00–8:00 p.m. <ul style="list-style-type: none"> <li>• No School for 4K Students Only—Family/Teacher Conferences</li> </ul>
Friday	November 15	No School—Family/Teacher Conferences 7:30–11:30 a.m.
Wednesday	November 27	No School
Thursday	November 28	No School—Thanksgiving
Friday	November 29	No School
Monday	December 23	No School—First Day of Winter Break
Monday	January 6	First Day Back from Winter Break
Monday	January 20	No School—Martin Luther King Jr. Day
Thursday	January 23	End of 2nd Quarter/1st Semester
Friday	January 24	No School
Friday	February 21	No School
Thursday	March 12	Full day of School—Family/Teacher Conferences 4:00–8:00 p.m. <ul style="list-style-type: none"> <li>• No School for 4K Students Only—Family/Teacher Conferences</li> </ul>
Friday	March 13	No School—Family/Teacher Conferences 7:30–11:30 a.m.
Monday	March 23	First Day of Spring Break
Monday	March 30	First Day Back from Spring Break
Wednesday	April 8	End of 3rd Quarter
Friday	April 10	No School
Friday	May 22	No School
Monday	May 25	No School—Memorial Day
Thursday	June 11	Last Day of School for 4K Students
Friday	June 12	End of 4th Quarter/2nd Semester Last Day of School for Students in Grade K-12— <b>HALF DAY</b> <ul style="list-style-type: none"> <li>• Elementary Dismissal at 11:35 a.m.</li> <li>• Middle School Dismissal at 11:15 a.m.</li> <li>• Cardinal Heights Upper Middle Dismissal at 11:25 a.m.</li> <li>• High School Dismissal Times Based on Finals</li> </ul>
Friday	June 12	High School Graduation

# BELL SCHEDULES

## Elementary Schools

8:20 a.m.-3:10 p.m. (Mon, Tues, Wed, Fri)

8:20 a.m.-1:55 p.m. (Thurs)

## Middle Schools

7:40 a.m.-2:48 p.m.

## Upper Middle School

7:47 a.m.-2:57 p.m.

## High School

8:00 a.m.-3:14 p.m.

## SP4Kids (4-year-old program)

### Morning Session:

8:15 a.m.-10:50 a.m.

### Afternoon Session:

11:55 a.m.-2:45 p.m. (Mon, Tues, Wed, Fri)

11:55 a.m.-1:30 p.m. (Thurs)

We have three weather days built into our schedule that we do not need to make up should we have weather or other reasons for closing. If we have more than three days, here is the plan:

**Make up day 1, or the fourth day: February 21, 2020**

**Make up day 2, or the fifth day: April 10, 2020**

**Make up day 3, or the sixth day: Add instructional minutes to the school day**

## Peachjar Flyer Distribution Shifts to One Email per Week.



We heard our families loud and clear when they told us they were feeling overwhelmed by the amount of electronic flyers being sent over the course of a week. Beginning in September, you will receive only one email per week that includes all of the flyers related to your school(s).

Peachjar is a tool for sharing information about important activities and events. The District uses Peachjar, an electronic flyer communication tool in place of paper distribution. To view school-approved eflyers, simply click the Peachjar button on your school's website. This "green" initiative will save our schools tons of paper and reduce copy costs by thousands of dollars.

Your family's email is loaded directly into Peachjar and updated weekly, so there is no need to sign up. If you would like to add additional family members, go to **[Peachjar.com](https://Peachjar.com)** and add your name and school.



## Board Members

### DR. STEVE SCHROEDER

President

[shschro@sunprairieschools.org](mailto:shschro@sunprairieschools.org)

### TOM WEBER

Vice President

[tweber@sunprairieschools.org](mailto:tweber@sunprairieschools.org)

### CAROL SUE ALBRIGHT

Clerk

[csalbri@sunprairieschools.org](mailto:csalbri@sunprairieschools.org)

### DAVID HOEKSTRA

Treasurer

[djhoeks@sunprairieschools.org](mailto:djhoeks@sunprairieschools.org)

### BRYN HORTON

Governance Officer

[bmhorto@sunprairieschools.org](mailto:bmhorto@sunprairieschools.org)

### MARILYN RUFFIN

Deputy Clerk

[meruffi@sunprairieschools.org](mailto:meruffi@sunprairieschools.org)

### CAREN DIEDRICH

Member

[crdiedr@sunprairieschools.org](mailto:crdiedr@sunprairieschools.org)

### EMILY FLOOD and

### QUINN WILLIAMS

Student Representatives

## BOARD OF EDUCATION

The community is always invited to attend Board Meetings. The School Board meets the second and fourth Mondays 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 6:00 p.m. and are televised live on Charter cable channel 983, streamed live online at [ksun.tv](http://ksun.tv), and broadcast 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.**

\* Check website for meeting dates

**ATTEND THE  
ANNUAL  
MEETING  
OCTOBER 7, 2019**



## The District Office has a new name.

**NEW**

To better explain that we support all schools in our District, our Service Excellence Team explored options, surveyed staff, and brought forth the recommendation to change the name of the District Office to the District Support Center.

## Referendum 2019

Do you want to keep updated while we design, build, and update the second High School, Ashley Field, Cardinal Heights Upper Middle School, and Prairie Phoenix Academy?

Follow the work of the committees by visiting the website: [sunprairieschools.org/ref2019](http://sunprairieschools.org/ref2019)

You can find meeting notes, presentations, and agendas from all of the committee work. There will also be events and opportunities to learn more about the projects.



SUN PRAIRIE AREA SCHOOL DISTRICT  
**BUILDING**  
— PHASE TWO —  
for every child, every day

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!

We encourage you to contact your school staff with questions or concerns. Working directly with the teacher and principal will help you get the best results.

## 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

### JANET THOMAS

Associate Director of Student  
Services  
834-6638

### 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

### NICK REICHHOFF

Director of Student Policy and  
School Operations  
834-6624

## 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

REBECCA ZAHN, Principal  
834-7600  
1351 Columbus St.

### Prairie View Middle School

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

### Cardinal Heights Upper Middle School

BRIAN INCITTI, 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

478-5187

# GET INVOLVED IN OUR SCHOOLS

## Engaged families and community members are important to us.

Many people volunteer in our schools, making a world of difference in the education of our students, as Schools of Hope volunteers, AVID tutors, Performing Arts Center ushers, chaperones for field trips, and more. Visit the District web page under "Community and Volunteering in the District" to find more information and forms to submit. Thank you to our volunteers! We could not do this very important work without you.

## Join your School Community Organization.

Our elementary and middle schools have a parent group. In some school districts these are referred to as PTOs. Here in Sun Prairie, we call them SCO's, or School Community Organizations. Joining your school's SCO is a great way to get connected to your school. There are a variety of volunteer opportunities to choose from as well as monthly meetings you are invited to attend. You can find more information about your SCO on your school website under the "About" tab.

## Spread the word . . . **WE ARE HIRING!**



We are seeking to diversify our workforce. Sun Prairie uses the Wisconsin Education Career Access Network (WECAN) website for advertising and accepting applications for job vacancies. When the District has positions available, those vacancies may be found by accessing the WECAN site. All applications must be submitted electronically via WECAN.

**Dr. Chris Sadler**, Director of Human Resources

**Isabel Simonetti**, Employee Relations Manager

501 S. Bird Street, Sun Prairie, WI 53590

## 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 7-12, Monday through Friday. These flexible, and 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](mailto:klensta@sunprairieschools.org) or 834-6586, or visit the Sun Prairie School District website for the job application.

### Need Help?

Staff are available to assist you at the District Support Center, 501 S. Bird Street, Sun Prairie, from 8:00 a.m. to 4:30 p.m., Monday through Friday. Translators are also available.

**Stay Connected to the Sun Prairie Area School District**