



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

[sunprairieschools.org](http://sunprairieschools.org)

**FALL 2025**

# BACK TO SCHOOL!



## HOW DO I KNOW HOW MY STUDENT IS DOING?

Learn more about assessments and how you can check your student's grades. | Page 4

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# SUPERINTENDENT'S WELCOME

## WELCOME TO THE 2025-2026 SCHOOL YEAR!

Dear Families and Caregivers,

As the summer days begin to get shorter, we are filled with excitement and anticipation for the start of a new school year! We await the return of all of our students, and our mission to support “every child, every day” remains at the heart of all we do.

This theme truly encompasses so much: it’s about celebrating every challenge overcome, every big step taken—whether it’s stepping onto a school bus, walking through the school doors, or running onto a practice field—and embracing every new experience that sparks curiosity and growth. We are dedicated to ensuring that each student feels seen, supported, and inspired to learn, and we look forward to partnering with you to make this a remarkable year for our students, our families and caregivers, our staff, and our community.

All my best,



**Dr. Brad Saron**, Superintendent



## THE IMPORTANCE OF ATTENDANCE

Attending school regularly is one of the most important things a student can do to be successful. When students come to school every day, they build strong relationships and feel connected to their school and community.

Regular attendance helps students learn and practice the skills they need to reach their goals. Missing even a few days of school can make it harder for students to keep up with their schoolwork and stay engaged. To start the year off right, set some attendance goals with your student and talk about your expectations for them coming to school every day!



## STUFF THE BUS

Stuff the Bus, a Sunshine Place program, works to provide backpacks and school supplies to children in need.

*For more information or to help fund this community program, scan the QR code.*



## Student Rewards Checking\*

**BONUS:** Sign up now and get a free Stadium Blanket!



[bankofsunprairie.com](http://bankofsunprairie.com)

Member FDIC

\* If you are under 18 years of age, a parent or guardian will need to be on your checking account with you, and you will need a parent or guardian's approval for a debit card. By registering your card(s) for uChoose Rewards® you earn points for all non-pin debit card purchases. Terms and conditions may apply.

# SCHOOL YEAR CALENDAR AT A GLANCE

2025-2026

## REMINDER:

First day of school:  
**SEPTEMBER 2, 2026**, for K-12 students  
**SEPTEMBER 8, 2026**, for SP4K students

### SEPTEMBER 2025

- 1 No School • Labor Day
- 2 First Day of School for K-12
- 8 First Day of School for SP4K

### OCTOBER 2025

- 6 No School • Staff Professional Development
- 23 Fall Conferences, 4-8 pm  
No School for SP4K
- 24 No School • Fall Conferences, 7:30-11:30 am

### NOVEMBER 2025

- 4 End of 1<sup>st</sup> Quarter
- 26 No School
- 27 No School • Thanksgiving
- 28 No School

### DECEMBER 2025

- 8 No School • Staff Professional Development
- 22 No School • First Day of Winter Break

### JANUARY 2026

- 5 First Day Back from Winter Break
- 19 No School • Martin Luther King Jr. Day
- 23 End of 2<sup>nd</sup> Quarter / 1<sup>st</sup> Semester
- 26 No School • Staff Professional Development

### FEBRUARY 2026

- 26 Winter Conferences, 4-8 pm  
No School for SP4K
- 27 No School • Winter Conferences, 7:30-11:30 am

### MARCH 2026

- 23 No School • First Day of Spring Break
- 30 First Day Back from Spring Break

### APRIL 2026

- 6 End of 3<sup>rd</sup> Quarter
- 10 No School • Staff Professional Development

### MAY 2026

- 15 No School • Staff Professional Development
- 25 No School • Memorial Day

### JUNE 2026

- 3 Last Day of School for SP4K
- 11 End of 4<sup>th</sup> Quarter / 2<sup>nd</sup> Semester  
Last Day of School for K-12  
  - Elementary Dismissal at 11:10 am
  - Middle School Dismissal at 12:05 pm
  - SP East & SP West Dismissal at 12:15 pm
  - Prairie Phoenix Academy Dismissal at 11:50 am
  - Prairie Phoenix Academy Graduation, 1:00 pm
- 12 SP West & SP East Graduations, 5:00 pm & 7:30 pm

We have three weather days built into this schedule that we will not need to make up should we have inclement weather or other reasons for closing. If we have to close more than three days, we will make up days on **April 10** and **May 15**. If we go beyond five days, we will add instructional minutes to school days.

SEPTEMBER 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

LEGEND:  No School - Holidays  No School  No School - SP4K

### SUN PRAIRIE EAST HIGH SCHOOL

Homecoming Football Game: October 10, 7 pm  
 Homecoming Dance: October 11, 7-10 pm  
 Prom: May 9, 8-11 pm, Monona Terrace  
 Graduation - June 12, 7:30 pm

### SUN PRAIRIE WEST HIGH SCHOOL

Homecoming Football Game: October 17, 7 pm  
 Homecoming Dance: October 18, 7-10 pm  
 Prom: May 16, 8-11 pm, Monona Terrace  
 Graduation: June 12, 5 pm

*\*Prairie Phoenix Academy students will attend the homecoming and prom activities of their attendance-boundary high school.*

**HOMECOMING, PROM & GRADUATION ACTIVITIES**

# HOW DO I KNOW HOW MY STUDENT IS DOING?

Knowing where to look for information on how your student is doing can be confusing. How do you know what to pay attention to? How do you check their attendance? Here are the SPASD resources to help you navigate the online parent and caregiver portal.



Scan the QR code for a quick video on how to navigate Infinite Campus.

## GRADES

You can visit your student's grade book in the Infinite Campus portal. At the elementary schools, grades are final at the end of each semester. At the middle schools and high schools, grades are entered more frequently. Parents and caregivers can access grades by visiting the "Grades" link, selecting the course, and navigating within the course to view information about individual assignments and assessments.

If you select "All Terms," you can see the standards statements and grades across the year (if it is a yearlong course).

	01	02	03	04
<b>Art FUNDamentals 6</b>				
Creating-Conceiving and developing new artistic ideas and work		4		
Presenting-Interpreting and sharing artistic work		NA		
Responding-Understanding and evaluating how the arts convey meaning		NA		
Connecting-Relating artistic ideas and work with personal meaning and external context		NA		
<b>Body Works 6</b>				
Understands and evaluates total mental, physical and social healthy behaviors		4		
Practice and apply health enhancing behaviors		4		
Promotes, finds, and expands upon health enhancing behaviors		3		
<b>Body Works - Comments</b>				

## OTHER TIPS

- To see all updated grades, visit **"Grade Book Updates."**
- Visit the **"Attendance"** link to view your child's attendance.
- View the **"Message Center"** to see recent announcements from your school.
- The **"More"** link will take you to some other important links and resources. For instance, visit the **"Contact List"** link for phone numbers and email addresses for your child's teachers and student services staff.

Home	More
Calendar	Address Information >
Assignments	Assessments >
Grades	Contact List >
Grade Book Updates	Course Registration >
Attendance	Demographics >
Schedule	Family Information >
Responsive Schedule	Health >
Food Service	Important Dates >
Fees	Lockers >
School Store	Meal Benefits >
Activity Registration	Transportation >
Documents	Online Registration >
Message Center	
More	

## WHAT ABOUT STATE & SCREENING ASSESSMENTS?

### STATE MEASURES

Paper copies of results are sent/shared directly with families once we receive them from the Department of Public Instruction (DPI). The following timeline outlines when families will receive this information.

1. PreACT (Fall), 9th-11th grades: November
2. ACT, 11th grade: May
3. ACCESS for ELLs: May
4. PreACT, 9th-10th grades: June
5. Dynamic Learning Maps (DLM): August/September of the following school year
6. Forward Exam, 3rd-8th and 10th grades: August/September of the following school year

If you would like to request additional copies of your child's assessment results, please contact your child's school.

### SCREENING ASSESSMENTS

Students in 5K-8th grades are screened three times yearly for risk in their academic skill development in reading and math.

Communication about this process occurs before, during, and after the assessments. Parents and caregivers receive an email (and/or letter) with the results of the screening and are also provided a link to the NextPath application, where they can view results across measures and times of the school year in one place at any time. Many schools also offer this information in person and/or provide printed copies at conferences with parents and caregivers.

### ASSESSMENT CALENDAR

Families can view additional information about grading and the assessment calendar on the Technology page of the District website. Scan the QR code to view the page.



GRADING FOR LEARNING
DISTRICT GRADING INFORMATION FOR PARENTS
ASSESSMENT
2024-2025 ASSESSMENT CALENDAR
VISIBLE TO PUBLIC PARENTS
SCHOOL AND DISTRICT ACCOUNTABILITY REPORT CARD (SPARC)
PARENT/CAREGIVER ACCESS TO UNIVERSAL ASSESSMENT - COMING SOON

# BACK-TO-SCHOOL CHECKLIST

MAKE SURE THAT YOU ARE BACK-TO-SCHOOL READY BY CHECKING OFF THE LIST BELOW!

## CHECK YOUR SCHOOL SUPPLY LIST.

Lists for elementary schools and middle schools can be found on each school's web page under the "Academics" tab by grade or subject. Middle and high school students can purchase school supplies based on their personal organizational style and needs.

## REMEMBER TO CHARGE YOUR CHROMEBOOK.

Secondary students should remember to charge their Chromebooks before the first day of school! It is a high priority in our District to support our students in continuous learning and in being good digital citizens. All students will undergo training on digital citizenship at the beginning of the school year. If they do not already have a Chromebook, students in middle and high school will receive one at school once this training is completed. Students with old devices, chargers, hotspots, or other electronics should return them as soon as possible.

## UPDATE YOUR CONTACT INFORMATION IN INFINITE CAMPUS.

We ask families to provide us with up-to-date contact information before the start of the school year. To do so, log in to Infinite Campus, click the "More" button on the bottom left of the page, and then click the "Online Registration" button. We know that phone numbers and email addresses change, and we want to be able to contact you in the case of an emergency. You can also sign the permission slip and handbook agreement forms as a part of this process.

## JOIN YOUR SCHOOL COMMUNITY ORGANIZATION.

Our elementary and middle schools have parent and caregiver groups called School Community Organizations (SCOs). Joining your school's SCO is a great way to get connected to your school. There are various volunteer opportunities to choose from, as well as monthly meetings that you are invited to attend. You can find more information about your SCO on your school's web page under the "About" tab.

## BE READY FOR SCHOOL PICTURE DAY.

We will be partnering with Empire Photography for school pictures. Details regarding each school's picture day will be provided by your school. If you have any questions about school picture services, please reach out to your school(s) via email or phone. **Watch for information during the school year about how to purchase a yearbook for your student.**

**A note for seniors:** We know that many students choose to have senior class photos taken, but they **must also have their photos taken by Empire to be included in the class history wall.** They do not need to purchase any photos from Empire; they just need to have their photos taken.

## ATTEND YOUR BACK-TO-SCHOOL EVENT.

School	Event	Date	Time
C. H. BIRD	Ready, Set, Go	Aug. 27	4:30-6:00 pm
CREEKSIDE	Ready, Set, Go	Aug. 27	4:00-6:00 pm
HORIZON	Ready, Set, Go	Aug. 26	4:00-5:30 pm
MEADOW VIEW	Ready, Set, Go	Aug. 27	4:30-6:30 pm
CENTRAL HEIGHTS	Ready, Set, Go	Aug. 27	5:30-7:00 pm
PATRICK MARSH	Ready, Set, Go	Aug. 27	5:30-7:00 pm
PRAIRIE VIEW	Ready, Set, Go	Aug. 27	5:30-7:00 pm
NORTHSIDE	Ready, Set, Go	Aug. 26	4:00-6:00 pm
EASTSIDE	Ready, Set, Go	Aug. 27	4:00-6:00 pm
WESTSIDE	Ready, Set, Go	Aug. 27	5:00-7:00 pm
PRAIRIE PHOENIX ACADEMY	Back-to-School Night	Aug. 28	4:00-6:00 pm
ROYAL OAKS	Ready, Set, Go	Aug. 27	4:00-6:00 pm
TOKEN SPRINGS	Ready, Set, Go	Aug. 27	4:00-6:00 pm
SP EAST	Registration	Aug. 20-21	8:00 am-4:00 pm
SP WEST	Registration	Aug. 18-19	8:00 am-4:00 pm
SP EAST	Back-to-School Night	Aug. 26	6:00-8:00 pm
SP WEST	Student Orientation Night	Aug. 27	6:00-8:00 pm

# BACK-TO-SCHOOL SAFETY REMINDERS

The Sun Prairie Area School District is committed to providing students, staff, and visitors with 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?”
- **Talk with your child about the emergency drills they participate in at school.** All students practice fire/evacuation, severe weather/shelter, and active threat drills throughout the year. Please reinforce the importance of following these procedures when there is an emergency.
- If you believe there are unresolved issues from the previous school year that may continue to affect your child’s experience at school, **follow up with the teacher or principal.**
- **Remind your child not to go anywhere after school unless they first check with a parent or caregiver.** They should never go home with a friendly neighbor without a parent or caregiver’s permission. Remind your student to walk with classmates to and from the bus whenever possible.
- **Ensure that your child knows their telephone number and address,** contact numbers for trusted adults, and how to call 911 for emergencies.

FOR MORE INFORMATION,  
VISIT [SUNPRAIRIESCHOOLS.ORG](http://SUNPRAIRIESCHOOLS.ORG)  
→ DEPARTMENTS → SAFETY & SECURITY

## SECURE ACCESS TO OUR SCHOOLS

Safety and security are our number one priority, so all exterior doors to our schools are locked during the school day. If you visit, please push the call button on the audiovisual intercom located on the front of the building next to the main doors. Please introduce yourself to the office staff and state the reason for your visit. Once you are buzzed inside, you will need to provide photo identification. You will then receive a badge to wear during your visit.

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

## TRANSPORTATION

- **Discuss transportation issues—**How will your student get to and from school?
- **Safety reminders—**Remind students to 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 backup 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.

## DRIVER SAFETY

- Remember to slow down, observe 20 mph school zone speed limits, and look out for children who may dart out into traffic. Remind your teen drivers 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 do not attempt to pass other parked cars where there is no space for passing. Please wait.
- Please respect buses, particularly when children are loading/unloading. Always stop for buses with flashing red warning lights!



# SCHOOL NUTRITION

**Nutritious breakfasts and lunches are key to student learning.** It is proven that well-fed bodies make for sharp minds. We want your students to enjoy fresh fruits and vegetables, dishes made from scratch, and new and exciting cuisines with us every day! Our meals are carefully planned to meet the caloric needs of students while remaining low in fat and sodium, free of trans fats, and limited in artificial ingredients or dyes. Additionally, we offer a variety of menu items so that students are empowered to make the right decisions when dining with us.



## BACK-TO-SCHOOL NUTRITION CHECKLIST

**Add Money to Your Student's Lunch Account**  
To add money to your student's account, you can deposit in the Infinite Campus portal under the "Payments" tab. Payments can also be mailed or dropped off at the District Support Center, 501 S. Bird Street, Monday through Friday, 8:00 am–4:00 pm.

**Fill Out a Free and Reduced Meal Application**  
Applications to qualify for free and reduced-price meals must be filled out each year. Eligibility not only gives you access to discounted meals but also enables our District to receive more educational funding based on our eligibility rates. Students also receive waivers on numerous other fees. It is important to fill out an application if you believe you may qualify.

Applications are available online through your Infinite Campus portal and on the School Nutrition web page. Hard copies are available at all schools and can be mailed to you directly.

**Access Breakfast and Lunch Menus**  
Breakfast and Lunch menus may be accessed by visiting your school's web page under "Quicklinks." Not only can you see breakfast and lunch menus, but you can also see the nutritional information.

### SCHOOL MEAL PRICES FOR THE 2025–2026 SCHOOL YEAR

Breakfast	
Elementary (Grades K–5)	\$1.75
Middle School (Grades 6–8)	\$1.75
High School (Grades 9–12)	\$2.00
Free & Reduced Program	Free
Guest/Adult	\$3.00
Lunch	
Elementary (Grades K–5)	\$3.25
Middle School (Grades 6–8)	\$3.50
High School (Grades 9–12)	\$3.60
Free & Reduced Program	Free
Guest/Adult	\$5.00
Other	
Entree	\$3.25
Milk	\$0.50
Extra Condiments	\$0.50

## QUESTIONS?

If you have questions or require assistance,  
email: [nutritiondepartment@sunprairieschools.org](mailto:nutritiondepartment@sunprairieschools.org)  
call: 608-834-6544  
Barbara Waara, Director of School Nutrition  
[bmwaara@sunprairieschools.org](mailto:bmwaara@sunprairieschools.org)

# KEEPING KIDS HEALTHY

# SCHOOL HEALTH SERVICES

Our 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 students.

## DISTRICT HEALTH NURSES

**DEBBIE BROWN**  
608-834-8106  
dlbrown@sunprairieschools.org

**ELIZABETH FEISTHAMMEL**  
608-834-8107  
efeist@sunprairieschools.org

## SCHOOL HEALTH ASSISTANTS

**C. H. BIRD ELEMENTARY**  
Linda Bengston • 608-834-7306

**CREEKSIDE ELEMENTARY**  
Julie Bakke • 608-834-7706

**EASTSIDE ELEMENTARY**  
Emily McCabe • 608-834-7406

**HORIZON ELEMENTARY**  
Salina Carr • 608-834-7906

**MEADOW VIEW ELEMENTARY**  
Robbin Brennan • 608-478-5006

**NORTHSIDE ELEMENTARY**  
Joy Foust • 608-834-7106

**ROYAL OAKS ELEMENTARY**  
Dan Goplin • 608-834-7206

**TOKEN SPRINGS ELEMENTARY**  
Barb DeVenecia • 608-478-5106

**WESTSIDE ELEMENTARY**  
Halina Silva • 608-834-7506

**CENTRAL HEIGHTS MIDDLE SCHOOL**  
Tasha Harris • 608-318-8006

**PATRICK MARSH MIDDLE SCHOOL**  
Nan Pieper • 608-834-7606

**PRAIRIE VIEW MIDDLE SCHOOL**  
Juanita Kranz • 608-834-7806

**SUN PRAIRIE EAST HIGH SCHOOL**  
Rhonda Gustafson • 608-834-6702

**SUN PRAIRIE WEST HIGH SCHOOL**  
Stacy Lins • 608-478-1706

**PRAIRIE PHOENIX ACADEMY**  
Stacy Billings-Hughes • 608-834-5517

## BACK-TO-SCHOOL HEALTH CHECKLIST

- Make Sure Your Child Is Current on Vaccination Requirements**  
The state of Wisconsin requires that all students entering 7th 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.
- Update Our Nurses**  
Consult with your student's school nurse about any health updates or health needs your student may have for school this year.
- Prepare Any Necessary Medication for School**  
If your student needs to keep medication at school, it must be in its original labeled container, and you must complete the Medication Administration form. For prescription medication, either contact your doctor's office for their school medication form or print it from our website. Bring the completed form with the medication to school

## TIPS FOR A HAPPY & HEALTHY SCHOOL YEAR

- **Handwashing is the number one way to prevent illness.** Practice effective handwashing. Wash for at least 20 seconds, using friction, and wash the fronts and backs of hands and in between fingers. Soap and water are best, but hand sanitizer will do when those are not available.
- **Make sure to get 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.
- **Start the day off right.** Be sure to eat breakfast each day, at home or at school.



# BUSING INFORMATION

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. Kobussen cares!



## KOBUSSEN CONTACT INFORMATION

1500 Forward Drive  
Sun Prairie, WI  
608-825-8700  
Hours: 6:30 am–5:30 pm

**BRINDA THOMPSON**  
*Terminal Manager*  
608-825-8700 ext. 5509  
brinda.thompson@kobussen.com

**VALERIE ZINTZ**  
*Lead Dispatcher*  
608-825-8700 ext. 5504  
valerie.zintz@kobussen.com

**JOJO SPOEHR**  
*Special Education Dispatcher*  
608-825-8700 ext. 5510  
jojo.spoehr@kobussen.com

**SKY CHRISTOPHERSON-TEUBERT**  
*Router*  
608-825-8700 ext. 5512  
sky.cteubert@kobussen.com

## DISTRICT CONTACTS

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

**LISA SPRINDIS**  
*Transportation Coordinator*  
608-834-6511  
lasprin@sunprairieschools.org

## BUSING CHECKLIST

### Pick Up Your Bus Tag

Make sure your student has their bus tag and knows how important it is to have it with them to ride the bus. Drivers will ask to see bus tags and may deny rides to students they don't recognize who don't have a bus tag. If your student needs a replacement bus tag, please contact the school secretary.

- *Elementary & middle school students must have a school-issued bus tag to ride. They will receive their bus tag at the back-to-school event.*
- *High school students can use their smartphones to access their transportation information in Infinite Campus and show bus drivers as needed.*

### Confirm Busing Eligibility

Busing services are provided to elementary, middle, and high school students who do not live within walking distance of their schools. You can verify your household's bus eligibility by using the Boundaries and Walking/Busing Areas interactive map located on our website (see QR code below). Students with disabilities are provided transportation services in accordance with their individualized education programs (IEPs).

For students to receive bus services, they must meet the following distance requirements:

- **Elementary School:** Must live more than 1 mile from school
- **Middle & High School:** Must live more than 1.5 miles from school

### Be Ready

Please be sure that students arrive at their bus stop 5 minutes before their pickup time.



For FAQs and more information about busing, visit the Transportation page on our website or scan the QR code.

# TECHNOLOGY

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. While ALL K-12 students will have access to and use technology regularly, the District supports 1:1 technology (a device for every student) in grades 3-12.

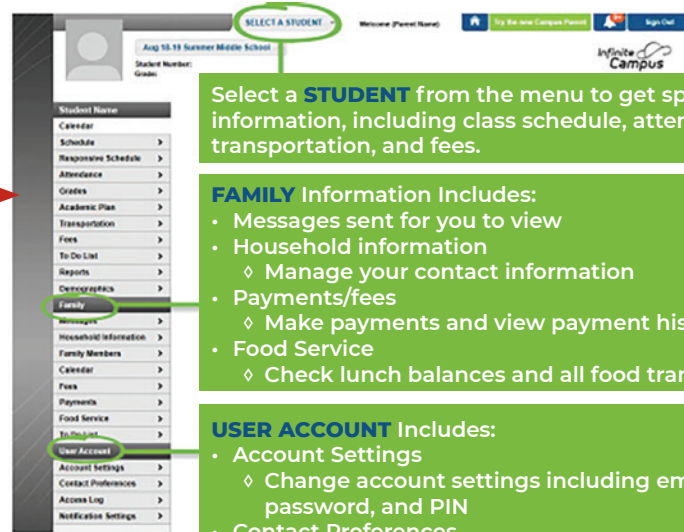
## HOW TO NAVIGATE INFINITE CAMPUS

We use the Infinite Campus portal to collect and store student information. This is the best place to find information about your student's progress. At the right is a quick tour of Infinite Campus to highlight some of the features that it offers.

**TIP:** Please keep your Infinite Campus contact information current. We use this information to contact families in the case of an emergency. We also ask caregivers to provide student health and medication information.

### DID YOU KNOW?

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



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

### FAMILY Information Includes:

- Messages sent for you to view
- Household information
  - ◊ Manage your contact information
- Payments/fees
  - ◊ 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 address, password, and PIN
- Contact Preferences
  - ◊ Manage your contact information preferences

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

In the **ABOUT US** tab, you will find the Staff Directory, School Newsletters, Recess & Lunch Schedule, SCO information, Traffic Safety & Security information, School Flyers, and more.

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

The **SCHOOL FLYERS** button will take you to your school's archive of Peachjar digital flyers.

At the bottom of the school web page, you will find the school's **CONTACT INFORMATION** and **BELL SCHEDULE**.

In the top right corner of your school's web page, you will see links to **INFINITE CAMPUS**, OUR **"WE ARE LISTENING" FORM**, and the **TRANSLATE** feature.

You will find **QUICKLINKS** on the right side of the navigation bar, which includes 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 Academic & Career Planning, Student Services, Academic Resources, and Course Guide information. The High School pages include all of the above, plus information on Advanced Placement (AP), Financial Aid, Transcripts, Scholarships, and more.

In the **STUDENT LIFE** tab, you will find Clubs & Activities and Library Media Center information. On the Middle School pages, this tab also includes information about Athletics.

## SCHOOL WEB PAGES

Your school web page 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. At the left is a quick tour of a school web page.

**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.

*High Schools and Middle Schools have additional information on their web pages.*



# BELL SCHEDULES & FLYERS

## BELL SCHEDULES

### ELEMENTARY SCHOOLS

7:40 am–2:40 pm (Mon, Tues, Wed, Fri)  
7:40 am–1:30 pm (Thurs)

### MIDDLE SCHOOLS

8:25 am–3:35 pm

### SP EAST & SP WEST HIGH SCHOOLS

8:35 am–3:45 pm

### PRAIRIE PHOENIX ACADEMY

8:45 am–3:20 pm

### SP4KIDS (SP4K) (4-Year-Old Program)

### DISTRICT SITES

#### MORNING SESSION

7:40 am–10:23 am (Mon–Fri)

#### AFTERNOON SESSION

11:42 am–2:40 pm (Mon, Tues, Wed, Fri)  
11:42 am–1:30 pm (Thurs)

### COMMUNITY PARTNER SITES

#### MORNING SESSION

7:50 am–10:33 am (Mon–Fri)

#### AFTERNOON SESSION

11:32 am–2:30 pm (Mon, Tues, Wed, Fri)  
11:32 am–1:20 pm (Thurs)



### SCHOOL FLYER DISTRIBUTION

Peachjar, an electronic flyer communication tool, shares information about important school activities and events. It saves our schools a ton of paper and reduces copy costs by thousands of dollars.

To view school-approved e-flyers, click the Peachjar button on your school's web page. You will also receive weekly emails containing your school's Peachjar flyers.

Your family's email address is loaded directly into Peachjar and updated weekly, so there is no need to sign up. If multiple family members want to receive this information, go to [Peachjar.com](http://Peachjar.com) and add your name and school.

### DID YOU KNOW?

*By using Peachjar, the Sun Prairie Area School District has saved 18,526,577 sheets of paper and 2,223 trees!*

### USE OUR FACILITIES!

*Did you know that community members can reserve SPASD facilities upon request? We currently average 25,000 hours of public use of District facilities per year, which is spread among an average of 150 different locations inside and/or outside our buildings. Learn more by visiting the facilities page on our website.*



### HAVE YOU DOWNLOADED THE SPASD APP?

Our app allows students, staff, and caregivers to quickly and easily access breakfast and lunch menus, school calendars, District news, Peachjar flyers, and Infinite Campus. Infinite Campus provides information regarding grades, attendance, and more. **To download the app, scan the QR code or visit the Apple App Store or Google Play Store.**



# GETTING INVOLVED

## VOLUNTEERING

Many people volunteer in our schools as Schools of Hope volunteers, AVID tutors, Performing Arts Center ushers, chaperones for field trips, and more, making a world of difference in the education of our students. If you are interested in volunteering, please visit the District website on the **“Pathways to Volunteer and Donate”** page under the **“Community”** tab to find more information and forms to submit. Thank you to our volunteers! We could not do this very important work without you.

## THE IMPORTANCE OF JOINING SCHOOL CLUBS, ACTIVITIES, AND SPORTS

Engaging in K-12 sports and activities offers benefits beyond the field or stage. It promotes physical health, fosters lifelong exercise habits, and develops vital life skills like teamwork and time management. These experiences boost academic performance and prepare students for personal and professional success. Additionally, they foster friendships, social connections, and outlets for creativity. Overall, participation enriches education and shapes well-rounded individuals for the future.

Please visit our website and click the **“Athletics & Activities”** button toward the top of the page to see what sports are offered at your child’s school. Other clubs and activities can be found under the **“Student Life”** tab on each school’s website.

## COMMUNITY SCHOOLS

Community Schools unite educators, community members, families, and students to foster student learning and development by coordinating resources and opportunities. They organize in- and out-of-school resources, supports, and opportunities so that young people thrive.



## JOIN YOUR SCHOOL COMMUNITY ORGANIZATION!

Our elementary and middle schools have parent and caregiver groups called School Community Organizations (SCOs). Joining your school’s SCO is a great way to get connected to your school. There are various volunteer opportunities to choose from and monthly meetings that you are invited to attend. You can find more information about your SCO on your school’s web page under the **“About”** tab.

## GET YOUR DIGITAL TICKETS FOR HIGH SCHOOL ATHLETIC EVENTS!

Ticket sales for all high school athletic events for Sun Prairie East and Sun Prairie West are cashless through GoFan. If you are attending a Sun Prairie Athletics event, please be sure to purchase tickets in advance and show them at the door for immediate entry to the event. To access GoFan, visit the **“Athletics and Activities”** page on our website or scan the QR codes.



Collaborations among schools, families, community members, and community organizations provide connections to:

- Academic enrichment activities, such as tutoring, sports, and clubs
- Health and social services
- School-based food pantries and clothing closets
- Walking school buses
- Family and community engagement nights
- Out-of-school time programs that work with community partners to offer academic, wellness, and enrichment activities

Visit us at [sunprairieschools.org/community-schools](https://sunprairieschools.org/community-schools) to learn more about our programs and upcoming events.

## PARENT CURRICULUM GUIDES

We have developed parent and caregiver curriculum guides outlining student expectations and grade-level learning experiences for our elementary school families. To find these, visit your school’s website and search for **“Parent Curriculum Guides”** under the **“Academics”** tab. Guides are available in both English and Spanish.

## STUDENT & FAMILY HANDBOOKS:



HIGH SCHOOL



MIDDLE SCHOOL



ELEMENTARY SCHOOL



SP4K

# UPDATES FOR FAMILIES

## CREDIT CARD PROCESSING FEES BEGAN JULY 1, 2025

Did you know that credit card processing fees cost the District \$80,000+ each year? This is money that could be spent on education, classroom resources, student meals, and programs. Because of these fees, we are making important changes to our payment process.

Starting July 1, 2025, families choosing to pay with a credit or debit card will pay the 3.5% processing fee. This fee can be avoided by making an ACH (Automated Clearing House) bank transfer instead, which uses funds directly from an existing bank account.

EXAMPLE: Beginning July 1, 2025	Cash, Check, or ACH Payment	Credit or Debit Card Payment (3.5% processing fee added)
A \$25 payment will cost	\$25	\$25.88
A \$50 payment will cost	\$50	\$51.75
A \$75 payment will cost	\$75	\$77.63

### How do I set up an ACH bank transfer payment?

When you are logged into Infinite Campus to make your payment, you can enter information about your checking or savings account number.

- Bank Name
- Bank Routing Number (9-digit number)
- Account Number
- Account Type (Checking or Savings)

You only have to add your banking information once, not each time you make a payment in Infinite Campus.

The screenshot shows a payment form with the following fields and values:

- YOUR NAME: 123 Main Street, Anytown, OH 00000 (with zip code 123)
- PAY TO THE ORDER OF: \$ [blank] DOLLARS
- FOR: [blank]
- ROUTING NUMBER: 123456789
- ACCOUNT NUMBER: 000123456789
- CHECK NUMBER: 123

### Can I make a cash or check payment?

We encourage payments to be made online. This is the most secure and convenient option. However, we will continue to accept payment in cash or by check. All payments should be made/sent directly to the child's school office. If needed, the District Support Center at 501 S. Bird Street, Sun Prairie, WI 53590, will take payments for school nutrition. Please ensure the check states what the payment is for—school lunch, field trip, school fee, etc.

### QUESTIONS ABOUT PAYMENTS?

If you have questions or require assistance, please call our Business Office at 608-834-6510.

Matt Clark, Director of Business & Finance  
mpclark@sunprairieschools.org

## CELL PHONES AT OUR HIGH SCHOOLS

Many studies have shown that cell phone use during class time can be a significant distraction for students. Even if students are not actively using their phones, the mere presence of a phone can reduce their ability to focus on the lesson, and they may struggle to retain information and perform well on assessments. For the last several years, our middle schools have had a no cell phone policy with great success. This school year, SP East and SP West will be starting the school year with new practices around cell phones. PPA is partnering with SP East and SP West and will be analyzing how these changes to how we interact with cell phones during the school day best translate to their community and setting.

At SP East and SP West, students will be required to keep their cell phones away during each class period from bell to bell. Teachers will have discretion over whether phones are kept in backpacks or cell phone boxes.

### What is changing:

- Universal off and away from bell to bell
- Universal teaching at the beginning of each semester in every classroom on the response to a cell phone violation
- Universal “purple slip” as nonverbal communication of a phone needing to go to the office
- Universal consequences for extended periods of time
- Phones will be turned in for a bathroom pass

**Unmet expectations:** If a student has their phone out in class, the teacher will hand them a purple slip, stating that they need to take their phone to the office.

High School parents/caregivers and students, please be on the lookout for a Welcome Back email on August 1st from your principal, followed by weekly community newsletters, The Howl and Cardinal Call, starting on August 3rd, that will share more details, including:

- The Why
- Details of Implementation
- Consequences
- Supports

We know this will be a growing process for our students, teachers, and families. We are committed to being proactive and partnering together in this culture shift for the benefit of our students and staff.



**Get Involved.**  
**Build a Connection.**  
**Make an Impact.**



Scan to Learn More  
[www.spbep.org](http://www.spbep.org)



**OUR PRIZE PATROL COULD VISIT YOUR SCHOOL!**



Scan to Learn More!

Just some of our 2024 grants!

- Traveling Art Exhibits
- Mental Health Therapy Dog
- Elementary School Gardens
- Dancing Drum Group Visits
- Food for America Farm Trip
- Black Women Entrepreneurs
- Gel Electrophoresis Equipment
- Digital Music Lab Equipment
- Spanish Learning Programs
- Math Thinking Classrooms
- BSU Mentorship Program
- Teenpreneurs Club
- CEO's of Tomorrow Funding

## BOARD OF EDUCATION

The community is always invited to attend Board meetings. The School Board meets on the second and fourth Mondays of each month.\*

Meetings are held at the Professional Learning Center, which is located at 220 Kroncke Drive, Suite 28. Meetings begin at 6:00 pm 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.

\*Check the website for meeting dates.

School Board meeting notices, agendas, and minutes are posted on the Board of Education website: [sunprairieschools.org/district/board-of-education](http://sunprairieschools.org/district/board-of-education)

**ATTEND THE ANNUAL ELECTORS' MEETING**  
**Monday, October 6, at 6:00 pm**  
**Sun Prairie East High School Performing Arts Center**

## BOARD MEMBERS



**KATEY KAMOKU**  
*President*  
[klkamok@sunprairieschools.org](mailto:klkamok@sunprairieschools.org)



**BRYN HORTON**  
*Vice President*  
[bmhorto@sunprairieschools.org](mailto:bmhorto@sunprairieschools.org)



**COLLEEN UHLENKAMP**  
*Clerk / Governance Officer*  
[cmuhlen@sunprairieschools.org](mailto:cmuhlen@sunprairieschools.org)



**DR. STEVE URSO**  
*Treasurer*  
[sjurso@sunprairieschools.org](mailto:sjurso@sunprairieschools.org)



**DIANA MCFARLAND**  
*Board Member*  
[dmmcfar@sunprairieschools.org](mailto:dmmcfar@sunprairieschools.org)



**AMANDA DAVIS**  
*Board Member*  
[andavis@sunprairieschools.org](mailto:andavis@sunprairieschools.org)



**MELISSA GRAYSON**  
*Board Member*  
[mjgrays@sunprairieschools.org](mailto:mjgrays@sunprairieschools.org)

**REAGAN LOOMIS**  
*Student Representative*  
 SP East High School Senior

**DEVIN WILLIS**  
*Student Representative*  
 SP West High School Senior

**ELLA MILLER**  
*Student Representative*  
 Prairie Phoenix Academy

**KYLER ROSS**  
*Student Representative*  
 SP East High School Junior

**FRANCISCO FIGUEROA**  
*Student Representative*  
 SP West High School Junior

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

## DISTRICT CONTACTS

### SUPERINTENDENT'S OFFICE

**DR. BRAD SARON**

*Superintendent*  
608-834-6502

**PATTI LUX MLNSA**

*Director of Communications  
& Engagement*  
608-834-6562

**JAMIE RACINE**

*Community Schools Program  
Coordinator*  
608-318-8109

**JANET THOMAS**

*Director of Student Services*  
608-834-6638

**DR. CURT MOULD**

*Director of Digital Media,  
Innovation & Strategy*  
608-834-6531

**DR. SARAH CHAJA-CLARDY**

*Director of Secondary Teaching,  
Learning & Equity*  
608-834-6572

**RICK MUELLER**

*Director of Elementary Teaching,  
Learning & Equity*  
608-834-6506

**BRIDGET KOTARAK**

*Director of Student Policy  
& School Operations*  
608-834-6624

**DR. MICHAEL MORGAN JR.**

*Director of Systemic Equity  
& Inclusion*  
608-834-6599

### OPERATIONS

**DR. NICK REICHHOFF**

*Assistant Superintendent  
of Operations*  
608-834-6683

**MATT CLARK**

*Director of Business & Finance*  
608-834-6510

**RHONDA PAGE**

*Business Services Manager / Busing*  
608-834-6512

**DR. CHRIS SADLER**

*Director of Human Resources*  
608-834-6551

**BARB WAARA**

*Director of School Nutrition*  
608-834-6527

**PETE WORECK**

*Director of Facilities & Grounds*  
608-834-6567

**ERIC NEE**

*Director of Athletics & Activities*  
608-478-1724

### TEACHING, LEARNING & EQUITY

**DR. STEPHANIE LEONARD**

*Assistant Superintendent of  
Teaching, Learning & Equity*  
608-834-6516

**JENNIFER APODACA**

*Director of Student Services*  
608-834-6520

## OUR SCHOOLS

**EARLY CHILDHOOD PROGRAM**

608-478-5187

**C. H. BIRD ELEMENTARY**

*Ben Ketterer*, Principal  
608-834-7700 | 1170 N. Bird St.

**CREEKSIDE ELEMENTARY**

*Katie Mould*, Principal  
608-834-7700 | 1251 O'Keeffe Ave.

**EASTSIDE ELEMENTARY**

*Shane Boeve*, Principal  
608-834-7400 | 661 Elizabeth Ln.

**HORIZON ELEMENTARY**

*Michelle Kelly*, Principal  
608-834-7900 | 625 N. Heatherstone Dr.

**MEADOW VIEW ELEMENTARY**

*Cynthia Bell Jimenez*, Principal  
608-478-5000 | 200 N. Grand Ave.

**NORTHSIDE ELEMENTARY**

*Jillian Block*, Principal  
608-834-7100 | 230 W. Klubertanz Dr.

**ROYAL OAKS ELEMENTARY**

*James Ackley*, Principal  
608-834-7200 | 2215 Pennsylvania Ave.

**TOKEN SPRINGS ELEMENTARY**

*Mike Marincic*, Principal  
608-478-5100 | 1435 N. Thompson Rd.

**WESTSIDE ELEMENTARY**

*Nikki Harcus*, Principal  
608-834-7500 | 1320 Buena Vista Dr.

**CENTRAL HEIGHTS  
MIDDLE SCHOOL**

*Sarah PrankeKlang*, Principal  
608-318-8000 | 220 Kroncke Dr., Suite 1

**PATRICK MARSH  
MIDDLE SCHOOL**

*Rebecca Zahn*, Principal  
608-834-7600 | 1351 Columbus St.

**PRAIRIE VIEW  
MIDDLE SCHOOL**

*Michelle Jensen*, Principal  
608-834-7800 | 400 N. Thompson Dr.

**SUN PRAIRIE EAST HIGH SCHOOL**

*James Ertel*, Principal  
608-834-6700 | 888 Grove St.

**SUN PRAIRIE WEST HIGH SCHOOL**

*Jennifer Ploeger*, Principal  
608-478-1700 | 2850 Ironwood Dr.

**PRAIRIE PHOENIX ACADEMY**

*Nehemirah Barrett*, Principal  
608-834-6900 | 220 Kroncke Dr., Suite 13

**SUN PRAIRIE VIRTUAL SCHOOL**

608-834-6901

**SP4KIDS**

*Elizabeth Knudten*, Program Supervisor  
608-834-6671



Students, parents and caregivers, school staff, and community members can report school safety concerns or threats confidentially through the Speak Up Speak Out app. This anonymous tool accepts reports on cyberbullying, violence, drugs, weapons, and other safety issues. Staff operate around the clock to address tips promptly, working with school administrators, law enforcement, and counselors. With many schools nationwide using this tipline, it offers accessible and confidential support at no cost, aiding in addressing potential harm or criminal activities within the school community swiftly.

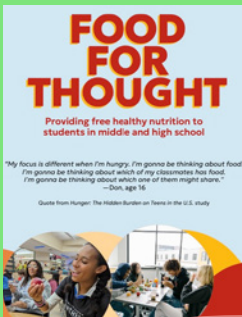
## WE ARE LISTENING

We want our families and community to know that we are listening! Communication is important, and we want your feedback.

If you wish to provide general feedback or leave a compliment for a staff member, please use the “We Are Listening” form on the District website.

If you have a concern or complaint, the best first step is to reach out to the staff member, educator, administrator, or coach involved so that they can make an effort to resolve the issue.

Clear communication between parents and caregivers and our District is key to creating a supportive learning environment. It helps everyone stay on the same page about goals, expectations, and student needs so that we can work together to help every child grow and succeed.



The Sun Prairie Education Foundation helps hungry kids too.

Consider supporting our  
**Food For Thought** program to provide  
**HEALTHY** snacks for kids who are  
hungry during the school day.

**Smart snacks. BIG Impact!**



SCAN TO LEARN MORE ABOUT FOOD FOR THOUGHT

## NEED HELP?

Staff can assist you at the District Support Center

501 S. Bird Street, Sun Prairie, WI 53590

8:00 am–4:30 pm | Monday–Friday

[sunprairieschools.org](http://sunprairieschools.org) | t: 608-834-6500

**Translators are also available.**

**SPREAD THE WORD  
WE ARE HIRING!**

To view our open  
positions, visit our website  
or scan this QR code!



STAY CONNECTED TO THE  
**SUN PRAIRIE AREA SCHOOL DISTRICT**



@sunprairieschools



Sun Prairie Area School District



sunprairieschooldistrict



Sun Prairie Area School District