SUN PRAIRIE EAST CARDINALS

SUN PRAIRIE WEST WOLVES

PRAIRIE PHOENIX ACADEMY

Student and Family Handbook

HIGH SCHOOLS

Grades 9–12

2025–2026

Sun Prairie East
Sun Prairie West
Prairie Phoenix Academy

WWW.SUNPRAIRIESCHOOLS.ORG

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

Translation

If a student or parent/caregiver would prefer to have this information translated into Spanish, please contact us at 608-834-6553.
Si prefiere esta información en español, por favor contáctenos por el teléfono 608-834-6553.
* * * * * * * *
If a student or parent/caregiver would prefer to have this information translated into Hmong, please contact us at 608-834-6539.
Yog tus me nyuam niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hu qhia peb paub rau ntawm 608-834-6539.

Statement of Nondiscrimination

No student may be unlawfully discriminated against in any school programs, activities or in facilities usage because of the student' sex (gender identity, gender expressions, and non-conformity to gender role stereotypes), color, religion, profession, or demonstration of belief or non-belief, race, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation, age, or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the District. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur. SPASD Policy JB

Notice of School District Policies on Sex Discrimination, The District's Title IX Coordinator, and Procedures for Reporting or Filing a Complaint of Sex Discrimination

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the Sun Prairie Area School District ("District") does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies Policy AC, Nondiscrimination in District Programs, Activities, and Operations, Procedure AC-R(1), District Responseto Alleged Sexual Harassment Under Title IX, Procedure AC-R(2), Expectations for Employees to Report Discrimination and Harassment.

District Title IX Coordinator - The District employee who holds the position identified below serves as the Title IX Coordinator for the District:

Director of Student Policy & School Operations
501 South Bird Street, Sun Prairie, WI 53590
Office: 608-834-6624
titleixcoordinator@sunprairieschools.org

Vision

Recognized as a high-performing district of choice that reflects the cultures of our diverse community.

Mission

Inspire and prepare every child, every day, by providing relevant, engaging, and innovative learning experiences in and out of the classroom.

Our Commitment to Equity and Excellence Through Continuous Improvement

Culture of Educational Excellence

Student Experiences Goal
Educational experiences in Sun Prairie will be rigorous and aligned to standards. Exceptional experiences include student goal setting, active student participation in their learning, and multiple opportunities and means to demonstrate their learning.

Student Learning Environment Goal
The educational environment establishes the conditions where every child feels welcome and able to succeed. In order to create the necessary conditions for learning, educators create spaces where the classroom community accepts and supports the development of all students as people, where learning partnerships thrive between students and adults, and where there is an established culture of care.

Culture of Engagement and Inclusion

Community of Exceptional & Diverse Educators & Staff Goal
Strive to proactively recruit, retain, and engage diverse and exceptional talent.

Communications & Community Engagement Goal
Excel in how we collaborate and communicate with all careholders, and build relationships that promote positive outcomes for students.

Culture of Operational Excellence

Finance Goal
Prioritize the investment of our resources to support the educational experiences in and out of the classroom, the student and staff physical environment, and the teams serving our organizational mission.

Facilities Goal
Prioritize the investment of our resources to support educational experiences in and out of the classroom, the physical environment for students and staff, and the teams serving our organizational mission.

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

2022-2027 STRATEGIC FRAMEWORK

Our Core Values and Commitments

Student-Centered Decision Making

We center students in all decision-making by focusing on the needs of the whole child.

Welcoming Climate

We believe in providing a welcoming, safe, nurturing, and collaborative environment that allows the opportunity for every child to reach their full potential.

Relationships

We embrace positive and strong partnerships with students, staff, parents, caregivers, and the community.

High Expectations

We have high expectations for students and ourselves.

Equity

We embrace our commitment to equity and are committed to providing resources aligned to students' needs so that every child can thrive.

Diversity

We believe our diversity is an asset and our strength.

Respect and Dignity

All students, parents, caregivers, and staff are valued and treated with respect and dignity.

We will live these shared values and commitments through service, leadership, and integrity.
Every Child, Every Day. This is our commitment to this community.

AT THE SUN PRAIRIE AREA SCHOOL DISTRICT, WE STAND BY OUR STUDENTS, STAFF, AND FAMILIES.

The Mission of the Sun Prairie Area School District is to inspire and prepare every child, every day, by providing relevant, engaging, and innovative learning experiences in and out of the classroom.

The SPASD celebrates and values our diverse community. We support and are inclusive of all students, staff, families, and community members of all races, ethnicities, faiths, national origins, home language(s), socioeconomic status, immigration status, political viewpoints, abilities, sexual orientations, and gender identities.

In order to realize our Mission, we are committed to changing the foundational inequities that we acknowledge exist in our system, and we unequivocally state as follows:

We stand by our Black and Brown students, staff, and families. We will continue to speak and act swiftly against statements of bigotry, social injustice, discrimination, racism, and hate that may plague members of our community. We are committed to developing and implementing strategies and best practices that dismantle racism, bigotry, and ethnic oppression within all aspects of our schools and School District.

We stand by our immigrant students, staff, and families. All are welcome and safe in our schools regardless of immigration status.

We stand by our students, staff, and families with disabilities. We will continue to staunchly protect the rights of people of all abilities and create educational environments in which all educators collaborate for high educational outcomes for all students.

We stand by our LGBTQIA+ students, staff, and families. We take seriously our responsibility to provide safe, nondiscriminatory, and inclusive environments for people of all orientations and identities, as they reflect our diverse community.

We stand by our students, staff, and families of lower socioeconomic status. We will do all we can to meet the nutritional, physical, and emotional needs of all students regardless of their economic status.

ALL CHILDREN WILL BE SAFE AND LOVED IN OUR SCHOOLS. . . . EVERY CHILD, EVERY DAY.

Revised 9/11/2023

Table of Contents

Bell Schedule **9**
Staff Directory **9**
Daily Announcements **9**
Student Services Staff **9**
Calendar at A Glance 2025-2026 **10**
Calendario del año escolar de un vistazo 2025-2026 **11**
Sun Prairie Area School District **12**
School Board Members 12
District Staff 12
Academics **13**
Extra Academic Assistance 13
Incomplete Grades at SP East and SP West 13
Grade Point Average (GPA) 14
Grade Scale at SPE and SPW 14
Grading at PPA 15
Academic Awards at SP East, SP West, and PPA 15
Scholarships and Monetary Awards 15
Curriculum Review by Parents/Caregivers 15
Scheduling 15
Schedule Change Policy for SP East and SP West 16
Schedule Change Policy for PPA 16
Student Scheduling Requirements 17
Academic and Career Plan (ACP) **18**
What is ACP 18
What does it mean to be College and Career Ready? 18
How is ACP Implemented? 18
Why is the ACP process beneficial? 18
Direct Admit Wisconsin (Direct Admission) **19**
Wisconsin Guarantee (Act 95) **19**
Two New Pathways to First-Year Student/9th Undergraduate Admission 20
Attendance **21**
Tardy and/or Late Arrival 21
Absences - What To Do if Your Child is Absent 22
Medical Absences 22
Habitual Truancy 22
Termination of Open Enrollment Due to Habitual Truancy 23
Auto Dialer Calls 23
Make-Up Work 23
Scheduled Tests 23
Student Trips or Vacations 23
Closed Campus 23

Code of Conduct Violations **24**
Graduation **24**
Graduation Requirements 24
Mid-year Graduation 24
Graduation Ceremony 24
Procedures for Handling Public Concerns and Complaints **25**
Student Information **25**
Student Records 25
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) 25
Student / Parent / Caregivers Support **26**
Student Social Emotional Supports 26
Student Academic Supports 26
Outreach 26
Reading and Math Intervention 26
School Counselor 26
School Psychologist 26
School Social Worker 26
College, Career, and Life Readiness Coach (CCLRC) 27
Advanced Placement Program (AP) and Advanced Learner Program (ALP) 27
Multilingual Learners (ML) 27
Youth Advocates 27
Dean of Students 27
Restorative Practices Coach 27
School Resource Officer (SRO) 27
General Information - Grades 9-12 **28**
Activity Pass 28
After School 28
Alternative Transportation 28
Backpacks/Handbags/Laptop Cases 28
Before School 28
Bikes 28
Board Policies 28
Book Issue and Return 28
Bullying, Cyber-Bullying, and Hazing 29
Clothing 29
Conferences (Parent/Caregiver - Teacher) 29
Deliveries: Balloons (Latex Allergies), Flowers, UPS, FedEx, Amazon 30
Deliveries: Food 30
Emergency Drill Procedures 30
Emergency, Weather, and School Closings/Delays 30
Field Trips 31
Fines 31
Food 31
Hall Passes 31

Identification Cards 31
Infinite Campus 32
Library Media Center (LMC) 32
Locker Decorations 32
Lockers 32
Lost and Found 33
Parking and Student Vehicles 33
Police Interviews on Campus 33
Posters 33
School District Property 34
Personal Property 34
Scooters/Skateboards/In-line Skates 34
Publications 34
School Store Opportunities 34
Student Mail 34
Surveillance Cameras 34
Parent/Caregiver Contact Information 34
Personal Electronic Devices 35
Safety and Security 36
Safety - Universal Expectations for Lab Classes 36
Substitute Teachers 37
Technology/Communication Resources Acceptable Use by Students Policy 37
Transferring/Withdrawing from School 37
Visitors 37
Volunteers 37
Bus Information 38
Eligibility 38
Guidelines for Routing and Scheduling 38
Student Conduct and Discipline 38
Video/Audio Use on School Buses 39
Bus Evacuation Drills 39
Health/Medication Information 40
Immunizations Requirements 40
Guidelines for Assessing Your Child's Health 40
Medications 40
Wellness 40
School Nutrition Program 41
School Breakfast/Lunch Program 41
Student Meal Account and Payment System 41
Donations 41
Food Accommodations 42
Returned Checks 42
Cafeteria/Distributed Dining Expectations 42
Academic Honesty 43

Academic Integrity Policy **44**
Plagiarism 44
Cooperative Learning /Group Work 45
Teacher Responsibilities 45
Student Responsibilities 45
Consequences for Other Academic Misconduct 45
Appeal Process 45
Education Process 46
Acknowledgement of School Handbook **46**
District And Board Policy Appendix **47**
Technology Guidelines **48**
Digital Learning in the Sun Prairie Area School District **49**
General Device Guidelines 49
Student Acceptable Use Guidelines 50
AI Guidelines for Students: 52
Guidelines For Device Assistance 52
Frequently Asked Questions: 53

Appendix A - Student & Family Handbook Behavioral Responses for School Buildings & Bus

Hard copies of this handbook are available in the SPEHS, SPWHS, and PPA Main/Front Office upon request. Hard copies of web pages and policies and procedures that are linked and not printed in this book are also available at the SPHS, SPWHS, and PPA Main/Front Office upon request.

Bell Schedule

Sun Prairie East High School (SPEHS)

Sun Prairie West High School (SPWHS)

Prairie Phoenix Academy (PPA)

Staff Directory

Sun Prairie East High School (SPEHS)

Sun Prairie West High School (SPWHS)

Prairie Phoenix Academy (PPA)

Daily Announcements

Sun Prairie East High School (SPEHS)

Sun Prairie West High School (SPWHS)

Student Services Staff

Sun Prairie East High School (SPEHS)

Sun Prairie West High School (SPWHS)

Prairie Phoenix Academy (PPA)

School Year Calendar at a Glance 2025–2026

August 2025
18-22 SP Fall Academy: new staff 25-28
Mandatory Professional Day

September 2025
1 Labor Day
2 First Day of School (K–12)
8 First Day of School SP4K

October 2025
6 No School-Mandatory Professional Day
23 Family Conferences 4-8 pm Classes Held
24 No School-Family/Teacher Conferences

November 2025
4 End of 1st Quarter
26 No School
27 No School–Thanksgiving
28 No School

December 2025
8 No School-Mandatory Professional Day
22 No School–First Day of Winter Break

January 2026
5 First Day Back from Winter Break
19 No School-Optional PD Day
23 End of 2nd Quarter/1st Semester
26 No School–Mandatory Professional Day

February 2026
26 Family Conferences 4-8 pm Classes Held
27 No School-Family/Teacher Conferences

March 2026
23 No School–First Day of Spring Break
30 First Day Back from Spring Break

April 2026
6 End of 3rd Quarter
15 No School-Mandatory Professional Day

May 2026
15 No School–Mandatory Professional Day
25 Memorial Day

June 2026
3 Last Day of School for 4K
11 End of 4th Quarter/2nd Semester
Last Day of School for (K–12) – Half Day
12 High School Graduation

Legend:
No School — Holidays
No School

JULY 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		

AUGUST 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						

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				

****

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

Makeup Day #1: April 10, 2026 **Makeup Day #2:** May 15, 2026 **Makeup Day #3:** Add instructional minutes to student day

Calendario del año escolar de un vistazo 2025–2026

Agosto 2025
18-22 SP Fall Academy: Personal nuevo 25-28 Jornada Profesional Obligatoria

Septiembre 2025
1 el Día del Trabajo
2 Primer día de clases (K-12)
8 Primer día de clases SP4K

Octubre 2025
6 Día profesional obligatorio - No hay clases
23 Conferencias familiares de 4 a 8pm -Hay Clases
24 No hay clases-Conferencias familiares

Noviembre 2025
4 Fin del Primer Trimestre
26 No hay clases
27 No hay clases– día de Acción de gracias
28 No hay clases

Diciembre 2025
8 No hay clases-Día profesional obligatorio
22 No hay clases–Primer día de Vacaciones de invierno

Enero 2026
5 Primer día de regreso después de las Vacaciones de invierno
19 No hay clases-Día Profesional (opcional)
23 Fin del Segundo Trimestre/1er Semestre
26 No hay clases–Día profesional obligatorio

Febrero 2026
26 Conferencias familiares de 4 a 8pm -Hay Clases
27 No hay clases-Conferencias Familiares

Marzo 2026
23 No hay clases–Primer dia de las Vacaciones de Primavera
30 Primer dia de regreso después de las Vacaciones de Primavera

Abril 2026
6 Fin del tercer semestre
15 No hay clases-Día profesional obligatorio

Mayo 2026
15 No hay clases–Día profesional obligatorio
25 Día de los Caídos

Junio 2026
3 Último día de clases para 4k
11 Fin del 4to Trimestre/2do Semestre
Ultimo dia de clases para (K–12)
Medio dia de clases
12 Graduación de las High Schools

JULIO 2025

Do	L	Ma	Mi	Ju	V	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		

AGOSTO 2025

Do	L	Ma	Mi	Ju	V	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						

SEPTIEMBRE 2025

Do	L	Ma	Mi	Ju	V	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				

OCTUBRE 2025

Do	L	Ma	Mi	Ju	V	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	

NOVIEMBRE 2025

Do	L	Ma	Mi	Ju	V	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						

DICIEMBRE 2025

Do	L	Ma	Mi	Ju	V	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			

ENERO 2026

Do	L	M	Mi	Ju	V	S
				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

FEBRERO 2026

Do	L	M	Mi	Ju	V	S
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

MARZO 2026

Do	L	M	Mi	Ju	V	S
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				

ABRIL 2026

Do	L	M	Mi	Ju	V	S
			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		

MAYO 2026

Do	L	M	Mi	Ju	V	S
					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						

JUNIO 2026

Do	L	M	Mi	Ju	V	S
	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				

****

Tenemos tres días por mal tiempo en este programa que no tendremos que recuperar si el mal tiempo u otras razones nos obligan a cerrar. Si tenemos más de tres, este es el plan:

Dia de Recuperacion #1: Abril 10, 2026 **Dia de Recuperacion #2:** Mayo 15, 2026
Dia de Recuperacion #3: Añadir minutos de instrucción a la jornada del estudiante

Sun Prairie Area School District
501 S. Bird Street, Sun Prairie, WI 53590
(608) 834-6500 sunprairieschools.org

School Board Members		
Katey Kamoku, President	608-834-6502	Email
Bryn Horton, Vice President	608-834-6502	Email
Colleen Uhlenkamp,Clerk/Governance Officer	608-834-6502	Email
Dr. Steve Urso, Treasurer	608-834-6502	Email
Diana McFarland, Member	608-834-6502	Email
Amanda Davis, Member	608-834-6502	Email
Melissa Grayson, Member	608-834-6502	Email

District Staff		
Dr. Brad G. Saron, Superintendent	608-834-6502	Email
Dr. Stephanie Leonard, Asst. Superintendent of Teaching, Learning, and Equity	608-834-6516	Email
Dr. Nick Reichhoff, Asst. Superintendent of Operations	608-834-6683	Email
Rick Mueller, Director of Elementary Teaching, Learning, & Equity	608-834-6506	Email
Dr. Sarah Chaja-Clardy, Director of Secondary Teaching, Learning, & Equity	608-834-6572	Email
Bridget Kotarak , Director of Student Policy & Operations	608-834-6624	Email
Dr. Michael Morgan, Director of Systemic Equity & Inclusion	608-834-6599	Email
Dr. Curt Mould, Director of Digital Media, Innovation, and Strategy	608-834-6531	Email
Jennifer Apodaca, Director of Student Services	608-834-6520	Email
Janet Thomas, Director of Student Services	608-834-6638	Email
Debra Brown, District Health Nurse (Grades 4K-5)	608-834-6583	Email
Elizabeth Feisthammel, District Health Nurse (Grades 6-12)	608-834-6679	Email
Rhonda Page, Business Services Manager, Transportation	608-834-6512	Email
Barbara Waara, Director of School Nutrition	608-834-6527	Email
Dr. Chris Sadler, Director of Human Resources	608-834-6551	Email
Matt Clark, Director of Business and Finance	608-834-6510	Email
Pete Woreck, Director of Facilities and Grounds	608-834-6567	Email

Student Learning & Reporting

Extra Academic Assistance
Each student has a daily advisory period on their schedule. During the SP30 period, students attend SP30 on Monday and Friday and What I Need (WIN) Time on Tuesday, Wednesday, and Thursday. SP30 is a pass/fail, .25 credit class that all high school students will take. SP30 provides social-emotional learning (SEL) and Academic and Career Planning (ACP) instruction. WIN Time sessions provide students the opportunity to access teachers for academic assistance, make-up work, study sessions, or enrichment opportunities. Teachers may assign students to a WIN Time session as a means for academic support outside of the class period. Students who are not requested by a teacher have the opportunity to select WIN Time sessions that interest or support their needs through a signup process that takes place every Monday. SP30 is a part of the academic schedule and is counted as a block of instructional contact in the high school schedule.

5th Hour (after-school tutoring) is offered every Tuesday, Wednesday, and Thursday at East and West. A variety of teachers are available to assist students with academic practice and preparation for assessments. An activity bus will also be provided for students on bus routes.

Earning Credit
Classes at SPE and SPW will meet in an A/B Block format, meeting every other day. Most courses earn a .5 credit for one semester. PPA courses meet daily with workshop rounds rotating every 6 weeks. That equates to approximately 6 rounds of workshops per year. Credits are earned through the completion of artifacts and capstones. Please see the Course Guide and Scheduling website for further details.

Purpose for Grading
The grade is a measure of proficiency in the subject. Further, grades serve as a tool designed to communicate to parents/caregivers and students the progress the student is making in terms of the specific skills and understanding of course content.

Grades/Progress Reports
Progress reports are posted 3 times a semester in Infinite Campus, and grades are continually available for students, parents, and caregivers to view throughout the year. Parents/caregivers are encouraged to access Infinite Campus regularly to view their student's grades and attendance. If a concern arises, parents/caregivers are encouraged to email individual teachers. Parents/caregivers who wish to access their child's records may do so through Infinite Campus.

Report cards can also be found in Infinite Campus. One grade is recorded for each class taken during a quarter grading period. Credit is earned on a semester basis. Thus, if a student passes one semester, but fails the other one, 1/2 credit will be earned. If the failed course is required for graduation per Board Policy, the student must make up for the failed semester. Class rank is based on semester grades only.

If you have any questions about Infinite Campus, or need help accessing your account, please contact your school's office.

Incomplete Grades at SP East and SP West
Incompletes may be granted (with approval from the administration) for one or more of the following reasons (only in first semester):]

- documented **medical excuse** that has prevented students from attending class in the last two weeks of a grading window;
- ongoing/documented **medical or mental health situations** that have impacted work completion near the end of a grading window (most often requested via Student Services);
- emergency **family situation** that has prevented students from attending class in the last two weeks of a grading window;

- The teacher has **developed a plan** with the student and family to allow them a chance to earn a credit within 5 or 10 days beyond the end of first semester (only available for first semester).

Grade Point Average (GPA)

The following is an example of how a Grade Point Average (GPA) is calculated at the end of each semester by multiplying the course credit by grade points (e.g. .5 X 2.0 = 1.0 grade points earned).

CLASS	CREDIT	GRADE	POINTS EARNED
Physical Education	0.5	C	1.0
English	0.5	B	1.5
Biology	0.5	A	2.0
Geometry	0.5	B	1.5
French	0.5	C	1.0
History	0.5	A	2.0
Totals	**3**		**9.0**

The GPA is calculated by dividing the total grade points earned by the total number of credits - **9.0** divided by **3.0**. The GPA in this example is 3.0.

Summer school grades do not replace semester grades but will calculate into overall GPA.

Grade Scale at SPE and SPW

Students will receive a grade of A-F. Grades reflect student academic proficiency and essential learning for each course. The following grade symbols are used in recording student achievement.

Letter A	Outstanding work and achievement. Grade points 4.0 93-100%
Letter A-	Grade point 3.7 90-92%
Letter B+	Grade point 3.3 87-89%
Letter B	Above average work and achievement. Grade points 3.0 83-86%
Letter B-	Grade point 2.7 80-82%
Letter C+	Grade point 2.3 77-79%
Letter C	Average work and achievement. Grade points 2.0 73-76%
Letter C-	Grade point 1.7 70-72%
Letter D+	Grade point 1.3 67-69%
Letter D	Below average work and achievement. Grade points 1.0 63-66%
Letter D-	Grade point .7 60-62%
Letter F	Work and achievement are so poor that credit for the course cannot be given. No credit - No grade points.
Inc	Incomplete. Work necessary for success in the course has not been completed. The grade will become an “F” if not completed within two (2) weeks of the end of first semester, unless mitigating circumstances exist. Incompletes are not granted at the end of the second semester.
MEx	Medically Excused: May be used for students who have an approved program or curriculum modification per Procedure IGB-R, where the student has been absent for

	more than 30 days and the coursework cannot be made up. This mark does not impact GPA. Program or curriculum modification requests begin with the building principal
NCE	No Credit Earned/Not Completed: May appear on student transcripts when students were enrolled in a course and did not complete the course with a final grade. An example of when this may occur is if a student started a virtual course, but dropped the course before a final grade was entered. This grade mark does not impact GPA.

Grading at PPA
At Prairie Phoenix Academy, each individual scholar works toward the 25 credits required by Sun Prairie Area School District by learning and demonstrating essential skills and understandings tied to established academic standards in each content area. Students are awarded grades when mastery of the skill is evident.

Academic Awards at SP East, SP West, and PPA
Beginning their 9th grade year, full time students receive academic awards for consistently demonstrating academic excellence. Our academic awards program will be conducted as listed below:

- All awards will be based on the student's cumulative grade point average (GPA) each year (beginning with 9th grade year).
- Any high school student earning a 3.2 or above, will be awarded an academic chenille letter the first time they achieve a cumulative GPA of 3.2 or above.
- In addition to earning an academic chenille letter the first time a cumulative 3.2 or above is earned, students will have the opportunity to earn one of the following pins annually based on their cumulative GPA.
    - 3.20-3.49- circle pin
    - 3.50-3.74- bar pin
    - 3.75-3.99- star pin
    - 4.00- 4.0 GPA pin

A ceremony is held for students and their families to honor student academic accomplishments. Because the ceremony is in April, the cumulative GPA as of the end of the first semester is the GPA used to determine the award. The second semester of senior year is not taken into consideration for awards.

Honor cords will be awarded to seniors to wear to graduation in the spring of their senior year based on their cumulative GPA after the first semester of their senior year.

- 3.20-3.49- white cord
- 3.50-3.74- school based multicolor
- 3.75-3.99- gold cord
- 4.00- stole with announcement at the graduation ceremony

Scholarships and Monetary Awards
Seniors may obtain information and applications for scholarships and other monetary awards from Student Services. Scholarship information can be found on the Student Services Scholarship webpage (East, West, and PPA).

Curriculum Review by Parents/Caregivers
The curriculum in the Sun Prairie Area School District is designed to provide students with a balanced and well-rounded education. We also recognize the right of parents/caregivers to inspect instructional materials and to deny their child's participation in certain curricular activities. The School Board also recognizes that reasonable accommodations with regard to academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs. Please contact your principal with specific requests. Policy IFF and IND

Scheduling
All scheduling is run through the Student Services office. During the first 10 days of the semester (2 weeks), students may request a schedule change. Courses dropped after 10 days will be subject to grading of F, and no credit awarded. All students are required to schedule a minimum of eight classes per semester. Students may schedule one study hall in lieu of one class period, per semester, as defined by the School Board as Policy IKF-R, Graduation Requirements.

Schedule Change Policy for SP East and SP West
Staffing and budgeting decisions for the school year are made based on the courses selected by students. Students should assume that the courses selected will be scheduled. Moreover, the master schedule is developed to accommodate student course selections, and to create balanced classes. Due to these facts, it is necessary to establish formal scheduling procedures.

Technical schedule adjustments will be made for the following reasons. *Schedule changes can only be made during the first 10 days of the semester.*

- Failure of the student to meet proper course prerequisites.
- A different course is needed as a result of failure or deficiency toward graduation requirements.
- Class conflicts (two classes scheduled during the same period).
- Desire to replace a study hall with a class.
- Requests a study hall and does not have one within their schedule.
- Completed a course during summer school and a class is no longer needed.
- Directly related to the 504/IEP/ML plan accommodation.

Non-Technical schedule adjustments will NOT be considered or allowed for the following reasons:

- Student wishes to change to improve grade point average.
- Student states that the class is getting too hard.
- Student states that they have changed their mind.
- Student has concerns with the teacher assignment.
- Student is unhappy with the lunch period assignment.
- Student has concerns relating to members of a given class.
- Student wishes to change schedule due to employment or extra-curricular activity.
- Student wishes to drop year-long class, mid year.
- Student wishes to rearrange current classes.

Need Support?
We are here to help ensure your success with your classes! Please contact your teacher, counselor, or a school administrator to discuss your concerns.

Level Change
Schedule adjustments will be considered within 20 days of the beginning of the course for students enrolled in higher level (ie., Advanced Placement) courses. Students who request a course change to alter the level of the enrolled course will meet with the Equitable MultiLevel Systems of Support Coordinator to discuss the request. If approved, students would be exempt from grading for work missed. Students will be given access to course material taught during the time period missed.

Please note: a Schedule Change Request form will be provided upon request by emailing your counselor. If a change meets the requirements, it can only be changed within the first 10 school days of the semester.

Schedule Change Policy for PPA
The student has 5 days from the beginning of the class/workshop to change a class. After 5 days there has to be extenuating circumstances:

- The student identifies that the class is not what they thought it would or doesn't like the class.
- The student will speak with their advisor and the teacher of the class they would like to join.
- The student completes a Schedule Change Request form with signatures from their advisor and the teacher of the new class.
- The form and change has to be approved by the principal.
- After 5 days the student will need to meet with the principal and counselor to determine if there are extenuating circumstances to honor the request.

Schedule Change Policy for Sun Prairie Virtual School via JEDI

- *Adding Courses* - Student learning plans may be changed with district approval and in accordance with JEDI protocols.
- **Timeline for Requesting JEDI Courses:**
    - SPASD encourages students to request JEDI courses two weeks before the beginning of the semester.
    - JEDI has open enrollment, yet once the semester begins, students who enroll after the beginning of the semester will be responsible for completing work from the start of the semester. Extenuating circumstances are handled on a case-by-case basis, with the final approval coming from the SPASD Principal of Alternative Programs.
- **Guidelines for JEDI Course Approval:**
    - Students may take up to 2 courses per semester via JEDI and still be considered a full-time Sun Prairie student.
    - JEDI courses require the District to pay additional fees for access to JEDI virtual programming. Therefore, JEDI courses taken during the school year are approved if either of the following are true:
        - There is an unresolvable schedule conflict (a student cannot access a scheduled on-site course because of a conflict with another scheduled on-site scheduled course), or;
        - The student wishes to take a class that is not offered at their resident school (either because the course is not run, or because the course is not offered).
- *Dropping Courses* - Requests to drop a student's course **must be made to the student advisor within the first 10 calendar days of the course dates. Before a drop can be made, the district must approve the drop.**

Student Scheduling Requirements
All students are required by Wisconsin Statute 118.33 to be in school for the full day unless a student is in an accredited work program or has an IEP designating otherwise. A full day of school for Sun Prairie High School students is defined by the Sun Prairie School Board in Policy IKF and Procedure IKF-R, Graduation Requirements; and in Policy JDA, Full-Time Student.

Academic and Career Plan (ACP)

What is ACP
The Academic and Career Plan, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. (Wisconsin Department of Public Instruction)

What does it mean to be College and Career Ready?

- Students understand their unique strengths and interests that align with a wide variety of future opportunities.
- Students have an integral part in the creation of a personal plan for goal attainment that provides flexibility based on individual preferences and experiences.
- Students will be exposed to different problem-solving processes that apply to innovate, invent, design, and build products and systems in different types of environments and industries.
- Students will be able to direct both the world of higher education and employment to support a transition to post-secondary options.
- Students will develop knowledge, dispositions, and skills that will assist them in their future planning and readiness for post-secondary options.

How is ACP Implemented?
Students will use the Xello portal to assist them in gathering and creating their own unique vision for their post-secondary success. Xello is a comprehensive online program, accessed by students to help them make informed decisions about colleges, scholarships, and careers. School counselors, parents/caregivers, and students work collaboratively with the Xello program by connecting learning to their Academic and Career Plans.

The ACP is an ongoing process where students practice goal setting to develop an ACP plan. This plan will be revised with guidance from educators, counselors, and school staff over time. At each grade level, students will complete various activities throughout their coursework. Student goals and plans are expected to change annually based on their own personal experiences.

Why is the ACP process beneficial?
The mission of the Sun Prairie Area School District is to inspire and prepare every child, every day, by providing relevant, engaging, and innovative learning experiences in and out of the classroom.
The ACP process will assist all students by empowering them with the knowledge and skills necessary to achieve academic, personal, social, and career knowledge and graduate ready for success.

How do I log in to Xello?
Getting Started with Xello

Direct Admit Wisconsin (Direct Admission)

Direct Admit Wisconsin offers early and proactive admission to participating UW System Schools for rising seniors at participating Wisconsin high schools. The UW System Schools will collaborate with participating high schools to review student academic records at the end of their junior year and make offers of admission to participating UW System Schools without the need to submit a traditional admission application. Based on a review of the student's end-of-year 11th-grade transcript (grade point average, coursework, progression towards graduation), parents, caregivers, and students will receive an email in the summer indicating which UW System schools are providing them direct admission and the next steps to learn more and enroll.

In order to participate in Direct Admit, the Sun Prairie Area School District must share some student data with the University of Wisconsin System. Data that is shared is typical of the data shared during any college application process. You will need to notify your child's school if you do NOT want your student to participate in the Direct Admit program. Data would be shared from our Student Information System through a digital secure file transfer system and would include the following information:

- Directory information (name, grade, school of attendance)
- Non-directory information: WISEid, high school student ID, graduation year, physical address, email address, GPA, legal sex, and race/ethnicity.

You may choose NOT to share your student's data - choosing NOT to share your student's data means your student will not be included in the Direct Admit program. If you do NOT want this data shared with the University of Wisconsin System, **you MUST contact your school administration.**

Wisconsin Guarantee (Act 95)

The Wisconsin Guarantee program (Act 95) is an initiative signed into law by the State Legislature that guarantees admission to UW schools for students based solely on class rank at the end of their junior year.

Sun Prairie High Schools are legally mandated to comply with the requirements of Act 95. The Wisconsin Guarantee offers guaranteed admission to all UW System Schools for all who qualify. First-year/freshman college applicants from Wisconsin high schools who are in the top 10% of their class at the end of 11th grade will be guaranteed admission to all UW System Schools except UW-Madison; those in the top 5% are also guaranteed admission to UW-Madison.

Guidance from the UW System makes clear that school districts may only send 5% and 10% of qualifying students, even in the event of a tie in class rank based on GPA.

Students who rank in the top 5% or 10% of the class at the end of 11th grade will receive an email by the end of July from their high school notifying them that they are eligible for The Wisconsin Guarantee program. The top 5% or top 10% will also be shown on the student transcript.

Students are responsible for initiating and completing the application process with any University of Wisconsin School for admission. The law guarantees admission for eligible students who complete the application process. Participating in this program does not commit a student to attend the Universities of Wisconsin.

Students participating in the Guaranteed Admission process must follow the timelines and guidelines outlined by the UW System.

Two New Pathways to First-Year Student/9th Grade Undergraduate Admission		
	Direct Admit Wisconsin Offers early admission to participating UW System Schools for rising seniors at participating UW System Schools.	**Wisconsin Guarantee** Based on ACT 95, the Wisconsin Guarantee offers guaranteed admission to all UW System Schools for all who qualify.
Which Universities of Wisconsin are participating?	All except UW-Eau Claire, UW-La Crosse & UW-Madison	All
How is eligibility determined?	High School Courses & GPA	Guarantees admission to students ranking in the top 10% of their class to all UW schools except for UW- Madison; those in the top 5% are also guaranteed admission to UW-Madison.
When are admission decisions made?	July before senior year	Beginning August 1st - August of the senior year based on application date and UW decision date
Do high schools have to agree to opt in	✅	🚫
Do students have to agree to participate?	✅ (caregivers must opt-out)	🚫
Are applications required?	🚫	✅
Are application fees required?	🚫	✅ If charged by the UW University
Applicable to out-of-state applicants?	🚫	🚫
Is admission guaranteed to a UW University if the student meets all criteria?	✅	✅
Is admission guaranteed to specific academic programs/majors?	🚫	🚫

Attendance

At Sun Prairie Area School District, we believe regular attendance at school is critical to student success and achievement, as does the State of Wisconsin (Wis. Stats. 118.5; Procedure JE-R; Policy JE)

It is our belief that there is a clear and positive correlation between student learning and consistent, prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, the viewing of films and videos, means that even if students make up for the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. In addition to the academic rewards of consistent and prompt attendance, please know it is our goal to prepare our students to be career and college-ready once they graduate. Developing habits of timeliness and attendance will promote success in future endeavors.

The purpose of the Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents/caregivers should familiarize themselves with the provisions and procedures of the policy. It is our hope that parents/caregivers will support the intent of the policy and encourage their children to have good attendance. The Attendance Policy has been approved by the Board of Education and has been communicated via board policies as well as this high school handbook.

Tardy and/or Late Arrival

Defined as missing part of a school day or entering class after the class period has started.

- Students who arrive late to any class period in the day will be marked tardy.If a student is tardy for class, the educator will record the amount of lost instructional time by one of three categories; A: 1-15 minutes, B: 16-45 minutes, and C; longer than 45 minutes. If there is a pattern of tardies or absences, a school administrator or student support professional may work with the student (and caregivers when appropriate) to develop a plan of support to overcome barriers or challenges.
- Students who are late to a class due to school-related reasons (i.e. field trip, conference with a teacher or administrator, class that was released late, etc) will be accepted to class without penalty as long as the student arrives with a pass.
- Students will be marked absent if they are not in class for the entire instructional period.
- Students arriving late to school should report to the attendance office to check-in, show their ID and receive a pass to class. If there is a legitimate reason for the tardiness, please send a note with your child or call the attendance office.
- Parents/caregivers may excuse their child no more than 50 blocks per school year. Medical documentation is always accepted. Medical documentation may be required after 50 blocks of absences. Extended medical excuses must be updated every 30 days.

Absences - What To Do if Your Child is Absent

Defined as missing one or more instructional blocks. *Full day absences are defined as missing five full instructional blocks.* Absences are monitored under three general categories:

Absent (with reason):

- Student absences must be reported by a parent/caregiver to the attendance secretary before 9:00 A.M on the day of the absence. Sun Prairie East High School attendance line is 608-834-6993, Sun Prairie West High School attendance line is 608-478-1707, and Prairie Phoenix Academy attendance line is 608-834-6900.
- Per state law, students are allowed up to 10 full days (50 class instructional blocks) of absences. This includes reasons such as funerals, vacations, illness, personal business, etc. Any absence with an allowable reason will be marked as Unexcused after 10 days (50 class instructional blocks).
- Absences with an allowable reason up to 10 days will be excused and the reason will be included when documented in Infinite Campus.
- Communications/outreach from the school are sent throughout the year as a means to inform families and offer support when attendance becomes a concern.

Absence (without reason):

- Absences from school without an allowable excuse for part or all of five or more days or 25 instructional blocks on which school is held during a semester qualifies a student as habitually truant.
- Communications and outreach from the school are triggered throughout the year as a means to inform families and offer support when attendance becomes a concern.
- More than 5 days or 25 instructional blocks of absences (without an acceptable excuse) will initiate the truancy process.

Medical Absences

Defined as ongoing medical situations that may affect attendance or occasional medical appointments.

Ongoing Medical Situations

Students who encounter prolonged medical situations or injuries are medically excused with proper documentation. These absences are not included in the allowed periods as defined above. Please contact our school nurse or your child's administrator if you have questions about these situations. Documentation must support these requests, must be submitted within two weeks of the incident, and must be updated every month for chronic or ongoing complications. The school nurse or an administrator may require written documentation from the attending physician if excessive absences accrue due to illness.

Medical Appointments

We are aware that students may have to miss school for a medical/dental appointment. Students who miss school for appointments need to provide medical documentation to the school attendance secretary. Your absence will be marked as medically excused upon receipt of this documentation.

Habitual Truancy

A student is considered "habitually truant" if he/she/they are absent from school without an acceptable excuse for part or all of five or more days or 25 instructional blocks on which school is held during a semester. Absences called in by a parent/caregiver that accrue beyond 10 days of excused absences will be marked as unexcused and count toward habitual truancy. Students who incur unexcused absences will be subject to disciplinary action including parents/caregivers contact, detentions, in-school suspension, revocation of parking privileges, revocation of extra-curricular privileges, police involvement, and legal action under the state and municipal attendance laws. Fines for truancy citations can be up to $500.00 and the student's operating privilege may be suspended for 30 days to 1 year. Students who do not attend school for the day are not allowed to attend a practice or participate in any extra-curricular activity, athletic events, school musicals, club meetings, plays, dances, etc., that same day, and on Saturday, if the absence occurs on a Friday.

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

Auto Dialer Calls
You may receive calls from our automated caller if your child is identified as absent throughout the day. This call includes students who “skip class” but may also include students who provided a reason late in the day or did not yet bring in the documentation for an appointment. This is sent as a “notification” and not as a means to cause alarm. If you feel this message was received in error, please ask your child to speak with the attendance secretary. If a parent/caregiver contact is needed beyond that, we will reach out to you immediately.

Please contact your child’s dean or associate principal if you have any questions or concerns regarding the attendance procedures at the high school. We welcome the opportunity to work with you in the education of your child.

Make-Up Work
A student returning to school after an absence is responsible for making up all work missed. Please contact your child’s teachers well in advance of a planned trip.

Scheduled Tests
Students are expected to take scheduled tests when they return to school if they have not missed more than one class period in that subject.

Student Trips or Vacations
While a vacation can be educationally profitable, please consider the following when making your decision. It is impossible to make up the missed classroom day-to-day experience.

- Since many of the assignments and follow-up reading presentations are a part of each day’s classes, it is not always possible to furnish all materials in advance.
- Your child will not have the advantage of teacher direction.
- Missed instruction could affect grades and academic progress.
- Please contact your child’s teachers well in advance of a planned trip.
- Typically, vacations are considered unexcused absences and may count towards habitual truancy

Closed Campus
Sun Prairie Area School District schools are closed campuses which means students may not leave school property during the school day for lunch and must adhere to the excused absence procedures previously outlined. Students may leave school only with permission from a parent/caregiver and only for excused activities. Parents/caregivers should not excuse their students from school to leave campus to have lunch off site.

Code of Conduct Violations

The following rules and expectations apply whenever students are on or adjacent to school grounds, riding school buses, or attending any school-sponsored activity, including events off school grounds. Disciplinary actions at Sun Prairie High Schools are progressive in nature. In general, a student's consequence for rule violations begins with the least restrictive consequence and progresses to more restrictive actions. This does not prevent an immediate and restrictive consequence if the seriousness of the behavior warrants such action. These determinations will be made by the administration on a case-by-case basis. Items/Actions not specifically listed are subject to administrative review and consequences assigned through the discretion of the administrator.

All out-of-school suspensions will include a parent/caregiver contact by phone, email, or conference. In the event that we are unable to contact a parent/caregiver, the emergency contact listed in the student's enrollment information will be contacted. All out-of-school suspensions from school will be further documented in writing to the parent/caregiver.

See the Levels of Behavioral Responses in Appendix A.

Graduation

Graduation Requirements
Students must meet specific course requirements in order to graduate from Sun Prairie High Schools. For more information about these requirements, parents/caregivers are referred to the Course Guide available online.

To be eligible for a high school diploma, a student must earn a minimum of 25 credits, with at least 3.5 credits earned at a Sun Prairie High School (exception: mid-year graduate). See District Procedure IKF-R for more information. One-half credit is earned for successful completion of a course meeting for one block per alternate school day, for one semester, or for a learning experience that is the equivalent of such a course at SPE and SPW. PPA students earn a minimum of 25 credits required by Sun Prairie Area School District by learning and demonstrating essential skills and understandings tied to established academic standards in each content area. These credits include certain basic requirements or the satisfactory completion of the student's prescribed Individual Educational Plan (I.E.P.).

Note: Please be aware that requirements for graduation **may differ** from requirements for admission to post-secondary schools. Please consult with a school counselor for specific admission requirements to post-secondary schools.

Mid-year Graduation
The majority of high school students will complete the graduation requirements in eight semesters. However, a student may graduate early with pre-approval of a high school principal as defined in Procedure IKF-R. An invitation to the graduation ceremony will be extended to all early graduates.

Graduation Ceremony
Senior conduct during the final weeks of school should be exemplary. Seniors who do not meet conduct expectations (e.g. participating in senior pranks) **may be denied** participation in the ceremony.

Participation in the graduation ceremony is a privilege. Only students who have completed all necessary requirements prior to graduation day will be invited to participate. A graduation ceremony is a dignified event intended to honor the accomplishments of our graduates. All students choosing to participate in the ceremony must agree to behave in a dignified way and refrain from inappropriate and disruptive behavior.

Procedures for Handling Public Concerns and Complaints

Please refer to Policy BDDI and Procedure BDDI-R(1). These are available online.

Student Information

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

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

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

1. Political affiliations or beliefs of the student or the student's parent/caregiver.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations or beliefs of the student or student's parent/caregiver.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

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

Inspect, upon request and before administration, or use:

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

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

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

Student / Parent / Caregivers Support

Student Social Emotional Supports
Sun Prairie Area High School students have the opportunity to access a variety of resources when they or their parents/caregivers find there is an issue that is distracting or limiting their success in school. The main office and the Student Services offices are open and welcoming to students and parents/caregivers in need of assistance.

Social and emotional support, including both individual and group support, can provide assistance to address potential barriers including poor attendance, a sudden drop in grades, depression, changes in friends, or other concerns. Some of the goals of student support include increased school connectedness, social and emotional skill development, and strengthening of current supports.

Supports are facilitated or co-facilitated by School Social Workers, School Psychologists, School Counselors, Restorative Practices Coach, or other trained staff. Partnerships with community clinicians may also be available. Attendance records will be updated when students miss classroom time to engage in these types of support. The absence is excused/student activity under the attendance policy and students are responsible for making up any missed coursework.

Student Academic Supports
Parents/caregivers and teachers who are concerned about a student are encouraged to contact the student's counselor or an administrator. This team of teachers, student services staff, and administrators assists in identifying concerns and appropriate interventions for students who are struggling for success in school. Follow up information and plans are shared with parents/caregivers and the individual student's teachers. Monitoring and adjustment of the plan occur. Successes are celebrated. Continuing challenges are met with more intense interventions until success is met. This may include development of a plan, a conference with the Multilingual Learner services department (if applicable), placement with Outreach programming, a 504 plan, a referral to Special Education, placement in the GEDO2 program, or invitation to learn about programming available at Prairie Phoenix Academy.

Outreach
The outreach teacher provides timely intervention for the students who have been identified to participate in the program with academic, social, and behavioral support to promote student engagement and learning success.

Reading and Math Intervention
The reading and math interventionists help identify strengths and weaknesses in academic areas and provide specialized instruction for some students. The interventionists work closely with teachers in directing activities that increase students' reading, writing, and mathematical abilities.

School Counselor
School Counselors consult with teachers and parents/caregivers on student issues related to academic, social, emotional, behavioral or mental health. The School Counselors can provide information on scheduling, classes, career information, and goal setting. They can help work through personal challenges and also assist in building good school and study habits.

School Psychologist
School Psychologists consult with teachers and parents/caregivers on student issues related to academic, social, emotional, behavioral or mental health. They evaluate and screen students who have been recommended by the Student Support Team.

School Social Worker
School Social Workers consult with teachers and parents/caregivers on student issues related to academic, social, emotional, behavioral or mental health. They also act as a liaison between the home, school and community services, support foster care students and students experiencing housing

insecurity (in accordance with the McKinney Vento Act), and can assist families with guardianship/placement questions and documentation.

College, Career, and Life Readiness Coach (CCLRC)
The College, Career, and Life Readiness Coordinator, a member of the high school faculty, is charged with the support of students in grades 6-12 in their efforts to engage in rigorous and relevant coursework, career-based learning opportunities, and experiences that are enriching, challenging, and directly connected to the career, college, and life success. The CCLRC works to provide information and support for students and families regarding the dual enrollment programs like the Early College Credit Program, Start College Now, and Madison College STEM program, ACCEL academies,Work Based Learning, and manages enrollment in courses being attended outside of the district.

Advanced Placement Program (AP) and Advanced Learner Program (ALP)
The Equitable Multi-level System of Support site coordinator (EMLSS) at East and West High School supports students in their AP classes. The coordinator will coordinate the AP Exams as well as schedule supports necessary for students to be successful. The EMLSS site coordinator communicates with students and staff to determine needs and programming. The Equitable Multi-level System of Support (EMLSS) site coordinator supports students in providing guidance on class choice, 4-year planning as well as post-high school planning including but not limited to college applications, scholarships, essay writing, resume, etc.

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

Youth Advocates
Youth Advocates play an integral role in the support we offer our students and serve as liaisons for students, positive role models and as a resource to work through challenges that may arise in their social and academic lives. Our Youth Advocates work closely with administration, school resource officers, community, student services, and families in using support strategies to promote student connectedness in school.

Dean of Students
The Deans of Students at East and West High School serves as a supportive faculty member working with the principal and associate principals in the day-to-day management of the school's academic, attendance, and behavior programs. The Dean of Students works cooperatively with staff, students and parents towards a positive school climate.

Restorative Practices Coach
Our Restorative Practices (RP) Coach works with a variety of school and district-based staff and community partners to improve district and school culture, and supports the school-wide implementation of restorative practices. The RP Coach provides site-based professional development and workshops for a variety of careholders while emphasizing and modeling equitable and culturally responsive practices. The RP Coach is trained in Restorative Justice and leads the implementation of Restorative Justice programming at the school site.

School Resource Officer (SRO)
Our school resource officer is on-site to build positive relationships with students and parents/caregivers, be a proactive collaborator, and a supportive link to the community. SROs intervene in legal matters when necessary. If students have been a victim of a crime such as an assault, battery, theft, vandalism, or if they wish to provide information about gangs, drugs, or weapons in a confidential setting, they should feel free to speak with the SRO. The SRO office is located in the main/front office. The SRO can also provide answers to law-related questions or help to refer the student to various

social service agencies. To leave a phone message for the school resource officer you can call the non-emergency number of the Sun Prairie Police Department, (608) 837-7336.

General Information - Grades 9-12

Activity Pass
Students will have the option of purchasing an activity pass for their boundary school for a fee of $25 through our ticketing partner Go Fan. *Students who qualify for free/reduced lunch may request a fee waiver for the activity fee. The activity pass provides unlimited admission to all home athletic events (except tournaments). Their activity pass will provide them unlimited admission to all boundary school band and choir concerts, plays, and the school musical. The activity pass does not provide admittance to school dances.

Without a validated activity pass, students will be charged the adult rate at all events. There will not be any discounted rates for families with multiple students in high school. There are no refunds for activity passes.

After School
Students are required to exit the building in a timely manner, by 3:55 p.m. at SPE and SPW, and by 3:30 p.m. at PPA, unless they are involved in an extra/co-curricular activity, serving detention, or working with a teacher. Students attending a non-boundary school for an after school event (ie, co-op sports team) must wait until dismissal of the non-boundary school to enter the building.

Alternative Transportation
The school district shall contract with one or more qualified carriers to provide transportation services. At times, the district may provide transportation by contract with a taxi company, parent/caregiver, another school district or a private school.

Backpacks/Handbags/Laptop Cases
Students may bring backpacks/handbags/laptop cases to school. Students are responsible for the possession of their backpacks/handbags during the school day.

Before School
Students are encouraged to arrive at school no earlier than 8:05 a.m. at SPE and SPW, and 8:15 a.m. at PPA as doors will be locked until that time. Students are to remain in the Commons (Cafeteria) until 15 minutes before the school day begins unless they are with a teacher. Students assume the responsibility for appropriate behavior before, during, and after school.

Bikes
Students are allowed and encouraged to ride bikes to school. Students are to park bikes only in the bike racks provided at the building. Please park bikes with the front wheel in the rack so as to make room for all bikes. Riding bikes on the sidewalks near entrances presents a safety hazard and is not allowed. The school district is not responsible for the replacement of bikes that are lost, damaged, or stolen.

Board Policies
Copies of any School Board and District policies can be obtained at every school district building. Copies will be made available upon request.

Book Issue and Return
Books and other assigned school property must be returned in usable condition or the student is charged the replacement cost of the book or property. Normal wear and tear is expected and will be taken into consideration. Library materials must be returned to the school from which they were checked-out.

Bullying, Cyber-Bullying, and Hazing
All types of bullying, cyber-bullying, and hazing are prohibited. “Bullying” is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. “Cyberbullying” can specifically be the use of information and communication technologies such as e-mail, text messages, instant messaging, personal websites, social media, or hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others and involves an imbalance of power. “Hazing” is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students, for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students’ willingness to participate. District Policy JBA

Clothing
The administration and faculty feel that young adults should take pride in their appearance and respect individual expression through dress. Through the dress code, we seek to protect and prepare students for the expectations of the work and academic worlds beyond high school while fostering a welcoming school climate that leads to meaningful teaching and learning. The district has established a dress code in order to maintain health, safety, and emotional well-being, and support a positive educational environment. Dressing in accordance with this dress code is the responsibility of the student and his/her parents/caregivers.

Clothing guidelines and expectations for special occasions (i.e. homecoming week, dress-up days, etc.) will be communicated by school administration. In addition, clothing or accessories that are directly related to a student’s sincerely-held religious belief or observance are allowed.

In the event that a student's choice of dress is deemed to be out of compliance, every effort will be made to remediate the situation at a time that is least disruptive to learning. Remediation may include asking the student to change clothing, contacting the parent/caregiver, and/or providing clothing to gain compliance with these guidelines. Students refusing to change or cover inappropriate dress may face additional disciplinary consequences.

Specific expectations include the following:

1. Any clothing or headgear with writings, pictures, or logos that in the opinion of school officials is vulgar, lewd, obscene, or promotes drugs, alcohol, sex, violence, racism, or gang activities is not acceptable during school hours or at school-sponsored activities, including arrival and dismissal times.
2. Clothing may not be see-through or revealing of genitalia and no undergarments may be visible at any time. Clothing must completely cover the chest, stomach, genitals, and buttocks.
3. Students must wear shoes at all times.
4. Sunglasses are not permitted to be worn inside the school building unless required for a documented medical reason. Costume masks are not permitted to be worn inside the school building or at school activities.
5. Blankets may not be worn at school.

SPASD

Conferences (Parent/Caregiver - Teacher)
Parents/caregivers are encouraged to contact their child’s teachers anytime. A list of staff and extension numbers are on our website. It is better to initiate a conference early rather than to wait until a problem has become progressively worse.

We strongly encourage your child to attend conferences with you. This ensures that all parties have the same information.

Extracurricular Fees
Fees are charged to students participating in extracurricular activities. If any student has difficulty paying a fee because of financial constraints, contact the building social worker.

Deliveries: Balloons (Latex Allergies), Flowers, UPS, FedEx, Amazon
No balloons or balloon bouquets with latex balloons will be allowed in the school setting. Latex balloons pose a problem for students with a latex allergy. Mylar balloons do not pose a threat and can be used as an alternative.

Families and friends are discouraged from sending flowers and other gifts in order to minimize disruptions in school. Please note **all** UPS/FedEx/Amazon orders are delivered to the District Support Center and not to the high school. The District Support Center must follow a predetermined schedule for mail delivery to each school. Therefore, a package sent via UPS/FedEx/Amazon may not reach the high school on the sender's desired date.

Deliveries: Food
If your student forgets their lunch or you would like to bring them a special lunch, only bring in food for your student. Do not bring in food for other students. Students are not allowed to order food for delivery by a delivery service. Food arrivals ordered by or for students from delivery services/restaurants will be turned away at Sun Prairie East and Sun Prairie West.

Emergency Drill Procedures
Emergency drills are held throughout the school year. These drills include monthly fire drills, biannual active threat drills, biannual severe weather / tornado drills, and yearly medical response drills. Directions posted in each room should be followed carefully.

In the event the alarm sounds or a drill is announced, all persons must follow the posted procedures which may range from evacuation to secured lockdown. Teachers will designate a meeting area and will take attendance during the drill.

In case of an emergency evacuation during the school day, students will be housed with their teachers in their designated safe area. Students will remain there until it is safe for them to return to their classrooms and daily schedule. In the event that school cannot resume, students may be transported to a safe location and parents/caregivers will be notified of the emergency situation and pick-up site. The Blackboard Connect system will also be activated to inform families with all pertinent information and necessary instructions. Bus services may also continue as normal.

Emergency, Weather, and School Closings/Delays
If it becomes necessary to call off or delay the start of school because of poor weather conditions or other reasons, an announcement will be made before 6:00 a.m. on the district website, sunprairieschools.org, and on local radio and television stations. Families will be notified through phone calls, emails, and text messages sent directly to parents/caregivers to their contact information provided in Infinite Campus. It is very important that families keep their contact info updated for this reason.

Please do not call the school or the bus company regarding school closings.

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

If it becomes necessary to send students home early from school due to inclement weather or other reasons, parents/caregivers should make a plan with their children so they will know what to do.
If an emergency evacuation happens during the school day, students and staff will be moved to an emergency site. They will remain at that site until it is safe to return to their classrooms and regular schedule. If for some reason they cannot return to school, parents/caregivers will be notified of the emergency situation and the pick-up site. Families will be contacted with pertinent information and instructions. Procedure EBCD-R

The school district has guidelines for staying indoors during inclement weather or when the air or extreme cold (wind chill) temperature is at or below 0°F. The school principal will check local weather websites for temperature and extreme cold (wind chill) factors. School administration will also limit outdoor activities based on heat and/or air quality. Please refer to our website for School Delays & Closings.

Fees

Fees are collected from students when they enroll in courses as a way to offset the cost of consumable materials for courses at the secondary level.

High school students will be assessed a flat fee of $40, with the following exceptions:

- Courses that lead to an individual license/certification as an additional option for students (i.e., CPR license, DNR Certification, Water Safety/Lifeguarding certification) are assessed to the student/family
- Optional exams (AP/PSAT exams)
- Parking passes ($60 annual, $30 second semester only SPE and SPW)
- Athletic/activity cards
- Athletic and club fees
- Rental fees for musical instruments for grades 9-12
- Field Trips not listed in course guide
- Traffic Safety Behind-the-Wheel

Students who qualify for free or reduced lunch may file a waiver for course fees.

Field Trips

In general, students must travel by bus or other school-provided transportation to and from all school-sponsored activities and field trips. The chaperones accompanying students have the same authority as a classroom teacher, and all school rules remain in effect. See District Policy IICA for more information.

Students are expected to make up missing work due to a field trip absence within a day of return. Students in violation of any school rules while on activity or field trips may be subject to suspension from school and suspension from subsequent bus/field trips (curricular), and parents/caregivers are notified.

Fines

Students are held responsible for the condition of materials on loan to them from the school. This includes but is not limited to such items as textbooks, Chromebooks, instruments, uniforms, and athletic equipment. Additional fees may be assessed for materials checked out but not returned to the Learning Media Center (LMC) when due. Students who destroy or otherwise vandalize school property will be responsible for complete restitution to the District for any and all charges associated with this action.

Food

All food and beverages are to be consumed in the identified eating spaces only. Individual teachers may allow food and water in the classroom. If food is consumed in the classroom it should be peanut- and tree nut-free. Only water and popcorn are allowed in the gym and there is no food or drink allowed in the Performing Arts Center (PAC).

Hall Passes

Students will follow the PBIS model for appropriate hallway behavior. Students should not be in the halls during scheduled classes, study halls, or their lunch period without a hall pass. Valid hall passes should be in the form of a printed school pass. If a student abuses his or her pass privileges, they may be revoked by the administration.

Identification Cards

All students will be issued a photo identification card at no cost to the student. An ID card that is lost or stolen will be replaced at a cost of $5.00. All students must have and carry their student ID. To check out materials from the LMC, students must show their student ID. School staff members may ask students to identify themselves by showing their ID at any time and for any activity. Students must use their student ID to access their cafeteria account.

Infinite Campus
Parents/caregivers may access their child's daily schedule, attendance, assignments, and grade for each course by accessing Infinite Campus located on the district website at sunprairieschools.org
>Infinite Campus >Campus Parent
Upon request, a username and password will be sent to parents/caregivers.
Please contact student services if you have lost your username/password.

Library Media Center (LMC)
The LMC staff is available to assist users in locating, selecting, and using any print and/or electronic materials. The online catalog and databases are available via the Internet.

Independent use of the Internet requires that students use this resource in a manner appropriate for the school environment. Please see the Internet policies for the school included in Policy IIBGA and IIBGA-R.

LMC users must be considerate of the needs of others. Students are expected to follow all behavioral policies outlined by the school administration. Students coming to the LMC from a class or study hall must have a pass issued by a teacher.

Students must present their ID at the circulation desk when checking out materials. All materials must be checked out prior to leaving the LMC. General circulating materials may be kept out for three (3) weeks. LMC users will be charged replacement fees on any lost or damaged materials.

Locker Decorations
Lockers may be decorated inside as long as the locker is not damaged and the decoration is judged to be appropriate by staff. Locker decorations must not be disruptive to the school environment. All decorations in lockers must comply with school regulations against inappropriate dress; sexual innuendo; discrimination; references to drugs, tobacco, or alcohol.

Lockers
Lockers are the property of the Sun Prairie Area School District and can be inspected by school administrators at any time without notice or warrant. Individual lockers may also be searched for outstanding library books or textbooks, or for other materials that should have been returned to school personnel. School authorities may remove any unauthorized, inappropriate, or illegal items found in the locker. Items removed from the locker may be held by the school for return to the parent/caregiver of the student or retained for disciplinary proceedings or discarded.

Student lockers are provided to students for personal and school material storage by request in the front office for no charge. Students are required to use only their assigned locker and are expected to keep it locked. In addition, when students have a Physical Education class, lockers are available for their use. These lockers should be locked before and after students dress for Physical Education.

Each locker will be equipped with a lock. Personal locks may be removed from lockers without advanced notice.

Students will be held responsible for any and all items found in their assigned lockers. If suspicion exists that a dangerous weapon or device may be in a locker, the locker will be searched by law enforcement or fire department personnel.

The school is not responsible for items lost or stolen from lockers. The school will not be responsible for items left in the lockers at the end of the school year. Students should not bring valuables or large amounts of money to school or leave such items in their lockers.

Non-compliance with these procedures will be considered a violation of school rules and be subject to disciplinary action.

Lost and Found
The lost and found is located in the main/front office. We encourage you to have personal items identified by name to help reduce loss.

Parking and Student Vehicles
Student vehicles may not be accessed during regular school hours. Student parking areas are furnished to students as a privilege. Students must park in their assigned designated spot only. Students parking in unauthorized spaces can receive a fine from the City of Sun Prairie.

Parking is authorized by permit only and permits must be purchased and appropriately displayed. All rules and regulations apply to all motor-driven vehicles. The ability to purchase a parking permit cannot be guaranteed.

Parking permits will be issued during registration week and are non-refundable. Students will receive a list of parking lots and permit regulations at the time of registration.

When purchasing a parking permit, the student and parent/caregiver will be required to sign a notice that parking illegally may cause the vehicle to be ticketed and/or towed. Students and parents/caregivers will be responsible for all fines and towing charges. School officials are permitted to search vehicles with reasonable suspicion.

The parking lot is considered an extension of the school building and all appropriate behavior expected in the building will also be expected in the parking lot. Any inappropriate behavior including, but not limited to, reckless driving will be subject to disciplinary action.

Students must have a valid driver's license in order to obtain a parking permit. Parking permits may be revoked for any violations of the Student Code of Conduct. Any revocation of the parking permit is non-refundable.

PPA students do not incur a parking fee for parking at PPA.

Students who travel between high schools for instructional purposes should make arrangements with the school administration of the school where they are attending part-time to ensure parking accessibility. Students must park in designated spots for students or risk being towed at the expense of the students and/or parent/caregiver.

Police Interviews on Campus
The District shall establish and maintain positive relations with law enforcement. The District shall cooperate with appropriate law enforcement agencies regarding the investigation and interrogation of students in a manner that will respect the legal interests of the individual students, the responsibilities of the District, and the obligations of the law enforcement agency.

When requested by law enforcement representatives, District facilities will be made available for questioning of District students. Law enforcement representatives will make their initial contact with the appropriate administrator of the school in which the student is located.

Please see District Procedure JFG-R, Procedures for Conducting Student / Law Enforcement Interviews on School Premises for more information.

Posters

Posters publicizing various school activities are to be displayed only on student posting boards and/or display screens. Many student posting boards/display screens are positioned throughout the building. All groups must get permission from a principal and/or athletic director before posting materials (Student Council, BSU, class elections, drama, and musical productions, food sales, athletic events, etc.). Advertising of non-school approved items is not permitted.

School District Property
Students are expected to use school district property responsibly. School district property that is assigned for student use is expected to be protected and returned with minimal wear and tear. Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Students are encouraged to report thefts or vandalism to school officials or the School Resource Officer.

Personal Property
Personal property that is brought to school must not disrupt the learning environment. Property deemed to be disruptive or causing a disturbance will be confiscated and may not be returned. Any personal items students bring to school are the responsibility of the student. The school cannot be held responsible for any lost, stolen, or damaged personal property.

> **Scooters/Skateboards/In-line Skates**
> Students may not ride scooters/skateboards/in-line skates on school property. They may not ride them in the building, courtyard, or around entrances; they must store them in lockers (in the main office at PPA) and may not ride them during lunchtime. The school is not responsible for lost or stolen scooters, skateboards, and/or in-line skates.

Publications
School-sponsored publications in circulation have faculty advisors. Students are expected to publish under the advice and direction of the assigned faculty advisor and are expected to exercise responsible journalism. Independent publications are expected to be distributed in a non-disruptive manner to be established in consultation with the principal or designee. Posters or any publication for display/distribution on school premises must be approved beforehand by a principal. No student shall distribute in school any student publication that is obscene, libelous, or disruptive of the operation of the school.

School Store Opportunities
School stores are school based enterprises.. A school store is a learning laboratory for the Marketing, Retail, Family and Consumer Education, and Business education classes. Students enrolled in these classes are responsible for employee functions and are expected to follow the policies and procedures set by the employee handbook. Customers are expected to follow all behavioral policies outlined by the school administration. Students coming to the school store from a class or study hall must have a pass issued by a teacher. Failure to adhere to these policies will result in school-wide consequences.

Student Mail
Students should not use a Sun Prairie High School mailing address as their address for colleges, universities or any other private parties. Any coursework-related materials mailed to a student should be addressed to both the student and the appropriate teacher.

Surveillance Cameras
It is the policy of the Sun Prairie Area School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Surveillance cameras are utilized to assist in accomplishing this goal. District Policy JFHA

Only individuals authorized by the district administrator or building principal may monitor and/or review surveillance broadcasts. Should surveillance recordings become part of a student disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures. Policy JO and Procedure JO-R

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

- Home address
- Home, work, and mobile telephone numbers
- Email addresses

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

The district has an electronic communication system that can be used to alert families with general information as well as to quickly communicate in the event of an emergency. This system can be used to report:

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

Personal Electronic Devices
"Personal electronic devices" are defined as personally-owned cellular telephones, personal digital assistants, personal media devices, electronic games, digital cameras, or any other electronic device with communications functions and/or the capability to capture, record, transmit, and/or playback voice or image information. Policy JFCK This includes MP3 players, iPods, iPads, etc.

Students who use an electronic device to record other students and/or staff and/or share videos/images of students and/or staff during the school day, to and from school, or at school-sponsored events may be subject to disciplinary action.

Students may not use personal electronic devices without teacher permission.
Student use of personal electronic devices:

1. Must not be used for bullying or harassment
2. Must not be disruptive
3. Must not be used in private areas, including locker rooms, dressing areas, and restrooms
4. Students who use an electronic device to record other students and/or staff and/or share videos/images of students and/or staff during the school day, to and from school, or at school-sponsored events may be subject to disciplinary action.

Students have full responsibility for the care and protection of personal electronic devices that are brought to school. The school and school district will not be responsible for devices that are damaged, lost, or stolen. This is true even if the device has to be confiscated for violation of Policy JFCK, *Possession of Personal Electronic Devices.*

Tools for Parents/Caregivers:
By being informed about how devices are being used, parents/caregivers can promote the appropriate use of cell phones by students. Parents/caregivers are encouraged to:

1. Look at the messages that students send and receive on their cell phones
2. Look at the websites that students are visiting
3. Look at the time of day that students are making calls and sending messages
4. Check their child's social media sites, such as Facebook, Twitter, Tumblr, SnapChat, Instagram, and TikTok
5. Look at the photos and videos that students have on their devices
6. Check messages for signs of bullying, sexting, and harassment
7. Look at the apps that are installed on the device

8. Talk with their student about appropriate and mature use
9. Remind students that once something is sent it can not be stopped
10. Talk with students about the risks of giving out personal information to strangers
11. Parents are welcomed and encouraged to download the Securly Parent app, which will allow parents to monitor their student's internet use on district devices. More information can be found in this document.

Many cell phone carriers provide parental controls, such as:

1. Internet filters that prevent access to certain websites
2. Usage controls that limit the number of calls, text messages, and internet usage
3. Usage controls that limit the time of day the phone is used and the phone numbers that can be contacted
4. Location monitoring shows the phone's location.
   Check with your cell service provider to see which controls are available.

Safety and Security

Safety is a shared responsibility between staff, students, and the community. Exterior doors must never be propped open or opened for anyone to enter the building. Students who see or hear something concerning should immediately report this to an adult in the building.

Safety - Universal Expectations for Lab Classes

Safety is the first priority for teachers and students in classrooms where labs take place. To ensure a safe classroom, students will receive instruction on classroom safety outlining student expectations and appropriate procedures.

1. Listen to and follow the teacher's instructions.
2. Protect eyes, face, hands, and body with appropriate safety equipment during laboratory work.
3. Conduct yourself in a responsible manner at all times.
4. Abide by all safety regulations.

After the safety instruction, students and parents/caregivers will be asked to indicate that they have read and agree to follow the safety rules.

Help us create a safe and supportive school environment for all students! As part of our ongoing efforts to maintain safe and supportive learning environments, our Electronic Safety Tip Line gives students and parents an easy, anonymous way to report unsafe situations. Visit the district's Safety and Security Webpage for more information on school safety and security.

East HS

West HS

Searches of Property

Any items used to carry personal effects including, but not limited to, personal electronic devices, purses, backpacks, duffel bags, athletic bags, suitcases, clothing, footwear, and briefcases. The locker is school property and is assigned with the understanding that school officials have the right to open and inspect the locker at any time without notification.

Searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a school employee specifically designated by the district

administrator or building principal, a school-police liaison officer, or other agency official at the request of or in conjunction with school authorities. District staff may conduct a search when there is reasonable suspicion that the student has obtained or has in his/her/their possession items that violate either the law or school policies.

School authorities may remove any unauthorized item found from personal items or locker and can be held without liability to the school. Illegal items or suspected illegal items will be turned over to law enforcement officials and other items may be returned to the student, parent or caregiver at a later time. The student and parent/caregiver will be notified of items that have been removed from the locker and of their delivery to law enforcement officials and of their right to obtain other items removed from the locker.

Items removed which are not illegal, but violate school policy may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping), or retained for disciplinary proceedings.(Policy JFH)

Substitute Teachers
The behavior of students is expected to be identical to that of their regular scheduled teacher. The classroom teacher or administrator will determine any behavioral consequences.

Technology/Communication Resources Acceptable Use by Students Policy
Students have access to technology and communication resources, including email accounts. Students are assigned a school device for their use during the school year. It is expected that students will use these tools for educational purposes as detailed in the Student Technology Guidelines. Students found to be misusing these tools may have those privileges removed. School disciplinary actions will be taken at the discretion of the school administrator. Policy IIBGA, IIBGA-R

Transferring/Withdrawing from School
If your child is withdrawing from a Sun Prairie Area School to transfer to another school, please do the following:

1. Notify the student services office two weeks (or as soon as possible) prior to moving
2. Obtain a withdrawal form from the student services secretary or counselor
3. Return all books, Chromebook, and school property to the appropriate teachers
4. Pay all fines and fees
5. Have teachers sign the checkout form and return it to the student services office

In order for student records to be transferred to a different school, the new school of attendance must reach out to a student's current school to initiate the request. This step must be completed before a student can be unenrolled from our schools.

Visitors
All visitors to the school are required to sign in at the main/front office. A government-issued picture ID is required, and visitors will be asked for their vehicle and license plate information. School-age visitors are not permitted unless accompanied by their parent/caregiver and counselor or administrator. Other visitors are required to have an appointment or other official business with school personnel. Parents/caregivers who wish to attend classes with their students are encouraged to give at least 24-hour notice to the administration.

Volunteers
If you have the time, we have the need. If you are interested in volunteering, please call the teacher, the principal, or access the school website. Volunteers are required to have a criminal background check. Volunteers will be approved for a three-year time period.

Bus Information

The major objectives of the student transportation program are to:

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

Eligibility

Transportation eligibility is determined based on a student's primary address. The primary address must be within the district boundaries. Middle and high school students who reside more than one and one half (1.5) miles from their assigned school are eligible for transportation services. Open enrollment students, students attending under tuition waivers, and non-resident students paying tuition do not qualify for transportation services.

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

Guidelines for Routing and Scheduling

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

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

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

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

Student Conduct and Discipline

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

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

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

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

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

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

Bus Evacuation Drills
Each yellow school bus carrying public or parochial pupils will hold two emergency evacuation drills during the school year. Such drills will follow guidelines which are developed jointly by the district and the contractor. One evacuation drill will be held prior to the last day of October and another drill will be held prior to the last day of April in accordance with the Wisconsin Handbook for School Bus Drivers. Policy EE and Procedure EE-R

Health/Medication Information

Immunization Requirements

Per the Wisconsin Student Immunization Law, there are required immunizations for each age/grade level. To learn more about requirements see the DHS website These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on their age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Guidelines for Assessing Your Child's Health

You should keep your child home from school if they are showing any of the following symptoms:

- A fever over 100.4 degrees, student may not return to school until they have been without a fever for at least 24 hours with the use of fever reducing medication
- Vomiting or diarrhea
- Rashes, if with fever, spreading, or itching
- Some communicable disease, like strep throat, require your child to be on treatment before returning to school

If a student becomes ill or injured at school, a parent/caregiver will be contacted. If a parent/caregiver cannot be reached, we will call the emergency contact person(s).

Latex Allergies

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

Medications

Non-Prescription (Over the Counter) Medication: Students who are responsible may carry and self-administer their own non-prescription medication. Non-prescription medication may also be stored in the nurse's office and administered by health assistants or other trained staff with a school medication form completed by the parent/caregiver.

Prescription Medication: All prescription medication taken during the school day must be kept in the nurses' office and administered by health assistants or trained staff. A school medication form must be completed by a health care provider and parent/caregiver in order for school staff to administer prescription medicationStudents in grades 9-12 only may also possess and self-administer their own prescription medications at school provided a student self-administered medication form is on file in the health office and a student does so in compliance with relevant district policies and procedures.

Rescue inhalers and Epinephrine: Students may self-carry and self-administer a rescue inhaler or Epinephrine Auto-Injector with a signed school medication form on file in the health office.

All medication must be in the original container and labeled with the student's name. If you have any questions about your child's medication or health concerns, please contact the health assistant or the District nurse. Policy JHCD, JHCD-R, JHCD-F(1), JHCD-F(1A)

Wellness

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

School Nutrition Program

School Breakfast/Lunch Program
We are pleased to offer all students breakfast and lunch at school daily. The Nutrislice school lunch and breakfast menus are posted online monthly and are subject to change. The Sun Prairie Area School District provides meals at no charge **to those students who are eligible under the USDA federal guidelines** for free & reduced meal status. Application forms for these meals will be available online to all families prior to the 2025-2026 school year and can be sent electronically directly by parents/caregivers to the Nutrition Office through the parent/caregiver portal in Infinite Campus. They are available in the school office and the District Service Center, 501 S.Bird, Sun Prairie WI 53590. Students are also welcome to pack a lunch and supplement with a la carte items. An emphasis will be placed on wholesome and healthy snacks. If students qualify for a free or reduced-price meal at lunchtime they also qualify for a free or reduced-price breakfast. Families that choose to purchase breakfast and/or lunch at school are welcome to put money in their student's meal account to purchase these meals. For the most current meal pricing information, please visit the district website, https://sunprairie.nutrislice.com. The 2025-26 meal pricing will be available in August.

Student Meal Account and Payment System
All schools operate in the Infinite Campus computerized lunch accounting system which tracks your children's purchases and payments. Parents/caregivers can **prepay** by using a credit or debit card via the Infinite Campus parent/caregiver portal. Please be advised that a processing fee will be applied to all credit or debit card payments for school lunches. To avoid this fee, we encourage you to pay for school lunches by cash or check. These payment options will not incur any additional charges. Special envelopes for cash and check deposits are available at each school office or the school nutrition office located at the District Support Center, 501 S. Bird St, Sun Prairie WI 53590.

Students will be required to give their 5 digit student identification number (ID) at the cashier stand when eating school breakfast and lunch during meal periods. Any meals or a la carte items purchased will be deducted from the student's account.

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

- From the District Website sunprairieschools.org, under the Main Menu, click Families, click on Infinite Campus
- Log in to Infinite Campus with your username and password.
- If you need assistance accessing Infinite Campus, please click here or call 608-834-6571.
- For general questions about Infinite Campus, please click here.
- Applications for Free/Reduced Meals are available through Infinite Campus that may be sent electronically to the Nutrition Office.

Some important information about Infinite Campus prepayments:

- Please be advised that a processing fee will be applied to all credit or debit card payments for school lunches.
- You can make payments in multiple children's accounts in one transaction online or with checks and cash.
- You can access the student transaction history for all purchased items.

- As a reminder to make a payment, a message will be sent to the parent/caregiver if your student's balance falls below $9.00.

Donations
Each year we have a percentage of our families who are unable to pay for their children's school meals. Will you be a Hunger Hero for Sun Prairie students? If so, please make a tax-deductible donation to the SPARC Local Action Fund, a 501(c)3 non-profit organization.

> ***To make a donation online:***
> Go to: https://www.sunprairieschools.org/departments/school-nutrition-wellness.
> Be sure to write Hunger Hero Fund in the "instructions to seller" space on PayPal.
>
> ***To make a donation in person:***
> Please visit the School Nutrition Department located at 501 S. Bird St, Sun Prairie WI 53590. Be sure to write Hunger Hero Fund in the memo line of your check or you may pay by cash and receive a receipt.

If your student forgets their lunch or you would like to bring them a special lunch, please only bring in food for your student. Please do not bring in food for other students. We do not accept lunches delivered by a delivery service.

Food Accommodations
If a student has been determined by a licensed physician to need special meal accommodations that would prevent the student from eating a regular school meal, the school will provide substitutions when supported by a medical statement signed by a licensed physician. Before any special diet or food or food texture modifications will be made, a diet order form must be completed, signed by a licensed physician and the student's parent/caregiver. The medical statement must specify why the accommodation is needed and the required food omissions and substitutions. The school nutrition representative cannot make substitutions unless they are specified in the medical statement. If there is no medical statement form on file, students will need to avoid these foods as they go through the serving lines.

We encourage students to eat a healthy breakfast and lunch every day. Good nutrition is vital in learning and focusing on good choices. Wellness resources are available to students if assistance is needed in this area.

Returned Checks
The School Board has approved a $25.00 fee to be charged for each non-sufficient fund (NSF) check written to the district. If the district receives an NSF check, only cash will be accepted.
Infinite Campus may be accessed in the following way:

- From the District Website sunprairieschools.org, click on the Infinite Campus Family icon in the top bar.
- Log in to Infinite Campus with your username and password.
- If you need assistance accessing Infinite Campus, please click here - or call 834-6571.
- Parents may choose to apply for free or reduced meals by filling out and submitting an application through the parent portal that will go directly to the Nutrition Program.
- If you have general questions about Infinite Campus, please click here.

Cafeteria/Distributed Dining Expectations
The lunch period is meant to provide students with a relaxing and enjoyable period of time to eat lunch and socialize.

Failure to behave safely, responsibly, and respectfully will result in disciplinary action taken by school personnel. The following rules are specific to the commons (cafeteria) and are intended to make lunchtime as pleasant and efficient as possible.

- Students should demonstrate appropriate lunchroom behavior. Students should not yell, throw things, or leave a mess where they were sitting. Students must return their trays and put their trash in trash receptacles.
- All food and beverages must be consumed in the identified eating spaces.
- School lunch is to be consumed only by the person who purchased it. Federal regulations prohibit the sharing of lunch food.
- Students must remain in the identified eating spaces during the lunch period unless they have a pass from a teacher to meet during that time.

Sun Prairie Area School District schools are closed campuses. Students may leave school only with permission from a parent/caregiver and only for excused activities.

Academic Honesty

Academic honesty requires that a student's work reflects the student's own academic efforts.Students and staff are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Student learning is measured through assessment tools such as tests, quizzes, projects, presentations, and performances.

Cheating includes communicating with another student during an assessment, using any written material or electronic device not permitted by the teacher, asking another student about the assessment without permission to do so, leaving answers exposed, or attempts to read another student's assessment. A regular pattern of absences on the date of assessments or the due date for projects raises concerns about cheating.

Other forms of academic misconduct include, but are not limited to plagiarism (see below), changing or creating data in a lab experiment, obtaining or selling tests or course materials, using an online translator for more than a word or phrase, altering a transcript or report card, signing another person's name to an attendance roster, forging a hallway pass or an absence excuse note, and tampering with the lab experiment, art project, or electronic files of another student.

Plagiarism is an especially serious offense. Plagiarism, whether deliberate or not, involves using another person's ideas, works, or research, and presenting it as one's own by not properly crediting the author. Plagiarism also includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source. It is the student's responsibility to know how to cite sources properly. Websites such as mla.org and http://www.library.cornell.edu/resrch/citmanage/mla#mla contain detailed explanations. Absent or inappropriate citations will be deemed plagiarism.

Proper citation of work when Generative or LLM AI tools are used:
General use:
I acknowledge the use of {insert AI tool(s) and link(s)} to {specific use and stage of generative AI use}. The prompts used include {list of prompts}. The output of these prompts were used to {explain use}.

MLA Format (9ed.) example:
"Describe the symbolism of the green light in the book The Great Gatsby by F. Scott Fitzgerald" prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

APA Format (7ed.) example:
OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat

Any inaccuracies or shortcomings cannot be justified by their origin from an AI tool. You must check your AI outputs to ensure accuracy.

Cooperative learning and group work presents unique learning opportunities. It is important to remember, however, that each student is responsible for submitting his or her own work consistent with teacher guidelines for individual or group work and use accepted standards such as the MLA format for citations as appropriate.

Academic Integrity Policy

The purpose of this policy is to create and maintain an environment in which students are held and hold each other accountable for becoming ethical users of information and ideas. Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an obligation for all students in the Sun Prairie Area School District. Student found to be in violation of academic integrity are ineligible for National Honor Society.

APPENDIX A - Student & Family Handbook Behavioral Responses for School Buildings & Bus

Definitions:

1. Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.
2. Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. Some areas listed below show samples that constitute examples of academic misconduct.

Academic misconduct is when a student:	**Examples of Academic Misconduct** (not an all-inclusive list):
1. Carries out plagiarism.	- See “Plagiarism” definition below.
2. Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	-Documenting a fake interview -Modifying data in an experiment -Representing work completed by an AI tool as one’s own work*
3. Utilizes unapproved tools or materials in any academic work	-Use of material to benefit academic work on an assessment when such use is not allowed, i.e., notes, electronic devices, calculators -Taking and/or distributing tests or course materials -Use of apps or extensions
4. Misuses or altering academic documents	-Modifying a progress report, report card, transcript, or similar document. -Forging another’s name in the educational setting, i.e., attendance, grade checks, hallway pass
5. Damage or interfere with the work of others	-Manipulation or interfering with work or electronic documents of another student. -Moving or hiding other students’ materials that are

	needed to complete work.
6. Aid other students in any of these acts	-Giving permission for another student to copy work.

* See AI guidelines for students in the Technology Guidelines Section.

Plagiarism
This can be a form of academic misconduct. Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit.

Sources do not need to be cited for material that is considered to be "common knowledge" – that is factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance.

Cooperative Learning /Group Work
Because this type of work presents unique learning opportunities, it is important that each student does his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. Relying on others to do his/her work because a student fails to complete his/her part in a timely manner, either intentionally or not, is considered academic misconduct and the student will be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences including a reduced grade because of the student's failure to complete his/her part of the group responsibilities.

Teacher Responsibilities
Staff in the Sun Prairie Area District are committed to teaching and upholding ethical standards when it comes to appropriate use of information and information technology. To this end, teachers will:

- Review the Academic Integrity Policy with students at the beginning of each semester and provide reinforcement as necessary particularly when projects and papers are assigned;
- provide clear and detailed guidelines when a paper or project is assigned including reference to using proper MLA formats, extent of help allowed from peers and other adults, checkpoints and deadlines;
- oversee group work with appropriate checkpoints to ensure that all students are fully participating in the group; including clear direction on cooperative learning roles, responsibilities, and expectations for group projects; and
- coach students who are experiencing difficulty in completing projects through all phases of research including identifying information sources, proper use of those sources, timeliness, formatting and composing the body of the paper, etc.

Student Responsibilities
Students in the Sun Prairie Area School District are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology by:

- Completing and submitting their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA format;
- asking for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work; and
- reading, signing, and returning a form annually indicates that they and their parents/caregivers have read and fully understand all parts of the "SPASD Policy on Academic Integrity".

Consequences for Other Academic Misconduct
Incidences of academic misconduct are taken seriously in SPASD and are handled through a series of progressive consequences depending on the type of misconduct and whether this is a first violation or a repeat violation. If the staff member determines that a case of academic misconduct other than plagiarism has occurred, the student will be referred to administration (Dean Team) for investigation.

Because these cases are more likely “intentional” in nature, the consequences are more severe, including suspension from school and co-curriculars.

See the Levels of Behavioral Responses in Appendix A.

Education Process

The SPASD community including teachers, administrators, other appropriate staff, students, and parents/caregivers will be required to read and indicate that they understand the policy as written. This policy, along with others referenced herein, will be published in the annual Student and Family Handbook that is provided to each student at the beginning of the year. In addition, the policy will be available on an on-going basis on the on-line student handbook that includes school policies and procedures under the specific school webpage.

Acknowledgement of School Handbook

At the beginning of each year, parents/caregivers will be required to read and digitally sign a digital acknowledgment form indicating that they have read and understood the District’s policies in their entirety.

District And Board Policy Appendix

Eligibility for Section 504 Services
Policy AC, Nondiscrimination in District Programs, Activities, and Operations
Procedure AC-R(1), District Response to Alleged Sexual Harassment Under Title IX
Policy BDDI, Public Concerns and Complaints
Procedure BDDI-R(1), Procedures for Handling Public Concerns and Complaints
Procedure DN-R, Food Service Program Fiscal Management Procedures
Policy EE, Transportation Services
Procedure EE-R, Transportation Services
Policy IFF, Parent Rights and Educational Programs/Activities
Policy IFFA, Delegation of Parental Rights
Policy IGBJ, Response to Intervention
Policy IIBGA, Technology and Communication Resources, Acceptable Use by Students
Procedure IIBGA-R, Technology and Communication Resources, Acceptable Use by Students
Policy IKF, Graduation Requirements
Procedure IKF-R, Graduation Requirements (For Students Entering 9th Grade in the Fall of 2011 or Later)
Policy IND, Accommodating a Student's Beliefs
Policy JB, Student Discrimination and Harassment
Procedure JB-R, Student Discrimination and Harassment Complaint Procedures
JB-F(1), School-Based Discrimination or Discriminatory Harassment Report Form
Policy JBA, Bullying, Cyber-Bullying, and Hazing
Policy JE, Student Attendance
Procedure JE-R, Student Attendance Procedures
Policy JECBA, Full-Time Public School Open Enrollment
Policy JFCE, Code of Classroom Conduct
Procedure JFCE-R, Code of Classroom Conduct Procedures
Procedure JFCH-R, Dealing with Student Alcohol and Other Drug Use
Policy JFCJ, Weapons in School
Procedure JFCJ-R, Weapons in School
Policy JFCK, Possession of Personal Electronic Devices
Policy JFG, Student Interviews with Law Enforcement Officers
Procedure JFG-R, Procedures for Conducting Student/Law Enforcement Interviews on School Premises
Policy JFH, Searches of Property
Policy JFHA, Cameras, Surveillance
Policy JG, Discipline, Suspensions, and Expulsions of Students
Procedure JG-R, Considering Student Expulsions
Policy JHCD, Administering Medication to Students
Procedure JHCD-R, Procedure for Administering Prescription/Non-Prescription Medication
Policy JHG, Reporting Child Abuse/Neglect
Procedure JHG-R, Procedures for Reporting Suspected Child Abuse/Neglect
Policy JHK, Wellness
Procedure JHK-R, Wellness Policy Implementation
Procedure JI-R(3), Implementation of Wisconsin Guaranteed Admission
Policy JO, Student Records
Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records
Policy KGB, Tobacco Use on School Premises
Procedure KGB-R, Tobacco Use on School Premises Procedures

Sun Prairie Area School District

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

9-12 Student/Parent/Caregiver

Technology Guidelines

2025-2026

Digital Learning in the Sun Prairie Area School District

The Sun Prairie Area School District (SPASD) believes it is essential to provide a digital platform to further the educational goals and mission of the District. Technology and digital tools provide unique and robust educational opportunities to a learning community. They give our students opportunities to become digitally literate in 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. All students K-12 will have access to and use technology on a regular basis, the District supports 1:1 technology (a device for every student) in grades K-12.

Active participation from parents/caregivers is essential to implementing a successful digital learning framework both on and off campus. Parents/caregivers are strongly encouraged to:

- Monitor student use of devices and the Internet
- Assist the student in keeping the device in a safe location
- Assist the student in the nightly charging of the device
- Ensure the device is returned to the school if the student leaves the District

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

General Device Guidelines

Device Ownership

- The Sun Prairie Area School District retains sole right of possession and ownership of all devices utilized in the 1:1 initiative, and grants permission to the student to use the device according to the rules and guidelines set forth in this document.
- Failure to follow these guidelines may result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to District technology, as well as any other disciplinary action deemed appropriate by District policy or administration.

Equipment Provided

- Each student in grades 9-12 will be provided a device at the beginning of the school year that they will assume ownership of (as a loan) for the duration of the year. Each device includes:
    - Chromebook, managed by the District network and identifiable by a SPASD asset tag
    - AC Charging Cord
    - Protective Bag or Case
- Students and their parents/caregivers are strongly encouraged to review the user information for their device to understand more about it, its capabilities, and required care. The information shall be provided when a student receives their device.
- Student devices may be collected at the end of each school year for maintenance and inventory purposes. The District will provide access to devices over the summer for students who are in summer school.
- Any student leaving the District prior to the end of the school year must return the borrowed device and accessories to the school library prior to withdrawal.

Care and Maintenance of Device

- Students are responsible for general maintenance and care of the District issued device.
- Students are expected to be responsible for using and handling the device.
- The device lid should be closed when being transported from place to place.

- The device is to be closed and stored in the school provided case when not in use.
- All District barcodes and labels must remain on the device and device accessories.
- Use caution with food or drink near the device. Any liquid damage to the device will be charged to the student.
- Maintain supervision over the device at all times to prevent it from being damaged, lost, or stolen.
- Never leave the device or accessories inside a vehicle (especially in extreme temperatures.)
- Students are allowed to personalize their device desktop through the legal downloading of apps, screensavers, wallpaper, and other pictures. All items must be school appropriate and not violate District policy or rule.
- Personal stickers and other permanent markings on the outside of the device will not be allowed.

Expected Use of Device

- Students are expected to bring their devices to and from school each day.
- Students are required to take their devices to every class daily unless told differently by the teacher.
- It is the student's responsibility to have their device charged each day when they come to school. During a normal school day, a typical fully charged device can be used the entire day for classes with no additional charging required.
- Device charging stations are available in the Library Media Centers at SPEHS, SPWHS and PPA. Chargers are available for purchase at all schools in the LMC if a replacement is necessary.
- There will be a limited number of devices available in the Library Media Centers to be checked out as one-day loaners (to be returned at the end of the school day) to use if a student's device is uncharged, left at home or not working properly. Access to these loaners may be restricted to students who need them repeatedly.
- In the event that a damaged student device cannot be repaired and needs to be replaced, the District does not guarantee that the replacement device will be the same make or model as the original. The District will ensure that the replacement device is fully functional for student use.

Student Acceptable Use Guidelines

Privacy, Safety, and Digital Citizenship

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

General Student Use Guidelines

- The District expects students to adhere to School Board Policies IIBGA and IIBGA-R when using technology and the Internet.
- Students may not access, view, download, display, transmit, create, or otherwise possess or disseminate material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Students may not use any option that "remembers" your password. The easiest way to breach security is to allow someone to use your login. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Students must not give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of criminal intent).
- Students may not video record staff or other students without their consent or knowledge, this includes (but is not limited to): webcams, laptops, cameras, cell phones, or any other digital devices.
- Students will not use any account of another person or pretend to be someone else while online.

Data and Storage

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

Email Guidelines

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

Monitoring of Email

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

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

AI Guidelines for Students:

1. Respect and Ethics: Use AI tools responsibly and ethically.
    a. Do not use AI to harm others, invade privacy, or engage in dishonest activities.
        i. For example (not all inclusive): do not upload images or pictures of other students or student work without their permission/consent.
2. Academic Integrity: Understand and adhere to rules regarding plagiarism and cheating. AI-generated assistance should be used as a tool for learning, not as a means to bypass academic effort.
    a. AI generated content, including text or images, should be properly cited.
    b. AI-generated content that is edited by a student should be cited.
    c. Student-generated content that is edited by an AI (for example, grammar, spelling, syntax) does not need to be cited.
3. Privacy and Security: Protect your personal information and respect the privacy of others when using AI tools.
4. Appropriate Use: Use AI tools as intended for educational purposes and not for inappropriate content or activities.
5. Reporting Misuse: Report any misuse of AI tools or any concerns to teachers or school authorities.

Consequences

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

Guidelines For Device Assistance

Technical Support

- The Library Media Center at each school will be the hub of device support and general troubleshooting.
- If a student device is broken, damaged, or fails to work properly, it must be taken to the Library Media Center as soon as possible.
- Library Media Centers will also house a limited number of loaner devices, charging stations, and replacement device accessories (chargers, etc.) available for purchase if necessary.

Damage/Replacement Policies

- Devices that are lost or stolen must be reported to the Library Media Center immediately. LMC staff will notify the administration, who will notify the police if necessary.
- If a device is stolen or vandalized outside of the District or a District sponsored event, the parent/caregiver should file a police report and immediately notify the school administration.
- The District reserves the right to fine the student and parent/caregiver the full cost of repair or replacement when the damage occurs due to intentional conduct or gross negligence as determined by the District. Examples of gross negligence include, but are not limited to:
    - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school.
    - Lending equipment to others other than one’s parents/caregivers.
    - Using equipment in an unsafe environment.
    - Using the equipment in an unsafe manner.

- In the event of damage to/loss of a device not covered by warranty and within the student's control, the student and parent/caregiver will be fined necessary replacement costs.
    - Damage and Replacement Costs
- The administration has the authority to waive fines if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

Questions?
Please contact the Technology Department
(608) 834-6518

Frequently Asked Questions:

1. I lost my device, what do I do?
    - Devices that are lost should be reported to the Library Media Center immediately. LMC staff will notify the administration and will work with you on the next steps.
2. I lost my charger, what do I do?
    - Report lost or missing chargers to the Library Media Center, as they will be able to assist in necessary next steps. They will be able to provide you with a charging station, loaner device, or loaner charger for the day. If you are sure your charger is lost, replacement chargers are available for purchase in the LMC.
3. The screen on my Chromebook is broken, where do I go to fix it?
    - If a student device is broken, damaged, or fails to work properly, it must be taken to the Library Media Center as soon as possible. There, the LMC staff will assist in filling out a work order for your device, and get you set up with a loaner for the time being. As the technicians work to fix your device, they will assess, then charge the cost of repair as appropriate.
4. If I am being fined for a repair or replacement, how will I get billed and/or pay for that fine?
    - If our technicians deem that a repair or replacement fine is appropriate, they will notify the LMC staff of the appropriate fine. This fee will be fined to your account through infinite campus, and payments can be made there.
5. My child has special technology needs, how do I get a device that appropriately supports those needs?
    - Most assistive technology requests happen as part of the IEP process. If your child does have an IEP and is not receiving the appropriate assistive technology, contact their case manager to delineate the necessary next steps. If your child does not have an IEP but requires a different device to meet their learning needs, please contact your school's administration and they will assist you with the next steps.
6. Can I opt my child out of receiving a district device?
    - Technology is a necessary tool for instruction. However, parents/caregivers have the right to waive 24/7 access to a district-provided device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will have access to the device during school hours, but will not be allowed to remove it from school grounds. A location will be provided to store and charge the device at school. The decision to either waive or reinstate participation in 24/7 access to a device can be made at any time during the school year.