Student and Family Handbook

MIDDLE SCHOOLS

Grades 6–8

CENTRAL HEIGHTS
HUSKIES

2025–2026

Central Heights

Patrick Marsh

Prairie View

PATRICK MARSH
PANTHERS

PRAIRIE VIEW
FALCONS

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.

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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

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

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Traffic Safety Maps

The school traffic safety plan is developed to help students, staff, parents/caregivers, and community members understand how to arrive at and depart from each school in a safe manner.

Central Heights Middle School

Patrick Marsh Middle School

Prairie View Middle School

Bell Schedule

Students are assigned a House in late August. Houses have different class schedules, which vary by year.

School starts at 8:25 am and ends at 3:35 pm.

Central Heights Middle School

Patrick Marsh Middle School

Prairie View Middle School

Clubs and Activities

Clubs are open to all and we encourage all students to be actively involved. If students or parents/caregiver would like more information about the clubs, they should contact the main offices for questions. (Clubs and Advisors are subject to change.)

Central Heights Middle School

Patrick Marsh Middle School

Prairie View Middle School

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
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AUGUST 2025

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SEPTEMBER 2025

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OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

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JUNE 2026

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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
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AGOSTO 2025
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SEPTIEMBRE 2025
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OCTUBRE 2025
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NOVIEMBRE 2025
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DICIEMBRE 2025
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ENERO 2026
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FEBRERO 2026
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MARZO 2026
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ABRIL 2026
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MAYO 2026
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JUNIO 2026
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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, & 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
Patti Lux Mlsna, Director of Communications & Engagement	608-834-6562	Email

Student Learning & Reporting

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 building principal with specific requests. Policy IFF and IND

Purpose for Grading
The purpose for grading is to communicate information on standards-based achievement and work habits in order to promote individual growth.

Grades/Progress Reports
Teachers will provide parents/caregivers with information regarding your child's academic progress. Typically, these are sent during the fifth week of every quarter. Progress reports will be shared in Infinite Campus with parents/caregivers if your child is currently earning a "1" or "0" on the academic proficiency standards. If you have not received a progress report and have questions regarding your child's progress, you are encouraged to contact the individual teacher and obtain grade information. A grade report indicating academic progress will be given at the completion of each quarter of the school year.

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

4 **Extended Mastery of Standards**	3 **Mastering Standards**	2 **Approaching Standards**	1 **Limited Understanding of Standards**	0 **No Evidence**
Student consistently <u>exceeds</u> proficiency: ➢ Demonstrates a deeper understanding of the standards ➢ Evidence of learning extends to higher-level thinking strategies or creative connectedness ➢ Evidence of learning exceeds grade-level expectations	**Student consistently <u>meets</u> proficiency:** ➢ Demonstrates an understanding of the standards ➢ Evidence of learning contains few or minor errors ➢ Evidence of learning meets grade-level expectations	**Student is <u>approaching</u> proficiency:** ➢ Demonstrates basic understanding of the standards with gaps and errors ➢ Evidence of learning is inconsistent or incomplete ➢ Evidence of learning is below grade-level expectations	**Student <u>needs improvement</u> to meet proficiency:** ➢ Evidence of learning is significantly below grade-level expectations	**Student:** ➢ No Evidence to assess

Scheduling

All scheduling is run through the Student Services office. In order to request a class change, a student must do so within the first five days of the semester with documented parent/caregiver permission and based on course availability and may require administrator approval.

Counselors may need to change schedules for the following reasons:
- Medical recommendation
- IEP/504 Documentation
- Availability of certified teacher
- Administrator approval

Schedule changes will NOT be made for the following reasons:
- Lunch preference
- Peer preference
- Teacher preference
- Hour preference
- Athletics and Activities Eligibility

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. Students will have opportunities to work in a variety of environments including small group, individual, and whole-class scenarios that will assist them in the creation of artifacts for their individual Xello portfolio.

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

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)

What To Do if Your Child is Absent
If your child is absent from school, we ask that you call the attendance line and leave a message by 9:00 a.m. on the day of your child's absence. The school attendance line is available 24 hours a day. If we have not been notified of your child's absence by that time, you will be notified of their absence on that school day.

Absence (with reason):
Parents/caregivers may excuse their child up to 10 days per school year with an acceptable excuse. We understand that your child may be absent from school for any of the following such as illness; health care appointments (for the time necessary for appointment only); required court appearances; religious observances; quarantine imposed by public health officer; emergency - defined as "a sudden unexpected situation, which is beyond the control of the student's family and has the need of immediate action to be taken. It is unforeseen and cannot be planned.

Medical documentation is always encouraged and is required after 10 absences. Students who encounter prolonged medical situations or injuries are medically excused with proper documentation. Medically excused absences may not exceed 30 days. 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.

Sickness
You should keep your child home from school if he/she/they is showing any of the following symptoms: A fever over 100.4 degrees; Vomiting or diarrhea; Rashes, if with fever, spreading, or itching; Some communicable diseases, like strep throat, require your child to be on antibiotics for 24 hours before returning to school.

School Tardies
Students arriving late to school should report to the attendance office to check-in and to 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. Unexcused tardies are addressed in the Behavioral Responses section.

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.

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 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 may be subject to disciplinary action including parents/caregivers contact, detentions, etc.

Make-Up Work
A student returning to school after an absence is responsible for making up all missed work.

Obtaining Missed Work for an Absent Student
Parents/caregivers may request missed work when you report your child's absence. Missed work can be picked up before 4:00 p.m. in the main office. Please allow enough time to collect this information.

Scheduled Tests
Students are expected to take missed assessments at a time arranged with each classroom teacher.

Closed Campus
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.

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

Student 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 are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.
1. Political affiliations or beliefs of the student or the student's parent/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 date of the following activities and provide an opportunity to opt a student out of participating in:
- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

After School
Students are required to exit the building in a timely manner, as deemed by individual sites, unless they are involved in an extra/co-curricular activity, serving detention, or working with a teacher.

Backpacks/Handbags/Laptop Cases
Students may bring backpacks/handbags/purses/fanny packs/laptop cases to school. All of these items will be stored in the student's locker during the school day. They are never allowed in the cafetorium during lunch. However, district-provided laptop cases may be carried by students throughout the school day. This is not intended to be an all-inclusive list.

Before School
Students are encouraged to arrive at school no earlier than 8:10 am. There is no supervision available prior to 8:10 AM. Students are to remain in designated areas of the building and grounds until the first bell sounds. Students assume the responsibility for appropriate behavior before, during, and after school. All Sun Prairie Schools offer breakfast.

Bikes
Students are allowed and encouraged to ride bikes to school. Helmets are encouraged and can be stored in student lockers. 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. Students should bring their own lock to secure the bike. 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 and/or helmets that are lost, damaged, or stolen.

Board Policies
Copies of any School Board 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.

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/their parents/caregivers.

Clothing guidelines and expectations for special occasions (i.e., homecoming week, dress-up days, etc.) will be communicated by the 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.
6. Coats may not be worn at school.

Conferences (Parent/Caregiver - Teacher)
Parents/caregivers are encouraged to contact their child's teachers anytime.. It is better to initiate a conference early rather than wait until a problem has become progressively worse.

Conferences can be arranged with the individual teacher, the entire team, or the counselor. We strongly encourage your child to attend conferences with you. This ensures that all parties have the same information.

Deliveries: Balloons (Latex Allergies), Flowers, UPS
Families and friends should not send balloons, flowers, and other gifts in order to minimize disruptions in school. Such deliveries will not be accepted.

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.

Deliveries: Food
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. Let your student know ahead of time that you are bringing it. Parents/Caregivers and students are not allowed to order food for delivery by a delivery service. Food deliveries will not be accepted from delivery drivers/services/any other person other than parents/caregivers - orders that are attempted to be delivered will be denied.

Emergency Drill Procedures
Emergency drills are held throughout the school year. These drills include monthly fire drills, bi-yearly active threat 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 classroom meeting area and will take attendance during the drill.

Emergency, Weather, and School Closings/Delays
If it becomes necessary to call off 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 information 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 2 hours, it is important that students do not arrive at school until the stated starting time.

Just in case it becomes necessary to send students home from school early due to bad weather or other reasons, parents/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. Middle school students will be assessed a flat fee of $20 with the following exceptions:
- Courses that lead to an individual license/certification as an additional option for students (i.e., CPR license)
- Athletic and club fees
- Rental fees for musical instruments for grades 6-8
- Field trips not listed in the course guide
- Music shirt purchase

Most fees can be waived for families who qualify for free and reduced lunch. Fee waivers may be found in the Online Registration. A verbal waiver may also be completed by calling the Nutrition Department at 834-6500.

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, binders, instruments, uniforms, chromebooks, chromebook cases 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
Students are allowed to drink only water and consume a healthy snack during scheduled times during the school day. Be mindful of the many allergies (peanuts, shellfish, tree nuts, etc.). Students are expected to clean up their area after eating.

Hall Passes
Students may not be in the halls during scheduled classes or their lunch period without a hall pass. Valid hall passes must be in the form of the pass page in the student planner, or in the form of a printed/electronic school pass. If a student abuses his/her/their pass privileges, they may be revoked by the administration. Students without a pass are brought to the office.

Identification Card
Students will be issued an identification card.

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
>Families >Infinite Campus (link will be in upper right-hand corner).
Upon request, a username and password will be sent to parents/caregivers.

Library Media Center (LMC) Procedures
Books are checked out to students for two weeks. Replacement costs for lost or damaged materials will be charged.

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. Students are responsible for removing all decorations (including stickers) before the end of the school year.

Lockers
Lockers are provided by the school and are to be used solely for storing outdoor apparel and school-related materials. 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. For security reasons, students may not exchange or use other lockers. Tampering with locks is not allowed. The school is not responsible for items lost due to locks not properly closed. Locker combinations should remain confidential.

Lost and Found
The lost and found is located near the cafeteria. We encourage you to have personal items identified by name to help reduce loss.

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

Contact the student service office if any of these items need to be updated. Additionally, these items can be made on the Parent Portal in Infinite Campus. Contact the main office if you need assistance with Infinite Campus. 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 follow-up 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, smartwatches, personal laptops/computers, Bluetooth headphones, 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. School issued devices are the only acceptable electronic devices allowable at school.

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.

If students choose to bring an electronic device to school it must remain stored in the locker, powered off, and unused throughout the entirety of the school day which includes the period of time between the beginning of the first class and end of the last class of the school day; while being transported in authorized district vehicles during the school day, unless explicitly permitted by the transportation provider, driver of the vehicle, and/or chaperone of the trip.

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.*

Any student who possesses or uses a personal electronic device and/or associated equipment in a manner that violates this policy or any other policy or school rule shall be subject to consequences, including, but not necessarily limited to, disciplinary action, required the surrender of the personal electronic device, and/or potentially having his/her/their right to possess a personal electronic device at school further restricted by the school principal or his/her/their designee. When a school employee confiscates a personal electronic device, the device shall be appropriately secured and returned to the student or to a parent/guardian in accordance with school procedures.

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

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.

Personal Property
Students have full responsibility for the care and protection of personal property 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

Safety
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.

Scooters/Skateboards/In-line Skates
Students may not ride scooters/skateboards/in-line skates/Heely's (shoes with wheels) on school property. They may not ride them in the building or around entrances; they must store them in lockers and may not ride them during lunchtime. The school is not responsible for lost or stolen scooters, skateboards, and/or in-line skates/Heely's.

Searches of Property
Any items used to carry personal effects including, but not limited to, 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 associate 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 will be returned to the student 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)

Selling of items:
Students may not sell food, beverages or other items on school property at any time.

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

Technology/Communication Resources used by Students
We are excited to share how students use technology to learn and grow in our elementary schools! These devices stay at school and are used for learning activities only. Teachers use special tools to help guide and monitor how students use technology in the classroom. This helps keep students safe and focused on learning. Students in 6-8th grade are provided with a district-issued Chromebook that they take home each day.

Students also use a school email account that is set up with safety in mind. These email accounts:
● Can only be used to write to teachers and receive messages from approved people within the school system.

- Cannot get messages from outside the school district.

Students also take part in lessons that teach how to use email and technology responsibly. If a student doesn't follow the rules, their email and technology access may be taken away, and the school principal may decide on further steps.

We are proud to help students use technology in smart, safe, and positive ways every day! If you have questions, please reach out to your child's teacher or school office.
Policy IIBGA and Procedure IIBGA-R

Transferring/Withdrawing from School
If your child is withdrawing from a Sun Prairie Area School to transfer to another school (in-district or out-of-district), 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 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
Prescheduled visits for assemblies, presentations, and school-wide events when permitted will be advertised for school visitors. All visitors will report to the main office to sign in with a photo ID. Students that do not attend this school are not permitted.

Volunteers
If you have the time, we have the need. If you are interested in volunteering, please call the main office of your student's school. 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/Caregiver Portal at that time.

Students will be issued a bus rider identification card or have bus route information printed on their student ID card, which they must carry with them and present to the driver upon request. This applies to both regular routes and after school activity routes.

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 are 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 the school administration or designee may include an assigned seat, a family conference and/or suspension or removal from the bus.Parents/caregivers will receive a copy of the bus referral. This list is not all-inclusive.

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 that are developed jointly by the district and the contractor. One evacuation drill will be held prior to the last day of October, and another drill will be held prior to the last day of April.The full transportation policy and procedure are in the District and Board Policy Appendix.

Health/Medication Information

Immunizations 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 his/her 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 he/she/they is showing any of the following symptoms:
- A fever over 100.4 degrees
- Vomiting or diarrhea
- Rashes, if with fever, spreading, or itching
- Some communicable diseases, like strep throat, require your child to be on treatment or be symptom free for 24 hours 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).

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 medication.

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. School meal pricing will be available in August of each school year.

Student Meal Account and Payment System

The school nutrition program uses Infinite Campus, an automated system to record meal and milk 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.

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 608-834-6571.
- If you have general questions about Infinite Campus, please click here.

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 to the parent/caregiver will be sent if your student's balance falls below $9.00.
- Returned Checks - The School Board has approved a $25.00 fee to be charged for each non-sufficient fund (NSF) check written to the school district. If the district receives an NSF check, only cash will be accepted.

Donations

Each year we have a percentage of our families who are unable to pay for their children's school meals. Would you like to donate to help cover these costs? Be a Hunger Hero for Sun Prairie students! Please make a tax-deductible donation to the SPASD Nutrition Department/Hunger Heroes Fund.

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.

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/caregiver may choose to apply for free or reduced meals by filling out and submitting an application through the parent/caregiver portal that will go directly to the Nutrition Program.
- If you have general questions about Infinite Campus, please click here.

Lunchroom Behavior

The lunch period is meant to provide students with a relaxing and enjoyable period of time to eat lunch and socialize. The same rules for our school apply in the lunchroom and on the playground.

Failure to behave safely, responsibly, and respectfully will result in cafetorium privileges being removed and/or disciplinary action taken by school personnel (not limiting the student's access to lunch). The following rules are specific to the cafetorium and are intended to make lunchtime as pleasant and efficient as possible.

- Students sit at a table but remain at that table until dismissed; no moving around the cafetorium.
- Students should be polite and courteous. Do not yell or throw things in the cafetorium.
- Before you are allowed to leave your table, you must clean your area.
- A lunchroom supervisor will dismiss you from your table. Do not leave until dismissed.
- All food and beverages must be consumed in the cafetorium.
- School lunch is to be consumed only by the person who purchased it. Federal regulations prohibit the sharing of lunch food.

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

Building Student Support Team (SST)
The Student Support Team is a problem-solving group where teachers, student services staff, other staff, and parents/caregivers meet to address an individual student's needs. The building team assists in:

- clarifying concerns about students
- brainstorming ideas to support students
- reviewing information and discussing options for working with students in regular education
- meeting with parents/caregivers, teachers, and other support personnel about student needs
- coordinating the efforts of school staff in meeting student needs
- assisting with referrals for special education and Section 504 evaluations
- developing a Section 504 Educational Accommodation Plan as needed
- referring students to the Student Assistance Program as needed

Parents/caregivers can refer their concerns by phone contacts or in writing to their child's teacher, building principal, counselor, school social worker, school psychologist, or the Director of Student Services. Referrals are reviewed at a weekly building meeting and assigned to a lead person to follow the student's progress. Parents/caregivers will be notified if your child is referred to the building Student Support Team (SST) and are encouraged to attend any meeting relating to your child. Policy IGBJ

Restorative Practices (RP) Coach
The RP Coach works with a variety of school and district-based staff and community partners to improve district and school culture, increase attendance and academic achievement for identified students, reduce suspensions for identified students, and will support the school-wide implementation of restorative practices by developing and facilitating professional development as well as assessing and evaluating progress. The RP Coach is trained in Restorative Justice and implements Restorative Justice programming at the school site.

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.

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 also 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 drugs or weapons in a confidential setting, they should feel free to speak with the SRO. 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 a school resource officer you can call 608-478-1722 (SPW SRO) or 608-834-6731 (SPE SRO).

The non-emergency number of the Sun Prairie Police Department is 608-837-7336.

Learning Strategists

The learning strategists, formerly known as reading and math interventionists, help identify strengths and areas of growth 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

The counselor can provide much assistance in all school-related activities. The counselor can help work through personal challenges and also assist in building good school and study habits. The counselor also can provide information on scheduling, classes, career information, and goal setting.

School Psychologist

The school psychologist consults 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

The school social worker consults with teachers and parents/caregivers on student issues related to academic, social, emotional, behavioral, or mental health. The school social worker also acts as a liaison between the home, school, and community services.

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.

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.

See AI Guidelines for Students on page 38.

Cooperative Learning /Group Work
Because this type of work presents unique learning opportunities, it is important that each student does his/her/their assigned part in a timely manner consistent with the teacher's rubric or timeline. Relying on others to do his/her/their work because a student fails to complete his/her/their 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/their part of the group project.

Teacher Responsibilities
Staff in the Sun Prairie Area District are committed to teaching and upholding ethical standards when it comes to the appropriate use of information and information technology. To this end, teachers will:
- Talk with students at the beginning of each semester about digital citizenship and provide reinforcement as necessary particularly when projects and papers are assigned;
- Provide clear and detailed guidelines when a paper or project is assigned, the 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
- 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

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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

6-8 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 Skills. SPASD educators have a professional responsibility to blend thoughtful use of digital tools with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Active participation from parents/caregivers is essential to implementing a successful digital learning framework both on and off campus. 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 District provided devices, and grants permission to the student to use the device according to the rules and guidelines set forth in this document.
- Failure to follow these guidelines may result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to District technology, as well as any other disciplinary action deemed appropriate by District policy or administration.

Equipment Provided
- Each student in grades 6-8 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 care of the District issued device.
- Students are expected to be responsible for using and handling the device.
- The device lid should be closed and in the case when being transported from place to place.
- All District barcodes and labels must remain on the device and device accessories.
- Use caution with food or drink near the device. Any liquid damage to the device will be fined to the student.

- Maintain supervision over the device at all times to prevent it from being damaged, lost, or stolen.
- Never expose the device to extreme temperatures.
- Students in a 1:1 environment are allowed to personalize their device desktop through the legal downloading of 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/cover are discouraged, and damage to devices may lead to a fee for damage.

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. 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 Essential Standards Map for Library Media & Digital Citizenship
- 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 here

General Student Use Guidelines
- The District expects students to adhere to School Board Policies IIBGA and IIBGA-R when using technology and the Internet.
- Students may not access, view, download, display, transmit, create, or otherwise possess or disseminate material that contains pornography, child pornography, obscenity, or sexually explicit,

pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Students may not use any option that "remembers" your password. The easiest way to breach security is to allow someone to use your login. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- 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 setup to monitor emails for profanity, harassment, and other inappropriate content.
- At any time and without prior notice, the Sun Prairie Area School District reserves the right to further monitor, inspect, copy, review, and store any and all email correspondence.

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

Consequences
- Use of a device and any District network resource 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.

AI Guidelines for Students:
 Students will be learning about Artificial Intelligence in middle school. Teachers in 8th grade will have the option to use district approved AI tutoring tools after students have completed AI ethics and responsible use lessons. As we continue to learn more about AI, our students will need to increase their AI literacy skills using the framework provided.

The LEARN Framework for Responsible Use
- **L - Launch:** Students should find a balance in the use of AI, leveraging it as a launching point for new ideas, iterations, or enhancements.
- **E - Evaluate:** Students should critically evaluate the quality and credibility of AI outputs, considering diverse perspectives, including ethical implications, biases and accessibility.
- **A - Acknowledge:** Students should cite AI-generated content appropriately, respecting academic integrity and intellectual property.
- **R - Responsible:** Students should use AI tools as intended for education purposes and should avoid using AI to generate offensive, discriminatory, or harmful content.
- **N - Nameless:** Students should protect their personal information and the personal information of others when using AI.

Definitions:
- Generative AI: a type of Artificial Intelligence technology capable of generating new content, such as text, images, audio, or even code, based on patterns and data it has learned. It operates by analyzing vast amounts of existing data and then using that information to create something new. This technology can be used in various fields, including creative arts, content generation, and problem-solving.
- Predictive AI: forecasting future outcomes or trends based on historical data and patterns. It uses algorithms and machine learning techniques to analyze large datasets and identify correlations and patterns that can be used to make predictions about future events.
- Algorithm: used to perform calculations, data processing, and automated reasoning. They can range from simple procedures, like sorting a list of numbers, to complex processes used in Artificial Intelligence and machine learning.
- Training Data: the collection of examples or samples used to teach a machine learning model how to perform a specific task. This data typically consists of input-output pairs, where the input is the data fed into the model, and the output is the desired prediction or classification.
- Responsible Use: engaging with generative AI tools in a manner that upholds ethical standards, adheres to legal frameworks, and respects the rights and dignity of others.

Stages of Permitted Use within Classrooms & Assignments:
- AI Free: No generative AI tools or tutors may be used at any point in this assignment.
- AI for Clarity: Generative AI tools or tutors may be used to gain clarity or to deepen understanding of an assignment
- AI to Brainstorm:Generative AI tools or tutors may be used to support brainstorming and the initial stages of idea creation.
- AI to Outline: Generative AI tools or tutors may be used to create an outline and support the first draft of an assignment.
- AI for Feedback: Generative AI tools or tutors may be used to gain feedback and support revisions before the final draft is turned in.

AI Acknowledgement:
All work you submit must be either your original creation or appropriately credited to external sources, as outlined in our Academic Integrity Policy. This includes acknowledging the use of generative AI tools in any academic tasks or assignments. The following formats should be used to acknowledge AI use. Please see your teacher to understand which one they would like you to use

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.

Generative AI tools may NOT be used for the following purposes:
- Bullying/Harassment: Using generative AI tools to generate content that is harmful, hurtful, or perpetuates biases.
  - Example: A student uses an AI tool to create an image or text that mocks a classmate's appearance or background and shares it on social media.
  - Policy JBA - Bullying, Cyberbullying, and Hazing
    - Procedure JBA-R - Bullying, Cyberbullying, and Hazing Complaint Procedures
    - Policy JB - Student Discrimination and Harassment
    - Policy JB (Spanish) - Discriminacion y Acoso de Estudiantes
    - Procedure JB-R - Student Discrimination and Harassment Complaint Procedures
    - Procedure JB-R (Spanish) - Procedimiento Para La Denuncia De Acoso O Discriminacion De Estudiantes
- Plagiarism: Using generative AI tools to present work as their own.
  - Example: A student uses an AI tool to write an essay and submits it as their own original work without any attribution.
    - JFCE, JG and Student Handbook
- Cheating: Using generative AI tools to complete an assessment or an assignment that was in the "No Use" stage. Not transparently documenting or citing use of AI would also be defined as cheating.
  - Example: A student uses an AI tool to solve math problems on a test that explicitly prohibits AI use, and submits the answers without indicating that AI was used.
    - JFCE, JG and Student Handbook

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 reported to the Library Media Center as soon as possible.
- Library Media Centers will also house loaner devices and replacement devices if necessary.

Damage/Replacement Policies
- Devices that are lost or stolen must be reported to the Library Media Center immediately. LMC staff will notify the administration, who will notify the police if necessary.
- 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 should 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. The screen on my Chromebook or iPad is broken, where do I go to fix it?

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

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

- This fee will be assessed to your account through infinite campus, and payments can be made there.

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

- Most assistive technology requests happen as part of the IEP process. If your child does have an IEP and is not receiving the appropriate assistive technology, contact their case manager to delineate 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.

Guidelines For Take Home Devices In The Event Of School Closure/Virtual Learning

In accordance with the SPASD Acceptable Use of Technology Agreement for Students, parents/caregivers are responsible for monitoring their child's use of the internet and access to district technology resources including the device, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents/caregivers need to set clear expectations on appropriate use of electronic devices and limit access to the device in nonschool hours. If your child is not following your rules, you have the right to limit access to the device while at home.

Equipment Provided for Students
- Each take home chromebook includes:
  - Chromebook, managed by the District network and identifiable by a SPASD asset tag
  - AC Charging Cord
  - Protective Bag or Case
- Each take home ipad includes:
  - iPad, managed by the District network and identifiable by a SPASD asset tag
  - Charging cord
  - Protective Case