

2026-2027

Family Handbook

SP4K Sun Prairie 4 Kids



SP4K: 608.478.5145



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 608-834-7719.

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 hais rau peb paub rau ntawm 608.834.7719.

Statement of Nondiscrimination

No student may be unlawfully discriminated against in any school programs, activities or in facilities usage because of the student's 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 familial 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 Response to 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

Welcome Letter from SP4K Program Supervisor

Welcome to SP4K,

We are so excited to have you as part of our Sun Prairie School District and Sun Prairie 4K community!

In 4K we believe in educating the whole child; focusing on the growth of a child's social, emotional, cognitive, and physical needs in order to build a solid and broad foundation for lifelong learning and well-being. The SP4K program is guided by Wisconsin Model Early Learning Standards ([Wisconsin Model Early Learning Standards PDF](#)) and is taught in play-based, child-centered environments that support student growth in a variety of age-appropriate and developmental skill areas. 4-Year-Old Kindergarten does NOT replace 5-Year-Old Kindergarten and is not a “down-sizing” of the 5-Year-Old Kindergarten curriculum.

In 4K, we believe that all 4-year-old children are entitled to an education that includes high-quality, developmentally appropriate practices, in child-centered and culturally responsive environments. All children, regardless of race, ethnicity, gender, or physical or cognitive ability are accepted and cared for by adults and peers alike. Team members develop collaborative relationships with families, caregivers, students, and each other to provide the highest quality learning experiences for all children. We believe in providing embedded, inclusive services that include direct instruction, adaptations, and modifications within natural environments, routines, and classroom activities (as featured in this [DPI video](#)).

The SP4K teachers and I look forward to working with you and your children this year.

Elizabeth Knudten

SP4K Program Supervisor

SP4K Program in the Early Learning Resource Center

1435 N. Thompson Road, Sun Prairie, WI 53590

SP4K Program Supervisor, Elizabeth Knudten

(608) 478-5176, email: elknudt@sunprairieschools.org

SP4K Secretary, Danielle Linton

(608) 478-5145, email: dlinto@sunprairieschools.org

General email inquiries: sp4k@sunprairieschools.org

SP4K Website: sunprairieschools.org/sp4k.



SP4K Program Locations

CREEKSIDE ELEMENTARY SCHOOL Principal: Katie Mould, 608-834-7700 <i>1251 O’Keeffe Avenue, Sun Prairie, WI 53590</i>	ROCK-A-BYE CHILDCARE CENTER Director: Julie Gretzinger, 608-834-5867 <i>751 Lois Drive, Sun Prairie, WI 53590</i>
GINGERBREAD HOUSE PRESCHOOL Director: Carrie Morrell, 608-837-5437 <i>170 N. Bristol St., Sun Prairie, WI 53590</i>	SUN PRAIRIE NURSERY SCHOOL Director: Brenda Wilcox, 608-837-3112 <i>702 North St, Sun Prairie, WI 53590</i>
HORIZON ELEMENTARY SCHOOL Principal: Michelle Kelly 608-834-7900 <i>625 N. Heatherstone Dr. Sun Prairie, WI. 52590</i>	TEDDY’S PLACE CHILDCARE Director: Basia Kalafut, 608-837-7876 <i>1514 W. Main Street, Sun Prairie, WI 53590</i>
MEADOW VIEW ELEMENTARY SCHOOL Principal: Cynthia Bell Jimenez 608-478-5000 <i>200 N. Grand Ave. Sun Prairie, WI. 52590</i>	TOKEN SPRINGS ELEMENTARY SCHOOL Principal: Michael Marincic, 608-478-5100 <i>1435 N. Thompson Road, Sun Prairie, WI 53590</i>
NORTHSIDE ELEMENTARY SCHOOL Principal: Jillian Block 608-834-7100 <i>230 W. Klubertanz Dr. Sun Prairie, WI. 53590</i>	SUN PRAIRIE YMCA Director: Sarah Peppas, 608-478-4307 <i>1470 Don Simon Drive, Sun Prairie, WI 53590</i>

Sun Prairie Elementary Schools

C.H. Bird Elementary - 1170 N. Bird Street - Sun Prairie - (608) 834-7300 Ben Ketterer, Principal Tiffany Drogue, Associate Principal
Creekside Elementary - 1251 O’Keeffe Avenue - Sun Prairie - (608) 834-7700 Katie Mould, Principal Lauren Cheramy, Associate Principal
Eastside Elementary - 661 Elizabeth Lane - Sun Prairie - (608) 834-7400 Shane Boeve, Principal Katherine Freeman, Associate Principal
Horizon Elementary - 625 N. Heatherstone Drive - Sun Prairie - (608) 834-7900 Michelle Kelly, Principal Kelley Goplen, Associate Principal
Meadow View Elementary - 200 N. Grand Avenue - Sun Prairie - (608) 478-5000 Cynthia Bell Jimenez, Principal Lindsay Earhart, Associate Principal
Northside Elementary - 230 W. Klubertanz Drive - Sun Prairie - (608) 834-7100 Jillian Block, Principal Brooke Coy-Tchouani, Associate Principal
Royal Oaks Elementary - 2215 Pennsylvania Avenue - Sun Prairie - (608) 834-7200 James Ackley, Principal Sadie Brown, Associate Principal
Token Springs Elementary - 1435 N. Thompson Road - Sun Prairie - (608) 478-5100 Michael Marincic, Principal Kellie Miesbauer, Associate Principal
Westside Elementary - 1320 Buena Vista Drive - Sun Prairie - (608) 834-7500 Nikki Harcus, Principal Emily Leslie, Associate Principal

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The ***Sun Prairie Four Kids*** program recognizes and celebrates families as each child's first and most important teachers. Throughout the school year, newsletters and informational flyers will be sent home highlighting a variety of family/child activities. If you would like additional information about any of the SP4K activities, please contact your child's teacher or the SP4K Program Supervisor. Thank you!



Sun Prairie Area School District

District-Wide Policies

SP4K

SUN PRAIRIE AREA SCHOOL DISTRICT
501 S. Bird Street, Sun Prairie, WI 53590
608-834-6500 sunprairieschools.org

2026-27 SP4K School Year Calendar



Elementary School Sites:

AM: 7:40-10:23

PM: 11:42-2:40 (1:30 Thursday- Early Release.)

Community Partner Sites:

AM: 7:50-10:33

PM: 11:32-2:30 (1:20 Thursday- Early Release)

2026

Tuesday	September 8	First day of school for 4K
Friday	October 9	No School
Thursday	October 22	No School for 4K—Conferences
Friday	October 23	No School— Conferences
Monday	November 9	No School
Wednesday	November 25	No School—First Day of Fall Break
Thursday	November 26	No School
Friday	November 27	No School
Monday	December 7	No School
Monday	December 21	No School—First day of Winter Break

2027

Monday	January 4	First day back from Winter Break
Monday	January 18	No School
Monday	January 25	No School
Tuesday	January 26	No School
Thursday	February 25	No School for 4K— Conferences
Friday	February 26	No School— Conferences
Friday	March 5	No School
Monday	March 22	No School—First day of Spring Break
Monday	March 29	First Day Back from Spring Break
Friday	April 16	No School
Friday	May 21	No School
Monday	May 31	No School- Memorial Day
Thursday	June 8	Last day of School for 4K

SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590

608-834-6500 sunprairieschools.org

SCHOOL BOARD MEMBERS		
Diana McFarland , President	608-834-6502	Email
Melissa Grayson , Vice President	608-834-6502	Email
Dr. Isaac Sung , Clerk/Governance Officer	608-834-6502	Email
Amanda Davis , Treasurer	608-834-6502	Email
Bryn Horton , Member	608-834-6502	Email
Colleen Uhlenkamp , Member	608-834-6502	Email
Kaleena Stephan , Member	608-834-6502	Email

DISTRICT STAFF		
Dr. Antoine Reed , Superintendent	608-834-6502	Email
Dr. Taren Turner , Asst. Superintendent of Teaching, Learning, and Equity	608-834-6516	Email
Jewel Mucklin , Asst. Superintendent of Operations	608-834-6683	Email
Rick Mueller , Director of Elementary Teaching, Learning, & Equity	608-834-6506	Email
Sarah Prankeklang , Director of Secondary Teaching, Learning, & Equity	608-834-6572	Email
Dr. Tricia Rodey , Director of School & Operations	608-834-6624	Email
Dr. Michael Morgan , Director of Systemic Equity & Inclusion	608-834-6599	Email
Dr. Curtis 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
Barb Kempken , Director of School Nutrition	608-834-6527	Email
Dr. Christopher Sadler , Director of Human Resources	608-834-6551	Email
Matthew Clark , Director of Business and Finance	608-834-6510	Email
Phil Frei , Interim Director of Facilities and Grounds	608-834-6567	Email

ENROLLMENT

ENROLLMENT AND ENTRANCE REQUIREMENTS

Welcome Sun Prairie Four Kids (SP4K) families!

If the child is enrolled by an adult who is not the parent, proof of caregiver or kinship must be presented in writing. Proof of kinship must be signed by the parent and notarized. If a child's family is between residences, they have certain service rights and protections in the Sun Prairie Area School District.

If a student has attended another four-year-old kindergarten, please bring along the name and address of that school when registering. Those records are needed before placement can be made.

A child entering SP4K must be four (4) years old on or before September 1st of the year they start school. There is no early entrance to SP4K. Sun Prairie Area School District [Policy JEB](#), *Entrance Age*, describes the district's early entrance policies. SP4K is a one-year program, and students are expected to enroll in five-year-old kindergarten the following year.

Parents/caregivers who need assistance may contact the SP4K Administrative Associate at 608-478-5145 or visit the District Office at 501 South Bird Street.

CUSTODIAL COURT ORDER

We want to keep parents/caregivers informed and follow Wisconsin Statutes that support both parents'/caregivers' rights to receive information about their child. If there are special visitation or custody rights in place for your child that limits one parent's/caregiver's right to that information, the SP4K office will need to have a copy of that court order.

CURRENT PARENT/CAREGIVER CONTACT INFORMATION

The SP4K program must have an up-to-date address, telephone number, and email address on file for each parent/caregiver. The SP4K office needs to have the current:

- Home address
- Home, work, and cell phone numbers
- Email addresses

Please let the SP4K office know right away if this contact information changes at any time during the school year. If you have students at several schools, you only need to contact one school, and the changes can be made for all members of your family.

The district has electronic communication systems (i.e. Peachjar, Blackboard Connect) 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 program events
- Late start or school closing
- Information updates during and follow-up to emergency situations

ATTENDANCE

ABSENCE/TARDY GUIDELINES FOR SUN PRAIRIE FOUR KIDS (SP4K)

SP4K students are enrolled and expected to attend school five days a week and attendance is taken daily. Your child's enrollment in an SP4K program begins their public school attendance record.

Regular attendance supports positive student performance in school. SP4K recognizes this and follows Wisconsin Statute 118.16 and School Board Procedure JE-R, *Student Attendance Procedures*. If students are absent or tardy, there needs to be an acceptable excuse for missing school.

If a parent/caregiver knows their child will need to miss school for an appointment, the 4K site will need a phone call, email, or written note that includes the absence date(s) and reason in advance of the absence.

Parents/caregivers may excuse students from school for up to 10 days during a school year (five days per semester). Parents/caregivers will be contacted when the school has concerns about a student's attendance. A follow-up meeting to discuss an attendance improvement plan may be requested. The child's parent/caregiver, SP4K teacher, site director, SP4K program supervisor, and/or social worker may be invited to attend.

REPORTING ABSENCES

Student safety is very important to us! A parent/caregiver **MUST** call the 4K site before 7:00 a.m. (morning session) and 11:00 a.m. (afternoon session) if their child will not be attending school or will be late that day.

If a student does not come to school and the parent/caregiver has not called the 4K site attendance line by 7:00 a.m. (morning session) or 11:00 a.m. (afternoon session), a safe arrival call will be made, and the child's absence may be listed as unexcused. If the safe arrival call is not answered, other efforts will be made to locate the student. The SP4K program supervisor or site director may ask for a written or medical excuse when the child comes back to school.

Parents/caregivers may report an absence 24 hours a day by contacting the 4K site your child attends.

Creekside Elementary	608-834-7700
Gingerbread House Preschool (Bristol St)	608-837-5437
Horizon Elementary	608-834-7900
Meadow View Elementary	608-478-5000
Northside Elementary	608-834-7100
Rock-A-Bye	608-834-5867
Sun Prairie Nursery School	608-837-3112
Teddy's Place	608-837-7876
Token Springs Elementary	608-478-5100
YMCA - Sun Prairie	608-837-8221

If a parent/caregiver needs to pick up their child during the school day, parents/caregivers must come to the 4K site to meet the child and sign them out before leaving the building.

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](#)

EXTENDED ABSENCES FROM SP4K:

- If a parent/caregiver contacts the school to indicate a student will be traveling in excess of 15 days, it is considered an extended absence. The child will remain enrolled in the school, thereby allowing him/her to return to the same school upon their return. The absence will be marked as excused.
- If a child's absence extends beyond 30 days, and the parent has notified the school, the school is required to end the enrollment. However, SP4K will hold a seat for the child for when they return to school. The returning student does not need to complete a new enrollment.
- If the student has been gone for more than 60 days, we will need a new proof of residency, and we will verbally confirm other contact information.
- If a child is gone in excess of 15 days with no contact from the parent/caregiver, school staff will attempt to contact the parent/caregiver as well as the alternate contacts listed in IC. If school staff are unable to reach parents, caregivers, and/or alternate contacts, the child will be unenrolled after 15 days. The child's seat at their school will not be held. Should the child return, he/she would re-enroll and be placed at a school as determined by space availability, bus requests, and current enrollment.

STUDENT LEARNING

PARENT/CAREGIVER CONFERENCES

Parent/caregiver conferences are held twice a year. There is no school on conference days.

- October 22-23, 2026
- February 25-26, 2027

Additional conference days may be selected by SP4K partner sites as needed.

The information collected on student growth is used to create developmentally appropriate learning opportunities for each child. Progress reports, conferences, and ongoing contacts between the school and families/caregivers help us to communicate and support each student.

CURRICULUM OF SP4K - Sun Prairie Four Kids

The goal of our early childhood curriculum is to create an environment that promotes learning and develops social-emotional skills appropriate for our four-year-olds. Children learn by doing; they use all of their senses to explore and get information. The Sun Prairie Area School District is committed to promoting a high-quality preschool education for all children. Play is the important work of a four-year-old.

The SP4K program is guided by Wisconsin Model Early Learning Standards in play-based, developmentally appropriate classrooms. Our curricular resources and early learning standards, taught in our play-based environments, support student growth in a variety of age-appropriate, developmental skill areas. In addition, 4K students practice routines and learning behaviors that will support the transition to kindergarten.

All SP4K lead teachers have four-year degrees in early childhood/kindergarten, hold appropriate Wisconsin Department of Public Instruction teacher certification, and are highly qualified to work with preschool children. In addition, the teachers and assistants annually participate in professional development opportunities focused on improving teacher practices within their field of early childhood education.

Each child will be given the opportunity to learn at their own pace and in the way young students learn best - through play! Actually, what appears to be play has been carefully planned by professionals to develop specific skills that your child will need for later school years and into adulthood. Your child's daily schedule will include a balance between the following types of activities:

- Large group activities, small group activities, as well as time to play alone and with others in child-centered experiences
- Indoor and outdoor playtime
- Time for children to select activities on their own, and time for the children to participate in teacher-directed activities

CURRICULUM REVIEW BY FAMILIES/CAREGIVERS

The Sun Prairie Area School District is committed to providing each student with a balanced and well-rounded education. The school district recognizes the rights of families/caregivers to inspect instructional materials and to choose not to have their child participate in certain educational programs or activities. The School Board also recognizes that reasonable accommodations related to academic requirements may need to be made at times because of a student's religious beliefs ([Policy IFE](#) and [IND](#)). Parents/caregivers may bring specific requests to the SP4K program supervisor.

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

TRANSITION TO KINDERGARTEN

Learning Standard	Examples in Play
Communicates through language and gestures	• Role-playing in dramatic play Acting out a story
Expresses ideas through writing	• Writing on clipboard in nature center • Writing notes in post office center
Participates as member of a group	• Turn-taking during a game • Role-playing in dramatic play • Plans block building with others
Resolves social conflicts	• Agrees to play scenario roles • Discusses options over a disputed toy
Demonstrates number concepts	• Sets table in restaurant dramatic play center • Gives change in grocery store play center

Transition to kindergarten is an exciting time! Students in the SP4K program will automatically be enrolled at their assigned elementary school for their kindergarten year. Families will receive welcome information from their child's kindergarten/elementary school sometime during the spring semester of their 4K year.

As part of the kindergarten transition process, your child's SP4K teacher will share progress reports and other important information with the receiving kindergarten team. If your child will be attending kindergarten at a private elementary school or in another district, please notify the SP4K office. When you enroll your child at their new school, ask them to contact the Sun Prairie Four Kids office to request a records transfer.

HOME/SCHOOL COMMUNICATION

[SP4K Family Engagement Plan](#)

Communicating with SP4K families is a critical component of this community early learning program. Communication will occur in several ways, including notes sent home, updates on the SP4K web page, electronic communication systems (phone calls, emails, and SP4K/Early Learning newsletters), and announcements posted at the 4K sites. Parents/caregivers can help by checking their child's backpack after school each day. By taking the time to talk about completed work and reviewing any notes or paperwork sent home, families/caregivers can support their child's learning. If families/caregivers have questions or concerns about their child, they are encouraged to contact their child's classroom teacher.

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.

STUDENT SERVICES

Early Childhood Program

The Sun Prairie Area School District promotes the inclusion of young children with disabilities in social and learning environments with typically developing peers. The early childhood department of the school district will provide needed intervention for children who are eligible for services. These services are typically provided in the 4K environment whenever possible. If you suspect your child has a disability or would like more information, please call the Early Childhood Developmental Specialist at 608-478-5187.

Student Support Team (SST)

The Student Support Team is a group of teachers and other school personnel who meet to find ways to address the unique needs of individual students. The school SST Team assists teachers and families/caregivers with:

- ★ Identifying student strengths, needs, and challenges
- ★ Brainstorming ideas to support students
- ★ Reviewing information about students and discussing ways to meet those needs in the regular classroom
- ★ Coordinating school efforts to meet student needs
- ★ Assisting with referrals for evaluation (i.e., Advanced Learner, 504, Special Education)
- ★ Developing a modification or Section 504 Accommodation Plan as needed

If you have concerns about your child, please discuss them with your SP4K Site Director. A team consisting of your child's teacher, 4K social worker, SP4K program supervisor, Early Childhood Coordinator and/or the Director of Student Services/Designee will meet to problem solve any issues and discuss interventions. When a student is referred to an SST, the family/guardian will be notified and invited to the SST meeting. At that meeting, a lead person will be assigned to follow the student's progress and communicate with families/caregivers.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 protects people with disabilities from discrimination in the workplace or in schools. In schools, a student with a disability has the right to access an education and related opportunities/benefits equal to those offered to students without disabilities. For more information, refer to the District and Board Policy Appendix or contact the Director of Student Services at 608-834-6520.

Multilingual Learners (MLs)

Students whose native language is not English are provided consultation support by ML teachers who work with SP4K teachers. Please contact the SP4K program supervisor if you have questions or information to share about your child's language needs.

FIELD TRIPS

Field trips can be a positive learning experience for students. While on a field trip, all students need to show safe and respectful behavior both on the bus and in public settings.

A student can go on a field trip only if the parent/caregiver has given permission to do so. Parents/caregivers who complete new student enrollment or the annual online verification process give permission for field trips via that process. Parents/caregivers who have not completed online verification will need to give permission for field trips in order for their child to participate. A separate permission slip is required for participation in trips that involve swimming.

MOVIE/VIDEO VIEWING

Parents/caregivers will receive information if a non-educational movie will be shown at school. The information will include the reason for the movie (i.e. celebration, reward). Only "G" rated movies will be shown

ROLES OF THE NURSING STAFF

Health services are provided by a District Health Nurse with health assistants at each school building. The health assistants provide first aid to students, give medications and treatments, keep health care records, monitor immunization reports, complete hearing and vision screenings, and screen for communicable diseases. The district health nurse and the school health assistant also work with outside agencies to help students access needed health services.

School staff, students, or families/caregivers can contact the District Health Nurse at 608-318-8106 to report concerns or ask questions. Copies of the District Health Services Handbook are available to families upon request.

GUIDELINES FOR ASSESSING YOUR CHILD'S HEALTH

For the latest guidelines for assessing your child's health please see the most up to date information on the school district's [Health Services](#) website.

LATEX ALLERGIES

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

MEDICATIONS

If your child needs to take any medication during the school day, an order form must be completed and on file in the nurse's office or with your Site Administrator. Medication should be brought to school in the original container 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 health nurse. Policies [JHCD](#), [JHCD-R](#), [JHCD-F\(4\)](#)

IMMUNIZATION REQUIREMENTS

Per the Wisconsin Student Immunization Law, there are required immunizations for each age/grade level. To learn more about requirements, see the [DHS website](#).

These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

SP4K SNACKS and TREATS

SP4K students will have a snack during 4K program time. We ask that all family provided snacks are healthy and meet [USDA guidelines](#). Celebration foods that are less nutritious should be limited.

According to District Policy [JHK-R](#), if a parent/caregiver wishes to provide a food item for the class, it should be low in sugar and fat. Baked goods must be purchased, not homemade, and be in a wrapper that contains nutrition information and expiration date.

Parents/caregivers are asked to check with their SP4K site director or teacher regarding which snacks are approved for that specific site.

Other resources:

[10 Tips from Nutrition Education Services](#)

[Healthier Eating Made Easy](#)

SCHOOLS AS SAFE ENVIRONMENTS

SCHOOL CLOSINGS

If it becomes necessary to call off school because of poor weather conditions or other reasons, an announcement will be made before 6:30 a.m. on the district website, sunprairieschools.org, and on local radio and television stations. If poor weather or any other building problems cause the school to be closed, a taped message will be left on the school closing information line, 834-6688, Ext. 2561. Families will also be notified through the “**Blackboard Mass Notifications**” (BBM) system. Phone calls, emails, and text messages will be sent directly to families/caregivers at the time the decision is made.

Please DO NOT call the SPASD or the Bus Company.

If it becomes necessary to send students home from school early, families/caregivers should make a plan with their children so they will know what to do. Parents/caregivers will receive BBM messages via voicemail, email and text messages as indicated in the contact information on file in the SP4K office. This is very important since families will be able to be kept up to date with accurate information about the situation.

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, families/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](#)

EMERGENCY PLAN

Each facility will review the Sun Prairie Area School District Emergency Plan Guidelines for severe weather and other emergencies. Practice drills will be conducted during the school year to ensure children are familiar with safety responses. Parents/caregivers may want to discuss safety measures with their children at home as well.

WEATHER RULES

SP4K programs provide outdoor playtime to give students the opportunity to practice motor and social skills. All students are expected to participate in outdoor playtimes. It's important that families/caregivers assist their children with dressing appropriately for the day's weather.

If a student needs to remain indoors when coming back to school after an illness or injury, please provide written verification from your child's health care provider.

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](#).

SP4K PROGRAM VOLUNTEERS

The safety of students and staff in our SP4K programs is important. **Therefore, all adults who consistently and routinely volunteer in the SP4K programs for educational purposes or want to chaperone a field trip must have a criminal background check.** A person will not be allowed to volunteer in the SP4K program until cleared by the Human Resources Department. After the criminal background check is completed, approved volunteers will be given an identification badge to wear at all times while volunteering in the SP4K programs. Volunteers need to notify the Human Resources Department immediately if their arrest or conviction record changes. The SP4K program supervisor has the authority to make decisions about volunteers and their duties in the SP4K programs.

Volunteers will be approved for a three-year time period. [Policy KK](#) and [Procedure KK-R](#)

PARENT/CAREGIVER PARKING

Each 4K site has areas for parent/caregiver parking and pick up and drop off areas. It's important that families/caregivers follow child care partner site traffic rules for the safety of our students. Please remind children not to play, run, or ride through parking areas.

NON-MOTORIZED VEHICLES ON SCHOOL GROUNDS

Bicycles must be parked in the bike racks on 4K site grounds and must be locked. The school is not responsible for lost or damaged items.

LOCKER/CUBBY OR COAT HOOK AREAS

Each SP4K site provides a locker/cubbie or coat hook area for students.

PETS

Pets or other animals are not allowed at SP4K programs unless they are visiting for educational purposes. If a class is studying a unit on pets, the teacher may ask some students to bring their pets to the SP4K program for a short time during the day. **All pet visits must be pre-approved by the SP4K program supervisor.** Per school district policy and procedure service animals are permitted in compliance with the Americans with Disabilities Act. For more information please see Policy [INGA](#) and Procedure [INGA-R](#).

HARASSMENT and BULLYING

Bullying behavior—including cyberbullying, hazing, discrimination, and harassment—is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. 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. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report using the Bullying, Cyberbullying, and Hazing Report Form [JBA-F](#).

See [District Policy JBA](#) for more information.

WEAPONS IN SCHOOLS/SP4K PROGRAMS

District policy states no person shall possess, use or store a weapon on school property, on school buses, in school vehicles, or at any school-related event. No one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses or at any school-sponsored function. Policy [JFCJ](#), [JFCJ-R](#).

ANONYMOUS TIP LINE

The Sun Prairie Police Department and the Sun Prairie Area School District have set up an anonymous tip line that families, students or staff may use to report information about school-related crimes. The number to call is (608) 837-6300. Calls made to this number cannot be traced. Students and staff are encouraged to use this number, when needed, to help make our schools/SP4K programs safer. SPASD also has an [Electronic Safety Tip Line](#) in which students or families may remain anonymous when submitting concerns via this method.

STUDENT BEHAVIOR

Each 4K site will provide a positive and safe place to learn for all students. It is our belief that school rules are important and the purpose of discipline is to teach students to make positive choices. Students are expected to follow SP4K Values. If a problem arises, a parent/caregiver will be contacted at home or work. We need and value your support. Procedure [JFCE-R](#). SP4K students are expected to follow the district code of conduct as well as the SP4K guiding principles of **We Take Care of Ourselves, We Take Care of Each Other, We Take Care of Our School**.

PERSONAL ITEMS FROM HOME

A student who chooses to bring a personal item to SP4K takes full responsibility if the item is lost, stolen, or broken. When a student brings a personal item to SP4K that distracts from teaching and learning, causes conflict, or maybe dangerous to the student and others, that item can be deemed inappropriate and not allowed at SP4K. The 4K site director or SP4K program supervisor will keep the item until the parent/caregiver can come to school to get it. To help maintain a positive and focused learning environment, we ask that students leave personal toys at home unless specifically invited for a special classroom activity or sharing opportunity.

DRESS CODE

It's important that students come to SP4K dressed in a manner appropriate for the weather and the school setting.

BUSING

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.

TRANSPORTATION ELIGIBILITY

Transportation is offered to all SP4K students. If a parent/caregiver chooses to use transportation services, the district will assign the student to a 4K location. The district requires that the following conditions and qualifications are met:

- The parent/caregiver must complete the [SP4K Bus Service Agreement](#) and the [SP4K Bus Confirmation form](#).
- Families are only allowed one address for pick-up and drop-off.
- The student and an adult must be ready at the pick-up location 15 minutes prior to and after the scheduled bus time.
- Before a driver can drop off a 4K student, he or she must see the face of a designated adult either in person or through an open doorway or window. If the driver does not see that adult, the bus will finish the route and return for another drop-off attempt. If the adult is still not visible, the student will be brought to the District Support Center @ 501 S. Bird Street.
- Parents/caregivers and emergency contacts will be called until arrangements are made for the parent/caregiver to pick up the student at the District Service Center.

BUS GUIDELINES FOR ROUTING AND SCHEDULING

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

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

Students are to ride on their assigned bus. Non-riders may not ride the bus with other students. It is important that families/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 ON THE BUS

School bus transportation is a privilege, not a right. A complete list of bus rules is explained in District Procedure [EE-R](#), and [Bus Service Agreement](#). 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, families/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 families/caregivers, and administering warranted discipline. Disciplinary actions that may be considered or enacted by school administration or designee may include a private discussion with the child, an assigned seat, or a parent/caregiver conference. Parents/caregivers will receive a copy of the bus referral.

VIDEO/AUDIO USE ON SCHOOL BUSES

The district may utilize audio/video monitoring and recording equipment on school buses for the primary purpose of, but not limited to, maintaining a safe and orderly educational environment, for identifying and reducing disciplinary issues, for 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.

STUDENT INFORMATION

STUDENT RECORDS

The Sun Prairie Area School District maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality.

[Exhibit JO-E\(1\)](#)

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

Consent before students 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 parent/caregiver.
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 the 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 the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

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

- 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.

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, 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 RigBoardDocs®](#)
[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 IICA, School Trips and Excursions](#)
[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](#)
[JBA-F, Bullying/Cyber-Bullying/Hazing Report Form](#)
[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](#)
[Policy JFCH, Alcohol and Other Drug Use by Students](#)
[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](#)
[JHCD-F\(1\), Prescription Medication Administration Consent Form](#)
[JHCD-F\(1A\), Non-Prescription \(Over the Counter\) Medication Administration Consent Form](#)
[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](#)
[Policy JO, Student Records](#)
[Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records](#)
[Exhibit JO-E\(1\), Student Records Notice](#)
[JO-F\(2\), Directory Information Declaration Form](#)
[Policy KGB, Tobacco Use on School Premises](#)
[Procedure KGB-R, Tobacco Use on School Premises Procedures](#)