

Student and Family Handbook

MIDDLE SCHOOLS

Grades 6–8



2026–2027

Central Heights
Patrick Marsh
Prairie View



WWW.SUNPRAIRIESCHOOLS.ORG



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

Translation

If a student or parent/caregiver would prefer to have this information translated into Spanish, please contact us at 608-834-6553.

Si prefiere esta información en español, por favor contáctenos por el teléfono 608-834-6553.

* * * * *

If a student or parent/caregiver would prefer to have this information translated into Hmong, please contact us at 608-834-6539.

Yog tus me nyuam niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hu qhia peb paub rau ntawm 608-834-6539.

Statement of Nondiscrimination

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

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

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

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

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

Director of Student Policy & School Operations

501 South Bird Street, Sun Prairie, WI 53590

Office: 608-834-6624

titleixcoordinator@sunprairieschools.org

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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[APPENDIX A](#) - Student & Family Handbook Behavioral Responses for School Buildings & Bus

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 3:40 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 2026–2027

August 2026

17–21 SP Fall Academy
24–27 Staff Professional Development

September 2026

1 First Day of School (K–12)
7 No School – *Labor Day*
8 First Day of School 4K

October 2026

9 No School – *Professional Development*
22 Family Conferences 4–8 pm Classes Held
23 No School – *Family/Teacher Conferences*

November 2026

3 End of 1st Quarter
9 No School – *Mandatory Professional Day*
25 No School
26 No School – *Thanksgiving*
27 No School

December 2026

7 No School – *Professional Development*
21 No School – *First Day of Winter Break*

January 2027

4 First Day Back from Winter Break
18 No School – *Optional Professional Day*
22 End of 2nd Quarter/1st Semester
25 No School – *Staff Work Day*
26 No School – *Professional Development*

February 2027

25 Family Conferences 4–8 pm Classes Held
26 No School – *Family/Teacher Conferences*

March 2027

5 No School – *Mandatory Professional Day*
22 No School – *First Day of Spring Break*
29 First Day Back from Spring Break

April 2027

7 End of 3rd Quarter
16 No School – *Professional Development*

May 2027

21 No School – *Professional Development*
31 No School – *Memorial Day*

June 2027

8 Last Day of School for 4K
10 End of 4th Quarter/2nd Semester
Last Day of School for (K–12) – *Half Day*
11 **High School Graduation** – *Staff Work Day*

Legend:

- First / Last Day of School (K–12)
- First / Last Day of School (SP4K)
- No School
- No School & Offices Closed

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

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

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

OCTOBER 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

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

JANUARY 2027						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

FEBRUARY 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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25	26	27	28	29	30	

MAY 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

Makeup Day #1: April 16, 2027

Makeup Day #2: May 21, 2027

Makeup Day #3: Add instructional minutes to student day

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
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, & 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. 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
Barb Kempken , 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
Phil Frei , Interim Director of Facilities and Grounds	608-834-6567	Email
Marlita Benevue , 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 exceeds 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 meets proficiency: ➤ Demonstrates an understanding of the standards ➤ Evidence of learning contains few or minor errors ➤ Evidence of learning meets grade-level expectations	Student is approaching 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 needs improvement 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 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 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.

General Information

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 severe weather, bi-yearly active threat/ lockdown 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.

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

[District Policy JFCK](#), and [Administrative Guideline-JFCJ-AG\(2\)](#)

General Expectations for Students

At all times when students are attending school, participating in any school-sponsored activity, or otherwise subject to the supervisory authority of District officials and school staff, students are responsible for ensuring that their possession, storage, and use of all electronic devices and technology-related equipment is appropriate with respect to:

- time (when the device or equipment is being used);
- location (where the device or equipment is being used); and
- manner (how and for what purpose the device or equipment is being used)

This includes using electronic devices in a manner that is consistent with this Policy and with other District/school policies, rules, and directives that address the acceptable use of technology, personal privacy interests, and general student conduct.

If a student engages in misconduct or violates a law or a District or school-level policy, rule, or supervisory directive regarding the possession, storage, and/or use of electronic devices or technology-related equipment, the student is subject to a broad range of potential District-imposed consequences. Specific consequences, including potential disciplinary sanctions, are determined based on the student's specific conduct or violation(s). Consequences may include the temporary confiscation of the device/equipment. District personnel may also refer specific incidents or allegations to law enforcement.

If a student brings a non-required personal electronic device or a related personal electronic item to school or to any District-sponsored or District-supervised activity, the student does so (1) subject to all applicable laws and District policies, and (2) at the student's and any separate device owner's own risk. The District and its agents accept no liability for and, unless required by law, are not responsible for any damage to or any theft, misappropriation, misuse, or other loss of any device or any device data. With a legally-sufficient basis and to the extent otherwise permitted by and consistent with applicable laws, school officials may conduct an appropriately-limited search of specific device content/data.

Device Definitions

In this Policy, a "restricted device" means any of the following electronic devices, except for any device that has been provided/issued by the District and except for any school-required electronic devices.

1. A "wireless communication device," which means a portable wireless device that has the capability to provide voice, messaging, or other data communication between 2 or more parties.
2. An electronic device that is capable of recording or transmitting audio, picture, or video content that originates from the device's location.
3. An electronic device that is capable of sending data to and receiving data from a data communications network, including through device pairing.
4. Any electronic device that has a primary purpose of providing entertainment.

A non-exhaustive list of specific examples of restricted devices include cell phones/smart phones, tablet computers, laptop computers, smart glasses, smart speakers, gaming devices, portable electronic media players, and action cameras.

Student Use and Storage of Restricted Devices During the School Day

1. Use of Restricted Devices Is Generally Prohibited During the School Day. Subject to the limited exceptions identified later in this Policy, students who are attending school in-person shall not use a restricted device during school hours on a school day. This rule applies during both instructional time and non-instructional time (such as lunch, passing time, recess, etc.), while a student is participating in any District-supervised activity away from school grounds during school hours, and to all locations on school grounds. For purposes of this Policy:

- a. School hours start as of the time after which a student's absence from school would count toward tardiness or absenteeism on that day.
 - b. School hours end at the earlier of (1) the time established for general student dismissal on that day; or (2) the time at which the individual student has departed from the school building for the day and is no longer participating in any school activity.
2. Device Storage. At all times during school hours when students are prohibited from using a restricted device and when no exception allowing use applies, students who are attending school in-person are required to have their restricted devices powered off and stored in a school-authorized or school-mandated location.

Expectations for device storage will be established by school rules or, at times, by a situation-specific directive that is communicated to students.

Limited Exceptions

Students who are attending school in-person may appropriately use restricted devices at a time during the school day when possession and/or use would otherwise be prohibited by this Policy if one or more of the following limited exceptions applies:

1. By Direct Permission. Students may use a restricted device when a school administrator, District staff member, or other adult-in-charge who is responsible for the supervision of the student(s) and/or for the relevant school-related activity has given the student(s) direct permission to do so. The permission may be limited to specific devices and to a specific time, location, and manner of use. In addition:
 - a. During all instructional times, any such permission for student use of a restricted device must be for an educational purpose. A teacher who is responsible for the student(s) during the relevant instructional time has initial authority to determine appropriate educational purposes.
 - b. A staff member or other adult-in-charge may temporarily excuse a specific student from an instructional setting to go to a non-instructional, school-supervised setting (for example, the school office) so that the student may engage in necessary or important communication that may involve the use of a restricted device.
2. Students with Disabilities. A student may use a restricted device, including a restricted device that functions as assistive technology, as authorized and specified in a student's written individualized education program (IEP) or Section 504 plan.
3. Students with Health Care Management Needs. A student may use a restricted device for a health care management reason that has been pre-arranged with an administrator's approval or that is documented in a school-approved individualized health care plan for the student. If not directly involved in the approval process, the principal of the student's school shall be notified of any such arrangements.
4. Legitimate Emergencies and Threats. Subject to situation-specific directives that may be given to the student(s) by a District employee, by another adult-in-charge, or by public safety personnel, a student may use a restricted device to directly and appropriately respond to an event or situation that a reasonable student would identify as an actual health or safety emergency or perceive as an imminent threat that poses a serious risk to health or safety.

Use of a device under any of the limited exceptions identified above must always occur in an appropriate location and in an appropriate manner.

Student Possession, Storage, and Use of Restricted Devices During School Activities Outside of the School Day

When students are actively participating in any District-sponsored or District-supervised activity or service outside of the regular school day or are otherwise under the supervision of a District/school authority outside of the regular school day, rules regarding students' possession, storage, and use of restricted devices at specific times are determined by the following:

1. Any general rules established by the School Board or administration regarding devices and device use that are established for the particular activity or time period.

- a. General Rule for School-Provided Transportation Outside of School Hours. While a student is utilizing District-provided transportation outside of school hours, students at all grade levels are normally permitted to use restricted devices provided that (1) the manner of use is appropriate for a school-related setting; (2) the student remains reasonably attentive to his or her surroundings; (3) the use does not create a distraction or other safety issue for the vehicle operator or for any other supervising adult; (4) the use does not unreasonably interfere with other passengers; and (5) the student adheres to any other additional rules or situation-specific directives that might be issued.
2. Any situation-specific directive(s) regarding devices and device use that may be communicated to the student(s) by a District staff member, another adult-in-charge, or any public safety personnel. Such a directive, during the time that it applies, may override a general rule.
3. Use of a restricted device is permitted outside of the school day under the same exceptions for emergencies and threats and for a student IEP, Section 504 plan, or health-care management reason as apply during the school day (see above).

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

Students in 6-8th grade are provided with a district-issued Chromebook for school use.

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](#)

Artificial Intelligence- [Policy JFCG](#)

The District recognizes the positive impact that artificial intelligence (AI) technology may have in the District's educational program and operations. The Superintendent or their designee is authorized to support the use of AI technology when its use is consistent with the District's mission, goals, and operational integrity. The District has adopted Administrative Guideline JFCG-AG, which can be found [HERE](#). Any use of AI technology in the District's educational program or operations must be in accordance with state and federal law as well as Board policies. Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The administration will refer any illegal acts to law enforcement.

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.

Elementary and middle school students will be issued a bus rider identification 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. High school students will need to show the bus driver their transportation information from Infinite Campus on their phones.

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, student may not return to school until they have been fever free for at least 24 hours without the use of fever reducing medication.
- 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 emergency Epinephrine 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 2026-27 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. This fee can be avoided by making an ACH bank transfer instead, which uses funds directly from an existing bank account. Or families can pay with cash or check. 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 website](#).

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- [JFCF](#)

Academic integrity is one of the foundations of the educational mission of the District. It should be understood as a combination of District values, knowledge, and decision-making skills that can be learned and developed through educational processes.

For the benefit of all District careholders, this policy articulates fundamental characteristics and key District expectations related to academic integrity. District educators serving students at all grade levels are expected to teach, model, and consistently reinforce the District values, expectations, and actions that reflect academic integrity in a manner that is age-appropriate for their students. By doing so, District educators play a critical role in helping students to progressively deepen their understanding of what it means to conduct themselves with integrity in academic settings.

The Superintendent or their designee may approve and implement:

1. Further administrative guidelines or school rules that supplement this policy.
2. A paraphrased, abridged, or expanded version of this policy (e.g., for use in student handbooks or as instructional content) to aid in notifying and educating students about the District's expectations related to upholding academic integrity and avoiding academic misconduct.
3. One or more simplified summaries of this policy to foster an age-appropriate understanding of the concepts and relevant expectations among students in the elementary grades.

Definitions

1. "Academic integrity," as applied to each member of the school learning community, means making a consistent commitment to the fundamental District values of honesty, fairness, respect, responsibility, trust, and courage in educational pursuits, even when maintaining that commitment is difficult. Academic integrity is demonstrated (1) by translating those essential values and ideals into concrete decisions and actions, and (2) by accepting responsibility for any personal conduct (such as academic misconduct) that does not uphold the standards of academic integrity.
2. "Academic misconduct" includes actions, attempted actions, as well as some failures to act that create or that may result in either (1) a dishonest or unfair academic advantage for oneself or for others, or (2) an unfair academic disadvantage for one or more other students. The academic benefits that may be advantaged or disadvantaged are not limited exclusively to grades, points, or credit.
3. A student commits an "attribution error," but not academic misconduct, if the District concludes that the student has incorrectly or insufficiently implemented applicable academic standards for source identification (e.g., citations, bibliographies, or other method of attribution) or for the use of research/source materials (e.g., quotation, paraphrasing, etc.) and if both of the following apply:
 - a. The error is the type of reasonable, age-appropriate error that students can make as part of the process of learning how to avoid plagiarism and properly implement such academic standards.
 - b. There is no indication of an attempt or intent to gain a dishonest or unfair advantage, no evidence of an intentional, egregious, or repeated disregard for such standards, and no other related finding of academic misconduct.

Please see [Administrative Guideline JFCF- AG](#) for further information about conduct that demonstrates academic integrity, examples of academic misconduct, consequences for academic misconduct, and additional standards/procedures and the appeal process for academic misconduct.

[APPENDIX A](#) - Student & Family Handbook Behavioral Responses for School Buildings & Bus

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](#)

[Policy JFCG, Artificial Intelligence](#)

[Administrative Guideline JFCG-AG](#)

[Procedure JFCH-R, Dealing with Student Alcohol and Other Drug Use](#)

[Policy JFCJ, Weapons in School](#)

[Procedure JFCJ-R, Weapons in School](#)

[Policy JFCF, Academic Integrity](#)

[Administrative Guideline JFCF-AG, Academic Integrity](#)

[Policy JFCK, Student Possession and Use of Personal Electronic Devices](#)

[Administrative Guideline JFCK-AG\(2\)- Student Possession and Use of Personal Electronic Devices, Students Grades K-8](#)

[Policy JFG, Student Interviews with Law Enforcement Officers](#)

[Procedure JFG-R, Procedures for Conducting Student/Law Enforcement Interviews on School Premises](#)

[Policy JFH, Searches of Property](#)

[Policy JFHA, Cameras, Surveillance](#)

[Policy JG, Discipline, Suspensions, and Expulsions of Students](#)

[Procedure JG-R, Considering Student Expulsions](#)

[Policy JHCD, Administering Medication to Students](#)

[Procedure JHCD-R, Procedure for Administering Prescription/Non-Prescription Medication](#)

[Policy JHG, Reporting Child Abuse/Neglect](#)

[Procedure JHG-R, Procedures for Reporting Suspected Child Abuse/Neglect](#)

[Policy JHK, Wellness](#)

[Procedure JHK-R, Wellness Policy Implementation](#)

[Procedure JI-R\(3\), Implementation of Wisconsin Guaranteed Admission](#)

[Policy JO, Student Records](#)

[Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records](#)

[Policy KGB, Tobacco Use on School Premises](#)

[Procedure KGB-R, Tobacco Use on School Premises Procedures](#)



Sun Prairie Area School District

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

6-8 Student/Parent/Caregiver Technology Guidelines 2026-2027

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](#)
- 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, "**Secondary Behavioral Response Matrix**" section (appendix A) for additional information on responses to 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-Administrative Guideline [JFCG-AG](#):

Artificial Intelligence- [Policy JFCG](#)

The District recognizes the positive impact that artificial intelligence (AI) technology may have in the District's educational program and operations. The Superintendent or their designee is authorized to support the use of AI technology when its use is consistent with the District's mission, goals, and operational integrity. The District has adopted Administrative Guideline JFCG-AG, which can be found [HERE](#). Any use of AI technology in the District's educational program or operations must be in accordance with state and federal law as well as Board policies. Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The administration will refer any illegal acts to law enforcement.

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 School-Issued 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 using the Securly Parent app.

Equipment Provided for Students

- Each school-issued device includes:
 - Chromebook, managed by the District network and identifiable by a SPASD asset tag
 - AC Charging Cord
 - Protective Bag or Case
- Each school-issued ipad includes:
 - iPad, managed by the District network and identifiable by a SPASD asset tag
 - Charging cord
 - Protective Case