2026–2027

Student and Family Handbook

ELEMENTARY SCHOOLS

Grades K–5

C.H. Bird, Creekside, Eastside, Horizon, Meadow View, Northside, Royal Oaks, Token Springs, Westside



WWW.SUNPRAIRIESCHOOLS.ORG

Sun Prairie Area School District

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

Translation

If a student or parent/caregiver would prefer to have this information translated into Spanish, please contact us at 608.834.6553.

Si prefiere esta información en español, por favor contáctenos por el teléfono 608.834.6553.

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If a student or parent/caregiver would prefer to have this information translated into Hmong, please contact us at 608.834.7719.

Yog tus me nyuam niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hais rau peb paub rau ntawm 608.834.7719.

Statement of Nondiscrimination

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

Sun Prairie Elementary Schools

C.H. Bird Elementary - *1170 N. Bird Street - Sun Prairie - (608) 834-7300*
Ben Ketterer, Principal
Tiffany Drogue, Associate Principal

Creekside Elementary - *1251 O'Keeffe Avenue - Sun Prairie - (608) 834-7700*
Katie Mould, Principal
Lauren Cheramy, Associate Principal

Eastside Elementary - *661 Elizabeth Lane - Sun Prairie - (608) 834-7400*
Shane Boeve, Principal
Katherine Freeman, Associate Principal

Horizon Elementary - *625 N. Heatherstone Drive - Sun Prairie - (608) 834-7900*
Michelle Kelly, Principal
Kelley Goplen, Associate Principal

Meadow View Elementary - *200 N. Grand Avenue - Sun Prairie - (608) 478-5000*
Cynthia Bell Jimenez, Principal
Lindsay Earhart, Associate Principal

Northside Elementary - *230 W. Klubertanz Drive - Sun Prairie - (608) 834-7100*
Jillian Block, Principal
Brooke Coy-Tchouani, Associate Principal

Royal Oaks Elementary - *2215 Pennsylvania Avenue - Sun Prairie - (608) 834-7200*
James Ackley, Principal
Sadie Brown, Associate Principal

Token Springs Elementary - *1435 N. Thompson Road - Sun Prairie - (608) 478-5100*
Michael Marincic, Principal
Kellie Miesbauer, Associate Principal

Westside Elementary - *1320 Buena Vista Drive - Sun Prairie - (608) 834-7500*
Nikki Harcus, Principal
Emily Leslie, Associate Principal

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School Community Organization (SCO)

Developing an active school community organization with caregivers is a goal of each elementary school. During the course of this school year, you will receive information regarding opportunities for you to become involved in your School Community Organization. Monthly meetings are a great place to learn how to be involved at your school.

Sun Prairie Area School District

District-Wide Policies

Elementary Level (K-5)

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
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AUGUST 2026

Su	M	Tu	W	Th	F	Sa
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SEPTEMBER 2026

Su	M	Tu	W	Th	F	Sa
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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

Su	M	Tu	W	Th	F	Sa
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MAY 2027

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JUNE 2027

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

Makeup Day #1: April 16, 2027 **Makeup Day #2:** May 21, 2027 **Makeup Day #3:** Add instructional minutes to student day

Calendario del año escolar de un vistazo 2026–2027

Agosto 2026
17–21 SP Fall Academy
24–27 Jornada Profesional Obligatoria

Septiembre 2026
1 Primer día de clases (K-12)
7 No hay clases – *Día del Trabajo*
8 Primer día de clases 4K

Octubre 2026
9 No hay clases – *Jornada Profesional Obligatoria*
22 Conferencias familiares de 4-8pm Hay Clases
23 No hay clases – Conferencias familiares

Noviembre 2026
3 Fin del Primer Trimestre
9 No hay clases – *Día profesional obligatorio*
25 No hay clases
26 No hay clases – *Acción de gracias*
27 No hay clases

Diciembre 2026
7 No hay clases – *Jornada Profesional Obligatoria*
21 No hay clases – *Primer día de Vacaciones de invierno*

Enero 2027
4 Primer día de regreso de Vacaciones de invierno
18 No hay clases – *Jornada Profesional Opcional*
22 Fin del segundo trimestre / primer semestre
25 No hay clases – *Dia Laboral del Personal*
26 No hay clases – *Jornada Profesional Obligatoria*

Febrero 2027
25 Conferencias familiares de 4-8pm Hay Clases
26 No hay clases – Conferencias familiares

Marzo 2027
5 No hay clases – *Mandatory Professional Day*
22 No hay clases – *First Day of Spring Break*
29 First Day Back from Spring Break

Abril 2027
7 Fin del tercer cuarto
16 No hay clases – *Jornada Profesional Obligatoria*

Mayo 2027
21 No hay clases – *Jornada Profesional Obligatoria*
31 No hay clases – *Día de los Caídos*

Junio 2027
8 Último día de clases para 4K
10 Fin del cuarto trimestre / segundo semestre
Último día de clases para (K–12) – *Medio dia*
11 **Graduación de las High Schools** – *Dia laboral*

Leyenda:

Primer/ultimo dia de clases (K-12) — No hay clases
Primer/ultimo dia de clases (SP4K) — No hay clases y Oficinas estarán cerradas

JULIO 2026

Do	L	Ma	Mi	Ju	V	Sa
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AGOSTO 2026

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SEPTIEMBRE 2026

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OCTUBRE 2026

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NOVIEMBRE 2026

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DICIEMBRE 2026

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ENERO 2027

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FEBRERO 2027

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MARZO 2027

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ABRIL 2027

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MAYO 2027

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JUNIO 2027

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Hemos incluido tres días de reserva por condiciones meteorológicas en este calendario, los cuales no será necesario recuperar en caso de que debamos cerrar debido al clima u otros motivos. Si se presentan más de tres días, este es el plan:

Dia de Recuperacion #1: April 16, 2027 **Dia de Recuperacion #2:** May 21, 2027 **Dia de Recuperacion:** Añadir minutos de instrucción a la jornada escolar de los estudiantes.

SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590

(608) 834-6500 sunprairieschools.org

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

DISTRICT STAFF		
Dr. Antoine Reed, Superintendent	608-834-6502	Email
Dr. Taren Turner, Asst. Superintendent of Teaching, Learning, and Equity	608-834-6516	Email
Jewel Mucklin, Asst. Superintendent of Operations	608-834-6683	Email
Richard Mueller, Director of Elementary Teaching, Learning, & Equity	608-834-6506	Email
Sarah Prankeklang, Director of Secondary Teaching, Learning, & Equity	608-834-6572	Email
Dr. Tricia Rodey, Director of School Operations	608-834-6624	Email
Dr. Michael Morgan, Director of Systemic Equity & Inclusion	608-834-6599	Email
Dr. Curtis Mould, Director of Digital Media, Innovation, and Strategy	608-834-6531	Email
Jennifer Apodaca, Director of Student Services	608-834-6520	Email
Janet Thomas, Director of Student Services	608-834-6638	Email
Debra Brown, District Health Nurse (Grades 4K-5)	608-834-6583	Email
Elizabeth Feisthammel, District Health Nurse (Grades 6-12)	608-834-6679	Email
Rhonda Page, Business Services Manager, Transportation	608-834-6512	Email

Barb Kempken, Director of School Nutrition	608-834-6527	Email
Dr. Christopher Sadler, Director of Human Resources	608-834-6551	Email
Matthew Clark, Director of Business and Finance	608-834-6510	Email
Phil Frei, Interim Director of Facilities and Grounds	608-834-6567	Email
Marlita Bevenue, Director of Strategic Communications	608-834-6562	Email

ENROLLMENT

Enrollment and Entrance Requirements
We welcome our new and returning families!

Parents/caregivers are asked to register children online or at the District Support Center, 501 S. Bird Street. More information is available about enrollment here.

When enrolling a child, a proof of residency in the Sun Prairie Area School District boundaries will be needed. A purchase agreement on a home, a rental lease, or a current utility bill is accepted as residency proof. If the child is enrolled by a caregiver who is not the parent, proof of guardianship or kinship must be presented in writing. Proof of kinship must be signed by the parent and notarized. Parents, caregivers or legal guardians will be expected to provide a birth certificate and an immunization record.

A child entering kindergarten should be five (5) years old on or before September 1st of the year they start school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she has satisfactorily completed a 4-year-old kindergarten program or has met the conditions and standards for early admission outlined in district Policy JEB. A child entering first grade must be six (6) years old on or before September 1st of the year they start first grade and have completed 5-year-old kindergarten.

If a student has attended another school, please bring along the name and address of that school when you come to register. Those records are needed before a grade placement can be made.

If your family is between residences, your children have certain service rights and protections in the Sun Prairie Area School District.

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

Current 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 cell phone numbers
- Email addresses

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

The district has electronic communication systems (i.e. Peachjar, Blackboard Mass Notifications) 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 to emergency situations

ATTENDANCE

School Hours
School hours for elementary students are 7:40 am-2:40 pm (Monday, Tuesday, Wednesday, Friday), and 7:40 am-1:30 pm (Thursday). Students may come to school at 7:30 am or after, as supervisors are on duty at that time. All Sun Prairie Schools offer breakfast at the start of school.

The first day of school for the 2025-2026 school year is Tuesday, September 2, 2025. The last day of the school year is Thursday, June 11, 2026.

Absence/Tardy Guidelines for Elementary Schools
Attendance is important. Research shows that students who attend 90% or more of school days are more likely to be successful at school. All elementary schools in our district recognize this and follow Wisconsin Statute 118.16 and School Board Procedure JE-R, Student Attendance Procedures related to required (compulsory) attendance. When patterns of significant absences occur, the school and caregivers will partner to improve student attendance. If attendance still does not improve then the caregiver may be referred to the Attendance Review Board. The purpose of the Attendance Review Board is to expand the partnership to include community supports.

Parents/caregivers will be contacted when the school has concerns about a student's attendance. Letters will be sent home when student unexcused absences reach 5 and 10 days. Letters will be sent when student excused absences reach 7 and 10 days. Tardy letters will be sent at 10 days. An attendance meeting may be scheduled with school staff to support problem solving.

Excused absences – Any student excused in writing by his/her/their parent/caregiver prior to an absence is excused from school attendance. A student may be excused by the parent/caregiver under this provision for not more than 10 days in the school year. Accrued absences beyond 10 days will be marked as unexcused absences.

Unexcused Absences – An absence is considered unexcused if the student does not attend part or all of one or more school days during which the school has not been notified of the documented reason for such an absence by the parent/caregiver of the absent student. Absences called in by a parent/caregiver that

accrue beyond 10 days of excused absences will also be marked as unexcused unless they meet the definition of an exempt absence.

Tardy - A student is marked tardy if they arrive after the start of the school day.

Reporting Absences

Student safety is very important to us! A parent/caregiver **must contact the school before 9:00** am if their child will not be attending school or will be late that day.

If a student does not come to school and the parent/caregiver has not contacted the school by 9:00 a.m., a safe arrival call will be made and the child's absence may be listed as unexcused. If the safe arrival call is not answered, other efforts will be made to locate the student.

The school principal may ask for a written or medical excuse when the child comes back to school.

Parents/caregivers may report an absence 24 hours a day. Call the school attendance number and press 1.

- **C.H. Bird Elementary** **608-834-7300**
- **Creekside Elementary** **608-834-7700**
- **Eastside Elementary** **608-834-7400**
- **Horizon Elementary** **608-834-7900**
- **Meadow View Elementary** **608-478-5000**
- **Northside Elementary** **608-834-7100**
- **Royal Oaks Elementary** **608-834-7200**
- **Token Springs Elementary** **608-478-5100**
- **Westside Elementary** **608-834-7500**

If a parent/caregiver needs to pick up their child during the school day, it's important that parents/caregivers come to the **SCHOOL OFFICE** to meet the child and sign them out before leaving the building. A photo ID will be requested at the school office.

Leaving School Grounds During Lunch Period

Lunch periods are set up to give students time to eat lunch and spend recess time with their peers. If a parent/caregiver wishes to take their child off school grounds for lunch, it's important that a written note with the parent/caregiver signature or electronic communication from the parent/caregiver be given to the child's classroom teacher in advance that includes the lunch date and related information.

Leaving School Prior to the End of the School Day

If a child needs to leave school prior to the end of the school day, the parent/caregiver or other contacts listed by the parent/caregiver in Infinite Campus will need to show a photo ID at the school office and sign the student out according to procedures. If someone is requesting to take a child from school who is not listed in Infinite Campus, the school staff must first verify with the parent/caregiver or emergency contacts that the child may go with this person.

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 In addition, on time arrival and departure from school is expected for students who attend through open enrollment.

STUDENT LEARNING & REPORTING

Report Cards - Parent/Caregiver - Teacher Conferences
Report cards are distributed twice per year at the end of each semester for all elementary students in grades K-5.

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

4 Exceeding Standards	**3** Meeting Standards	**2** Approaching Standards	**1** Attempting 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	**Student consistently meets proficiency:** ➢ Demonstrates understanding of the standards ➢ Evidence of the learning contains few or minor errors	**Student approaching proficiency:** ➢ Demonstrates a basic understanding of the standards with gaps and errors ➢ Evidence of learning is inconsistent or incomplete	**Student needs improvement to meet proficiency:** ➢ Demonstrates unclear or minimal understanding of the standards ➢ Evidence of learning is minimal	**Student** ➢ No evidence to assess

Parent/Caregiver Teacher Conferences

Formal parent/caregiver-teacher conferences are held twice a year for all students and each time parents will be scheduled for a conference at a time that works best in their schedule across a week. The first semester conference is scheduled for Oct. 19-23 and the second semester conference is scheduled for February 22-26. Students in 5K-5th grade will not have school the Friday of conference week. Our goal is that educators engage 100% of families in a conference either in person, through a virtual meeting or over the phone so that school and home can continue to learn from one another and strengthen their partnership. Other conferences to accomplish that goal may be scheduled during the school year as needed.

During each school year, our goal is to help each student develop new skills and to become excited about learning. Report cards, conferences, and ongoing contacts between school and parents/caregivers help us to communicate and support each student during their elementary school years.

Curriculum Review by Parents/Caregivers
The Sun Prairie Area School District is committed to providing each student a balanced and well-rounded education. The school district recognizes the rights of parents/caregivers to inspect instructional materials and to choose not to have their child participate in certain educational programs or activities. The School Board also recognizes that reasonable accommodations related to academic requirements may need to be made at times because of a student's religious beliefs, Policy IFF and IND. Parents/caregivers may bring specific requests to the school principal.

Promotion Requirements
Students at all grade levels who meet district requirements consistent with state law and Board Policy will be promoted at the end of each respective school year.

Our site based Student Support Team (SST) will evaluate the student's growth and make recommendations for further interventions. This team consists of the Principal working in conjunction with a School Psychologist, Social Worker, Reading Specialist, the classroom teachers, and the student's parents/caregivers. For more information see Policy IKE and Procedure IKE-R or contact your school's principal. 3rd to 4th Grade promotion and retention is determined according to Policy IKEA in accordance with Wisconsin legislation.

Homework
The amount of homework a student receives is different at each grade level, but reading nightly is a consistent expectation from kindergarten through 5th grade. Homework pages may be sent home for additional practice of classroom learning. Student work habits, skill levels, and ability to finish work in class will also affect the amount of homework or time spent completing homework. Teachers communicate homework expectations to students and parents/caregivers through written notes and/or electronic communications.

Parents/caregivers can help by asking the child what they learned each day by checking their child's backpack after school each day. By taking time to talk about completed work and reviewing homework assignments, parents/caregivers can support their child's learning. If parents have questions or concerns about their child's homework, they are encouraged to contact their child's classroom teacher.

SERVICES FOR STUDENTS

Multilingual Learners (ML)
Identified Multilingual Language 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.

Spanish/English Dual Language Immersion (DLI)
This program is available for Spanish-speaking students in grades K-3 and for students who have already participated in DLI in previous school years as well as any Spanish speaking multilingual learners (ML) new to the district in these grades. Limited access is also provided to speakers of languages other than Spanish at the start of kindergarten through an application and lottery system. More information can be found on our DLI website. This program will expand to the next grade level each year as students in the program move up in grade levels. The DLI program is hosted at Meadow View Elementary School for students from Horizon, Meadow View, Royal Oaks and Westside elementary schools. The DLI program is hosted at Northside Elementary School for students from CH Bird, Creekside, Eastside, Northside and Token Springs elementary schools.

Advanced Learner Program (ALP)
Advanced Learner program specialists support classroom teachers in providing differentiated and enrichment opportunities to meet the individual needs of students who may benefit from such learning extensions. Furthermore, specialists will coordinate assessments as needed for identification purposes. For more information, contact the school Principal or the Advanced Learner specialist, or visit the homepage of our Advanced Learner Website.

Learning Strategists
Learning Strategist teachers assist classroom teachers in choosing materials and using strategies that will improve students' reading & math skills. Some students may benefit from supplemental instruction from either their classroom teacher or the Learning Strategist. For more information, contact your child's teacher, the school principal, or the Learning Strategist at your child's school.

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

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

If you have concerns about your child, contact your child's teacher, school counselor, school social worker, school psychologist, school principal, or the Director of Student Services. When a student is referred to the school Student Support Team (SST), the parent/caregiver will be notified and invited to the SST meeting. At that meeting, a lead person will be assigned to follow the student's progress and communicate with parents/caregivers.

SECTION 504 OF THE REHABILITATION ACT OF 1973
Section 504 protects people with disabilities from discrimination in the workplace or in schools. In schools, a student with a disability has the right to access an education and related opportunities/benefits equal to those offered to students without disabilities. This brochure has been developed to answer questions caregivers have about Section 504. For more information, contact the Associate Principal. or the SST Coordinator at your child's school.

Special Education

Special Education supports and services are provided to students who have found to be eligible under criteria established through the Individuals with Disabilities Education Act (IDEA). In Sun Prairie, students with disabilities receive their special education services in their attendance area school. Special education teachers collaborate with classroom teachers to provide services within each child's least restrictive educational environment. Upon request, the Sun Prairie Area School District is required to evaluate a child for eligibility for special education services. If you have questions about special education, please contact your child's special education teacher or the associate principal in your child's school.

Library Media Center (LMC)
Each elementary school has an LMC that loans books and other resources to students. The following practices are used in all elementary schools so materials are in good condition and can be used by many students:

- Books are checked out for two weeks.
- Once a student has checked out books at their limit, additional books may not be checked out until the others are returned. School staff will work with families on getting books returned so others may be checked out.
- There are no fines for overdue materials. Students will be reminded of overdue items when they check out new materials.
- Students and parents will be given reminders of overdue materials at least once each quarter.
- Lost or damaged materials must be paid for at the cost of buying a replacement (if available) or as follows: **Paperbacks: $5.00 Hardcovers: $20.00 Magazines: $4.00**
- Lost or damaged materials that are not returned or paid for will stay on the student's record from year to year and the librarian will continue to work with the student and family.
- Student use of the library facility will not be limited because of overdue or lost materials.
- If you find the lost book/magazine after you paid to replace it, please return it to the school to receive a refund.

Technology/Communication Resources Used by Students
We are excited to share how students use technology to learn and grow in our elementary schools! These devices stay at school and are used for learning activities only. Teachers use special tools to help guide and monitor how students use technology in the classroom. This helps keep students safe and focused on learning.

- In Kindergarten and 1st Grade, each student uses an iPad to help with learning.
- In 2nd through 5th Grade, students have their own Chromebook to use during the school day.

Students in 4th and 5th grade get 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, including parents.

Students also take part in lessons that teach how to use email responsibly. If a student doesn't follow the rules, their email access may be taken away, and the school principal may decide on further steps. Please visit the technology section of the handbook for more information about appropriate use of school-issued technology and technology resources like access to the internet.

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

Participation in Physical Education and/or Recess
If a student comes to school but is not able to participate in physical education class and/or recess, it is important that the parent/caregiver write a note to the student's classroom teacher. If the student cannot participate in physical education and/or recess for more than three days, a note from a licensed practitioner (physician assistant or nurse practitioner working under a licensed practitioner) is needed.

Orchestra Program
Fifth grade students are encouraged to learn to play a string instrument and join the orchestra program. There is an instrument rental fee charged by the district or private supplier. If a family feels they cannot afford to pay the rental fee, they may fill out a waiver form that is available in each elementary school office.

Student Services Team
The Student Services Team at each elementary school includes a School Counselor, School Psychologist, and School Social Worker, as well as administrators and others. This team supports students and caregivers within an integrated service delivery model that can include classwide instruction, small group intervention, individual student support, crisis response, and connecting caregivers and families to wraparound community assistance.

Field Trips
Field trips are an important part of a teaching unit and are usually taken at the same time of year when a unit is being taught. Field trips can be positive learning experiences for students. While on a field trip, all students need to show safe and respectful behavior both on the bus and in public settings.

Consent for student field trips is given during enrollment Information about upcoming field trips will be provided to parents/caregivers in advance for information.

Extracurricular Activities
Each elementary school offers students a variety of extracurricular and after-school activities. If a student attends an after-school activity, it is important that the parent/caregiver arranges for the student to be transported home when the activity ends. Information about scheduled activities will be sent home during the school year. If transportation is a barrier for your child to participate in extracurricular activities, please contact your school's main office.

Movie/Video Viewing
Parents/caregivers will receive information if a non-educational movie will be shown at school. The information will include the reason for the movie (i.e. celebration, reward). Only "G" rated movies will be shown unless parent/caregiver permission is given ahead of time. No movies rated above "PG" will be shown at the elementary level. Procedure IIAC-R(1)

HEALTH INFORMATION

Roles of the Health Services Staff

Health services are provided by a district health nurse with health assistants at each school building. The health assistants provide first aid to students, give medications and treatments, keep health care records, monitor immunization reports, complete hearing and vision screenings, and screen for communicable diseases.

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

Immunization Requirements

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

Guidelines for Assessing Your Child's Health

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

- A fever over 100.4 degrees, student may not return to school until they have been 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
- For additional guidance see CDC guidance

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

Latex Allergies

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

Medications

An elementary student may not administer their own medication with the exception of an asthma inhaler and/or emergency epinephrine. A school medication form needs to be completed before school staff can administer any prescription or over the counter medication. All medication must be in the original, labeled bottle.

If you have any questions about your child's medication or health concerns, please contact the health assistant or the district health nurse. Policy JHCD, JHCD-R

SCHOOL NUTRITION PROGRAM

School Breakfast/Lunch Program

We are pleased to offer all students breakfast and lunch at school daily. The Nutrislice school breakfast and lunch menus will be 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 start of the 2025-2026 school year, can be sent electronically from parents directly to the Nutrition Office through the parent portal in Infinite Campus, are available in the school office and will also be available at the District Service Center, 501 S. Bird St, 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 - please see the Wellness Policy JHK and Implementation JHK-R. If students qualify for a free or reduced price meal at lunchtime they also qualify for a free or reduced price breakfast. Note: reduced price meals will be free for the 2024-25 school year. Families that choose to purchase breakfast and/or lunch at school are welcome to put money in their student's meal account to purchase these meals. For the most current meal pricing information, please visit the district website, https://sunprairie.nutrislice.com/. The 2026-27 meal pricing will be available in August.

Student Meal Account and Payment System

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

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

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

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

Some important information about Infinite Campus prepayments:

- Please be advised that a processing fee will be applied to all credit or debit card payments for school lunches.
- You can make payments in multiple children's accounts in one transaction online or with checks and cash.
- You can access the student transaction history for all purchased items.
- As a reminder to make a payment, a message will be sent to the parent/caregiver if your student's balance falls below $9.00.

- 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.

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. If students bring a sack lunch from home, milk may be purchased through the student's lunch account.

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.

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 in foods 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 the need for accommodations and the required food omissions and substitutions. The food service representative cannot make substitutions unless they are specified in the medical statement. Students will receive information about cafeteria routines from the classroom teacher. If there is no medical statement form on file, students will need to avoid these foods as they go through the serving lines.

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. In accordance with the District Wellness Policy families are encouraged to send healthy food and drink options to school with their child and are discouraged from sending caffeinated and sugary drinks to school.

Policy JHK, JHK-R

More nutritional information:
Choose MyPlate

Healthier Eating Made Easy

SCHOOL ENVIRONMENTS

School Closings
If it becomes necessary to call off school because of poor weather conditions or other reasons, an announcement will be made before 6:30 a.m. on the district website, sunprairieschools.org, and on local radio and television stations. Families will be notified through phone calls, emails, and text messages sent directly to parents/caregivers to their contact information provided in Infinite Campus. It is very important that families keep their contact info updated for this reason. i.e. Parents/caregivers will receive BBM messages via voicemail, email and text messages as indicated in the contact information on file in the SP4K office. This is very important since families will be able to be kept up to date with accurate information about the situation.

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

Weather Rules
The school district provides recess to give students time to play and exercise. All students are expected to go outside during recess. It's important that parents/caregivers assist their children with dressing appropriately for the day's weather.

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

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

School Visitors
To ensure the safety of our students and staff, **ALL school visitors should enter the building using the main entrance, have a photo ID with them for sign in purposes, and wear their visitor's pass throughout the duration of their time in the school.** Other building doors will be locked during school hours. Policy KK and Procedure KK-R

Students enjoy having their parents/caregivers visit class. Parents/caregivers are invited to take an hour or two each semester to visit their child's classroom while classes are in session. Please arrange these visits ahead of time through the principal's office. When the classroom teacher is aware of your visit, the teacher will be able to give you the day's schedule. We want to make your visit as meaningful as possible. **School-age friends and relatives may not visit during the school day.** If the school principal approves an exception, the visit will be limited to **1½ hours per day**.

Visitors to the school are expected to be models of appropriate behavior for our students, and when that isn't true they will be asked to change their behavior or to leave the school. Per policies listed above, the school administration has the authority to determine who may or may not be on campus and/or in the building. We want to be partners with parents

School Volunteers
The safety of students and staff in our schools is important. Therefore, all adults who volunteer in the schools for educational purposes, want to chaperone a field trip, or have access to confidential student information and/or unsupervised contact with students **must have a criminal background check.** A person will not be allowed to volunteer in the schools until cleared by the Human Resources Department. After the criminal background check is completed, approved volunteers will be given an identification badge to wear at all times while volunteering in the schools. Volunteers need to notify the Human Resources Department immediately if their arrest or conviction record changes. School principals have the authority to make decisions about volunteers and their duties in the schools. Volunteers will be approved for a three-year time period.
District Policy IICC-E - Code of Ethics for Volunteers

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.

School Telephone

Since school telephones are business phones, students will be given permission to call a parent/caregiver only when necessary. Please discuss after-school plans with your child before leaving for school.

Parent Parking

Each elementary school has areas for parent/caregiver parking and pick-up and drop-off areas. It's important that parents/caregivers follow school traffic rules for the safety of our students. Please remind children not to play, run, or ride through parking areas.

Non-Motorized Vehicles on School Grounds

Bicycles must be parked in the bike racks on school grounds and must be locked. Skateboards, scooters, rollerblades, and shoes with wheels must be put in lockers during school hours. **The school is not responsible for lost or damaged items.** For the safety of others, students must walk or carry their transportation items on school grounds between 7:30 am-3:30 pm.

Lockers/Coat Hook Areas

Each school provides a locker or coat hook area for students. Students are encouraged to keep their storage areas clean. Padlocks are not to be used on elementary lockers unless the school principal decides there is a special need for one. The locker is assigned to the student with the understanding that it is not the student's private property and that school authorities reserve the right to open and inspect the locker at any time. Policy JFH

Clothing

School leaders and staff feel that students should take pride in their appearance and respect individual expression through dress. Through the dress code, we seek to foster a welcoming school climate that leads to meaningful teaching and learning. The district has established a dress code in order to maintain

health, safety, and emotional well-being, and support a positive educational environment. Dressing in accordance with this dress code is the responsibility of the student and his/her parents/caregivers.

Clothing guidelines and expectations for special occasions (i.e. spirit 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.

Personal Items From Home

A student who chooses to bring a personal item to school takes full responsibility if the item is lost, stolen, or broken. When a student brings a personal item to school that distracts from teaching and learning, causes conflict, or maybe dangerous to the student and others, that item can be deemed inappropriate and not allowed at school. The school principal will keep the item until the parent/caregiver can come to school to get it.

Pets

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

STUDENT BEHAVIOR AND PERSONAL DEVELOPMENT

Each elementary school prioritizes the student's personal development of habits, skills, and attributes that support emotional development, self-concept, and social competence. This includes opportunities to access high quality social emotional learning (SEL) instruction, evidence-based teacher practices, and the integration of social emotional competencies into the learning environments. Some strategies in our comprehensive SEL model include Responsive Classroom, Welcoming Schools, and the Second Step Universal SEL curriculum.

Restorative practices are used to emphasize community-building in order to prevent, respond to and repair harm, and to restore relationships and the community. A sense of school connectedness and belonging exists through the development of caring, nurturing, and supportive relationships between and among students and adults so that students have a positive experience at school.

Positive Behavioral Interventions and Supports (PBIS) is an equitable, universal, proactive system of positive and consistent teaching and re-teaching of skills and expectations. PBIS is a system that acknowledges both successes and errors through targeted, specific feedback and uses data to inform our priority teaching in our school communities. The 5 PBIS 5 Practice Areas are: 1) Defined Expectations, 2) Positive Feedback/Acknowledgment, 3) Targeted Instruction, 4) Data Monitoring, and 5) Stakeholder Engagement.

Personal Electronic Devices

Policy JFCK, Administrative Guideline JFCK-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.

Elementary Student Behavior and Personal Development

Our elementary schools are dedicated to helping every child, every day, develop the habits, skills, and social-emotional competence they need to succeed. We prioritize a sense of belonging and connectedness through the development of caring, nurturing relationships between students and adults.

To support this, our schools use a comprehensive Social Emotional Learning (SEL) model, including evidence-based practices such as Responsive Classroom, Welcoming Schools, and the Second Step curriculum. We also utilize Positive Behavioral Interventions and Supports (PBIS), a proactive approach where we consistently teach and re-teach expectations, acknowledging student success through specific feedback, and provide data-driven support.

We believe that school rules exist to foster a safe, positive place to learn. When students demonstrate these positive behaviors in school environments, they are celebrated! When a student makes a behavioral error in school environments, our primary goal is to teach them how to make a better choice next time. We value the partnership of our families in this process.

Not all behavioral errors require the same response. Some errors are handled within the classroom using supportive, restorative, and instructional approaches. These moments are treated as learning opportunities and are used to inform how we re-teach skills to the whole class.

Restorative Practices

Restorative Practices will always be utilized as a way for students to understand the impact of their actions, repair harm that may have been caused, and prevent further harm to relationships. While these practices don't always replace traditional consequences, they are an effective way for students to build skills and better understand how behaviors may affect the school community.

Student Supports

Additionally, students have access to a variety of resources to help them navigate challenges. Support is available through our School Counselors, School Social Workers, School Psychologists, and other caring adults. We also work closely with community partners to provide extra help when needed. We carefully consider the individual needs of students who may have alternative support plans, and students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504, and their Individualized Education Plans (IEPs), in partnership with students and families, to ensure equitable and fair support for every learner.

Elementary Behavioral Response Matrix

Administrative Response Levels

Behaviors that go against our school expectations lead to different levels of response. While we always prioritize teaching, re-teaching, supportive, and restorative practices, more significant, unsafe, or repeated behaviors may require a more formal administrative response such as in-school or out-of-school suspension. We look at a student's age and developmental level, how often a behavior happens, and how serious it is when deciding how to support students and respond to behaviors. The **Elementary Behavioral Response Matrix** explains the different ways we respond to different types of student behavior. This is a guide for response to behavior errors and does not replace or supersede district policies and procedures that we follow.

Response Levels:

Level 1 Responses	**A Level I Teacher-Managed response level refers to less serious behavioral errors that can be effectively addressed by the teacher without administrative involvement, unless the behavior happens outside of the classroom. These behaviors typically disrupt the learning environment but are not severe or dangerous.** **Restorative practices will be utilized.** **<u>Responses to these behavioral errors MAY include</u>:** Verbal warning Fix it plan reflection tool Conference with student about appropriate behavior Loss of privileges Parent/caregiver contact Reteaching and/or coaching behavioral expectations and/or student skills Temporary learning space other than assigned classroom Behavior support tools/resources
Teacher Managed	

Level 2 Responses	**A Level 2 Teacher and/or Behavior Response Staff-Managed response level involves more serious or repeated behavior errors that may require support beyond initial classroom management strategies. These errors could be addressed by the teacher in collaboration with a behavior response staff member. This level aims to correct behavior through structured support while maintaining a safe and respectful learning environment.** **Restorative practices will be utilized.** **<u>Responses to these behavioral infractions MAY include</u>:** *Any level 1 response (see above)* If-Then plan Restitution Restriction of access to School Issued Device Personal electronic devices and other personal items disrupting the school environment held in the office during the school day Search of locker or belongings based on reasonable suspicion Student services support and skill building
Teacher and/or Behavior Response Staff Managed	

Level 3 Responses	A Level 3 Administrator-Managed response level addresses significant or repeated behavioral infractions that compromise the safety, order, or educational environment of individual(s) or the broader school community. These incidents require immediate administrative intervention. The goal at this level is to ensure accountability, support behavioral change, and uphold school policies and community standards. Mandatory contact with parent or caregiver and a restorative pre-conference in an effort to repair harm and restore the community. Responses to these behavioral infractions may include: *Any Level 1 or Level 2 response (see above)* Behavior contract Bus suspension (1-10 days) In-school suspension (3-5 days) Expulsion from the bus Out-of-school suspension (1-5 days) Temporary or permanent removal from participation in extracurricular or co-curricular program or activity
Behavior Response Staff and/or Administrator Managed	

Note: WI Statute 120.13 requires consideration of expulsion for at least one year for possession of a firearm while at school or under school supervision.

Elementary Behavior Response Matrix- Level 2 and 3 Responses		Range of Response Levels	
Behavior	**Description**	**Minimum**	**Maximum**
Significant Disruption to the Learning Environment (SDLE)	Serious and repeated disruptive behaviors (e.g. repeatedly shouting out, making loud noises, physically disturbing the environment) that stop the teacher from teaching or classmates from learning. These behaviors usually require the teacher, behavior response staff member, or an administrator to help everyone get back on track, after teacher attempts to intervene have been unsuccessful.	2	3
Left Without Permission/Failure to Report to Assigned Location (LWP/FR)	Leaving or failing to remain in expected space without getting permission from an adult first. (e.g. going to a different part of the school for which you do not have permission, taking an extended time to return to the assigned space without a pass or a reason, going to a different part of the school without telling the adult in charge, staying in a spot where adults cannot see or find the student.)	2	3
Use of Inappropriate or Threatening Language (INALAN)	Repeated and serious use of words, sounds, or gestures that are mean, hurtful, or inappropriate for school. (e.g. using swear words, teasing, roasting, trash-talking, instigating, racial slurs, inappropriate slang, saying mean things about a person's work, appearance, or how they act,	2	3

	shouting at a classmate or using an unkind tone of voice, using words to intentionally leave someone out or make them feel unwelcome in a group) Threats (verbally, in writing, or electronically) to cause damage to a school building or school property or harming students or staff. A threat assessment may accompany this response.		
Unsafe Use/Destruction of Property (DESPR)	Use of school property or the belongings of self and others in a rough, disrespectful, or unsafe way. (e.g. slamming a laptop shut, throwing a book/furniture, kicking a desk, destroying the work of others, using school items in a way that is likely to cause damage, using an item in a way that is specifically against the rules.)	2	3
Physical Aggression (PHYAG)	Behavior that causes the potential for, or results in, a safety or security risk. (e.g. bodily harm, punching, kicking, throwing to the ground, health hazards, posturing, squaring up, throwing objects in the direction of another person, other pre-fight behavior between two or more students or toward an individual that is meant to cause harm/injury and/or intimidate another person).	2	3
Bullying / Cyberbullying / Hazing (BUCYHA) *District Policy* **JBA** *Form* **JBA-F**	Students may not engage in bullying, cyber-bullying, or hazing of another student. All types of bullying, cyberbullying, and hazing are prohibited. Please see District Policy JBA for more information. Students and their families may use Form JBA-F to report instances of bullying. **Bullying**: Deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated and involves an imbalance of power. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Bullying behavior can be: 1. Physical - (e.g. assault, hitting or punching, kicking, theft, threatening behavior) 2. Verbal - (e.g. threatening or intimidating language, teasing or name-calling, racist remarks) 3. Indirect/Psychological - (e.g. spreading cruel rumors, manipulating social	2	3

	relationships, intimidation, social exclusion, and cyberbullying) **Cyberbullying**: Bullying that involves the use of digital technologies, including but not limited to, email, cell phones, text messages, instant messages, chat rooms, and social media. This includes hacking into or otherwise gaining access to another's electronic accounts (emails, social media, etc.) and posing as that individual. Cyber-bullying is prohibited and treated the same as all other types of bullying. **Hazing**: 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.		
Discriminatory Harassment (DISHAR) ***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*	Students may not engage in any physical or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see District Policy JB and District Procedure JB-R for more information. Students and their families may use Form JB-F(1) to report instances of harassment. **Harassment** is defined as behavior toward or between students based on any personal characteristic described above which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. Harassment can arise from a broad range of physical or verbal behavior that can include, but not be limited to: physical or mental abuse, racial insults, ethnic or religious slurs, unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements or discriminating remarks that are offensive or objectionable to the recipient or which cause the	2	3

	recipient discomfort, humiliation or which interfere with the recipient's academic performance. **Discrimination** is defined as any unlawful action or practice including bias, stereotyping or student harassment detrimental to a person or group(s) of persons and differentiates or distinguishes among persons or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based on any personal characteristic described above. **Hate Speech:** Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on age, sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation including transgender status, gender expression, gender identity, gender nonconformity, or change of sex, physical, mental, emotional or learning disability, or handicap.		
Weapons or Other Dangerous Items (WEAP) *Weapons in School* ***JFCJ/JFCJ-R***	Students may not bring to school any item designed to or capable of harming others. This includes, but is not limited to: guns, knives, martial arts weapons, sharp tools, matches/lighters, pellet or BB guns, and explosive devices. This includes toy weapons or imitation weapons. Policy JFCJ and Procedure JFCJ-R for more information.	2	3
Alcohol / Tobacco / Drugs / Vaping (ALCTOB) *Alcohol and Other Drug Use by Students* ***JFCH/JFCH-R*** *Searches of Property* ***JFH*** *Tobacco Use on School Premises Procedures* KGB-R	If a student possesses or uses tobacco, alcohol, or any other controlled substances on school grounds or during school-sponsored events, the steps in Procedures JFCH-R and KGB-R will be followed. The Sun Prairie Area School District provides a smoke-free, drug-free environment for all people. Adults or other visitors who use tobacco or controlled substances on school grounds will be asked to leave.	3	3
Other Serious Behaviors (OTHER)	Violation of other school policies, laws, or local ordinances. Such offenses are not typically seen at the elementary level that could include, but are not	3	3

	limited to, sexual offenses or other acts that harm or pose a threat to others. These behaviors would elicit the most intense level of response.		

For questions related to the Elementary Behavior Matrix, please contact your school Principal or Associate Principal. If questions persist, please contact the Director of School Operations, 608-834-6550.

Privacy and Appeals

Protecting every student's privacy and safety is our top priority. In accordance with privacy laws, we cannot share disciplinary, academic, or personal information regarding another family's child. Just as we strictly safeguard your child's private records, we extend that same protection to every student. While we understand it can be frustrating when an incident involves multiple children, please rest assured that our administration handles all situations thoroughly and fairly, even when privacy laws prevent us from sharing the specific outcomes.

It is the policy of the Sun Prairie Area School District to provide a safe and healthy environment for everyone on its premises. Video surveillance may be used to promote the order, safety, and security of students, staff, visitors, and property. Video cameras will be used in accordance with Policy JFHA, Surveillance Cameras.

Anonymous Tip Line

We ask that if parents/caregivers, students, and/or staff notice concerning behaviors in others that they bring this to our attention. We encourage anyone who hears or sees something of concern to report that information to school administrators, school resource officers, or to use the Electronic Safety Tip Line on our website to report anonymously. The Sun Prairie Police Department and the Sun Prairie Area School District have also set up an anonymous tip line that students or staff may use to report information about school-related crimes. **The number to call is 837-6300.** Calls made to this number cannot be traced. Students and staff are encouraged to use this number, when needed, to help make our schools safer.

BUSING 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.

Transportation Eligibility

Transportation eligibility is determined based on a student's primary address. The primary address must be within the district boundaries. Elementary students who reside more than one (1.0) mile from their assigned school are eligible for transportation services. Open enrollment students, students attending under tuition waiver, 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.

Students who are assigned to a school outside of their attendance area shall be provided transportation. If students live in the walk zone of the school in their attendance area, they must walk to that school, and from there shall receive shuttle transportation to the assigned school. Students who would normally be bused to the attendance area school shall be bused to the assigned school, but this may involve a transfer at a school location.

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

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

Students are to ride on their assigned bus. Students who are not bus riders may not ride the bus with other students. It is important that parents 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 Contact and Discipline on the Bus
School bus transportation is a privilege, not a right. A complete list of bus rules is explained in District Procedure EE-R, 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 parent/caregiver, and administering warranted discipline. Disciplinary actions that may be considered or enacted by the school administration or designee may include a private discussion with the child, an assigned seat, a parent/caregiver conference or removal from the bus. Parents/caregivers will receive a copy of the bus referral.

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

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 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
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
3. Instructional material used as part of the educational curriculum

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution

- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

DISTRICT AND BOARD POLICY APPENDIX

Eligibility for Section 504 Services

Policy AC, Nondiscrimination in District Programs, Activities, and Operations

Procedure AC-R(1), District Response to Alleged Sexual Harassment Under Title IX

Policy BDDI, Public Concerns and Complaints

Procedure BDDI-R, Procedures for Handling Public Concerns and Complaints

Procedure DN-R, Food Service Program Fiscal Management Procedures

Policy EE, Transportation Services

Procedure EE-R, Transportation Services

Policy IFF, Parent RigBoardDocs®

Policy IFFA, Delegation of Parental Rights

Policy IGBJ, Response to Intervention

Policy IIBGA, Technology and Communication Resources, Acceptable Use by Students

Procedure IIBGA-R, Technology and Communication Resources, Acceptable Use by Students

Policy IICA, School Trips and Excursions

Policy IKF, Graduation Requirements

Procedure IKF-R, Graduation Requirements (For Students Entering 9th Grade in the Fall of 2011 or Later)

Policy IND, Accommodating a Student's Beliefs

Policy JB, Student Discrimination and Harassment

Procedure JB-R, Student Discrimination and Harassment Complaint Procedures

JB-F(1), School-Based Discrimination or Discriminatory Harassment Report Form

Policy JBA, Bullying, Cyber-Bullying, and Hazing

JBA-F, Bullying/Cyber-Bullying/Hazing Report Form

Policy JE, Student Attendance

Procedure JE-R, Student Attendance Procedures

Policy JECBA, Full-Time Public School Open Enrollment

Policy JFCE, Code of Classroom Conduct

Procedure JFCE-R, Code of Classroom Conduct Procedures

Policy JFCG, Artificial Intelligence

Administrative Guidelines JFCG-AG, Artificial Intelligence

Policy JFCH, Alcohol and Other Drug Use by Students

Procedure JFCH-R, Dealing with Student Alcohol and Other Drug Use

Policy JFCJ, Weapons in School

Procedure JFCJ-R, Weapons in School

Policy JFCK, Student Possession and Use of Electronic Devices

Administrative Guideline JFCK-AG(2), Student Possession and Use of Electronic Devices Grade 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

JHCD-F(1), Prescription Medication Administration Consent Form

JHCD-F(1A), Non-Prescription (Over the Counter) Medication Administration Consent Form

Policy JHG, Reporting Child Abuse/Neglect

Procedure JHG-R, Procedures for Reporting Suspected Child Abuse/Neglect

Policy JHK, Wellness

Procedure JHK-R, Wellness Policy Implementation

Policy JO, Student Records

Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records

Exhibit JO-E(1), Student Records Notice

JO-F(2), Directory Information Declaration Form

Policy KGB, Tobacco Use on School Premises

Procedure KGB-R, Tobacco Use on School Premises Procedures

Sun Prairie Area School District

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

K-5 Student/Parent/Caregiver

Technology Guidelines

2025-2026

Digital Learning in the Sun Prairie Area School District

The Sun Prairie Area School District (SPASD) believes it is essential to provide a digital platform to further the educational goals and mission of the District. Technology and digital tools provide unique and robust educational opportunities to a learning community. They give our students opportunities to become digitally literate Skills. SPASD educators have a professional responsibility to blend thoughtful use of digital tools with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Active participation from parents/caregivers is essential to implementing a successful digital learning framework both on and off campus. The District supports 1:1 technology (a device for every student) in grades K-12.

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

- All students in our elementary classrooms will have access to technology tools whenever it is deemed instructionally appropriate.
- Elementary students will have access to devices in a 1:1 manner. This means that all students K-5 will have a personal device assigned to them during school hours. These devices will remain at school and will be used at the discretion of the teacher. (Please see below for guidelines for taking home devices in case of school closure.)

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 when being transported from place to place.
- The device is to be closed and stored in the school provided cart, plugged into a charger, when not in use.
- All District barcodes and labels must remain on the device and device accessories.
- Use caution with food or drink near the device. Any liquid damage to the device will be 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 will not be allowed.

Expected Use of Device

- Students are expected to return their device to the appropriate location each day after use.
- In a 1:1 classroom, it is the student's responsibility to follow procedures to properly charge their device so that it is ready to use each day.
- There will be a limited number of devices available in the Library Media Centers to be checked out as loaners for students in 1:1 classrooms if their original device is in need of repair.

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.
- While the District does utilize robust filtering resources to ensure the safety of content, 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/or legal guardian 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.
- Student email that is identified as inappropriate will be blocked from delivery and instead will be sent to the school administration.
- At any time and without prior notice, the Sun Prairie Area School District reserves the right to further monitor, inspect, copy, review, and store any and all email correspondence.

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

Consequences

- Use of a device and any District network resource is necessary and essential for student learning. Access to the Internet may be removed, 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/or legal guardians should reference the applicable School Student Handbook, **"Student Behavior Expectations"** section for additional information on student discipline.
- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

GUIDELINES FOR DEVICE ASSISTANCE

Technical Support

- The Library Media Center at each school will be the hub of device support and general troubleshooting.
- If a student device is broken, damaged, or fails to work properly, it must be reported to the Library Media Center as soon as possible.
- Library Media Centers will also house loaner devices and replacement devices if necessary.

Damage/Replacement Policies

- Devices that are lost or stolen must be reported to the Library Media Center immediately. LMC staff will notify the administration, who will notify the police if necessary.
- The District reserves the right to fine the student and parent/or legal guardian 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/or legal guardians.
    - 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/or legal guardian will be fined necessary replacement costs.
    - Damage and Replacement Costs
- The administration has the authority to waive fines if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

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

FREQUENTLY ASKED QUESTIONS:

1. I lost my device. What should I do?
    - Devices that are lost should be reported to the Library Media Center immediately. LMC staff will notify the administration and will work with you on the next steps.
2. The screen on my Chromebook or iPad is broken, where do I go to fix it?
    - If a student device is broken, damaged, or fails to work properly, it must be taken to the Library Media Center as soon as possible. There, the LMC staff will assist in filling out a work order for your device, and get you set up with a loaner for the time being. As the technicians work to fix your device, they will assess, then charge the cost of repair as appropriate.
3. If I am being fined for a repair or replacement, how will I get billed and/or pay for that fine?
    - This fee will be assessed to your account through infinite campus, and payments can be made there.
4. My child has special technology needs. How do I get a device that appropriately supports those needs?
    - Most assistive technology requests happen as part of the IEP process. If your child does have an IEP and is not receiving the appropriate assistive technology, contact their case manager to delineate the necessary next steps. If your child does not have an IEP but requires a different device to meet their learning needs, please contact your school's administration and they will assist you with the next steps.

GUIDELINES FOR TAKE HOME DEVICES IN THE EVENT OF SCHOOL CLOSURE/VIRTUAL LEARNING

In the event of school closure making it necessary for students to engage in learning virtually, K-5 students may bring devices home as decided by the school/district. In this instance, students are responsible for bringing their devices to and from school as needed, and charging the devices overnight. Devices should be used for educational purposes only.

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

Equipment Provided for Students

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