



Student and Family Handbook

Sun Prairie Area School District
Sun Prairie, WI 53590

www.sunprairie.k12.wi.us

Sun Prairie Elementary Schools

2011-2012

C.H. Bird
Creekside
Eastside
Horizon
Northside
Royal Oaks
Westside

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6655.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 834-6655.

* * * * *

If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 318-8087.

Yog tus me nyuam lub xiv los yog 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 318-8087.

STATEMENT OF NONDISCRIMINATION

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation 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)

Sun Prairie Elementary Schools

C. H. Bird Elementary

*1170 N. Bird Street, Sun Prairie
(608) 834-7300
Chad Wiedmeyer, Principal*

Creekside Elementary

*1251 O'Keeffe Avenue, Sun Prairie
(608) 834-7700
, Principal*

Eastside Elementary

*661 Elizabeth Lane, Sun Prairie
(608) 834-7400
Craig Coulthart, Principal*

Horizon Elementary

*625 N. Heatherstone Drive, Sun Prairie
(608) 834-7900
Kathi Klaas, Principal*

Northside Elementary

*230 W. Klubertanz Drive, Sun Prairie
(608) 834-7100
Tony Dugas, Principal*

Royal Oaks Elementary

*2215 Pennsylvania Avenue, Sun Prairie
(608) 834-7200
James Ackley, Principal*

Westside Elementary

*1320 Buena Vista Drive, Sun Prairie
(608) 834-7500
Rick Mueller, Principal*

GENERAL INDEX

	Page
Absence/Tardy Guidelines for Elementary Schools	4
Accessing School Board Policies and Procedures	22
Alcohol, Drug and Tobacco Violations	16
Anonymous Tip Line	16
Attendance	4
Bullying, Cyber-Bullying, and Hazing	17
Bus Evacuation Drills	20
Bus Rider Rules and Regulations	20
Bus Route Information	20
Bus Transportation	20
Counseling Program	8
Current Parent/Guardian Contact Information	3
Curriculum Review by Parents/Guardians	6
Custodial Court Order	3
Dangerous Weapons in the Schools	17
District Administrative Staff	2
Dress Code	17
Educational Services Staff	2
English Language Learners (ELL).....	7
Enrollment	3
Enrollment and Entrance Requirements	3
Extracurricular Activities	9
Field Trips	8
Guidelines for Assessing Your Child's Health	10-11
Harassment.....	17
Health Services	10-11
Homework	6
Immunization Requirements for 2011-2012 School Year.....	11
Latex Allergies.....	11
Leaving School Grounds During Lunch Period	4
Library Media Center (LMC).....	7-8
Lockers/Coat Hook Areas	15
Movie/Video Viewing.....	9
Non-Motorized Vehicles on School Grounds	15
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	21
Orchestra Program.....	8
Parent Parking	15
Personal Electronic Devices.....	17
Personal Items from Home.....	17
Pets	15
Physical Education	8
Positive Behavioral Interventions and Supports (PBIS)	16
Promotion Requirements	6
Reading Resource Program.....	7
Report Cards/Parent-Teacher Conferences.....	5-6
Reporting Absences.....	4
Returned Checks	12
Roles of the Nursing Staff	10

GENERAL INDEX

	Page
Rules Violations that Result in Discipline, Suspension or Expulsion.....	18-19
School Board Members.....	2
School Breakfast/Lunch Program.....	12
School CARE (Children At-Risk in Education) Team.....	7
School Closings.....	14
School Hours.....	4
School Nutrition Program.....	12-13
School Safety Drills.....	15
School Telephone.....	15
School Visitors.....	14
School Volunteers.....	15
School Year Calendar – 2011-2012.....	1
Schools as Safe Environments.....	14-15
Section 504 of Rehabilitation Act of 1973.....	7 & Appendix
Special Occasion Snacks.....	13
Statement of Nondiscrimination.....	Inside Front Cover
Student Behavior.....	16-19
Student Information.....	21
Student Learning.....	5-9
Student Records.....	21
Student Services.....	7
Support Services Staff.....	2
Talented and Gifted (TAG) Program.....	7
Technology/Communication Resources Use by Students.....	8
Vandalism.....	17
Weather Rules.....	14
Wellness.....	12

Developing an active parent organization 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 parent organization. If you would like to participate, please contact the school principal. Thank you!

SUN PRAIRIE AREA SCHOOL DISTRICT
2011-2012 SCHOOL YEAR CALENDAR

Thurs. Sept. 1 First Day of School - 1/2 Day
 Elementary dismissal 11:35 a.m.
 Middle School dismissal 11:15 a.m.
 Upper Middle School dismissal 11:25 a.m.
 High School dismissal 11:40 a.m.

Fri. Sept. 2 First Full Day of School

Mon. Sept. 5 Labor Day - No School

Thurs. Oct. 27 No School

Fri. Oct. 28 No School

Fri. Nov. 4 Last Day of 1st Quarter

Mon. Nov. 7 No School

Mon. Nov. 14 Parent/Teacher Conferences - No School

Wed. Nov. 23 No School

Thurs. Nov. 24 Thanksgiving Holiday - No School

Fri. Nov. 25 No School

Thurs. Dec. 22 Last Day of School before Winter Break

Mon. Jan. 2 First Day Back from Winter Break

Mon. Jan. 16 Martin Luther King Day - No School

Thurs. Jan. 19 Last Day of 2nd Quarter/1st Semester

Fri. Jan. 20 No School

Fri. Feb. 24 No School

Mon. Feb. 27 Parent/Teacher Conferences - No School

Fri. Mar. 30 Last Day of 3rd Quarter

Mon. Apr. 2 First Day of Spring Break

Mon. Apr. 9 First Day Back from Spring Break

Mon. May 28 Memorial Day - No School

Fri. June 8 Last Day of School - 1/2 Day
 End of 4th Quarter/2nd Semester
 Elementary dismissal 11:35 a.m.
 Middle School dismissal 11:15 a.m.
 Upper Middle School dismissal 11:25 a.m.
 High School dismissal 11:40 a.m.

SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590
(608) 834-6500 www.sunprairie.k12.wi.us

SCHOOL BOARD MEMBERS		
John Whalen, President	834-3340	jewhale@spasd.k12.wi.us
John Welke, Vice President	825-7960	jmwelke@spasd.k12.wi.us
Jim McCourt, Treasurer	834-6113	jrmccou@spasd.k12.wi.us
Jill Camber Davidson, Clerk	834-0172	jacambe@spasd.k12.wi.us
Terry Shimek, Deputy Clerk	837-3222	twshime@spasd.k12.wi.us
Caren Diedrich	825-6473	crdiedr@spasd.k12.wi.us
Tom Weber	235-0963	tweber@spasd.k12.wi.us

DISTRICT ADMINISTRATIVE STAFF	
Tim Culver, District Administrator, 834-6501 tculver@spasd.k12.wi.us	Superintendent, Board Relations, Government and Community Relations
Phil Frei, Deputy District Administrator, 834-6510 pfrei@spasd.k12.wi.us	Business & Financial Matters, Open Enrollment, Donations to District
Alice Murphy, Assistant District Administrator of Instructional Programs, 834-6516 aamurph@spasd.k12.wi.us	Curriculum, Instructional Programs, Specific Learning Programs, Enrollment, Instructional Technology, Summer School, Grants and Entitlements, At-Risk Programs, Sun Prairie Four Kids (SP4K) Program
, Executive Director of Student Services, 834-6520 @spasd.k12.wi.us	Special Education Programs, Early Entrance, Transition Services, Section 504, Counseling Programs, At-Risk Programs
Annette Mikula, Executive Director of Human Resources, 834-6551 amikula@spasd.k12.wi.us	Personnel, Teacher Licensure, Substitute Staff

SUPPORT SERVICES STAFF	
Tom Brooks, Buildings & Grounds Supervisor, 834-6567	Building Facilities, Construction, Facility Rental Scheduling
Debra Brown, District Health Nurse, 834-6583	Health Services, Immunization Requirements
Rhonda Page, Business Services Manager, 834-6512	Transportation
Renee Slotten-Beauchamp, Director of School Nutrition, 834-6527	Breakfast & Lunch Programs

EDUCATIONAL SERVICES STAFF	
Michael Mades, Supervisor of District Technology, 834-6509	Computer Technology, Hardware & Software Purchasing
Jim McClowry, High School Athletics and Activities Director, 834-6713	Athletic Scheduling and Coaches, Supervision of Co-curricular and Extra-curricular Activities
Marggie Banker, Instructional Program Manager: Resource Development, 834-6521	Grant Development and Management, Community Outreach, New Program Development
Kris Mueller, Instructional Program Manager: Assessment & Accountability, 834-6531	District Assessments, Data Management, Grading, Research and Reporting
Nancy Nikolay, Instructional Program Manager: Staff Development, 834-6506	Staff Development, Teacher Mentor Program, Grades K-5 Literacy, Grades K-5 Math
Karyn Stocks-Glover, Instructional Program Manager: Learning Support, 834-6572	English as a Second Language, Reading Resource, Talented and Gifted, Title I, Grades 6-12 Math, Grades 6-12 Reading
Rebecca Penticoff, Student Services Program Manager-Elementary, 834-7421	Early Childhood, Eastside and Northside Elementary Special Education Programs
Jan Chynoweth, Student Services Program Manager-Elementary, 834-7560	Westside Elementary Special Education Program
Katrina Krych, Student Services Program Manager-Elementary, 834-7907	Horizon and Royal Oaks Elementary Special Education Programs
, Student Services Program Manager-Elementary, 834-7707	C.H. Bird and Creekside Elementary Special Education Programs
Kayla Gauwitz, Student Services Program Manager-Middle School & Prairie Phoenix Academy, 834-7656	Patrick Marsh Middle School, Prairie View Middle School and Prairie Phoenix Academy Special Education Programs
Jennifer Apodaca, Student Services Program Manager-Upper Middle School & High School, 834-6708	Cardinal Heights Upper Middle School and High School Special Education Programs

ENROLLMENT

ENROLLMENT AND ENTRANCE REQUIREMENTS

We welcome our new and returning families!

Parents/Guardians are asked to register children at the School District Office, 501 S. Bird Street. The District Office will answer questions about the correct school attendance area.

When enrolling a child, please bring along their birth certificate and proof of residency. 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 an adult 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.

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 Procedure JEB-R(1). A child entering first grade must be six (6) years old on or before September 1st of the year they start first grade **and** has completed 5-year-old kindergarten. (Policy JEB) Students entering school must have a birth certificate (or other proof of age) and an immunization record on file.

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

CURRENT PARENT/GUARDIAN 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/guardian. The school office needs to have current:

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

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

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

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

ATTENDANCE

SCHOOL HOURS

School hours for elementary students are: 8:15 a.m. (warning bell) 8:20 a.m.-3:05 p.m. (Monday, Tuesday, Wednesday, Friday)
8:15 a.m. (warning bell) 8:20 a.m.-1:50 p.m. (Thursday)

Students may come to school at 7:45 a.m. or after, as playground supervisors are on duty at that time.

The first day of school for the 2011-2012 school year is Thursday, September 1, 2011. The last day of the school year is Friday, June 8, 2012. Both dates are half-days and elementary students will be dismissed at 11:35 a.m.

ABSENCE/TARDY GUIDELINES FOR ELEMENTARY SCHOOLS

Regular school attendance helps students succeed. All seven elementary schools in our district recognize this and follow Wisconsin Statute 118.16 and School Board Procedure JE-R, *Student Attendance Procedures*. If students are absent or tardy, there needs to be an acceptable excuse for missing school.

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

Parents/Guardians may excuse students from school for up to 10 days during a school year (five days per semester). Parents/Guardians will be contacted when the school has concerns about a student's attendance.

REPORTING ABSENCES

Student safety is very important to us! A parent/guardian **MUST** call the school attendance line before 9:00 a.m. 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/guardian has not called the attendance line 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/Guardians may report an absence 24 hours a day. Call the school attendance number and press 1.

C.H. Bird Elementary	834-7300
Creekside Elementary	834-7700
Eastside Elementary	834-7400
Horizon Elementary	834-7900
Northside Elementary	834-7100
Royal Oaks Elementary	834-7200
Westside Elementary	834-7500

If a parent/guardian needs to pick-up their child during the school day, it's important that parents come to the **SCHOOL OFFICE** to meet the child and sign them out before leaving the building.

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/guardian wishes to take their child off school grounds for lunch, it's important that a written note be given to the child's classroom teacher that includes the lunch date and a parent signature.

STUDENT LEARNING

REPORT CARDS/PARENT-TEACHER CONFERENCES

Students in grades 2-5 will receive report cards four times during the school year. Kindergarten and first grade students receive report cards two times during the school year, at the end of each semester. Report cards will be distributed on the following dates:

First Quarter	Friday, November 11, 2011
Second Quarter/First Semester	Friday, January 27, 2012
Third Quarter	Friday, April 13, 2012
Fourth Quarter/Second Semester	Friday, June 8, 2012

Formal parent/guardian-teacher conferences are held twice a year. The first semester conference is for all students and is scheduled for Monday, November 14, 2011. The second semester conference scheduled for Monday, February 27, 2012 may be scheduled by your child's teacher or upon parent/guardian request. Other conferences 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/guardians help us to communicate and support each student during their elementary school years.

A few changes will be made to the report card, beginning with the 2011-2012 school year. The grades given in the past were (1) Emerging, (2) Progressing, (3) Proficient, and (4) Advanced. Now students will receive (1) Needs improvement to meet proficiency, (2) Approaching proficiency, (3) Consistently meets proficiency, and (4) Consistently exceeds proficiency (see the chart below). The new system ensures the student has more opportunities to receive a 4. This provides the opportunity to align evidence of student learning to multiple standards across multiple subjects while providing parents with online information about how their child is progressing.

Definitions of Proficiency Levels

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

4	3	2	1	0
Exceeding Standards	Meeting Standards	Approaching Standards	Attempting Standards	No Evidence
Consistently exceeds proficiency	Consistently meets proficiency	Approaching proficiency	Needs improvement to meet proficiency	No Evidence
Student: <ul style="list-style-type: none"> • Demonstrates a deeper understanding of the standards • Evidence of learning extends to higher-level thinking strategies or creative connectedness 	Student: <ul style="list-style-type: none"> • Demonstrates understanding of the standards • Evidence of the learning contains few or minor errors 	Student: <ul style="list-style-type: none"> • Demonstrates basic understanding of the standards with gaps and errors • Evidence of learning is inconsistent or incomplete 	Student: <ul style="list-style-type: none"> • Demonstrates unclear or minimal understanding of the standards • Evidence of learning is insignificant 	Student: <ul style="list-style-type: none"> • No evidence to assess

Lifelong Learning Skills Grading Rubric for Grades K-5

To provide a deeper, more accurate, and much more comprehensive picture of what a student accomplishes, the student's academics are separated from conduct.

Symbol	Definition
+	Excellent: Consistently and independently demonstrates behaviors, attitudes, and effort toward the stated goal.
^	Satisfactory: Generally demonstrates behaviors, attitude and effort toward the stated goal with few reminders.
~	Needs Improvement: Needs frequent reminders to demonstrate appropriate behavior, attitude or effort toward the stated goal.

CURRICULUM REVIEW BY PARENTS/GUARDIANS

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/guardians 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/Guardians may bring specific requests to the school principal.

PROMOTION REQUIREMENTS

The Sun Prairie Area School District promotes students when they are academically ready to do so. Beginning at Grade 3, a student will be promoted to the next grade level if the student demonstrates proficient skills and knowledge in math and reading. The school district believes in the importance of successfully preparing students in all subject areas. However, since reading and math skills are fundamental to all learning, the student must qualify for promotion based on achievement demonstrated on the indicators of math and reading. (Policy IKE, Procedure IKE-R)

The student will be provided several opportunities to demonstrate their proficiency:

- Performance as reported on the student's report card
- Performance on state or local standardized achievement tests
- Performance on measurable outcomes as specified in a Goal Plan developed by the members of the school CARE team

HOMEWORK

The amount of homework a student receives is different at each grade level. 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 in many ways - through notes, web pages, homework sheets, or assignment notebooks.

Parents can help by checking their child's backpack after school each day. By taking time to talk about completed work and reviewing homework assignments, parents/guardians 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.

STUDENT SERVICES

English Language Learners (ELL)

Students whose native language is not English are offered English as a Second Language (ESL) help. English language learners are immersed in the English language throughout their school day. ESL teachers give students extra help with learning English and academic vocabulary. For more information, contact your child's teacher, the school principal, or the ESL teacher at your child's school.

Talented and Gifted (TAG) Program

Talented and gifted resource teachers support classroom teachers in providing differentiated and enrichment opportunities to meet the individual needs of talented and gifted students. In addition, some identified students receive individual or small group instruction outside of the regular classroom. Challenging programs available to all students include Yahara River Writers, Sun Prairie Math Meet, Haiku, Math 24 Competitions, and a wide variety of clubs. For more information, contact your child's teacher, the school principal, or the talented and gifted resource teacher at your child's school.

Reading Resource Program

Reading resource teachers assist classroom teachers in choosing materials and using strategies that will improve students' reading skills. For more information, contact your child's teacher, the school principal, or the reading resource teacher at your child's school.

School CARE (Children At-Risk in Education) Team

The CARE Team is a group of teachers and other school personnel who meet to find ways to address the unique needs of individual students. The school CARE Team assists teachers and parents with:

- ✓ Identifying student strengths, needs, and challenges
- ✓ Brainstorming ideas to support students
- ✓ Reviewing information about students and discussing ways to meet those needs in the regular classroom
- ✓ Coordinating school efforts to meet student needs
- ✓ Assisting with referrals for evaluation (i.e., talented and gifted, 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 Executive Director of Student Services. When a student is referred to the school CARE Team, the parent/guardian will be notified and invited to the CARE Team meeting. At that meeting a lead person will be assigned to follow the student's progress and communicate with parents/guardians.

SECTION 504 OF REHABILITATION ACT OF 1973

Section 504 protects people with disabilities from discrimination in the workplace or in schools. In schools, a student with a disability has the right to access an education and related opportunities/benefits equal to those offered to students without disabilities. For more information, refer to the Appendix or contact the Executive Director of Student Services at 834-6520 or the CARE Coordinator at 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.
- * Early childhood and kindergarten students may check out three books.
- * Students in grades 1-5 may check out four books.
- * 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 Hard covers: \$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 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 school to receive a refund.

TECHNOLOGY/COMMUNICATION RESOURCES USE BY STUDENTS

Technology and communication resources give students access to worldwide information. Use of the Internet and other communication resources by students is a privilege, not a right. These resources are provided to students in support of district policies and educational objectives. **Parent/Guardian permission is required before a student is allowed to use the Internet at school.** The permission form will be given to parents/guardians upon enrollment and will stay in your child's file during his/her elementary school years. This form will be valid until the parent withdraws permission in writing. For more information, refer to the Appendix for the Student Internet Use Consent Form (Exhibit IIBGA-F).

PHYSICAL EDUCATION

If a student comes to school but is not able to participate in physical education class, it is important that the parent/guardian write a note to the physical education teacher. If the student cannot participate in physical education class 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 can 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.

COUNSELING PROGRAM

Each elementary school has a school counselor who meets with students in large/small groups or individually. They cover topics such as friendships, study skills, families, solving problems, making decisions, and communication. They can also assist students and parents with school-related issues and connect them to other services.

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.

A student can go on a field trip only if the parent/guardian has given written permission to do so. A consent form is sent home before each field trip. If this form is not returned or if permission is not given by the parent/guardian, the student will stay at school during the field trip.

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/guardian arranges for the student to be transported home when the activity ends. Information about scheduled activities will be sent home during the school year.

MOVIE/VIDEO VIEWING

Parents/Guardians 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 permission is given ahead of time. No movies rated above "PG" will be shown at the elementary level.

HEALTH SERVICES

ROLES OF THE NURSING STAFF

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

School staff, students, or parents/guardians can contact the district health nurse at 834-6583 to report concerns or ask questions. Copies of the district Health Services Handbook are available to families upon request.

GUIDELINES FOR ASSESSING YOUR CHILD'S HEALTH

Regular school attendance is important to each child's success in school. The patterns and attitudes children develop about health and illness often carry on into later school years, into adulthood, and into the work world.

Our goal is to work with students, parents/guardians, and staff to promote positive health so every student is comfortable at school and ready to learn.

When students are sick, we encourage them to stay home. The following guidelines can help parents/guardians decide if their child should be at home or school:

1. TEMPERATURE: The child's temperature should be below 100° F (37.8° C), without the help of fever medication, for at least 24 hours before returning to school. If a child has a temperature at or above 100° F (37.8° C), s/he may have some type of infection. We will contact a parent/guardian and ask that a child be taken home if an elevated temperature is noted.
2. COLDS: We recognize that no one feels good when they have a "cold." Since viruses may hang on for as long as three weeks, missing that much school would affect a child's learning. When a child has a "cold," we recommend that s/he comes to school but also gets extra rest and drinks plenty of fluids when at home. Practicing good hand washing every day will help to reduce viral infections year-round.
3. HEADACHES: We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever kept at school, the parent/guardian must fill out the Non-Prescription Medication Administration Consent Form and give the school a supply of the medication. Each school's health care assistant has copies of this form.

If a child has headaches often, we encourage parents/guardians to keep a log of when the headache occurs, what relieves it, how long it lasts, and what the child was doing before the headache started. This information is important to share with the child's health care provider.

4. STOMACHACHES: We encourage students to stay at school if they have a stomachache *unless* they have a temperature over 100° F (37.8° C), are vomiting, have diarrhea, or if they are too ill to participate in school activities. Sometimes, children who are feeling anxious or stressed will have stomachaches. For these students, it is important to stay in school and deal with the cause of anxiety. Although only a small number of children with frequent stomachaches have a physical problem, they may need to be evaluated by their health care provider.
5. RASHES: A rash may be a sign of an allergic reaction or an infection. It's important that the child's health care provider be contacted if a rash is "itchy," spreading, raw or weepy or also has a fever with rash.

If a student becomes ill or injured at school, a parent/guardian will be contacted. **It's very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please notify**

the school office of any phone number changes as soon as they occur. If a parent/guardian cannot be reached, we will call the emergency contact person(s).

Students who have life-threatening allergies or other serious medical problems are encouraged to wear a medical ID bracelet. Pharmacists have information about how to obtain one.

LATEX ALLERGIES

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

IMMUNIZATION REQUIREMENTS FOR 2011-2012 SCHOOL YEAR

Students are required to have the following immunizations according to Wisconsin state law:

Grade/Age	Number of Doses					
Pre K (2-4 years)	4 DTP/DTaP/DT ²	3 Polio	1 MMR ⁵	3 Hep B	1 Varicella ⁶	
Grades K-3	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	2 MMR ⁵	3 Hep B	2 Varicella ⁶	
Grades 4-5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	2 MMR ⁵	3 Hep B	1 Varicella ⁶	
Grades 6-9	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	2 MMR ⁵	3 Hep B	2 Varicella ⁶	1 Tdap ³
Grades 10-11	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	2 MMR ⁵	3 Hep B	1 Varicella ⁶	1 Tdap ³
Grade 12	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	2 MMR ⁵	3 Hep B	2 Varicella ⁶	1 Tdap ³

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)
5. The first dose of MMR vaccine must have been received on or after the first birthday. (Note: A dose 4 days or less before the 1st birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

SCHOOL NUTRITION PROGRAM

SCHOOL BREAKFAST/LUNCH PROGRAM

We are pleased to offer students breakfast and lunch at school. The prices are:

Breakfast

Elementary students: \$1.15 per meal Reduced breakfast: 30¢ per meal
Adults: \$1.40 per meal

Lunch (includes milk)

Elementary students: \$1.90 per meal Reduced lunch: 40¢ per meal
Adults: \$2.95 per meal

Milk: 35¢ per carton

The school nutrition program uses an automated system to record meal and milk payments. Parents/Guardians **prepay** by putting money in a special prepayment envelope. These envelopes are available at each elementary school office or the school nutrition office located at the School District Office. The student's individual account needs to have money in it before that student is served meals or milk. Prepayments may be made using a credit or debit card via the Internet at www.MyLunchMoney.com. Account balances may also be checked using this same website.

If enough money is not in the child's account to cover the cost of a meal, the child will be given a peanut butter sandwich and a carton of milk at a cost of 75¢ for a maximum of two days. After two days, the school social worker will contact the parent/guardian and offer to help with solving the problem. (Procedure DN-R)

The Sun Prairie Area School District provides meals at no charge or reduced rates **to those students who are eligible under the USDA federal guidelines**. Application forms for these meals are available in the school office or on the district website, www.sunprairie.k12.wi.us, School Nutrition link.

There are two ways to access menus:

1. Call the main school phone number and press Option 4
2. Log on to www.sunprairie.k12.wi.us, click on School Lunch Menus

If a student has been determined by a licensed physician to have a disability and the disability 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/guardian. The medical statement must specify the medical disability and the required food omissions and substitutions. The food service representative can not make substitutions unless they are specified in the medical statement.

Students will receive information about cafeteria routines from the classroom teacher.

RETURNED CHECKS

The School Board has approved a \$25.00 fee to be charged for each non-sufficient fund (NSF) check written to the school district. If the district receives an NSF check, only cash will be accepted.

WELLNESS

The Sun Prairie Area School District has a wellness policy that promotes life-long 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. The District encourages parents to provide healthy snacks and treats for student celebrations and other events. (Policy JHK, Procedure JHK-R)

SPECIAL OCCASION SNACKS

The Sun Prairie Area School District recognizes the benefits of nutritious foods in our schools and classrooms to assure that children can grow, learn, and thrive.

If parents/guardians desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided* in the classroom.

Parents/Guardians are encouraged to send items that are more nutritious in value. Such items could include:

Raw Vegetable Sticks	Raisins	Water
Fresh Food	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% Juice Pops	String Cheese	Baked Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat-Free Potato Chips
Rice Cakes	Trail Mix	Low-Fat Muffins
Granola Bars	Flavored Yogurt	Jello Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream/Yogurt/Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

NOTE: *Due to the increase in nut allergies and the severity of the reactions they may cause, substances known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods. Some classrooms are nut-free.*

SCHOOLS AS SAFE ENVIRONMENTS

SCHOOL CLOSINGS

If it becomes necessary to call off school because of poor weather conditions or other reasons, an announcement will be made before 6:30 a.m. on the district website, www.sunprairie.k12.wi.us, and on local radio and television stations. If poor weather or any other building problems cause school to be closed, a taped message will be left on the school closing information line, 834-6688, Ext. 2561. Families will also be notified through the "Blackboard Connect" (BBC) notification system. Phone calls, emails and text messages will be sent directly to parents/guardians at the time the decision is made. Please do not call the school or the bus company.

When the start of the school day is delayed for 1-2 hours, it is important that students not arrive at school until the stated starting time.

Just in case it becomes necessary to send students home from school early due to bad weather or other reasons, parents/guardians should make a plan with their children so they will know what to do. Parents/Guardians will receive BBC messages via voicemail, email and text messages as indicated in the contact information on file in the school office. This is very important since families will be able to be kept up to date with accurate information about the situation.

If an emergency evacuation happens during the school day, students and staff will be moved to an emergency site. They will remain at that site until it is safe to return to their classrooms and regular schedule. If for some reason they cannot return to school, parents/guardians will be notified of the emergency situation and the pick-up site. The BBC system will also be activated to inform families with all pertinent information and necessary instructions. Bus services will continue as normal.

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/guardians 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.

Students will stay indoors during inclement weather or when the air or wind chill temperature is between 0°F and -5°F. The school principal will check local weather websites for temperature and wind chill factors. (Administrative Guidelines for Cold Weather - Indoor Recess Due to Extreme Cold Temperatures or Wind Chill Temperatures)

SCHOOL VISITORS

To ensure the safety of our students, ALL school visitors must enter the building using the main entrance, sign-in at the school office and pick up a visitor's pass to have during their visit. Be prepared to present a photo ID. Other building doors will be locked during school hours.

Students enjoy having their parents/guardians visit class. Parents/Guardians 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.

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.

SCHOOL SAFETY DRILLS

Each year, the students and staff will conduct safety drills related to Crisis and Safety Plans. Parents will be notified when one of these drills occurs at school. Parents may want to discuss safety measures for their child(ren) at school as well as during travel to and from school.

SCHOOL TELEPHONE

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

PARENT PARKING

Each elementary school has areas for parent parking and pick up and drop off areas. It's important that parents/guardians 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, roller blades, 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 a.m.-3:30 p.m.

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)

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.** (Administrative Guidelines for Animals in the Learning Environment)

STUDENT BEHAVIOR

Each elementary school wants to provide a positive and safe place to learn for all students. It is our belief that school rules are important and the purpose of discipline is to teach students to make positive choices. Students are expected to follow school rules. If a problem arises, a parent/guardian will be contacted at home or work. We need and value your support. (Procedure JFCE-R)

Whoever intentionally causes bodily harm to a school district officer or employee acting in that capacity, and the person knows or has reason to know that the victim is a school district officer or employee, without the consent of the person so injured, is guilty of a Class E felony [Wis. Stats. 940.20 (5)(b)]. School discipline procedures will be carried to the fullest legal extent and a referral to police will be made as mandated by law.

It is the policy of the Sun Prairie Area School District to provide a safe and healthy environment for anyone on its premises. Video surveillance may be used only to promote the order, safety, and security of students, staff, visitors, and property. When cameras are used, signs stating "Surveillance Cameras in Use" will be posted. (Policy JFHA)

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

This program consists of a variety of proactive, school-wide and individualized strategies for achieving respectful, responsible and safe behaviors as well as academic success within our school community.

What does a PBIS school look like?

In a PBIS school, expectations are positively and clearly posted. PBIS staff members teach, review, monitor and reinforce expectations to students.

Above the Line Behavior

Respectful, responsible and safe behaviors are expected from every student in all areas of the school.

Below the Line Behavior

Disrespectful, irresponsible or unsafe behavior exhibited by any student that are most frequently dealt with by the classroom teacher.

Bottom Line Behavior

Disrespectful, irresponsible or unsafe behavior that is intolerable and dealt with directly by a principal. Examples of these behaviors include harassment, threats, physical harm, vandalism, possession or use of illegal substances.

Fix It

Timely strategies directly related to the misbehavior. School staff members use these strategies to encourage students to correct a "Below the Line" behavior. Examples include making up lost learning time, apologies, cleaning up after oneself.

ALCOHOL, DRUG AND TOBACCO VIOLATIONS

The Sun Prairie Area School District has a policy to provide 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.

At the elementary level, students learn about these subjects in health classes. If a student possesses or uses tobacco, alcohol, or controlled substances on school grounds or during school-sponsored events (home or away), the steps in Procedures JFCH-R and KGB-R will be followed.

ANONYMOUS TIP LINE

The Sun Prairie Police Department and the Sun Prairie Area School District have 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.

BULLYING, CYBER-BULLYING, AND HAZING

All types of bullying, cyber-bullying, and hazing are prohibited. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, email, cell phones, text messages, instant messages, chat rooms, and social websites. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of student's willingness to participate. (Policy JBA)

DANGEROUS WEAPONS IN THE SCHOOLS

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

DRESS CODE

It's important that students come to school dressed in a manner appropriate for the weather and the school setting. Clothes that offend others, are sloppy, show undergarments, expose the body, are a health or safety risk, relate to gang affiliation, or are distracting to others are not acceptable. Clothing that relates to alcohol, drugs, tobacco or contains sexual reference is strictly forbidden.

Examples of clothing that will not be allowed are tops that show the stomach or have straps that are less than 3 fingers wide, head coverings (i.e. bandanas, hats, visors), sunglasses, short shorts, biking shorts or clothing that is very worn. (Note: This list is not all-inclusive.) All outdoor clothing must be kept in lockers during non-recess times.

Students who wear clothing that is not acceptable will be asked to change into clothing that follows the dress code. Discipline may also include parent contact, detention, in-school suspension and/or out-of-school suspension.

HARASSMENT

Harassment of other students will not be tolerated at school. Harassment means physical or verbal behavior that makes a student feel uncomfortable or unsafe at school. Some examples of harassment are racial insults; ethnic or religious slurs; or sexual comments, jokes, or touches. (Policy JB, Procedure JB-R, Notice to Students Regarding Discrimination & Harassment, School-Based Discrimination or Discriminatory Harassment Report Form)

PERSONAL ELECTRONIC DEVICES

Students' use of personal electronic devices during the instructional day can be disruptive to the learning environment. "Personal electronic devices" are defined as personally owned cellular telephones, personal digital assistants, personal media devices, electronic games, digital cameras, or any other electronic device with communications functions and/or the capability to capture, record, transmit and/or play back voice or image information.

Personal electronic devices are to be "silenced" and stored in lockers during school hours. Students who choose to bring a personal electronic device to school do so at their own risk to possible loss, theft, damage or liability. A student found violating this policy will surrender the personal electronic device and may be subject to disciplinary action. (Policy JFCK)

Parents are welcome to use equipment to record your child's programs.

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 may be 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/guardian can come to school to get it.

VANDALISM

If school property is vandalized, related costs will be charged to the student(s) involved. Police may be involved in reports of vandalism.

RULES VIOLATIONS THAT RESULT IN DISCIPLINE, SUSPENSION OR EXPULSION

The following rules apply when students are at school, on school grounds, riding school buses, or attending any school-sponsored activity, including events off school grounds.

1. **Alcohol** – Students may not produce, sell, buy, transport, possess, or consume alcoholic beverages or substances represented as alcohol.
2. **Arson** – Students may not purposely damage or try to damage any school or personal property by fire or related devices. Firecrackers, fireworks, and matches are included if they are factors in a damaging fire.
3. **Attendance** – Students must attend school or classes as scheduled. Students may not violate state or school district policy related to required (compulsory) attendance.
4. **Battery** – Students may not touch another person against his or her will; hit another person, or purposely cause bodily harm.
5. **Bullying** – Students may not engage in bullying, cyber-bullying, or hazing of another student.
6. **Burglary** – Students may not enter or attempt to enter a school district building or other structure for the purpose of committing a crime. Students may be charged with burglary even if they do not use force to gain entry or cause property loss.
7. **Disorderly Conduct** – Students may not behave in a way that disrupts a school activity or the learning environment.
8. **Drugs** (Other than Alcohol and Tobacco) – Students may not use, grow, produce, distribute, sell, seek, buy, possess, transport, or be under the influence of any controlled drug, narcotic or illegal substance.
9. **Fighting (Mutual Conflict)** – Students may not get involved in any situation that involves physical violence. Whenever there is a conflict where physical force could have been avoided, self-defense will not be accepted as a reason for fighting.
10. **Gang-related Behavior** – Students may not engage in any activities or behaviors intended to encourage or facilitate gang or gang-related activities or purposes. For purposes of this rule, 'gang' is defined as a group using common identifying signs, symbols and/or colors demonstrating their common purpose to engage in criminal, violent or anti-social activity. Such forms might include but are not limited to graffiti, tattoos, slashed eyebrows, emblems, symbolism, hand signs and hand shakes, slang, jewelry, discussions and/or clothing that encourages gang-related activity. Students may not recruit or aid in the recruitment of gang members; may not wear or display any clothing or accessories which indicate membership in or affiliation with any gang; may not threaten or intimidate students, school personnel, or others lawfully on school premises. The principal or designee shall have final authority in determining if a violation had occurred. Enforcement of this rule is necessary for the safety and protection of the school environment. Gang-related apparel worn at school draws attention away from the school's learning environment and directs it toward thoughts of aggression, violence, and criminal behavior.
11. **Harassment, Nondiscriminatory** (Physical, Verbal or Psychological) – Students may not bully, haze, attack, tease, or repeatedly annoy another student, group of students or others in such a way that it creates an intimidating or hostile educational or work environment.
12. **Harassment, Discriminatory** (Physical, Verbal or Psychological) – 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.
13. **Inappropriate Use of Medication or Harmful Substances** (Prescription or Over-the-Counter Medication) – Students may not use, possess, sell or distribute any prescription or over-the-counter medication (e.g. aspirin, cough syrups, caffeine pills, nasal sprays) or other harmful substances in violation of school district policy.
14. **Insubordination** – Students may not refuse to respond to a reasonable request, refuse to identify themselves or refuse to obey school personnel or other persons in authority positions.
15. **Obscene Behavior** – Students may not use obscene language or actions at school. This includes writing, speaking or electronic communications.
16. **Physical Altercation, Minor** – Students may not create physical confrontations, tussle, push, shove or engage in horseplay or physical aggression.

17. **Robbery** – Students may not take or attempt to take anything that belongs to another person or organization under confrontational conditions. This includes use of force, threat of force, violence and/or by causing the victim to become afraid.
18. **School Threat** – Students may not make any threat (verbally, in writing or electronically) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm students or staff.
19. **Sexual Offenses** – Students may not engage in any form of sexual contact, lewd or indecent behavior while at school, with or without the consent of another.
20. **Theft, Stealing** – Students may not take property or data belonging to another person. (Theft means there is no threat, violence or bodily harm, otherwise this would be robbery.)
21. **Threat/Intimidation** – Students may not take any physical, verbal, written or electronic action that causes fear of harm in another person.
22. **Tobacco** – Students may not possess, use, distribute, share or sell any form of tobacco product.
23. **Trespassing** – Students may not enter or remain on a public school campus or in any school facility or room without permission or lawful purpose.
24. **Vandalism** – Students may not destroy or deface school or personal property.
25. **Violation of School Rules, Disobeying School Policies** – Students may not violate other school-defined rules that are not on this list. Problem behaviors could include, but are not limited to, dress code violations, running in the halls, possession of contraband, forgery or falsifying records. Typically, law enforcement is not involved.
26. **Weapons** – 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, ice picks, box cutters, pellet or BB guns, and explosive devices.
27. **Other Serious Offenses** – Students may not violate laws or ordinances. Offenses could include, but are not limited to, bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion or dealing in stolen property. These offenses are different from Violation of School Rules due to the involvement of law enforcement.

BUS TRANSPORTATION

BUS RIDER RULES AND REGULATIONS

Bus transportation, for daily riders and field trips, is a privilege, not a right. Bus rules are explained in School Board Policy EE, *Transportation Services*. These rules are in place to protect the safety of all children on the bus.

The bus driver is in charge of supervising children and enforcing the rules. If a child does not follow the bus rules or does not listen to or follow the driver's directions, a bus referral may be completed. Consequences may include a private discussion with the child, an assigned seat, or a bus referral to the school principal. Parents/Guardians will receive a copy of the bus referral.

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 transportation of students who wish to visit a friend's home.

A student's parent/guardian 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 – children, parents/guardians, school staff, and the bus company – is important to protect the safety of all bus riders.

BUS EVACUATION DRILLS

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

BUS ROUTE INFORMATION

The school district and the bus company develop bus routes to provide the most efficient service possible. Changes in routes may occur from year-to-year as the need for service changes. Questions about routes and related information can be directed to Kobussen Buses at 825-8700.

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.
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.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

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

Inspect, upon request and before administration or use:

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

The District will directly notify parents 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.

All material in this handbook is subject to change based on changes in School Board policy, state and local laws, and individual circumstances. The material included in this handbook is not all-inclusive and can be expanded.

Accessing School Board Policies and Procedures

If you wish to access policies using the Internet, go to the district website at www.sunprairie.k12.wi.us. On the left-hand side of the page under Our District, click on "Policies and Procedures." Click on the second item, "Click here for a list of Policies and Procedures by Category on Board Docs." Click on the "Policies" tab. Scroll down and click on the policy or procedure.

To search for a policy or procedure:
Click on the first item, "Click here to search Policies and Procedures on Board Docs."
Change Search type to Policies.
Type in a search word in the Containing box and press Enter.
Click on the policy or procedure.

Upon request, a policy or procedure can be obtained at the School District Office, 501 S. Bird Street, or at individual school offices.

Administrative guidelines and policies referenced in the handbook:

Section 504 of Rehabilitation Act of 1973 (See Appendix)

Administrative Guidelines for Animals in the Learning Environment

Administrative Guidelines for Cold Weather - Indoor Recess Due to Extreme Cold Temperatures or Wind Chill Temperatures

Policy BDDI, Public Concerns and Complaints (See Appendix)

Procedure BDDI-R, Procedures for Handling Public Concerns and Complaints (See Appendix)

Procedure DN-R, Food Service Program Fiscal Management Procedures

Policy EE, Transportation Services (See Appendix)

Procedure EE-R, Transportation Services (See Appendix)

Policy IFF, Parent Rights and Educational Programs/Activities (See Appendix)

Policy IGBJ, Response to Intervention

Policy IIBGA, Technology and Communication Resources Use

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

IIBGA-F, Student Internet Use Consent Form (See Appendix)

Policy IKE, Promotion Criteria for Grades 3-8

Procedure IKE-R, Promotion Criteria for Grades 3-8

Policy IND, Accommodating a Student's Beliefs (See Appendix)

Policy JB, Student Discrimination and Harassment (See Appendix)

Procedure JB-R, Student Discrimination and Harassment Complaint Procedures (See Appendix)

Notice to Students Regarding Discrimination & Harassment (See Appendix)

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

Policy JBA, Bullying, Cyber-Bullying, and Hazing (See Appendix)

Policy JE, Attendance, Student (See Appendix)

Procedure JE-R, Attendance Procedures, Student (See Appendix)

Policy JEB, Admission to Kindergarten and First Grade (Entrance Age)

Administrative guidelines and policies referenced in the handbook (Cont.):

Policy JFCE, Code of Classroom Conduct (See Appendix)

Procedure JFCE-R, Code of Classroom Conduct Procedures (See Appendix)

Policy JFCH, Alcohol and Other Drug Use by Students (See Appendix)

Procedure JFCH-R, Disciplinary Procedures for Alcohol or Other Drug Policy Violations by Students

Policy JFCJ, Weapons in School (See Appendix)

Procedure JFCJ-R, Weapons in School (See Appendix)

Policy JFCK, Possession of Personal Electronic Devices (See Appendix)

Policy JFH, Searches of Property (See Appendix)

Policy JFHA, Cameras, Surveillance (See Appendix)

Policy JG, Discipline, Suspensions, and Expulsions of Students

Policy JHCD, Administering Medication to Students

Procedure JHCD-R, Procedure for Administering Prescription/Non-Prescription Medication

Exhibit JHCD-E(1), Prescription Medication Administration Consent Form

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

Policy JHK, Wellness (See Appendix)

Procedure JHK-R, Wellness Policy Implementation (See Appendix)

Policy JO, Student Records (See Appendix)

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

Exhibit JO-E(1), Student Records Notice (See Appendix)

JO-F(2), Directory Information Declaration Form (See Appendix)

Policy KGB, Tobacco Use on School Premises

Procedure KGB-R, Tobacco Use on School Premises Procedures