



# Family Handbook

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Sun Prairie Area School District  
Sun Prairie, WI 53590

[www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us)

Sun Prairie Four Kids (SP4K)  
2011-2012

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.

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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)

## SP4K Program Contact Information

509 Commercial Avenue  
Sun Prairie, WI 53590

SP4K Principal, Karen Ward

(608) 834-6671, email: [klward@spasd.k12.wi.us](mailto:klward@spasd.k12.wi.us)

SP4K Secretary, Rita Bogosh

(608) 834-6672, email: [rebogos@spasd.k12.wi.us](mailto:rebogos@spasd.k12.wi.us)

SP4K Fax number: (608) 834-6692

SP4K Website: [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us). Select the 4 Year-Old Kindergarten link.

## SP4K Program Locations

### **BRIGHT HORIZONS**

DIRECTOR: MARLO MIELKE, (608) 825-6009  
5502 AMERICAN FAMILY DRIVE, MADISON, WI 53718

### **GINGERBREAD HOUSE PRESCHOOL** (Broadway Drive & Bristol Street locations)

DIRECTOR: WESLYNN KORENIC, (608) 837-4330  
630 BROADWAY DRIVE, SUN PRAIRIE, WI 53590

### **LA PETITE ACADEMY**

DIRECTOR: MCKENZIE LITTLE, (608) 837-0233  
2380 MONTANA AVENUE, SUN PRAIRIE, WI 53590

### **PLAY HAVEN CHILD CARE**

DIRECTOR: KARA PRANGE, (608) 825-3880  
1160 EMERALD TERRACE, SUN PRAIRIE, WI 53590

### **ROCK-A-BYE CHILD CARE CENTER**

DIRECTOR: JULIE SENNHENN, (608) 834-5867  
751 LOIS DRIVE, SUN PRAIRIE, WI 53590

### **SACRED HEARTS OF JESUS AND MARY SCHOOL**

PRINCIPAL: KIMBERLEE FREDERICK, (608) 837-8508  
219 COLUMBUS STREET, SUN PRAIRIE, WI 53590

### **SUN PRAIRIE HEAD START**

DIRECTOR: MARCIA HUEMOELLER, (608) 837-5229  
2096 RED ARROW TRAIL, MADISON, WI 53711

### **SUN PRAIRIE NURSERY SCHOOL**

PROGRAM DIRECTOR: ELIZABETH KNUDTEN, (608) 837-3112  
P.O. BOX 187, SUN PRAIRIE, WI 53590

### **TEDDY'S PLACE**

DIRECTOR: SHARLOT BOGART, (608) 837-7876  
1514 W. MAIN STREET, SUN PRAIRIE, WI 53590

### **YMCA OF DANE COUNTY**

DIRECTOR: CAPRISE WAAK, (608) 837-8221  
1470 DON SIMON DRIVE, SUN PRAIRIE, WI 53590

# 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*

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

**SUN PRAIRIE AREA SCHOOL DISTRICT**  
**SP4K Calendar 2011-2012**

= <b>First day of school</b> = <b>Early Release Day</b>	<b>NS = No School</b> = <b>Last day of school</b>
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M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
<b>JULY</b>					<b>AUGUST</b>					<b>SEPTEMBER</b>				
													1 NS	2 NS
										5 NS	6 NS	7 NS	8 ☀	9
										12	13	14	15 •	16
										19	20	21	22 •	23
										26	27	28	29 •	30
<b>OCTOBER</b>					<b>NOVEMBER</b>					<b>DECEMBER</b>				
3	4	5	6 •	7		1	2	3 •	4				1 •	2
10	11	12	13 •	14	7 NS	8	9	10 •	11	5	6	7	8 •	9
17	18	19	20 •	21	14 NS	15	16	17 •	18	12	13	14	15 •	16
24	25	26	27 NS	28 NS	21	22	23 NS	24 NS	25 NS	19	20	21	22 •	23 NS
31					28	29	30			26 NS	27 NS	28 NS	29 NS	30 NS
<b>JANUARY</b>					<b>FEBRUARY</b>					<b>MARCH</b>				
							1	2 •	3				1 •	2
2	3	4	5 •	6	6	7	8	9 •	10	5	6	7	8 •	9
9	10	11	12 •	13	13	14	15	16 •	17	12	13	14	15 •	16
16 NS	17	18	19	20 NS	20	21	22	23 •	24 NS	19	20	21	22 •	23
23	24	25	26 •	27	27 NS	28	29			26	27	28	29 •	30
30	31													
<b>APRIL</b>					<b>MAY</b>					<b>JUNE</b>				
2 NS	3 NS	4 NS	5 NS	6 NS		1	2	3 •	4					1
9	10	11	12 •	13	7	8	9	10 •	11	4	5	6	7 ☺•	
16	17	18	19 •	20	14	15	16	17 •	18					
23	24	25	26 •	27	21	22	23	24 •	25					
30					28 NS	29	30	31 •						

AM = 8:15-10:50 (M-F)  
 PM = 11:55-2:45 (M, T, W, F) 11:55-1:30 (TH, early release day)

**SUN PRAIRIE AREA SCHOOL DISTRICT**  
**SP4K 2011-2012 SCHOOL YEAR CALENDAR**

Thurs. .... Sept. 8 ..... First Day of 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  
Thurs. .... June 7 ..... Last Day of School - End of 4th Quarter/2nd Semester

# SUN PRAIRIE AREA SCHOOL DISTRICT

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

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

DISTRICT ADMINISTRATIVE STAFF	
<b>Tim Culver, District Administrator,</b> 834-6501 tculver@spasd.k12.wi.us	Superintendent, Board Relations, Government and Community Relations
<b>Phil Frei, Deputy District Administrator,</b> 834-6510 pfrei@spasd.k12.wi.us	Business & Financial Matters, Open Enrollment, Donations to District
<b>Alice Murphy, Assistant District Administrator of Instructional Programs,</b> 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
<b>, Executive Director of Student Services, 834-6520</b> @spasd.k12.wi.us	Special Education Programs, Early Entrance, Transition Services, Section 504, Counseling Programs, At-Risk Programs
<b>Annette Mikula, Executive Director of Human Resources, 834-6551</b> amikula@spasd.k12.wi.us	Personnel, Teacher Licensure, Substitute Staff

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

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

# ENROLLMENT

## ENROLLMENT AND ENTRANCE REQUIREMENTS

Welcome Sun Prairie Four Kids (SP4K) families!

Parents/Guardians may register children for the SP4K program at the SP4K Office, 509 Commercial Avenue. Information will be shared regarding community partner sites for the SP4K program. The SP4K Enrollment Form and the Health Questionnaire are available on the district website, [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us). Select the 4 Year-Old Kindergarten link (SP4K Forms).

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

If a student has attended another four-year-old kindergarten, please bring along the name and address of that school when you come to register. Those records are needed before 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

We 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 SP4K office will need to have a copy of that court order.

## CURRENT PARENT/GUARDIAN CONTACT INFORMATION

It is very important that the SP4K program has an up-to-date address, telephone number and email address on file for each parent/guardian. The SP4K office needs to have current:

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

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

The district has 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 program events
- Late start or school closing
- Information updates during and follow up to emergency situations

# ATTENDANCE

## SCHOOL HOURS

The SP4K program is a five-day a week program. Classes are held Monday-Friday.

School hours for SP4K students are:

Morning session: 8:15 a.m.-10:50 a.m. (Monday-Friday)

Afternoon session: 11:55 a.m.-2:45 p.m. (Monday, Tuesday, Wednesday, Friday)

11:55 a.m.-1:30 p.m. (Thursday)

The first day of school for the 2011-2012 school year is Thursday, September 8, 2011. The last day of the school year is Thursday, June 7, 2012.

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

SP4K students are enrolled for five days weekly and attendance is taken daily. Your child's enrollment in an SP4K program begins their public school attendance record.

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

If a parent/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. A follow-up meeting to discuss an attendance improvement plan may be requested. The child's parent/guardian, SP4K teacher, site director, principal and/or social worker may be invited to attend.

## REPORTING ABSENCES

Student safety is very important to us! A parent/guardian **MUST** call the child care partner attendance line before 8:00 a.m. (morning session) and 11:30 a.m. (afternoon session) if their child will not be attending school or will be late that day.

If a student does not come to school and the parent/guardian has not called the child care partner attendance line by 8:00 a.m. (morning session) or 11:30 a.m. (afternoon session), a safe arrival call will be made and the child's absence may be listed as unexcused. If the safe arrival call is not answered, other efforts will be made to locate the student.

The 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 by contacting the child care partner site your child attends.

Bright Horizons	825-6009
Gingerbread House Preschool	837-4330
Head Start	837-5229
La Petite Academy	837-0233
Play Haven	825-3880
Rock-A-Bye	834-5867
Sacred Hearts School	837-8508
Sun Prairie Nursery School	837-3112
Teddy's Place	837-7876
YMCA (NE)	837-8221

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

## STUDENT LEARNING

### PROGRESS REPORTS/PARENT-TEACHER CONFERENCES

Students in SP4K will receive progress reports three times throughout the year.

Formal parent/guardian-teacher conferences are held twice a year. The first semester conference is scheduled for Monday, November 14, 2011. The second semester conference is scheduled for Monday, February 27, 2012. Additional conference days will be selected by SP4K partner sites as needed.

The SP4K program is guided by curriculum and early learning standards and provides a play-based environment that supports student growth in a variety of age-appropriate, developmental skill areas. In addition, 4K students practice routines and learning behaviors that will support transition to kindergarten.

Progress reports, conferences, and ongoing contacts between school and parents/guardians help us to communicate and support each student.

### 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.

### CURRICULUM OF SUN PRAIRIE FOUR KIDS

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

The teachers for the SP4K preschool program will use the Creative Curriculum and the Wisconsin State Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition, the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best - through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

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

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

**When Children Do This**

Put blocks in a truck and dump them out

Put pegs in a pegboard

Finish a puzzle

Play beside other children

Follow directions in a recipe by adding ingredients

Turning pages of a book

Scribble on paper

Listen to a story and talk about what happened

Put on dress-up clothes

Make Play-dough

Separate cups and plates

**They Are Learning to:**

Understand size, weight, and number concepts  
(Math and science)

Eye-hand coordination  
(Reading and writing readiness)

Complete a task from start to finish  
(Study habits and self-esteem)

Get along with others  
(Social skills)

Understanding measurements  
(Math)

Learning to read from right to left

Using writing as a means to communicate  
(Fine motor coordination)

Love of books, remembering details, expressing ideas  
(Language)

Small muscle development  
(Writing and self-help)

See how materials change  
(Science)  
Following directions  
(Listening comprehension)

Grouping objects into categories  
(Math)

**TRANSITION TO KINDERGARTEN**

Transition to kindergarten is an exciting time and the process begins with neighborhood school visitation in March. SP4K parents/guardians will receive information and assistance, as needed, with signing their child up for kindergarten visitation at their neighborhood elementary school. Although your child will have an SP4K file, the neighborhood school will need some forms completed and will want to again see proof of residency to complete the elementary enrollment process.

As part of the kindergarten transition process, your child's SP4K teacher will share progress reports and other important information with the receiving kindergarten team. Your child's SP4K file will also be forwarded to his/her neighborhood school.

If your child will be attending kindergarten at a private elementary school or in another district, please notify the SP4K office. When you enroll your child at their new school, ask them to contact the Sun Prairie Four Kids office to request a records transfer.

## HOME/SCHOOL COMMUNICATION

Communicating with SP4K families is a critical component of this community early learning program. Communication will occur in a number of ways through notes home, updates on the SP4K web page, electronic communication system (phone calls, emails and text messages sent to parents/guardians), announcements posted at the child care partner sites, etc. Parents/Guardians can help by checking their child's backpack after school each day. By taking time to talk about completed work and reviewing any notes or paper work sent home, parents/guardians can support their child's learning. If parents/guardians have questions or concerns about their child, they are encouraged to contact their child's classroom teacher.

## STUDENT SERVICES

### English Language Learners (ELL)

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

### Early Childhood Program

The Sun Prairie Area School District promotes the inclusion of young children with disabilities in social and learning environments with typically developing peers. The early childhood department of the school district will provide needed intervention for children who are eligible for services. These services are typically provided in the 4K environment whenever possible. If you suspect your child has a disability or would like more information, please call the Early Childhood Coordinator at 834-6574.

### 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/guardians 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, please discuss them with your SP4K Site Director. A team consisting of your child's teacher, 4K social worker, SP4K principal, Early Childhood Coordinator and/or the Executive Director of Student Services will meet to problem solve any issues and discuss interventions. When a student is referred to a 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.

### **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 their assigned child care partner site during the field trip.

### **MOVIE/VIDEO VIEWING**

Movies and videos are not shown in the SP4K programs.

### **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.

# HEALTH SERVICES

## ROLES OF THE NURSING STAFF

Health services are supervised by a district health nurse. Daycare staff will provide any direct care, first aid, medication and treatment necessary. The district health nurse will assist with health care records, immunization reports and screening for communicable diseases. The district health nurse also works 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 contact their SP4K Site Director.

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 SP4K 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 <sup>2</sup>	3 Polio	1 MMR <sup>5</sup>	3 Hep B	1 Varicella <sup>6</sup>	
Grades K-3	4 DTP/DTaP/DT/Td <sup>1</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	2 Varicella <sup>6</sup>	
Grades 4-5	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	1 Varicella <sup>6</sup>	
Grades 6-9	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	2 Varicella <sup>6</sup>	1 Tdap <sup>3</sup>
Grades 10-11	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	1 Varicella <sup>6</sup>	1 Tdap <sup>3</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	2 Varicella <sup>6</sup>	1 Tdap <sup>3</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: A dose 4 days or less before the 4<sup>th</sup> 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose 4 days or less before the 4<sup>th</sup> 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose 4 days or less before the 4<sup>th</sup> 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 1<sup>st</sup> birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

## 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 SP4K sites and/or classrooms are nut-free. In addition, since some sites work with infants and toddlers, their snack list may not include all items listed above. Parents/Guardians are asked to check with their SP4K teacher regarding which snacks are approved for that specific site.*

# 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](http://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 child care partner site or the bus company.

When the start of the school day is delayed for 1-2 hours, there will be no morning session of Sun Prairie Four Kids. It is important that students enrolled in the afternoon session 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 SP4K office. This is very important since families will be able to be kept up to date with accurate information about the situation.

If an emergency evacuation happens during the school day, students and staff will be moved to an emergency site. They will remain at that site until it is safe to return to their classrooms and regular schedule. If for some reason they cannot return to school, 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.

## EMERGENCY PLAN

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

## WEATHER RULES

SP4K programs provide outdoor play time to give students opportunity to practice motor and social skills. All students are expected to participate in outdoor play times. 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 below 0°F.

## SP4K PROGRAMS VOLUNTEERS

The safety of students and staff in our SP4K programs is important. **Therefore, all adults who volunteer in the SP4K programs 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 SP4K programs until cleared by the Human Resources Department. After the criminal background check is completed, approved volunteers will be given an identification badge to wear at all times while volunteering in the SP4K programs. Volunteers need to notify the Human Resources Department immediately if their arrest or conviction record changes. The SP4K principal has the authority to make decisions about volunteers and their duties in the SP4K programs.

Volunteers will be approved for a three-year time period.

## PARENT/GUARDIAN PARKING

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

## NON-MOTORIZED VEHICLES ON SCHOOL GROUNDS

Bicycles must be parked in the bike racks on child care partner site grounds and must be locked. Skateboards, scooters, roller blades, and shoes with wheels must be put in lockers/cubbies during school hours. The school is not responsible for lost or damaged items.

## LOCKER/CUBBIE OR COAT HOOK AREAS

Each SP4K site provides a locker/cubbie or coat hook area for students. Students are encouraged to keep their storage areas clean. **The locker/cubbie 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 SP4K programs unless they are visiting for educational purposes. If a class is studying a unit on pets, the teacher may ask some students to bring their pets to the SP4K program for a short time during the day. **All pet visits must be pre-approved by the SP4K principal.** (Administrative Guidelines for Animals in the Learning Environment)

## HARASSMENT

Harassment of other students will not be tolerated at SP4K programs. Harassment means physical or verbal behavior that makes a student feel uncomfortable or unsafe at SP4K programs. 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)

## 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)

## 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 child care partner site grounds will be asked to leave.

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.

## **DANGEROUS WEAPONS IN THE SCHOOLS/SP4K PROGRAMS**

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

## **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/cubbies 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/Guardians are welcome to use equipment to record your child's programs.

## **VANDALISM**

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

## **ANONYMOUS TIP LINE**

The Sun Prairie Police Department and the Sun Prairie Area School District have set up an anonymous tip line that families, students or staff may use to report information about school-related crimes. The number to call is 837-6300. Calls made to this number cannot be traced. Students and staff are encouraged to use this number, when needed, to help make our schools/SP4K programs safer.

## STUDENT BEHAVIOR

Each SP4K child care partner site 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.

### PERSONAL ITEMS FROM HOME

A student who chooses to bring a personal item to SP4K takes full responsibility if the item is lost, stolen, or broken. When a student brings a personal item to SP4K that distracts from teaching and learning, causes conflict, or may be dangerous to the student and others, that item can be deemed inappropriate and not allowed at SP4K. The SP4K child care partner site director or SP4K principal will keep the item until the parent/guardian can come to school to get it.

### DRESS CODE

It's important that students come to SP4K 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/cubbies during non-recess times.

Students who wear clothing that is not acceptable may be asked to change into clothing that follows the dress code.

## 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

SP4K families who request transportation will be required to sign an SP4K Bus Service Agreement which is included on the district website at [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us), select the 4 Year-Old Kindergarten link.

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 SP4K 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/guardians 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, SP4K 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 periodically 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](http://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