



# Sun Prairie Area School District

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

## **2017-18 ANNUAL NOTICES**

**The following are annual notices related to students and school programs that Wisconsin school districts are required by law to provide. Questions may be directed to the District Office at (608) 834-6500 or the specific person where noted. Please note that the Sun Prairie Area School District may be hereinafter referred to as “SPASD” or “District”.**

### **STUDENT ACADEMIC STANDARDS**

School boards are required to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district's website. Also, the school board must annually include an item on the agenda of the first school board meeting of the school year that clearly identifies the student academic standards adopted by the board under section 118.20(1g)(a)(1) of the state statutes that will be in effect for the school year. The Sun Prairie Area School District academic standards for the current academic year, approved by the Board of Education are available on the District's [website](#).

### **SCHOOL ACCOUNTABILITY REPORT**

Each public school in the state is required by section 115.385(4) of the state statutes to provide a copy of the school's accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school. In addition, each public school that maintains an internet site is required to prominently display a link to the school's most recent accountability report on the homepage of that school's internet site within 30 days after the DPI publishes the accountability report.

School and district report cards for the 2016-17 school year will be released in Fall 2017. The Department of Public Instruction (DPI) produces report cards for every district and school in Wisconsin. These Accountability Report Cards include data on multiple indicators for multiple years across four priority areas: Student Achievement, Student Growth, Closing Gaps and On-track and Postsecondary Readiness. Performance on three Student Engagement Indicators is also reported. These three indicators affect student success and school effectiveness: Test Participation Rate, Absenteeism Rate, Dropout Rate. A district's or school's Overall Accountability Score places the district or school into one of five Overall Accountability Ratings: Significantly Exceeds Expectations, Exceeds Expectations, Meets Expectations, Fails to Meet Expectations.

SPASD publishes a link to the school's most recent accountability report on the homepage under [School and District Reports Cards](#).

## **EDUCATIONAL OPTIONS**

School boards are required by section 118.57 of the state statutes to annual publish, prior to January 31st, a description of educational options available to the children residing in the district, including public schools private schools participating in a parent choice program, charter schools, virtual school, full-time open enrollment, Youth Options Program, Court Options, and options available for home-based private educational program students.

The Sun Prairie Area School District offers students a variety of educational options to children who reside in the District.

The District's primary educational pathway and instructional program for students involves a progress from 4-year-old kindergarten through 12th grade, leading to a high school diploma.

The District's schools, and each school's most recent state-assigned performance category, are listed below:

Sun Prairie Area School District	Meets Expectations	4K-12
Sun Prairie 4 Kids (SP4K) Program	Not Rated by State	4K
C.H. Bird Elementary	Meets Expectations	K-5
Creekside Elementary	Meets Expectations	K-5
Eastside Elementary	Meets Expectations	K-4
Horizon Elementary	Significantly Exceeds Expectations	K-4
Northside Elementary	Meets Expectations	K-5
Royal Oaks Elementary	Significantly Exceeds Expectations	K-5
Westside Elementary	Meets Expectations	K-5
Patrick Marsh Middle School	Meets Expectations	5-7
Prairie View Middle School	Meets Expectations	5-7
Cardinal Heights Upper Middle School	Meets Expectations	8-9
Sun Prairie High School	Meets Expectations	10-12
Prairie Phoenix Academy	Alternate Rating – Satisfactory Progress	9-12

Some of the specific education programs offered to eligible students who are enrolled in and attending the District's schools include the following:

- Early childhood special education (for children who are at least 3 years old but not yet school-age)
- Special education for students with disabilities
- Advanced Learner programming
- Career and Technical Education (CTE) programming
- Individualized program and curriculum modifications
- Alternative education programming
- Virtual School
- English as a Second Language (ESL)

The full version of the District's most recent School and District Accountability Report Card, as issued by the Wisconsin Department of Public Instruction under section 115.385 of the state statutes, can be accessed via the Assessment & Continuous Improvement page on the District's [website](https://apps2.dpi.wi.gov/reportcards/) (<https://apps2.dpi.wi.gov/reportcards/>), if the report has been issued by the Wisconsin Department of Public Instruction.

Educational options for students who are enrolled in the Sun Prairie Area School District that involve part-time attendance at an educational institution other than a school of the Sun Prairie Area School District include the following:

#### Course Options Program

- Provides opportunities to apply for approval to take up to two courses at a time at another educational institution;
- Is subject to state and local eligibility requirements, including the limitation that the courses must satisfy a high school graduation requirement; and
- Includes certain District-approved dual credit opportunities that the District offers in conjunction with a partner institution of higher education.

#### Youth Options Program

- Provides opportunities to apply for approval to take courses at certain institutions of higher education; and
- Is available only to students who are enrolled in the 11th or 12th grade.

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the Sun Prairie Area School District include the following:

- High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to a student's high school graduation or to a high school equivalency diploma.
- Full-time open enrollment involving physical attendance in a public school of a nonresident school district or attendance through a virtual charter school that is associated with a nonresident school district.

- Beginning in the 2016-2017 school year, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in a private school of the family's choosing (at the family's own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.

Educational options for children who reside in the Sun Prairie Area School District but who are enrolled in and attending a private school or home-based private educational program include the following:

- Private school students in the high school grades have the opportunity to apply for approval to take up to two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.

Students who are enrolled in a home-based private educational program have the opportunity to:

- Apply for approval to take up to two courses per semester in public schools as provided under section 118.53.
- Participate in District interscholastic athletics and other District extra-curricular activities as provided under section 118.133.

For more information about any of the educational options listed in this notice, please contact the District's administrative office at (608) 834-6500 or the Wisconsin Department of Public Instruction.

### **STUDENT ASSESSMENTS**

Information about the 4th, 8th, 9th, 10th, and 11th grade examinations administered to students enrolled in the district is available from the homepage of the SPASD website under [Assessment , Research and Accountability](#).

### **EDUCATION OF HOMELESS CHILDREN AND YOUTHS**

It is the policy of SPASD that homeless children, unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) and youth residing in the District shall be provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and Sun Prairie Area School District Academic standards and shall not be segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness.

SPASD will inform school personnel, service providers, advocates working with homeless families, the parents or guardians of homeless children and youth of the duties of the local liaison for homeless children and youths. In addition, SPASD will communicate specific information to parents and guardians of homeless children and youth, and unaccompanied youth as they are identified. The liaison for SPASD is the Director of Student Services who may be reached at 608-834-6500.

### **STUDENT PRIVACY**

Except for immediate threats to health and safety, surveys, analyses and/or evaluation of district students, directly or indirectly through curricula, that may reveal private information regarding those students or family members may be conducted only after receipt of written consent of the student, if the student is an adult or an emancipated minor, or the student's parent, guardian, if the student is an unemancipated minor.

In February of 2018, the District will administer the Dane County Youth Risk Assessment. Parents/Guardians will be notified prior to the survey.

Private information as it pertains to this policy includes but is not limited to: religious beliefs or practices; political beliefs and affiliations; physical characteristics that may embarrass the student or family; sexual behavior or attitudes; critical appraisals of individuals with whom the student has close family relationships; legally recognized privileged or analogous relationships, including those with lawyers, physicians, or members of the clergy; income.

Notification to parents will also occur in the following situations: 1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of markets or selling that information (or otherwise providing that information to others for that purpose); 2. Any nonemergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.

### **HUMAN GROWTH AND DEVELOPMENT**

#### **Elementary:**

Education on Human Growth and Development is integrated into the total elementary curriculum. At the fourth and fifth grade levels, there is a presentation on adolescent changes that is coordinated by the health teachers. Parents are invited to preview nights. Questions on this program can be directed to the health teachers, building principal and Director of Elementary Teaching, Learning and Equity.

#### **Middle School:**

Education on Human Growth and Development is integrated into the middle school health curriculum. Questions on this program can be directed to the building principal, health teachers or the Director of Secondary Teaching, Learning and Equity.

## **SPECIAL EDUCATION CHILD FIND**

Upon request, the Sun Prairie Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The District locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Jennifer Apodaca, Director of Student Services, Sun Prairie Area School District, at 834-6520, or by writing her at 501 S. Bird Street, Sun Prairie, WI 53590

**Sun Prairie Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children.** The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Jennifer Apodaca, Director of Student Services, Sun Prairie Area School District, at 608-834-6520, or by writing her at 501 S. Bird Street, Sun Prairie, WI 53590.

**Annually the district conducts developmental screening of preschool children.** Each child's motor, communication, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Watch for the dates at your local school or contact Sally Drenoske at 834-6574.

This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

**The school district maintains several classes of pupil records.**

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

**The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education**

## records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Sun Prairie Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

**The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### **TITLE I**

The Sun Prairie Area School District will be receiving funds during the current school year through the federal Title 1 program. This program provides federal dollars to help supplement educational opportunities for children who are most at risk of failing to meet the state's challenging content and performance standards.

There are two type of programs: Targeted Assistance and Schoolwide. Our District will receive funds through Schoolwide funds program.

The Targeted Assistance program is one in which individual students are targeted to receive Title I services. Student are identified based upon multiple, objective, educationally related criteria. Services may be delivered in a number of ways such as in-class instruction, pull out instruction, extended day, week or year programming. The district is responsible for providing extra services to the identified children, coordinating with all school personnel involved with the children and involving parents in the planning, implementation and evaluation of the title I program.

Schoolwide programs can use allocated funds to increase the amount and quality of learning time. School wide programs serve all children in a school All staff, resources, and classes are part of the overall schoolwide program.

Federal law requires that school districts receiving Title I funds share with parents the qualifications of teachers in the qualifying schools. There are questions parents may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers in the District are highly qualified by Wisconsin's DPI and under federal government's guidelines in the Elementary and Secondary Act. In addition, all of the teachers at the elementary schools are fully licensed for their assignment. If parents/guardians want to see the state qualification on their child's teacher, they may contact the school's principal or find it on the DPE website at [www.dpi.wi.us/dpi.dlsis/tel/lisearch.htm](http://www.dpi.wi.us/dpi.dlsis/tel/lisearch.htm). In addition, the District employs instructional aides who are qualified for their positions and receive ongoing training and professional development for this work.

Parents/guardians of students attending a SPASD school receiving such funds may also

request information regarding any state or local school district policy regarding student participation in any assessments mandated by law and by the district. Parents have the right to excuse their child from taking the state-mandated examinations in grades 4, 8, 9, 10, and 11, as well as state-mandated testing at grades 3, 5, 6, and 7. Districts may honor parent requests to excuse their child from state-mandated testing at grades 3, 5, 6, and 6 at their discretion and on an individual basis.

Information about assessments is available from the home page of the SPASD website under [Assessment, Research and Accountability](#).

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

A school district that uses federal education funds to provide a language instruction education program for English language learners must, no later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program the following information:

- Why the child is placed in the program;
- The child's level of proficiency;
- How that level was determined and the status of the child's academic achievement;
- Methods of instruction in the program in which their child is placed and those of other available programs;
- How the program will meet the educational needs of their child;
- How the program will help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program;
- In the case of a child with a disability, how the program meets the child's IEP objectives; and
- Information about parental rights.

For a student not identified as limited English proficient prior to the beginning of the school year, the District must notify parents within the first two weeks of the child being placed in such a program.

### **EDUCATION FOR EMPLOYMENT PROGRAM**

School boards are now required by PI 26.04(40) of the Wisconsin Administrative Code to annually notify parents of the district's education for employment program, which includes programs and services for career awareness at elementary grade levels, career exploration at the middle school level, career planning and preparations at the high school grade level, academic and career planning services for students in grades 6 to 12, availability of programs at technical colleges, and the District's long-range education for employment plan and annual review report. Information about the SPASD Education for Employment Program is available on the website:

[www.spasd.k12.wi.us/students/sun-prairie-.cfm](http://www.spasd.k12.wi.us/students/sun-prairie-.cfm)

## **ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS**

School districts are required by PI 26.03(1)(b)1 of Wisconsin Administrative Code to inform parents each school year about what academic and career planning services children in grades 6 through 12 receives, including opportunities for parents to participate in their child's academic and career planning and updates on the progress of their child's planning, individualized support to assist students with completing and annually updating his/her academic and career plan, access to an academic and career planning software tool, and a means for connecting each student to school staff for assistance with the development and implementation of the student's personal plan.

Information about Academic and Career Planning Services for Students is available on the District's website: [www.spasd.k12.wi.us/students/sun-prairie-.cfm](http://www.spasd.k12.wi.us/students/sun-prairie-.cfm).

## **STUDENT ATTENDANCE**

School attendance policies are included in each school's family or student handbook at the beginning of each school year. They are also available on the school district's website in [Board Docs](#).

Parents/Guardians have the right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and the decision making process to be used in responding to such requests under sections 118.15(1)(d) and (e) of the state statutes.

## **PROGRAM AND CURRICULUM MODIFICATIONS**

School districts are required by section 118.15(1)(f) of the state statutes to notify students and their parents/guardians of the following at the beginning of each school term:

1. Their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and
2. the decision-making process to be used in responding to such requests under sections 118.15(1)(d) and (e) of the state statutes.

Information about the SPASD policy is available on the school district's website in [Board Docs](#).

## **USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

The SPASD has adopted a policy/rule prohibiting the use or possession of electronic communication devices while on school premises which is shared in all student and family handbooks. The building principal is authorized to permit a student to use and/or carry a personal electronic communication device for medical, school, educational, vocational or other purposes as deemed appropriate. Students violating this [Policy JFCK](#) shall be disciplined in accordance with established procedures.

## **STUDENT BULLYING**

The Sun Prairie Area School District is committed to providing a safe positive learning environment for all students. The expectation is that everyone will treat each other with respect and consideration. Actions such as bullying, cyber-bullying, or hazing create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, all types of bullying and hazing are prohibited.

### II. Definitions & Conditions

A. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. It is intentional written, spoken, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture or communication that has the effect of doing any of the following:

1. Substantially interfering with any student's education.
2. Creating a threatening or fearful environment in a school setting for any student or group of students.
3. Substantially disrupting the orderly operation of the school.

B. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social websites (e.g., My Space or Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.

C. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students, for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students' willingness to participate.

D. "Discriminatory Harassment" occurs when acts of bullying or hazing are related to, or motivated by a student's sex, color, religion, profession or demonstration of belief or nonbelief, race, national origin, limited English proficiency, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability or any other basis protected by state or federal law. Such incidents shall be handled in accordance with Policy JB, Student Discrimination and Harassment.

III. Bullying, cyber-bullying, hazing, and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:

A. During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.

- B. While being transported on a district provided bus or any other district vehicle.
- C. Accessed, created, expressed, or communicated using any district-owned computer, digital technology, or system network.
- D. Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school related or sponsored activity, or on district provided transportation.
- E. Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.
- F. While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.

IV. School officials need not wait for substantial interference with education, the creation of a threatening environment, or the disruption of the operation of the school to occur. School officials may intervene and/or discipline students when it is reasonably foreseeable that bullying or hazing pose a credible threat of creating such interference, threats, or disruption.

V. All staff members must be alert to and aware of the signs of bullying or hazing and intervene promptly and firmly against it in accordance with this policy.

VI. Any person who believes that a student has been the subject of bullying or hazing shall promptly report the matter to the school principal or assistant principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All reports of bullying or hazing shall be taken seriously, treated fairly and promptly and thoroughly investigated in accordance with Procedure JBA-R. The incident will be documented. There shall be no retaliation against any person who makes a report under this policy. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

VII. School officials shall take all appropriate and necessary action to eliminate bullying and hazing, up to and including disciplinary action towards the offenders and/or involvement of law enforcement.

VIII. School officials shall inform students, staff, parents, and other adults on school grounds, at least annually, that bullying and hazing will not be tolerated. Such notice shall be by at least two of the following means, as deemed appropriate by the principal.

- A. Distribution of this written policy
- B. Publication in student and staff handbooks
- C. Presentation at assemblies

- D. Training sessions for students, parents, and/or staff
- E. Incorporation into character education programming
- F. Posting of notices or signs

Please see District [Policy JBA, Bullying, Cyberbullying, and Hazing](#) for further information.

### **STUDENT LOCKER SEARCHES**

Lockers and other District-owned storage space, which may be used by students for the storage of personal belongings, remain at all times under control of the Sun Prairie Area School District. Such space may be inspected periodically and at any time without notice, student consent, or a search warrant. Inspections may be conducted by any of the following: District Administrator, building administrator, or their designee. Any items seized during an inspection must be safeguarded until appropriate authorities have determined their disposition. Please see [District Policy JFH, Searches of Property](#) for further information.

### **YOUTH OPTIONS**

The Youth Options Program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. High school students enrolled in grades 11 and 12 may participate in the Youth Options Program in accordance with state law and established procedures.

The Director of Secondary Teaching, Learning and Equity shall determine whether a course taken through the Youth Options Program is comparable to a course offered in the District, whether it satisfies graduation requirements and what, if any, high school credits will be awarded to the student.

The District shall pay for no more than the equivalent of 18 postsecondary semester credits (4½ high school credits) per student through the Youth Options Program. The District will pay only for the courses, including associated fees, that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program. Administration will establish rules by which any exceptions will be considered.

The Board is not responsible for transporting students to or from post-secondary courses under this program.

The Director of Secondary Teaching, Learning and Equity shall administer the Youth Options Program in the district.

Please see [District Policy IGCE, Youth Options Program](#) and [Procedure IGCE-R, Guidelines for Awarding High School Credit for Youth Options Program Courses](#) for further information.

## STUDENT RECORDS -THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student records shall be maintained in the Sun Prairie Area School District to assist school personnel in providing appropriate educational experiences for each student in the District.

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. Accordingly, the following shall apply in the District:

1. An adult student or the parent(s) or guardian(s) of a minor student have the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without delay and in no case more than 45 calendar days after the request is made. Reasonable efforts shall be made to provide student records within 5 business days after the request is made. Copies of the District's student records procedures are available upon request at the Sun Prairie Area School District Office, 501 S. Bird Street, Sun Prairie, Wisconsin 53590. Regular office hours are 8:00 a.m. - 4:30 p.m. and are posted on the School District website.
2. An adult student or the parent(s) or guardian(s) of a minor student have the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above
3. An adult student or the parent(s) or guardian(s) of a minor student have the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "**school official**" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; or a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist). A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

#### **4. Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Sun Prairie Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sun Prairie Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Sun Prairie Area School District to include this type of information from your child's education records in certain school publications. Examples include a playbill showing your student's role in a drama production; the yearbook; honor roll or other recognition lists; graduation programs; news articles, and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It can be disclosed to outside organizations without parent/guardian prior written consent **unless you** notify the district in writing you wish to restrict it. Outside organizations include, but are not limited to, colleges, companies that manufacture class rings or publish yearbooks, news media, etc. In addition, two federal laws require the District to provide military recruiters directory information upon request. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110) and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107). Parents/guardians of secondary school students have a right to request the District not to release the secondary school student's name, address or telephone number to military recruiters or institutions of higher education without prior written parental consent.

The Sun Prairie Area School District has designated the following information as directory information:

<ul style="list-style-type: none"> <li>● <b>Student's name</b></li> <li>● <b>Address</b></li> <li>● <b>Telephone listing</b></li> <li>● <b>Photograph*</b></li> <li>● <b>Date and place of birth</b></li> <li>● <b>Major field of study or grade level</b></li> <li>● <b>Dates of attendance</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Participation in officially recognized activities and sports</b></li> <li>● <b>Weight and height of members of athletic teams</b></li> <li>● <b>Degrees, honors, and awards received</b></li> <li>● <b>The most recent school attended</b></li> </ul>
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\*Please note that photographs have been considered directory information since 1996. Student photographs may be used in district publications, including the website, unless restricted with a Directory Information Declaration Form.

If you do not want the Sun Prairie Area School District to disclose directory information as defined above without your prior written consent, you must notify the District in writing no later than two weeks (14 days) after the start of the school year or date of enrollment. The Directory Information Declaration Form is available for this purpose. This form is available at your child's school office. The most recent form filed for a student

will remain in effect until a new form is filed. State law provides that you do not have to file a new form each year.

If you do not complete the Directory Information Declaration Form at the time of your student's initial enrollment, you have 14 days within which to complete this form and return it to the school. If you do not complete and return this form to the school within the 14-day time period, the school district WILL NOT withhold directory data/information regarding your student.

5. An adult student or the parent(s) or guardian(s) of a minor student have the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202- 4605.

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with notification or prior written approval of the parent or adult student, except in situations where legal requirements specify release of records without such notification or prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures. All persons collecting or using student records shall be trained annually in confidentiality policies and procedures.

For purposes of Board policy and its implementing guidelines, student records will include data kept in any form regarding students. Confidentiality provisions shall apply to information maintained in record form and oral exchanges regarding the contents of such record information.

The Family Educational Rights and Privacy Act (otherwise known as FERPA) gives parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records maintained by the school. The school will notify the parent or the "eligible student" of the time and place where the records may be inspected.

The right to submit a written request for an amendment of the student's education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate or misleading.

The right to consent to disclosures of personally identifiable information contained in the student's education records except as specified by law (34 CFR 99.30 and 99.31)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office Department of Education, 400 Maryland Ave, SW Washington, DC 20202-4605

Schools may disclose without consent "directory" information. Parents have the right to exempt their student from publication of "directory data"

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").

(See [District Policy JO](#) – Student Records, for more information)

### **MENINGOCOCCAL DISEASE INFORMATION**

According to section 118.07(3) of the state statutes, each school district must provide the parents/guardians of students enrolled in 6th grade in the district with information about meningococcal disease including: (a) the causes and symptoms of the disease, (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness, and risks of vaccinations against the disease. The Sun Prairie Area School District includes this information in newsletters for Middle Schools, Upper Middle School, Prairie Phoenix Academy and Sun Prairie High School. Further information can be found on the DPI website.

### **NOTICE OF SUICIDE PREVENTION RESOURCES**

Suicide is preventable and its devastating results can be eliminated. Concerns about suicidal behavior should immediately be brought to the attention of school administrator, counselors, psychologists or the social worker. Examples of suicidal behavior include, but are not limited to:

- A previous suicide attempt
- Current talk of suicide or making a plan
- Strong wish to die or a preoccupation with death
- Giving away prized possessions
- Signs of depression, such as moodiness, hopelessness, withdrawal
- Increased alcohol and/or other drug use
- Hinting at not being around in the future or saying good-bye

Each school year the Director of Student Services provides all staff with information about Suicide Prevention Resources, including who to contact with concerns that someone might be at risk for self-harm. Further information can be found on the District's website under [Parent Resources - Suicide Prevention](#).

### **CHILD NUTRITION PROGRAMS AND FREE AND REDUCED-PRICE MEAL INFORMATION**

School districts that participate in U.S. Department (USDA) child nutrition programs (e.g., national School Lunch or Breakfast Programs, special milk programs) are required to provide an annual notice to parent/guardians informing them of the child nutrition programs offered in the district and eligibility requirements for free or reduced-price meals/milk. The District sends letters with an application to all households in the district prior to the start of school. Further information is provided on the District's website at [School Nutrition and Wellness](#) including links to the application.

### **MEAL CHARGE POLICY NOTIFICATION**

The USDA required school districts that are participating in federally-subsidized child nutrition programs to provide a copy of their written meal charge policy (or standard

practice document) to all school households at the start of each school year and the households of all students who transfer into the school district during the school year.

Below is both the SPASD Policy DN, Food Service Program Fiscal Management and Procedure DN-R, Food Service Program Fiscal Management Procedures which were communicated to the SPASD Board of Education on June 26, 2017.

#### Procedure DN, Food Service Program Fiscal Management

1. School breakfast, lunch, and milk prices shall be set by the School Board.
2. Provision of free or reduced-price meals shall be governed by federal regulations.
3. Parents or guardians who claim that the financial condition of their family is such that they cannot afford to pay for the cost of their child's meal shall be invited to apply for free or reduced-price meals.
4. The school nutrition director and designees shall be responsible for ensuring accurate and timely collection of funds due the District from food service-related transactions. It is the responsibility of the school nutrition director or designee to monitor and make every effort to collect any delinquent accounts.
5. The Sun Prairie Area School District school nutrition program shall use an automated meal accounting system (AMAS) to record meal payments and to monitor all food-related transactions. Parents, guardians, and staff members shall be expected to maintain a positive balance in AMAS accounts.
6. Meal Charge Policy - The Sun Prairie School District believes that regardless of their ability to pay all students shall receive an equitable meal. Students without money in their meal account or in hand at meal service time will be allowed to charge a meal. The Nutrition Program Staff, with other stakeholders, will work on collecting those meal charges. Social Workers will be given access to student eligibility status to support families in applying for Free/Reduced price meal benefits. Meal accounts will be sent to collections unless a mutually agreed upon payment plan is arranged. Uncollectable meal charges (debt) will be paid for by the General Fund (Fund 10) as a transfer to the Nutrition Program Fund (Fund 50) once yearly by mid-August. This policy will be actively communicated to families and other stakeholders annually.
7. The administration shall develop procedures to implement this policy.

#### Procedure DN-R, Food Service Program Fiscal Management Procedures

The Sun Prairie Area School District school nutrition program uses an automated meal accounting system (AMAS) to record breakfast, lunch, and a la carte meal payments and to monitor all food transactions. The AMAS functions as a debit system, similar to a checking account. The AMAS requires parents, guardians or students to prepay money into an established account. Parents/guardians are expected to maintain a positive balance in the student's account and should promptly contact the school nutrition office (834-6544) to resolve any problems that may occur with the account.

The District receives federal and state reimbursement in the form of cash and commodities for the first lunch served to each student. Second lunches and extra portions are available to students at a la carte prices. Students eligible for free or

reduced-price meals must have a positive balance in their account in order to purchase additional items or milk.

Students will be issued an identification number and will be assigned a meal account that the AMAS will monitor.

### **Elementary (Grades pre-K-5)**

All students and staff are automatically issued a barcode identification number. The barcode identification number will be stored at the school in a notebook arranged by classroom. Each student's barcode number will be scanned from the notebook as he/she proceeds through the serving line for breakfast, lunch, and/or milk and his or her account will be debited accordingly.

**Cash purchases.** Cash will not be accepted from elementary students for food or milk purchases in the serving line. Visitors, parents, guardians, siblings and/or guests of students may pay cash for a meal at the school office or in the serving line.

### **Secondary/Middle and Senior High (Grades 6-12)**

All students and staff are issued a student identification (ID) card and number that is linked to a meal account. The ID number assigned to each student does not change from grade to grade or year to year.

**Lost ID cards.** Secondary students must immediately report lost or missing ID cards to the school office. The AMAS identification number will be flagged, and the account will be monitored upon such notification. The District will not be held responsible for any charges made to accounts where a card is not reported lost or missing within 24 hours of the loss. A replacement ID card will be issued upon notification. Temporary passes are available to students who request a pass after reporting a lost card. The temporary pass is good for one lunch or one breakfast only. Students will not be permitted to purchase extra portions or additional milk with a temporary pass.

**Cash purchases.** Cash will be accepted from secondary students or staff for food or milk purchases in the serving line. Visitors, parents, guardians, siblings, and/or guests of students may pay cash for a meal in the serving line.

### **Meal Payments and Accounting**

**Payments.** Payments may be made in any amount, will be accepted any day of the week, and are processed daily. Payments must be sent in a sealed envelope that includes the following information: 1) parent's or guardian's name, 2) student's full name with ID number, 3) student's school, and 4) amount to be credited to each student's account (if a single payment is being made to cover more than one student). Preprinted payment envelopes will be available in all school offices or may be acquired by contacting the school nutrition office.

**Checks** should be made payable to **Sun Prairie Area School District**, and the memo line on the check should read "meal payment." Payments by check or in **cash** may be 1)

brought to the school office in a prepayment envelope, or 2) delivered in person at the District Office at 501 South Bird Street. Payments by check may also be mailed to Sun Prairie Area School District, Attn: School Nutrition Program, 501 South Bird Street, Sun Prairie, and WI 53590.

Money for meals must not be sent with deposits intended for any other purpose (e.g., school fees, books, etc.).

**Deposits.** All receipts from food service transactions shall be deposited promptly. Collections shall be deposited daily. Any subsequent collections made but not deposited the same day are to be locked in a safe and deposited with the following day's collection. Money is not to be left in a school over a weekend or a holiday.

**Reports.** Parents/guardians may call the school nutrition office to obtain account balances, a printout of deposits, and a printout of items purchased.

**NSF checks.** Parents/guardians will be charged the current bank fee for checks returned due to insufficient funds. This fee is deducted from the child's account.

**Refunds.** Any funds remaining in an account at the end of a school year will be carried over to the next school year. Refunds for any fund balance may be issued by the school nutrition office upon receipt of a written request from the parents/guardians. A refund form will be available on the school nutrition link of the district website. All refunds will follow school board payment timelines.

### **Account Balances**

**Low account balances.** The school nutrition office will automatically contact the parents or guardian of any student whose account balance is at, or falls below, \$9.00. Contact will occur at least once during each week via blackboard connect.

#### School Nutrition Office Meal Charge Procedures

1. An automated phone call and an e-mail is sent to households via Blackboard Connect on the day a meal account balance falls below \$9.00.
2. Families with Student accounts that have a negative balance of \$15.00 or more will be contacted by Nutrition Services or School Social Workers by personal phone calls. Students will continue to receive a meal which will be charged to their meal account.
3. On a monthly basis, a "Negative Balance" computer-generated letter will be sent to households with meal accounts that have a negative balance total of \$15.00 or more.
4. USDA Regulations allow School Districts a "Grace Period" which is 30 days at the beginning of a new school year to carry over a child's Free/Reduced eligibility from the previous school year. Three (3) weeks prior to the "Grace Period" ending in mid-October, families that didn't fill out a Free/Reduced

Application will be mailed one to complete. After the "Grace Period" ends, families that have students that have reverted to paid status from Free or Reduced Price status will be contacted to see if support is needed to reapply for Free/Reduced Price meal eligibility.

5. The School Nutrition Secretary will create and share a contact log with School Social Workers who will also log any contacts.

6. During the first two (2) weeks of August, the School Nutrition director will work with the Director of Business and Finance to transfer funds from the General Fund (Fund 10) to the School Nutrition Fund (Fund 50) when negative accounts become uncollectible from the previous school year.

7. Delinquent Account Letters will be sent to families that have negative meal accounts the last month of the school year. For families that owe \$100 or more on any child's accounts, the letter will state that if not paid within 30 days the negative meal charges will go to collections. If the Nutrition Office's efforts to collect money for negative meal accounts that are less than -\$100 are not successful, these balances will roll over to the next school. For students that leave the School District such as graduating seniors or withdrawn students, any negative balance on their accounts will go to collections if School Nutrition efforts are ineffective unless an alternate meal payment plan has been arranged.

8. The Director of School Nutrition and the Director of Business and Finance will utilize the services of a collection agency as per step #7 in these procedures. Alternatively, the district may file a claim with the small claims court, credit bureau, and/or legal counsel to secure collection of debts not paid within 30 days of issuance of the "School Lunch Account Overdue Letter," unless an alternative payment plan has been agreed upon by both parties.

9. The Meal Charge Policy and Procedures will be actively communicated to stakeholders, families and the public yearly. Families that register students after the start of the school year will also be sent this information.

### **SCHOOL WELLNESS POLICY NOTIFICATION**

The Sun Prairie Area School District recognizes its responsibility to provide a healthy learning environment by supporting wellness, good nutrition and regular physical activity. This policy promotes lifelong wellness behaviors, and links healthy nutrition and exercise to students' overall physical well-being. Healthy eating behaviors and regular physical activity are essential for students to achieve their full academic and life potential.

The District also supports employee lifelong wellness behaviors, linking healthy nutrition and exercise to overall health, job performance and a positive work environment. Specifically, the District shall strive to accomplish the following physical activity, nutrition education, nutrition goals, and wellness goals. Our commitment is written down in [District Policy JHK, Wellness](#) and [Procedure JHK-R, Wellness Policy Implementation](#). Additional information can be found on our District's website under [School Nutrition - Wellness Policy & Resources](#).

## **NONDISCRIMINATION (Students/Employees)**

### **Students**

The Sun Prairie Area School District is committed and dedicated to providing equal access to educational services for every student in the district and to providing a learning environment free of any form of harassment against or between students.

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, (gender identity, gender expression and non-conformity to gender role stereotypes), color, religion, profession or demonstration of belief or nonbelief, race, national origin (including limited English proficiency), 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.

This policy does not prohibit the provision of special programs or services to students based on objective standards of individual need or performance.

Homeless children, unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) and youth residing in the District shall be provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and Sun Prairie Area School District Academic standards and shall not be segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness.

Students who have been identified or regarded as having a disability under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (**ADA**) or the Individuals with Disabilities Education Act (**IDEA**), shall be provided reasonable accommodations in educational services or programs and facilities. When program or classroom modifications are necessary in order to provide a disabled student with equal opportunity, they will be made as required by law. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The district shall also provide for reasonable accommodation of a student's sincerely held religious beliefs in accordance with established Board policies. Any modifications or accommodations granted under this policy shall be provided to students without prejudicial effect. See School Board Policy IND, Accommodating a Student's Beliefs.

Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter in accordance with established complaint procedures. Complaints or questions regarding this policy shall be referred to:

**Sun Prairie Area School District Office**  
**Attention: Assistant Superintendent of Operations (Title IX Coordinator)**  
**501 South Bird Street**

## Sun Prairie, Wisconsin 53590

All reports regarding student discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. The district shall take all appropriate and necessary action to eliminate student discrimination and harassment, up to and including discipline of the offenders. There shall be no retaliation against any person who files in good faith (or who is believed to have filed a complaint) under this policy. It is also against this policy to retaliate against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint underneath this policy. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and discrimination.

(PI 9.05 Wisconsin Admin Code and [District Policy JB](#), Student Discrimination and Harassment and [Procedure JB-R](#), Student Discrimination and Harassment Complaint Procedures.

### **Employees**

The Sun Prairie Area School District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of discrimination, including harassment.

The District shall not unlawfully discriminate against properly qualified and eligible employment candidates or employees on the basis of age, race, religion, profession or demonstration of belief or non-belief, color, disability, citizenship, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, arrest or conviction record not substantially related to a person's job duties, the use or nonuse of lawful products off school premises during nonworking hours, the use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap and to employees with sincerely held religious beliefs to the extent required by law, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

The District shall not tolerate harassment based on any personal characteristic described above. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited.

Sexual harassment, whether committed by supervisory or nonsupervisory personnel, is

unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace.

Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- (1) Unwelcome sexual advances, comments or innuendo;
- (2) Physical or verbal abuse;
- (3) Jokes, insults or slurs directed toward the protected groups set forth above (Such comments are unacceptable whether or not the individual within the protected group is present in the workplace to overhear them and whether or not a member of a group professes to tolerate such remarks);
- (4) Taunting based on personal characteristics described above intended to provoke an employee; and/or
- (5) Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

It is the responsibility of all employees to ensure that discrimination and harassment do not occur. It is the intent of the Sun Prairie Area School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy.

The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or that are determined to be harassment, shall be subject to disciplinary action, up to and including dismissal. In addition, employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

This policy and its accompanying procedures shall be published annually and distributed to all staff. District staff will be required to sign an acknowledgement of receipt of the policy and procedure on an annual basis. Training shall be conducted annually on this policy for all staff in the District. (See [District Policy GBA](#) and [Procedure GBA-R](#)).

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

As a result of the Asbestos Hazard Emergency Response Act (AHERA), every school district is required to complete a comprehensive asbestos inspection and develop a management plan for all asbestos-containing building materials (ACBM), present within

the district. In an effort to comply with this regulation, the Sun Prairie Area School District had all buildings owned or leased by the District initially inspected by an Environmental Protection Agency (EPA), accredited inspector and any samples taken and analyzed by an independent laboratory. This information was then utilized to develop a comprehensive asbestos management plan.

A comprehensive re-inspection by an accredited inspector of all ACBM is required every 3 years, while periodic 6-month surveillance is an additional requirement. Beginning in July, 1998, the Sun Prairie Area School District contracted Environmental Management Consulting, Inc. (EMC), to perform 3- year re-inspections and 6-month surveillances for all district buildings.

Environmental Management Consulting, Inc. has completed the most recent comprehensive asbestos inspection and management plan, with this report available for your review during normal business hours in the Facilities and Grounds office. Copies of this report are also available to upon request.

All ACBM found within the District has been identified, with location and condition assessed. Any areas noted as being in moderate to poor condition will be repaired or removed. A district long-range management plan of all ACBM has been developed.

Any questions relating to ACBM present in any District buildings, management plan or regarding the District's on-going operations and maintenance program should be directed to Kevin Sukow, Director of Facilities and Grounds, 608-834-6567.

54729. (Wis. Stats. §§ 115.77(1)(a) and (h), 115.77(3)(d), 115.792, 115.80, and Board Policy 2460)