

Sun Prairie 4Kids SP4K



Family Handbook 2018- 2019



**Sun Prairie 4Kids
(608) 834-6672**



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

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6620.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 834-6620.

* * * * *

If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 834-6630.

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 834-6630.

STATEMENT OF NONDISCRIMINATION

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

(SPASD Policy JB)

SP4K Program Contact Information

501 South Bird Street - Sun Prairie, WI 53590

SP4K Program Supervisor, **TBD**

(608) 834-6671, email: **TBD**@sunprairieschools.org

SP4K Secretary, Tracy Reuter

(608) 834-6672, email: tlreute@sunprairieschools.org

SP4K Fax: (608) 834-4113



SP4K Website: sunprairieschools.org. Under the Schools tab, select Sun Prairie 4 Kids (SP4K)

SP4K Program Locations

BRIGHT HORIZONS Director: Laura Fischbune, (608) 825-6009 <i>5502 American Family Drive, Madison, WI 53718</i>	GINGERBREAD HOUSE PRESCHOOL Director: Carrie Morrell, (608) 837-5437 <i>170 N. Bristol St., Sun Prairie, WI 53590</i>
LA PETITE ACADEMY Director: Mackenzie Bruns, (608) 837-0233 <i>2380 Montana Avenue, Sun Prairie, WI 53590</i>	PLAY HAVEN CHILD CARE Director: Lynn Watkins, (608) 825-3880 <i>1160 Emerald Terrace, Sun Prairie, WI 53590</i>
ROCK-A-BYE CHILD CARE CENTER Director: Julie Gretzinger, (608) 834-5867 <i>751 Lois Drive, Sun Prairie, WI 53590</i>	SACRED HEARTS OF JESUS AND MARY SCHOOL Principal: Kim Frederick, (608) 837-8508 <i>219 Columbus Street, Sun Prairie, WI 53590</i>
SUN PRAIRIE HEAD START Director: Erin Finger, (608) 444-6199 <i>2096 Red Arrow Trail, Madison, WI 53711</i>	SUN PRAIRIE NURSERY SCHOOL Program Director: Elizabeth Knudten, (608) 837-3112 <i>701 North St, Sun Prairie, WI 53590</i>
TEDDY'S PLACE Director: Sharlot Bogart, (608) 837-7876 <i>1514 W. Main Street, Sun Prairie, WI 53590</i>	YMCA OF DANE COUNTY Director: Caprise Waak, (608) 478-4307 <i>1470 Don Simon Drive, Sun Prairie, WI 53590</i>

Sun Prairie Elementary Schools

C.H. Bird Elementary - 1170 N. Bird Street - Sun Prairie - (608) 834-7300 TBD, Principal TBD, Associate Principal
Creekside Elementary - 1251 O'Keeffe Avenue - Sun Prairie - (608) 834-7700 Jillian Block, Principal Jacquelyn Gouldthorp, Associate Principal
Eastside Elementary - 661 Elizabeth Lane - Sun Prairie - (608) 834-7400 Craig Coulthart, Principal Erin Martini, Associate Principal
Horizon Elementary - 625 N. Heatherstone Drive - Sun Prairie - (608) 834-7900 Michelle Kelly, Principal Kelley Goplen, Associate Principal
Meadow View Elementary - 200 N. Grand Avenue - Sun Prairie - (608) 478-5000 Cynthia Bell Jimenez, Principal TBD, Associate Principal
Northside Elementary - 230 W. Klubertanz Drive - Sun Prairie - (608) 834-7100 Lexi Vanden Heuvel, Principal Ben Burns, Associate Principal
Royal Oaks Elementary - 2215 Pennsylvania Avenue - Sun Prairie - (608) 834-7200 James Ackley, Principal Joan Bartel, Associate Principal
Token Springs Elementary - 1435 N. Thompson Road - Sun Prairie - (608) 478-5100 Michael Marincic, Principal TBD, Program Manager
Westside Elementary - 1320 Buena Vista Drive - Sun Prairie - (608) 834-7500 Nikki Burke, Principal Jeff Hattori, Associate 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 Program Supervisor. Thank you!



Sun Prairie Area School District

District-Wide Policies

SP4K

SUN PRAIRIE AREA SCHOOL DISTRICT
501 S. Bird Street, Sun Prairie, WI 53590
(608) 834-6500 sunprairieschools.org

2018-19
SP4K School Year Calendar



2018

Monday	September 10	First day of school for 4K!
Monday	November 5	End of the 1st Quarter
Thursday	November 8	No School for 4K—Parent/Teacher Conferences
Friday	November 9	No School for 4K—Parent/Teacher Conferences
Wednesday	November 21	No School
Thursday	November 22	No School—Happy Thanksgiving!
Friday	November 23	No School
Monday	December 24	No School—First day of Winter Break

2019

Wednesday	January 3	First Day Back from Winter Break
Monday	January 21	No School—Martin Luther King Jr. Day
Thursday	January 24	End of 2nd Quarter—1st Semester
Friday	January 25	No School
Friday	February 1	No School
Thursday	March 28	No School for 4K—Parent/Teacher Conferences
Friday	March 29	No School for 4K—Parent/Teacher Conferences
Monday	April 1	End of 3rd Quarter
Monday	April 15	First Day of Spring Break
Monday	April 22	First Day Back from Spring Break
Friday	May 24	No School
Monday	May 27	No School—Memorial Day
Friday	June 7	Last day of School for 4K!



SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590

(608) 834-6500

sunprairieschools.org

SCHOOL BOARD MEMBERS		
Steve Schroeder , President	347-9324	shschro@sunprairieschools.org
Tom Weber , Vice President	235-0963	tweber@sunprairieschools.org
Dave Hoekstra , Treasurer & Governance Officer	977-2162	djhoeks@sunprairieschools.org
Carol Sue Albright , Clerk	837-2305	csalbri@sunprairieschools.org
Bryn Horton , Deputy Clerk	572-5542	bmhorto@sunprairieschools.org
Caren Diedrich	825-6473	crdiedr@sunprairieschools.org
Marilyn Ruffin	444-1667	meruffi@sunprairieschools.org

DISTRICT STAFF		
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Jennifer Apodaca , Director of Student Services	834-6520	jjapoda@sunprairieschools.org
Debra Brown , District Health Nurse (Grades 4K-5)	834-6583	dlbrown@sunprairieschools.org
Elizabeth Feisthammel , District Health Nurse (Grades 6-12)	834-6679	eafeist@sunprairieschools.org
Rhonda Page , Business Services Manager (Transportation)	834-6512	rspage@sunprairieschools.org
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Phil Frei , Director of Business and Finance	834-6510	pfrei@sunprairieschools.org
Kevin Sukow , Director of Facilities and Grounds	834-6567	kcsukow@sunprairieschools.org

ENROLLMENT

ENROLLMENT AND ENTRANCE REQUIREMENTS

Welcome Sun Prairie Four Kids (SP4K) families!

There are two parts to the 4K enrollment process. *Part One*: Complete the district online enrollment form at sunprairieschools.org. *Part Two*: Visit the District Office and bring along the child's Birth Certificate, Immunization Record, and Proof of Sun Prairie Residency (a purchase agreement for a home, a rental lease, or a current utility bill). During that visit, information will be shared about community 4K partner sites and busing options.

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. If a child's family is between residences, they have certain service rights and protections in the Sun Prairie Area School District.

If a student has attended another four-year-old kindergarten, please bring along the name and address of that school when registering. Those records are needed before placement can be made.

A child entering SP4K must be four (4) years old on or before September 1st 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.

Parents/Guardians who need assistance may contact the SP4K secretary at 834-6672 or visit the District Office at 501 South Bird Street.

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 cell phone 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 electronic communication systems (i.e. Peachjar, Blackboard Connect) 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 2018-2019 school year is Monday, September 10, 2018. The last day of the school year is Friday, June 7, 2019.

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 4K site 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, SP4K program supervisor and/or social worker may be invited to attend.

REPORTING ABSENCES

Student safety is very important to us! A parent/guardian **MUST** call the 4K site 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 4K site 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 SP4K program supervisor 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 4K site your child attends.

Bright Horizons	825-6009
Gingerbread House Preschool (Bristol St.)	837-5437
Head Start (Commercial Ave.)	837-5229
Head Start (Thomas Dr.)	318-0011
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 is important that parents/guardians come to the 4K site to meet the child and sign them out before leaving the building.

TERMINATION OF OPEN ENROLLMENT DUE TO HABITUAL TRUANCY

The Sun Prairie Area School District may prohibit a student from attending school in the district under the full-time open enrollment program beginning in the succeeding semester or school year if the nonresident student has been habitually truant from the district during either semester in the current school year. (Policy JECBA)

<h2>STUDENT LEARNING</h2>

PROGRESS REPORTS/FAMILY 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 conferences are scheduled for Thursday, November 8 and Friday, November 9, 2018. The second semester conferences are scheduled for Thursday, March 28 and Friday, March 29, 2019. 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 SP4K program supervisor.

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 curriculum guides. All teachers have four-year degrees in early

childhood/kindergarten, hold appropriate Wisconsin Department of Public Instruction teacher certification, 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!

<u>When Children Do This:</u>	<u>They Are Learning to:</u>
Put blocks in a truck and dump them out	Understand size, weight, and number concept (Math and science)
Put pegs in a pegboard	Eye-hand coordination (Reading and writing readiness)
Finish a puzzle	Complete a task from start to finish (Study habits and self-esteem)
Play beside other children	Get along with others (Social Skills)
Follow directions in a recipe by adding ingredients	Understanding measurements (Math)
Turning pages of a book	Learning to read from right to left
Scribble on paper	Using writing as a means to communicate (Fine motor coordination)
Listen to a story and talk about what happened	Love of books, remembering details, expressing ideas (Language)
Put on dress-up clothes	Small muscle development (Writing and self-help)

Make Play-dough	See how materials change (Science) Following directions (Listening comprehension)
Separate cups and plates	Grouping objects into categories (Math)

TRANSITION TO KINDERGARTEN

Transition to kindergarten is an exciting time! Students in the SP4K program will automatically be enrolled at their assigned elementary school for their 5K year. Families will receive welcome information from their child's 5K school sometime during the spring semester of their 4K year.

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 4K 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 paperwork 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 ELL teachers who work with SP4K teachers. Please contact the SP4K program supervisor 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.

Student Support Team (SST) The Student Support 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 SST 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., Advanced Learner, 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 program supervisor, Early Childhood Coordinator and/or the Director of Student Services/Designee will meet to problem solve any issues and discuss interventions. When a student is referred to a SST, the parent/guardian will be notified and invited to the SST meeting. At that meeting a lead person will be assigned to follow the student's progress and communicate with parents/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 Hyperlink on page 31 or contact the 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 4K 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 provided by a district health nurse with health assistants at each school building. The health assistants provide first aid to students, give medications and treatments, keep health care records, monitor immunization reports, complete hearing and vision screenings, and screen for communicable diseases. The district health nurse and the school health assistant also work with outside agencies to help students' access needed health services.

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

GUIDELINES FOR ASSESSING YOUR CHILD'S HEALTH

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

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

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

1. **TEMPERATURE**: The child's temperature should be below 100.4° F (38.0° 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 100.4° F (38.0° C), s/he may have some type of infection. We will contact a parent/guardian and ask that a child be taken home if an elevated temperature is noted.
2. **COLDS**: We recognize that no one feels good when they have a "cold." Since viruses may hang on for as long as three weeks, missing that much school would affect a child's learning. When a child has a "cold," we recommend that s/he comes to school but also gets extra rest and drinks plenty of fluids when at home. Practicing good hand washing every day will help to reduce viral infections year-round.
3. **HEADACHES**: We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever kept at school, the parent/guardian must fill out the Non-Prescription Medication Administration Consent Form and give the school a supply of the medication. Each school's health assistant has copies of this form.

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

4. **STOMACHACHES**: We encourage students to stay at school if they have a stomach ache ***unless*** they have a temperature over 100.4° F (38.0° 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 stomach aches. For these students, it is important to stay in school and deal with the cause of anxiety. A small number of children with frequent stomachaches have a physical problem. They may need to be evaluated by their health care provider.

5. **RASHES**: A rash may be a sign of an allergic reaction or an infection. It's important that the child's health care provider be contacted if a rash is "itchy," spreading, raw or weepy or also has a fever with rash.

If a student becomes ill or injured at school, a parent/guardian will be contacted. **It's very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please notify the school office of any phone number changes as soon as they occur.** If a parent/guardian cannot be reached, we will call the emergency contact person(s).

LATEX ALLERGIES

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

MEDICATIONS

Students are not allowed to carry and self-administer medication other than rescue inhalers and/or EpiPen. Students may self-carry and self-administer a rescue inhaler or epinephrine auto injector with a Epi/Inhaler self administer form on file in the health office. If your child needs to take any medication during the school day, an order form must be completed and on file in the nurse's office. Medication should be brought to school in the original container labeled with student's name.

If you have any questions about your child's medication or health concerns, please contact the health care assistant or the district health nurse. [Policy JHCD, JHCD-R, JHCD-F(1), JHCD-F(1A)]

IMMUNIZATION REQUIREMENTS FOR 2018-2019 SCHOOL YEAR

The following are minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Students must have sufficient documentation of these vaccinations or have a signed waiver on file. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

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

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

SP4K SNACKS and TREATS

SP4K students will be offered a snack during 4K program time that meets USDA requirements. Individual student health needs are considered.

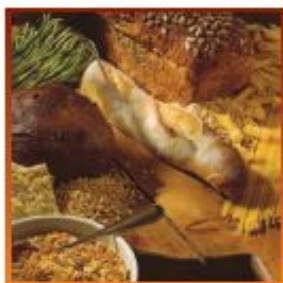
Celebration foods that are less nutritious should be limited.

According to District Policy JHK-R, if a parent/guardian wishes to provide a food item for the class, it should be low in sugar and fat. Baked goods must be purchased, not homemade, and be in a wrapper that contains nutrition information and an expiration date.

Parents/Guardians are asked to check with their SP4K site director or teacher regarding which snacks are approved for that specific site.

Healthier Eating: Getting Where You Need to Be

*The Dietary Guidelines for Americans recommends these food groups within MyPyramid as a good source of important nutrients that help provide the foundation for a healthy diet.**



Whole Grains



Vegetables



Fruits



Milk and Milk Products
Low-fat and Fat-free

Increased intakes of fruits, vegetables, whole grains and fat-free or low-fat milk and milk products are likely to have important health benefits for most Americans, according to the Dietary Guidelines. They are encouraged for a healthful diet and are sources for specific nutrients of which many Americans are not getting enough – calcium, potassium, fiber, magnesium, vitamins A, C and E.



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Be sure to include the recommended amounts every day:

Whole Grains ✓ ✓ ✓
3 (1 oz.) equivalents

(at least 1/2 of all the grains eaten should be whole grains)
One ounce serving equals 1 slice whole-wheat bread,
1/2 cup brown rice, 5 whole-wheat crackers, 1/2 cup oatmeal



Vegetables ✓ ✓ ✓
2-1/2 cups

One serving equals 1 cup chopped or florets of raw/cooked broccoli,
2 medium carrots, 2 cups of raw leafy greens – 1 cup cooked, leafy greens



Fruits ✓ ✓
2 cups

One serving equals 1 cup sliced, chopped or cut-up fruit,
about 8 large strawberries, 1 large orange, 32 seedless grapes



Dairy Foods ✓ ✓ ✓
3 cups of low-fat or fat-free milk or milk equivalents

One serving equals 1 cup milk, 1 container (8 oz.) yogurt,
1-1/2 oz. cheese



Source: Dietary Guidelines for Americans, 2005 (6th Edition). www.healthierus.gov/dietaryguidelines.

*The foods listed here are part of the MyPyramid food groups, which also include meat & beans and oils. Please visit www.mypyramid.gov for more information.

Healthier Eating Made Easy

Choose a variety of foods from each food group. Look for nutrient-dense foods.
They have the most vitamins and minerals for the fewest calories.

Whole Grains	Vegetables	Fruits	Milk and Milk Products Low-fat and Fat-free
<ul style="list-style-type: none"> • Whole-grain breakfast cereal • Whole-grain breads (wheat, rye, etc.) • Oatmeal • Brown rice • Popcorn 	<ul style="list-style-type: none"> • Broccoli • Spinach • Carrots • Red or green pepper • Tomatoes • Sweet potatoes 	<ul style="list-style-type: none"> • Peaches • Bananas • Grapefruit • Blueberries • Kiwi • Cantaloupe 	<ul style="list-style-type: none"> • White milk • Flavored milk • Lactose-free milk • Cheddar cheese • Swiss cheese • Mozzarella cheese • Yogurt
Tips <ul style="list-style-type: none"> ✓ Snack on ready-to-eat, whole-grain cereals such as toasted oat cereal ✓ Try brown rice or whole-wheat pasta ✓ Try whole-grain snack chips, such as baked tortilla chips ✓ Use whole grains in mixed dishes, such as barley in vegetable soup or stews and bulgur wheat in stir-fry or casseroles ✓ Choose foods that name whole wheat, whole oats, brown rice, etc. first on the label's ingredient list 	Tips <ul style="list-style-type: none"> ✓ Buy vegetables that are easy to prepare ✓ Try crunchy vegetables, raw or lightly steamed ✓ Shred carrots or zucchini into meatloaf, casseroles, quick breads, or muffins ✓ Include chopped vegetables in pasta sauce or lasagna ✓ Set a good example for children by eating vegetables with meals and as snacks 	Tips <ul style="list-style-type: none"> ✓ Buy fresh fruits in season ✓ Vary your fruit choices—fruits differ in nutrient content ✓ Keep a bowl of whole fruit on the table, counter, or in the refrigerator ✓ Refrigerate cut-up fruit to store for later ✓ Make most of your choices whole or cut-up fruit rather than juice, for the benefits dietary fiber provides ✓ For dessert, have baked apples, pears, or a fruit salad 	Tips <ul style="list-style-type: none"> ✓ Include milk as a beverage at meals ✓ Use fat-free or low-fat milk instead of water to prepare oatmeal and hot cereals ✓ Make a dip for fruits or vegetables from yogurt ✓ Top casseroles, soups, stews, or vegetables with shredded reduced fat cheese ✓ Make fruit-yogurt smoothies in the blender ✓ If you are lactose intolerant, choose lactose-reduced or low-lactose alternatives such as cheese, yogurt, or lactose-reduced milk



American Academy
of Family Physicians



American Dietetic Association
www.eatright.org | Your link to nutrition and health™



National Medical Association



NATIONAL DAIRY COUNCIL

American Academy
of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™

Source: USDA, www.mypyramid.gov, Inside the Pyramid. Accessed on August 24, 2006. USDA does not endorse any products, services, or organizations.

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, sunprairieschools.org, 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 SP4K 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 at or below 0°F.

SP4K PROGRAM VOLUNTEERS

The safety of students and staff in our SP4K programs is important. **Therefore, all adults who consistently and routinely volunteer in the SP4K programs for educational purposes, want to chaperone a field trip, have access to confidential student information, and/or have unsupervised contact with students must have a criminal background check.** A person will not be allowed to volunteer in the SP4K program 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 program supervisor 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 4K 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 4K 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 program supervisor.** Per school district policy and procedure service animals are permitted in compliance with the Americans with Disabilities Act. For more information please see Policy INGA and Procedure INGA-R.

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, CYBERBULLYING, AND HAZING

All types of bullying, cyberbullying, and hazing are prohibited. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Cyberbullying" 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, JBA-R, JBA-F)

CYBERBULLYING/USING TECHNOLOGY SAFELY

Cyberbullying 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. Cyberbullying that occurs outside of school, but disrupts the school environment, may result in disciplinary actions. Examples of cyberbullying include:

- Sending hurtful, rude, or mean text messages to others
- Spreading rumors or lies about others by email or on social networks
- Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

Bullying online is very different from face-to-face bullying because messages and images can be:

- Sent 24 hours a day, 7 days a week, 365 days a year
- Shared to a very wide audience
- Sent anonymously

What Can Parents Do to Promote Safe Access to Technology and Prevent Cyberbullying?

1. Keep the computer in a common area of the home. Do not allow it in your child's bedroom. Monitor their online usage including cell phone data plans.
2. Learn how various social networking websites work. Become familiar with Facebook and Twitter. Ask your child if they will show you their profile page. Know that your child may have multiple Facebook pages.
3. Talk regularly and specifically with your child about online issues. Let them know they can come to you for help if anything is inappropriate, upsetting, or dangerous.

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4. Build trust with your child. Set time limits, explain your reasons for them, and discuss rules for online safety and Internet use. Ask your child to contribute to establishing the rules; then they'll be more inclined to follow them.
 5. Tell your child not to respond to any cyberbullying threats or comments online. However, do not delete any of the messages. Instead, print out all the messages, including the email addresses or online screen names of the cyberbully. You will need the messages to verify and prove there is cyberbullying.
 6. Don't overreact by blaming your child. If they are being bullied, be supportive and understanding. Find out how long the bullying has been going on and ensure that you'll work together to find a solution. Let your child know they are not to blame for being bullied.
 7. Don't underreact by telling your child to "shrug it off" or just deal with the bullying. The emotional pain of being bullied is very real and can have long-lasting effects. Don't tease them about it or respond with a "kids will be kids" attitude.
 8. Don't threaten to take away your child's computer if they come to you with a problem. This only forces kids to be more secretive.
 9. Talk to your school counselor so they can keep an eye out for bullying during the school day.
 10. If there are threats of physical violence or the bullying continues to escalate, get law enforcement involved.

What Can Kids Do About Cyberbullying?

1. Don't respond to any online or text messages sent by cyberbullies.
2. Don't be an accomplice by forwarding any of the messages to other kids.
3. Save and print out all the messages as proof and evidence of cyberbullying.
4. If you are being bullied, tell an adult immediately to get help solving the problem.

Resources and information taken from:

<http://www.stopbullying.gov/>

<http://www.parents.com/kids/problems/bullying/18-tips-to-stop-cyberbullying/>

(Policy JBA, JBA-R, JBA-F)

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 4K 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.

WEAPONS IN 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, 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. This includes MP3 players, iPods, iPads, etc.

Students may use electronic devices before and after school. Electronic devices are to be kept in lockers/backpacks during the school day. Students may use school phones, with permission by school staff, to contact parents during the school day.

Electronic devices are prohibited in all classroom settings unless the teacher approves the use.

Students who choose to possess a personal electronic device on school grounds, do so at their own risk as to possible loss, theft, damage or liability. This is true even if the device has to be confiscated for violation of Policy JFCK, Possession of Personal Electronic Devices.

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.

<h2>STUDENT BEHAVIOR</h2>

Each 4K 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 4K site director or SP4K program supervisor 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, 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 2 fingers wide, head coverings (i.e. bandanas, hats, visors), sunglasses, short shorts, or biking shorts. Sweatshirt hoods must be down while in the building. Head coverings for religious or medical reasons are permitted. (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

Although the following behaviors are not typically demonstrated by preschool students, it is important to inform our SP4K families that actions meeting any of the definitions below will be addressed to support the safety and well-being of our SP4K students and personnel.

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.

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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, cyberbullying, 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 handshakes, 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.
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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, or sell tobacco products on school system property, at a school function, or extracurricular/co-curricular activity. This includes any device used for smoking purposes such as e-cigarettes, hookah pens, nicotine fluid or any other related items or substances.
 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.

STUDENT TRANSPORTATION

The major objectives of the student transportation program are to:

1. Provide safe transportation;
2. Maintain a climate this is conducive to the emotional, social, and physical well-being of the students;
3. Adapt transportation to the requirements of the instructional program; and
4. Operate an efficient, economical transportation system.

TRANSPORTATION ELIGIBILITY

Transportation eligibility is determined based on a student's primary address. The primary address must be within the district boundaries. Elementary students who reside more than one (1.0) mile from their assigned school are eligible for transportation services. Open enrollment students, students attending under tuition waiver, and non-resident student paying tuition do not qualify for transportation services.

Students who reside in an "Unusually Hazardous Transportation Area," as determined by the Dane County Sheriff's Department, will also be eligible for transportation services.

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

BUS GUIDELINES FOR ROUTING AND SCHEDULING

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

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

Students are to ride on their assigned bus. Students who are not bus riders may not ride the bus with other students. It is important that parents make personal arrangements for transportation of students who wish to visit a friend's home.

Changes in routes may occur from year to year as students move in and out of the district. Questions about routes and related information can be directed to Kobussen Buses at 608-825-8700.

STUDENT CONDUCT AND DISCIPLINE

School bus transportation is a privilege, not a right. A complete list of bus rules are explained in District Procedure EE-R, Transportation Services. These rules are in place to protect the safety of all students on the bus.

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

The bus driver is in charge of supervising students and enforcing the rules. If a student does not follow the bus rules, the driver will complete a bus conduct report and submit to the school administration or designee. The administrator or designee is responsible for reviewing the report, discussing with the student and/or parent(s), and administering warranted discipline. Disciplinary actions that may be considered or enacted by school administration or designee may include a private discussion with the

child, an assigned seat, or a parent conference. Parents/Guardians will receive a copy of the bus referral.

VIDEO/AUDIO USE ON SCHOOL BUSES

The district may utilize audio/video monitoring and recording equipment on school buses for the primary purpose of, but not limited to, maintaining a safe and orderly educational environment, for identifying and reducing disciplinary issues, for minimizing theft and vandalism, and for the intent of providing safer transportation for all students.

Parents/guardians will be notified once a year via the student handbook that video/audio recording systems are being used on buses. Entering or riding a District school bus constitutes consent to the audio/video recording. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

BUS EVACUATION DRILLS

Each yellow school bus carrying public or parochial pupils will hold two emergency evacuation drills during the school year. Such drills will follow guidelines 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.

The Hyperlink to the full transportation policy and procedure can be found on page 31.

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.

DISTRICT AND BOARD POLICY APPENDIX

Administrative guidelines, policies and procedures in the Appendix:

[Eligibility for Section 504 Services](#)
[Policy BDDI, Public Concerns and Complaints](#)
[Procedure BDDI-R, Procedures for Handling Public Concerns and Complaints](#)
[Procedure DN-R, Food Service Program Fiscal Management Procedures](#)
[Administrative Guidelines for Students Providing Their Own Transportation](#)
[Policy EE, Transportation Services](#)
[Procedure EE-R, Transportation Services](#)
[Policy IFF, Parent Rights and Educational Programs/Activities](#)
[Policy IGBJ, Response to Intervention](#)
[Policy IIBGA, Technology and Communication Resources, Acceptable Use by Students](#)
[Procedure IIBGA-R, Technology and Communication Resources, Acceptable Use by Students](#)
[Policy IKF, Graduation Requirements](#)
[Procedure IKF-R, Graduation Requirements \(For Students Entering 9th Grade in the Fall of 2011 or Later\)](#)
[Policy IND, Accommodating a Student's Beliefs](#)
[Policy INGA, Use of Service Animals in the School by Individuals with Disabilities](#)
[Procedure INGA-R, Use of Service Animals in the Schools by Individuals with Disabilities](#)
[Policy JB, Student Discrimination and Harassment](#)
[Procedure JB-R, Student Discrimination and Harassment Complaint Procedures](#)
[Notice to Students Regarding Discrimination & Harassment](#)
[JB-F\(1\), School-Based Discrimination or Discriminatory Harassment Report Form](#)
[Policy JBA, Bullying, Cyber-Bullying, and Hazing](#)
[Procedure JBA-R, Bullying, Cyber-Bullying, and Hazing Complaint Procedures](#)
[JBA-F, Bullying/Cyber-Bullying/Hazing Report Form](#)
[Policy JE, Student Attendance](#)
[Procedure JE-R, Student Attendance Procedures](#)
[Policy JECBA, Full-Time Public School Open Enrollment](#)
[Policy JFCE, Code of Classroom Conduct](#)
[Procedure JFCE-R, Code of Classroom Conduct Procedures](#)
[Policy JFCH, Alcohol and Other Drug Use by Students](#)
[Procedure JFCH-R, Dealing with Student Alcohol and Other Drug Use](#)
[Policy JFCJ, Weapons in School](#)
[Procedure JFCJ-R, Weapons in School](#)
[Policy JFCK, Possession of Personal Electronic Devices](#)
[Policy JFG, Student Interviews with Law Enforcement Officers](#)
[Procedure JFG-R, Procedures for Conducting Student/Law Enforcement Interviews on School Premises](#)
[Policy JFH, Searches of Property](#)
[Policy JFHA, Cameras, Surveillance](#)
[Policy JG, Discipline, Suspensions, and Expulsions of Students](#)
[Procedure JG-R, Considering Student Expulsions](#)
[Policy JHCD, Administering Medication to Students](#)
[Procedure JHCD-R, Procedure for Administering Prescription/Non-Prescription Medication](#)
[JHCD-F\(1\), Prescription Medication Administration Consent Form](#)
[JHCD-F\(1A\), Non-Prescription \(Over the Counter\) Medication Administration Consent Form](#)
[Policy JHG, Reporting Child Abuse/Neglect](#)

[Procedure JHG-R, Procedures for Reporting Suspected Child Abuse/Neglect](#)
[Policy JHK, Wellness](#)
[Procedure JHK-R, Wellness Policy Implementation](#)
[Policy JO, Student Records](#)
[Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records](#)
[Exhibit JO-E\(1\), Student Records Notice](#)
[JO-F\(2\), Directory Information Declaration Form](#)
[Policy KGB, Tobacco Use on School Premises](#)
[Procedure KGB-R, Tobacco Use on School Premises Procedures](#)