

FAMILY HANDBOOK

2017-2018

STONER PRAIRIE ELEMENTARY SCHOOL

**5830 DEVORO RD.
FITCHBURG, WI 53711
(608) 845-4200**



The Verona Area School District is committed to a policy of non-discrimination on the basis of race, religion, sex or sexual orientation, economic status, age, marital status, political affiliation, arrest or conviction record, or any other factor provided for by state and federal laws and regulations.

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After-School Child Care

The YMCA offers an after-school program each day that school is in session from the time school dismisses until 5:45 p.m. but requires registering with the YMCA to participate in this program. The program is offered to all students enrolled in the school. The Y also offers a child care program during Late Start Mondays. For more information call the Madison YMCA office at 276-6606. Many of the area child care centers also offer after-school and Late Start Monday child care.

Attendance

In the event that a child will be absent from school, we ask that a parent/guardian contact the school office prior to 8:30 a.m. In addition, to this call, if the child rides a rural or special education bus route, it is requested that you contact Badger Bus at 845-2255.

We ask that you notify the office, in writing, of any pre-arranged absences. It is requested that absences for family vacations be limited to no more than 5 days per school year. Each day of vacation taken in excess of five days will be recorded as unexcused. Students may be expected to make-up work during recesses or after-school.

Any pattern of excessive absence (excused or unexcused) greatly inhibits the learning process. The Verona Area School District will respond to any student accumulating five (5) consecutive absences or a total of ten (10) absences in a semester. We adhere to Verona Area School Board Policy 431 and Wisconsin State Statutes as they relate to compulsory attendance.

VERONA SCHOOL DISTRICT ATTENDANCE POLICY

(in compliance with Wisconsin State Law)

Compulsory Education Law: *Wisconsin State Statute 118.1; Any person having control of a child between the ages of six and eighteen years of age shall cause that child to attend school on a full-time basis until the end of the school term or semester in which the child becomes eighteen; unless the child has a legal excuse, falls under one of the exceptions in the state statute, or has graduated from high school.*

Failure to cause a child to attend school regularly can result in fines up to \$500, imprisonment of not more than 30 days, or both. The penalties for a child can include: loss of their driver's license, loss of their work permit, community service, foreclosure from attendance at any extra-curricular activities, and a curfew.

School Attendance Enforcement: *Wisconsin State Statute 118.16; "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.*

Attendance - Early Sign Out/Late Arrival

Students will not be allowed to leave the school grounds during the school day for any reason without permission from a parent/guardian and the knowledge of school personnel.

In the event that a child is arriving late to school or leaving early, we request that a parent/guardian stop in the office to sign the child in/out. Parents/guardians must notify the school in writing or by telephone whenever someone other than the custodial parent/legal guardian will be picking up a student.

Automobiles

Parking

The parking lot in front of the building has parking spaces available for volunteers/visitors. The parking spots along the east sidewalk are "No Parking Zones" during pick-up and drop-off hours. These hours are Mondays between 9:00-9:45, Tuesday through Friday between 7:00-9:00 and in the afternoon between 2:00-3:30.

Picking up and Dropping off Students

Student pick-up and drop-off during student arrival/dismissal will occur in the pick-up/drop-off line in the parking lot or in the front of the school by parents.

During drop-off and pick-up there are two lanes of traffic, the pick-up/drop-off lane and the moving traffic lane. When dropping children off in the morning or picking them up in the afternoon, please pull in along the sidewalk as close to the front of the building as traffic allows. Children should enter and exit cars ONLY on the passenger side of the vehicle parallel to the sidewalk. After children are safely in or out of the vehicle pull out into the center lane designed for moving traffic only! Vehicles should not be stopped in the center lane and children will not be allowed to get in or out of vehicles in this lane of traffic. Drivers waiting in line to pick up or drop off children should pull forward as far as possible leaving no empty spaces between cars waiting to drop off or pick up children.

Anyone who wishes may park in the designated parking spaces in the center and on the west side of the parking lot. Adults must then walk to the front of the building to escort children to or from vehicles.

Bilingual Services/Bilingual Program

The Verona Area School District serves bilingual students in two ways:

1. ESL/Bilingual Services: ESL resource teachers and Bilingual Resource Specialists for students not enrolled in the Bilingual Program.
2. Bilingual Program: The district's Bilingual Program is for elementary Spanish-speaking students district-wide whose parents/guardians have chosen to enroll their children in the program. This program is located at Glacier Edge Elementary and Sugar Creek Elementary. The goal of the program is to teach Spanish and English while providing strong academic content in both languages. Spanish speaking students learn English, while also receiving instruction in core content areas in both Spanish and English. Research shows providing students strong academic and cognitive instruction in their first language greatly enhances future success for bilingual students. Students exiting the program will be bilingual, biliterate, and academically prepared.

The current bilingual program mentioned above is being phased out and replaced with a Two-Way Immersion program that is open to any 2013-14 kindergarten student. Families can apply by contacting central office at 845-4312.

Birthday Invitations

Birthday invitations should NOT be delivered at school unless they are addressed to every student in the class.

It is our school's practice not give information to parents regarding other students. This includes class lists and other personal information. Our PTO publishes a student directory which includes student name, grade, parent name, address, phone numbers and email addresses for families who have given prior consent. All families will get a copy of this directory from the PTO.

Breakfast and Lunch Program

The Verona Area School District uses a computerized breakfast/lunch accounting program. The system is a family based program. All family members in the district draw from the same account so only one payment is needed per family. It is not a credit system. The price for lunch will be available on the district website. Breakfast will be provided at no cost to all students at Stoner Prairie. Parents may opt their child out of the free all-school breakfast and solely purchase milk for their child which would be served at the same time that breakfast is available each morning. There will no longer be a separate milk or snack break later in the day for students.

Statements can be sent to you via e-mail or you may log onto the Verona School District Website to check your balance and transactions. You must have your family account number and pin number to access your balance. Accounts need to maintain a positive balance. Mailing payments or electronic payments are recommended.

If mailing a payment, make checks payable to Child Nutrition and mail to this address:

Child Nutrition Services
PO Box 930007
Verona, WI 53593

Our E-Funds electronic payment system allows you the ability to make payments anytime through the district's website. The funds can be automatically withdrawn from your checking account or charged to your credit card. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing your home and/or work e-mail address, an email notification will be sent to you each time that a payment is processed. To register for this service, log on to the VASD website and locate Child Nutrition Services under the "District Departments" tab. When you get on the E-Fund Link you will see the Login In screen. Under the screen it will say **REGISTER**. The first step is to click on register and set up your username and password. The family number refers to your **FAMILY ID NUMBER**. If you are unsure of this number please contact us at 845-4139. Once your account is set up you can begin making payments at any time. You only need to designate the payment to go to **ONE CHILD** as the payment will be deposited for the entire family to use.

Depending on your family income, you may qualify for free or reduced lunch prices. If you now get food stamps or W-2 for your children, your children can get free meals. If your total household income falls within the income scale, your children can get free or reduced meal prices. A foster child may get free or reduced-price meals regardless of your income. To get free or reduced-price meals for your child(ren), you must submit an application. Families that were notified that they have been direct-certified do not need to complete an application.

The Verona Area School District participates in the Achievement Gap Reduction program (AGR). The school receives additional funding from the State of Wisconsin for children in grades K-3 who qualify for free or reduced lunch. This funding is used to help us keep our class sizes low. It is beneficial to both the school and the family to apply for free/reduced lunch.

Applications for free/reduced lunch may be picked up in the office. Families are encouraged to submit their application within the first week of school. However, families may apply for free/reduced lunch throughout the year.

Monthly "School Lunch & Breakfast" menus can be found on the district website. Students who do not wish to take school lunch must bring a lunch from home. If students bring lunch from home, they may purchase a carton of milk and should bring cash for the milk as the cost cannot be deducted from the family food service account.

Please visit our website at www.verona.k12.wi.us for more information or you may contact the Child Nutrition Office at 845-4139.

Bullying Policy (VABOE Policy 443.8)

The Verona Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, in school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District shall consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

"Bullying" is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyber bullying)

Procedures for Reporting and Investigating Bullying Incidents (443.8-Rule)

1. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee in accordance with established procedures. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the principal or designee of the report.
2. If either the building principal or designee is the alleged bully, the report should be made to the District Administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building principal or designee.

3. There shall be no retaliation against individuals making such reports. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the students shall be subject to disciplinary action, which may include: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
4. After receiving the report, the building principal or designee will immediately undertake an investigation of the report. The investigation shall include interviewing the individual(s) who are victim(s) of the bullying and collecting whatever other information is necessary to determine the facts and the seriousness of the report.
5. Parents and/or guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. The District will maintain the confidentiality of the report and any related student records to the extent required by law.
6. Pupil services staff will provide support as needed for the identified victim(s). When appropriate, pupil services staff will provide behavioral interventions for the bully.
7. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the District's bullying policy.
8. Notice of this policy shall be distributed to all schools and departments in the District on an annual basis. This policy will be incorporated in employee and student handbooks and be available on the District Web site and annual publications. It will also be available to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

Bus Transportation

The district contracts with Badger Bus to provide transportation for students who qualify for bus transportation. All students have a responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, riding on or leaving a school bus. Students shall be expected to abide by all bus rider rules. The District may use video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus and also for the intent of providing safer transportation for students. Please refer to the Appendix for information about the expectations and policies pertaining to bus transportation.

Cell Phones and Other Electronic Devices

Students are discouraged from bringing cell phones and other electronic devices (i.e. iPods) to school. If students choose to bring cell phones or other electronic devices to school, the devices must be turned off and kept in a backpack during school hours. The use of cell phones and other electronic devices are prohibited in ALL locker rooms and restrooms. Inappropriate use of cell phones or other electronic devices may result in confiscation of the equipment, parent/guardian notification and loss of privilege to have a cell phone or other electronic devices at school. The school and District have no liability for damage or theft to cell phones or electronic devices brought to school.

Classroom Code of Conduct

This Classroom Code of Conduct is written to be in compliance with Wisconsin Law. It is in addition to existing policies relative to student conduct.

The Verona Area School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others and which helps to create an effective learning environment. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education. Parents/guardians should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns.

Student behavior that is dangerous, disruptive, or unruly and interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board of Education policies, school rules, and municipal/state/federal ordinances. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct for which the student was removed.

This Classroom Code of Conduct applies to all students in grades PreK-12. This code does not apply to students who merely need a brief time away from class to refocus.

For the purpose of this code, a "class" is any class, meeting or activity that students attend, or in which they participate while in school or under the control or direction of the District. "Class" also includes regularly scheduled District sponsored extracurricular activities, during or outside of school hours, either on or off campus. A "teacher" is any Wisconsin Department of Public Instruction certified professional personnel in the employ of the District. Other District employees may process "Classroom Code of Conduct" violations through the "teacher" responsible for the class. A "teacher of a class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class.

1. Student Removal From Class: A student may be removed from class for, but not limited to, the following reasons: Dangerous, disruptive, damaging, or unruly behavior, or behavior that violates expectations set forth in Board policies and the student handbooks.

When a student is removed from class under this Code of Conduct, s/he will be sent or escorted to the building principal or designee. The teacher removing the student will notify the building principal or designee and inform him/her of the reason for the student's removal. A written explanation of the circumstances and reasons for the removal shall be given to the administrator or designee within 24 hours of the student's removal from class.

2. Placement: This Code of Conduct distinguishes between two, essentially separate kinds of removal from class: short-term or temporary removal, and long-term removal. Short-term removal is likely to be disciplinary in nature, and addresses circumstances where the student's presence is disruptive to the class on a particular day. Long term removal,

on the other hand, is essentially a forced transfer of the student out of the particular class in excess of five (5) class periods. The building principal or designee shall decide whether a student who has been removed from a class by a teacher for violating the Classroom Code of Conduct is to be placed in either a long-term or short-term placement.

3. Parent/Guardian Notification:

Short Term Removal from Class: Under this Code of Conduct, the teacher who initiated the removal of a minor student from class will notify parent/guardians within 24 hours of the incident that caused the student to be removed from his/her class. The classroom teacher will keep written logs or records regarding unsuccessful attempts to contact the parent/guardians of the student who was removed from his/her class and provide these to the building principal or designee within 24 hours of the student's removal from class.

Long Term Removal from Class: Under this Code of Conduct, when the reason for removal is serious or long term, the building principal or designee will notify the parent/guardian of a minor student. Students removed from a class who are also subject to disciplinary action as suspension or expulsion will be subject to all legal and policy requirements.

4. Removal of Students with Disabilities: Under this Code of Conduct, removal from class and change in educational placement involving students with a disability will be made consistent with state and federal laws and regulations.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or other disabilities. Discrimination complaints shall be processed in accordance with established District complaint procedures.

Code of Conduct

Staff members at Stoner Prairie believe that appropriate behaviors are taught. Effective teaching helps children learn the desired behaviors through modeling, practice, and ongoing support. Teaching of the desired behaviors is done proactively and situations are dealt with as they arise with the focus on enabling each child to grow and learn from his or her actions. The Stoner Prairie Code of Conduct guides us in helping students demonstrate the desired behaviors.

Stoner Prairie Code of Conduct

- Be Kind
- Be Safe
- Be Responsible
- Be a Problem Solver

Concerns/Complaint Procedure

Parents/guardians with concerns about a particular situation at school should first contact the classroom teacher to discuss the problem. Teachers will likewise contact parents/guardians when they become aware of problem situations that require attention. With prompt and open communication, most problems will be resolved. If a problem cannot be resolved between the

student, parent/guardian and classroom teacher, the principal should be contacted. If resolution is not found at this level, the situation may be referred to the superintendent.

The vast majority of our communications are positive, but occasionally they become emotional, intense or confrontational. Our staff members are encouraged to seek parents'/guardians' opinions and be active listeners. If the situation becomes unsafe by parents/guardians yelling, swearing, or using personal attacks, staff members may ask to end the call or meeting and reschedule at a time when the discussion can be less emotional. Another staff member or administrator may be present at that meeting. We will always work to resolve the situation with parents/guardians on behalf of their children.

Confidentiality

We are fortunate to have many parents/guardians who volunteer their time in our school. As a result of the time that parents/guardians spend with our students, they periodically see or hear information about students that needs to remain confidential. Please consider the following guidelines if you choose to volunteer in our classrooms or if you have direct contact with students in school, on the playground, or during a field trip.

1. All academic information is confidential. It is especially important not to compare student performance. Please note that outstanding or exemplary student work is also confidential.
2. Periodically, students may share information about family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
3. If a student exhibits behavior problems or reluctance to follow through with directions, it is best to share this information with the classroom teacher, counselor or principal. We ask that parents/guardians not share their impressions of student behavior in the community.
4. If a student shares information with you that suggests that he/she may be physically, sexually, or psychologically abused, the information should be shared immediately with the classroom teacher, social worker, guidance counselor, or principal. This information should remain confidential in the community.

Parents/guardians who have further questions about student confidentiality are encouraged to contact the principal or guidance counselor.

Crossing Guard

A Crossing Guard, hired by the City of Fitchburg, is stationed at the corner of Lacy Road and Osmundsen Road before and after school. As a safety precaution all children crossing Lacy Road should walk through the neighborhood on Jasmine Road and Osmundsen and cross Lacy Road only with the assistance of the Crossing Guard. Children are expected to respectfully follow the directions of the crossing guard.

Children walking to/from school from Devoro Road (between the school driveway and Lacy Road) and from Chicory Drive are expected to cross the service road between Stoner Prairie Elementary and Savanna Oaks Middle School at the designated crosswalk, following the sidewalk to and from school.

Directory Data – Elementary/Middle School

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Verona 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, Verona Area School District may disclose appropriate designated "directory information" without written consent, unless you have advised our District of the contrary in accordance with District procedures. The primary purpose of the directory information is to allow the Verona Area School District to include this type of information from your child's education records in certain publications. Examples include: name, address, e-mail address, telephone listing, photographs, videotapes, audiotapes, date of birth, participation in official recognized activities and sports, weight and height of athletic team members, a play bill, the annual yearbook, dates of attendance, years in school, degrees, awards received, honor roll, graduation programs, and the name of a school previously attended by your child. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations, include, but are not limited to, companies that manufacture class rings, publish yearbooks, and take graduation photos. Forms are available at the district office or in any school office. Forms should be returned to the district office within 14 days of registration. Any previous notices on file are voided each year.

Emergency Procedures

Schools are required to conduct monthly practice "Fire Drills." We will also have a "Severe Weather/Tornado" practice drill in the spring of each year. In addition, schools have procedures in place in the event of an emergency which would require us to secure the building. We will have a minimum of one such practice emergency drill each year.

In an actual emergency, we will follow these VASD guidelines regarding students leaving school:

1. VASD prefers that parents/guardians leave student(s) with their class during emergencies.
2. In the event that a parent/guardian persists, office personnel must be informed of the removal of a child from school. Office staff, if possible, will assist parents/guardians in locating their child.

Food & Snacks at School

To address concerns related to safety, health & wellness, equity & inclusion, and inconsistencies in current practice, Country View, Glacier Edge, Stoner Prairie and Sugar Creek have implemented the following practices/policies in regard to food, snacks and treats at school.

Stoner Prairie's site council (which includes staff and parent representatives) has agreed to make changes to our school's policies and practices in regards to snacks, birthday treats, party dates and

party foods. These changes are our way to try to address numerous concerns, which include: health concerns, our district's efforts to help all kids make healthy choices and have good nutrition, messes in classrooms, loss of instructional time, welcoming environment for families that don't celebrate holidays and birthdays, added expense and inconvenience for families, students with severe allergies (which is more common each year) put at risk, etc.

No classroom Snacks

We have free breakfast for all students, which is extremely popular with our families, so few classrooms will need a snack time. Should a teacher decide there is a need for a snack time because of their schedule, it will be resolved with that teacher and the principal.

No Birthday/Special Week treats.

Students who choose may bring a small trinket for their classmates as a way to celebrate their birthday. Some teachers have already been doing this and report it has been a seamless change for students and parents.

No food at school-wide parties.

Stoner Prairie's school-wide party days will not have food or drinks but rather other items related to the celebration (games, activities, trinkets, etc.) Some of our teachers are already doing this and have shared that it is easier, cleaner, healthier, more fun, and kids don't miss the food.

Please know that there may still be an occasional treat or special event in your child's classroom, but these will be when it fits with a school wide goal (such as with Positive Behavior Interventions and Supports) or is curriculum appropriate (maple syrup when studying Wisconsin, applesauce when studying trees, etc.)

Gifts

The school district discourages students and families from presenting gifts to teachers and other district employees.

Health Program

A school nurse spends some time at each of the schools during the week. Parents/guardians should contact the elementary office or school nurse about new or ongoing health problems, including allergies, medications, and communicable illnesses.

Homework

All children are periodically assigned homework. Homework is assigned for five primary reasons:

- To provide students with an opportunity to finish assignments that they were unable or chose not to complete during the school day.
- To provide students with an opportunity to review material they have not mastered.
- To teach students that learning takes place in a variety of situations and environments.
- To involve parents in the learning process.
- To begin the process of preparing students for future educational experiences that require daily homework.

Homework assignments will vary between grade levels, teachers, and weeks of the school year. Some children spend too much time on homework while others choose not to do any homework at all. If you suspect that a student falls into one of these categories or if you have any other questions about homework, contact the student's teacher to discuss the situation. The following guidelines are offered to provide a general idea of homework expectations:

Kindergarten: 5 to 10 minutes, two or three times a week
First Grade: 10 to 15 minutes, three or four times a week

Second Grade: 15 to 20 minutes, two or three times a week
Third Grade: 20 to 30 minutes, two or three times a week, plus 10-15 min./day reading
Fourth Grade: 20 to 30 minutes, three or four times a week, plus 10-15 mins./day reading
Fifth Grade: 30 to 45 minutes, four or five times a week, plus 10-15 mins./day reading

Homework typically might include asking an adult to read to children, children to read to an adult, children to review/practice a specific skill or lesson, children to complete an assignment, etc. Parents/guardians are encouraged to support and assist with homework but not to complete the task for the child.

Immunizations

All kindergarten students and students new to the Verona Area School District must present written evidence of immunization against certain diseases. Parents/guardians are asked to submit this information within 15 days of the first day of school. Immunization forms are available in the office. The district is required to submit to the office of the district attorney the names of parents/guardians who have not complied with mandatory immunization laws within 30 days of starting school.

Injuries

Our staff will attempt to call a parent/guardian of any child who sustains a significant injury while at school. Emergency aid will be rendered as is deemed appropriate and necessary. To help ensure immediate and appropriate response and communication, parents/guardians are asked to provide and update emergency contact information. The school office should be notified of any changes to contact information.

Latex Allergy

Due to increased latex allergies among students, all buildings in the district will be latex free (i.e., latex balloons will not be allowed).

Life Threatening Allergy Policy (VASD)

Policy: Modify the school environment to minimize as many life threatening allergens as possible and to provide a safe learning environment.

Procedure:

- Classroom environments (including projects, experiments, incentives, snacks, etc.) will be modified to reduce potential exposure to allergens.
- Hand washing with soap and water OR hand wipes after meals and snacks will be encouraged. Hand sanitizers do not remove allergen proteins.
- Designated staff will be trained to recognize signs and symptoms of allergic reactions and anaphylaxis.
- Designated staff will be trained in the use of epinephrine auto injectors in case a child or a staff member should have a severe reaction.
- Parents/guardians will provide school with their child's health information, any needed medications, and an emergency care plan.
- A life-threatening allergen free table will be available in lunchrooms if appropriate/requested.

- If there is food distribution, including bake sales held on school grounds, consideration should be given to students with life-threatening allergies.
- For any event, allergen free foods may be ordered/purchased through Food Service.
- Peanut/tree nut free snack lists will be available at the beginning of each school year and as needed. Food companies often change manufacturing processes. Always check labels for allergen information.
- Food service meals, vending machines and concession stands will be peanut/tree nut and fish free.
- All district allergen policies also apply to field trip meals.

Please contact your school nurse if you would like a copy of the complete district policy on Life Threatening Allergies.

Lost and Found

Small items such as jewelry, toys, pens, and pencils will be kept in the office. Clothing and larger items are placed in storage bins located in designated areas of each school. Check these locations for lost items and reclaim what belongs to you. Periodically, unclaimed items are donated to local charitable agencies. Labeling your child's valuables helps prevent losses.

Medications

Over-the-counter drugs such as pain relievers and cough drops may be administered upon receipt of a completed "Parent/Guardian Medication or Procedure Consent Form." These medications must be in the original bottle, tube, or container with the student's name, dosage and administration time on the container.

The following forms are required before we can administer a physician-prescribed medication:

1. "Physician's Medication Order"
2. "Parent/Guardian Medication or Procedure Consent Form"
3. Medication in the original bottle, tube, etc., with child's name on it, name of the drug and dosage, time and quantity to be given, physician's name, duration of treatment, and pharmacy name with prescription number

A copy of these forms may be found in the Appendix. Additional copies may be obtained from the school office.

All prescription and non-prescription medications and forms must be turned into the school office.

The most frequently prescribed medications handled in school are short-term antibiotics given for things such as ear infections or strep throat. It may be worthwhile to check with your doctor to see if these types of medication can be given outside of the school day, thereby eliminating the need to send medicine to school.

Nondiscrimination Policy

Student Nondiscrimination

It is the policy of the Verona Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the persons' sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability as required by s.118.13, Wis. Stats.

This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), McKinney-Vento Homeless Assistance Act (homelessness).

All vocational education programs follow the district's policies of nondiscrimination. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Verona Area School District.

Any questions concerning s.118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination should be directed to Ann Franke, the Equity Coordinator, at the following address and phone number: Ann Franke Director of Instruction, Verona Area School District, 700 N. Main Street, Verona, Wisconsin 53593, 608-845-4311.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, should be directed to Emmett Durtschi, the Section 504 compliance Officer, at the following address and phone number: Emmett Durtschi, Director of Student Services, Verona Area School District, 700 N. Main Street, Verona, Wisconsin 53593, 608-845-4314.

If any person believes that the Verona Area School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or in some way discriminates against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, or emotional or learning disability, he/she may bring or send a complaint to the Administration Office at the following address: 700 N. Main Street, Verona, Wisconsin 53593.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledge of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time: appeals under 20 USC s.145 and Ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115, Subch. V., Wis. Stats.

Complaints under 20 USC s.1231e-3 and 34 CFR ss.76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or

made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

There shall be no retaliation against any person who in good faith files a complaint under this policy.

NOTE: The s.118.13 complaint procedure does not apply to district employees or job applications. Also, it does not replace the federal regulations that require a school district to have Title IX and Section 504 complaint procedures.

Parent Involvement Policy

VASD schools that receive Title I funds will involve parents in regular, two-way, meaningful communication addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In compliance with Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), VASD schools that receive Title I funds agree to implement required statutory requirements to:

- Involve parents in the joint planning and development of the district's Title I plan through representation on the district ESEA team and participation in fall and spring ESEA meetings.
- Involve parents in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation. The Annual Review will be conducted each spring and will include an analysis of state and local assessment data, a review of grade level needs and services provided, parent/teacher/and/or student survey data, and a summary analysis of the effectiveness of Title I Services.
- Involve parents in the development, implementation, and review of Parent- School Compacts. The compact will be discussed and signed at the start of the school year and reviewed in spring. The compact will also be posted on school websites.
- Involve parents in the planning and development of effective parent involvement activities through representation on a Title I Needs Assessment/Evaluation Committee or Schoolwide Committee. Committee meetings will be scheduled flexibly with the scheduling needs of parents in mind.
- Build the schools' and parents' capacity for parent involvement by:
 - providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators. Information will be provided during an annual fall meeting, through quarterly progress notices, at parent-teacher conferences, in the district newsletter, and on the district website.
 - providing materials, resources and training to help parents work with their children to improve academic achievement. Resources will be provided in classroom newsletters and various communications. Parent trainings and family education nights will be planned each year based on the school needs assessment.
 - communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision-making roles, volunteer

opportunities, Title I meetings, classroom newsletters, an annual parent survey, parent-school compacts, and parent-teacher conferences. Additional parent-teacher meetings will be scheduled as requested by parents. coordinating parent involvement activities with other initiatives including HeadStart, after-school programs, etc.

Parent/Teacher Conferences

During the school year, families will have two formal opportunities to meet with their child's teacher to discuss goals, progress and growth.

The first opportunity is the fall Conference which occurs in October - November. This conference is typically 15 minutes in length and provides time for parents/guardians and teacher to discuss the upcoming year and goals for the child. Some teachers may request that the student attend this conference with the parent/guardian.

The second opportunity is the Portfolio Conference which occurs in March – April. This conference is a time for teachers and students to share a student's work samples with his/her family. Conferences are typically 25 minutes in length. Students attend this conference. A portion of the conference is student-led, and a portion of the conference is teacher-led. During the conference the following items may be shared: assessments, student-selected work samples, journals, student reflections, goals and areas of growth. Some conference time may include a student demonstration. The portfolio may be sent home before or after the conference for families to review. The decision to send home the portfolio at conference time is made by the classroom teacher.

Personal Electronic Devices

Students in may use personal electronic devices such as eReaders and tablets during the school day under the discretion and supervision of school staff. Personally owned device use is limited to and conditional upon full and complete compliance with the Verona Area School District's Acceptable Use Policy.

In the case of cell phones, students may not talk or text during the school day unless specifically directed by staff. If a student needs to use a phone, they may request to use the phone in the main office or a classroom phone. Students may not, at any time during the day, text, digitally record or photograph others or play games on their device without permission from school staff. Cell phones also may not be used in restrooms.

When students are not using their device, it should be turned off and put away. Students are not required to bring personal electronic devices to school, and the District accepts no responsibility for loss, theft or damage of personal property brought to school.

Internet access on the Verona Area School District's wireless network provides filtered access to the Internet. Students may request access to VASD wifi by completing a short application. If students are using data/cell service provided by other carriers, VASD is not responsible for data access, content, or costs incurred.

Unauthorized use of personal devices during the school day will be addressed by the building administrator. Policy offenses may result in a staff member collecting the device, placing it in a clear plastic bag and turning it into the office. Parents will be notified and the device will be returned to the student. Repeated offenses will result in loss of privileges as determined by the site administrator.

Physical Education

For reasons of cleanliness and safety, it is requested that students have a pair of gym shoes that are worn only inside the school building for physical education class. These gym shoes should have soft, non-marking soles. Students are asked to wear comfortable and appropriate clothing (i.e., shorts or slacks) on days during which they have physical education class. As with recess participation, we expect that children well enough to attend school are well enough to participate in physical education. The school requires a note from the family physician if there is a medical reason a child should not participate in physical education.

Pupil Nondiscrimination

It is the policy of the Verona Area School District that no person may be denied admission to any public school in this district or be denied participation in, denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability, as required by s. 118.13, Wis. Stats.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), and the McKinney-Vento Homeless Assistance Act (homelessness). All vocational education programs follow the district's policies of nondiscrimination.

In addition, arrangements can be made to ensure that the lack of English Language skills is not a barrier to admission or participation.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution is available, however, to address allegations of violations of the policy in the Verona Area School District (See Appendix C).

Any questions concerning s. 118.13, Wis. Stats., or Title IX of the Education Amendments of 1972 should be directed to Ann Franke, the District Equity coordinator.

Ann Franke, Director of Instruction
Verona Area School District / 608-845-4300
700 N. Main Street
Verona, Wisconsin 53593

Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to Erin Kuehn-Schettler, the Section 504 Compliance Office at the following address:

Erin Kuehn-Schettler, Director of Pupil Services
Verona Area School District / 608-845-4300
700 N. Main Street
Verona, Wisconsin 53593

Recess Participation

Although there are cases when exceptions are reasonable and necessary, we generally expect that children well enough to attend school are well enough to participate in recess. The school requires a note from the family physician if there is a medical reason a child needs to stay in from recess for an extended period of time. Students should come to school properly dressed for the weather.

Records - Students

It is the policy of the Verona Area School District to maintain the confidentiality of all pupil records kept by the district. A copy of this policy is available upon request. The policy outlines the procedures which guide school employees in the handling of those records and requires that behavioral records be shown in the presence of a person qualified to explain the content of the records. Parents/Guardians may contact the principal or director of pupil services to make arrangements for this service.

School Attire – Dress Code

Pursuant to the Verona Area Board of Education Policy 443.1, we adhere to the following in regard to student dress and grooming. Each student may determine personal dress and grooming within established guidelines. Student dress and grooming should not:

1. jeopardize the health or safety of the student or other students
 2. be disruptive to the learning environment
 3. invade the rights of others
-
1. NO garments bearing inappropriate, offensive, or vulgar slogans are allowed. These include reference to alcohol, tobacco, and other drugs and any sexual reference.
 2. Shoes MUST be worn in and around school at all times.
 3. NO bare midriiffs, open-back shirts, halter tops, strapless shirts (tube tops) or single-strap shirts may be worn. ANY top that is too revealing WILL be considered inappropriate and the student will be asked to change.
 4. Very short mini-skirts or dresses are not allowed.
 5. Pants worn in such a way that undergarments are visible will not be allowed.
 6. Chains (wallet chains and neck/other chains) are allowed IF they are one foot in length or less and if only one at a time is worn.
 7. Bandanas, hats and hoods are NOT allowed at any time during the school day.
 8. Neither coats NOR jackets are allowed to be worn during classes, but may be worn for travel between buildings.
 9. Gang-affiliated jewelry or dress of any kind will not be allowed at any time.
 10. Students may carry backpacks to and from school, but they must be left in a locker/cubby throughout the day.

Building principals shall have authority to set dress and grooming standards as appropriate to implement this policy as outlined in the student handbook.

School Attire - Outdoor Wear

Students are to wear outer clothing appropriate to the weather. During cold weather months, boots, hats, mittens, scarves, and water repellent snow pants are required for primary students. Intermediate students may be allowed discretion based on individual building policies provided their outerwear does not risk their physical health or negatively affect the school facility (e.g., mud, water tracking into school).

Damage done to a student's own clothing or health due to their own negligence (e.g. walking through puddles, not wearing a hat, etc.) is the responsibility of that student.

School Closing

Announcements about the closing or delay of school due to inclement weather or other emergencies will be communicated out through the district electronic communication system to families and staff, as well as posted on the VASD website homepage: www.verona.k12.wi.us. In addition, local TV stations and their affiliation with local radio stations will announce school closings and delays. Unless such an announcement is made, school will begin at the usual time.

School Hours/School Day Schedule

Mondays are "late start days". The schedule is as follows:

Mondays:

Breakfast: *Starting at 9:05 A.M.
First Bell: 9:05 A.M. (students may enter building)
Second Bell: 9:25 a.m. (latest arrival time; classes begin)

Tuesday – Friday Schedule

Breakfast: *Starting at 7:30 A.M.
First Bell: 7:30 A.M.
Second Bell: 7:45 A.M. (latest arrival time; classes begin)

Monday – Friday

Dismissal: 2:35 P.M.

Staff Qualifications – Parental Rights to Seek Information

Federal law requires schools to share information with parents/guardians regarding the qualifications of teachers employed by the school district. Among the questions that parents/guardians may ask are:

- 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 employed by the Verona Area School District have at least a bachelor's degree, and approximately 40 percent have advanced degrees. If parents/guardians want to see the state qualification for their child's teacher, it can be found on the DPI website at: www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

In addition, schools may hire instructional aides who are qualified for this work. If you would like more information about the qualifications of our staff, please feel free to contact the building principal.

Statement on Reading and Math Services

Recognizing the importance of all subjects in the development of the whole child, it is our intention to provide each student with the opportunity to learn from a wide variety of curricular and extracurricular options. However, we also recognize the central and paramount importance of reading and mathematics skills and their role in allowing students to access learning in all other disciplines throughout their lives. It is our belief that when students are not succeeding in reading

and/or math, we must respond with urgency. Therefore, when students are not demonstrating proficiency in reading and/or math, the following policy is followed.

Students who are not demonstrating proficiency in reading and/or math continue to receive appropriate classroom instruction in these areas. Additional instruction may also be provided.* For K-8 students, this additional math and/or reading instruction has priority over other classes. Due to schedule constraints, students may miss all or part of other core, encore, or related arts classes. In the event that students miss these classes to receive additional math and/or reading support, they are not required to complete missed work.

**Parents/guardians who refuse these services must follow a formal appeal process.*

Staying After School

If it is necessary to keep a student at school beyond the regular school day, every attempt will be made to make arrangements with the family prior to the after-school time. However, in rare situations, a child may be required to stay after-school without prior notification (the most common reason would be end of day behavior/bus issue). In these situations, the parent/guardian will be notified as soon as possible.

Student Portfolios

Teachers maintain a working portfolio for each student in their class. A working portfolio is an organized and purposeful collection of student work that tells the story of the student's knowledge, skills, efforts, progress or achievement in given areas. The portfolio contains artifacts that document a student's learning over a period of time.

The purpose of the working portfolio is to show growth over time and to document the progress made toward goals that have been set for each student. The portfolio provides families with selected samples of their child's work and shows both formal and informal assessments. When combined with stated criteria, the portfolio exhibits how well the student met the assignment criteria. Continually reviewing the portfolio helps students, families, and teachers celebrate growth and guide future goal setting.

Students, their families, and their teachers are the intended audience for the working portfolio. Students and teachers will refer to the portfolio and add to it throughout the year. Students will share the portfolio with their families at portfolio conference time (See section on Parent/Teacher Conferences). At the end of the school year most of the contents are sent home, while some items are placed in the pass-on portfolios.

Technology Resources

The District views the use of electronic technology resources, including mobile devices, as central to the delivery of its educational program and expects that all students will use these resources as an important part of their learning experience.

Refer to Appendices C and D for Verona Area School Board Policy 363.2: Student Internet Safety and Appropriate Use of Technology Resources (including District-Owned Mobile Devices) and 363.2-Exhibit: User Agreement for Student Use of District-Owned Mobile Devices.

Textbooks - Library Books

Books, workbooks, and most of the materials used for regular class work are furnished by the Verona Area School District. Students will be expected to use materials with care and will be required to pay for unusual wear, damage, or loss.

Tutoring Services

Consistent with the District's mission, every effort will be made by school staff to help students learn. If a student is having academic difficulties at school, reasonable additional support will be provided to the student by the school to assist their learning needs.

The School Board supports tutoring for the purpose of helping students with their academic needs, however, believes there should be limits placed on the use of school facilities for these activities. School facilities will be used during the school day for programs approved by the Board and under the supervision of District staff.

Employees, District-approved volunteers or individuals working for an agency that has a contract with the District to perform services are the only individuals allowed to use District facilities or work with students enrolled in the District during the normal school day. Individuals, groups or organizations may rent District facilities, as per board policy, and provide individual or group tutoring if conducted outside the normal school day. "Tutoring" is broadly defined as providing for-profit additional experiences for the purpose of helping students with their academic needs.

In the event a parent/guardian requests individual tutoring from a staff member beyond the remedial support normally provided through the classroom, the District Administrator is directed to establish rules to protect the school system and the staff member from entering a situation that might pose a conflict of interest. This would include requests during the school year and during the summer. It is not the intent of this policy to impede staff members from providing learning or enrichment opportunities in the community that fall outside of their regular contracted assignment and have no bearing on students' grades (i.e., piano lessons).

Valuables from Home

Children should have permission from their teacher and parent/guardian to bring toys, pets and other items of value to school. Approved items must remain in the classroom. As soon as these items are no longer needed, they should be taken home.

Visitors and Volunteers in the School

We strive to create safe schools for all students and staff. As a safeguard, all visitors and volunteers are required to sign in at the school office and obtain a visitor's badge.

Verona Area Board of Education Policy 860: The School Board encourages parents/guardians and other citizens to visit the Verona Area Schools and believes that there are many potential benefits that can result from increased interaction with families and the public. Concurrently, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the District's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Building principals shall have the authority to determine which visits are to be permitted as well

as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that beneficial experiences for all may be provided for when visitors enter the school.

School personnel shall seek to assure that parents/guardians and other visitors are courteously received in a manner that is appropriate and consistent and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and the community.

Volunteers – Field Trip Chaperones

Adults serving as chaperones on a field trip **may not** bring other children with them. Chaperones must have a completed VASD Criminal Background Check Form on file with the district in order to chaperone a trip. Criminal Background Check Forms are available in the school office.

Weapons – Possession or Use

Within the Verona Area School District no one shall possess, use or store a weapon or look-alike weapon in or on school property, in school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which by the manner in which it is used or intended to be used is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Threatening to use such force is also prohibited. Ammunition and explosives are included with the weapons category.

Policy exceptions include:

1. weapons under control of law enforcement personnel
2. weapons properly registered and handled during community use of school facilities
3. theatrical props used in appropriate settings
4. starter pistols used in appropriate sporting events

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures may include immediate suspension, referral to the Board of Education for expulsion, and expulsion for one calendar year in accordance with Federal Law.

Wheeled Forms of Transportation

Wheeled forms of student transportation including, but not limited to, bikes, skateboards, roller blades/skates, scooters and "heellies" (shoes with built-in wheels) are not to be used on school property during the school day. Students who use these for transportation to/from school are required to walk or carry the items on school property. Students with "heellies" need to have another pair of shoes to wear during the school day. Inappropriate use may result in confiscation of the equipment and parent/guardian notification.

Withdrawals and Change of Address/Contact Information

Parents/Guardians are required to notify the school office of any change in address, telephone number, or other contact information. In the event your family moves, please contact one of the building principals to discuss the district policies and state laws that pertain to residency and school of attendance.

Appendix A
Verona Area School District

Physician Order for Medication

Please administer the following medication(s) to:

Name of Student				School	
Diagnosis				Date of Birth	
Name of Physician ordering medication or procedure				Phone number of physician	
				Fax number of physician	
Medications					Potential side effects that should be reported
Medicine	Route	Dose	Frequency	From: To:	
Duration					
				From: To:	
				From: To:	
				From: To:	
				From: To:	
Hospital/Clinic/Office				Phone Number	
Address: Street, City, State, Zip					
Physician's Signature				Date	
Comments:					

RETURN THIS FORM TO THE SCHOOL NURSE

Verona Area School District

Parent/Guardian Medication or Procedure Consent Form

Full Name of Child		
Address		Date of Birth
Name of Physician ordering medication or procedure		Physician phone number
Address of physician ordering medication or procedure: <i>Street, City, State, ZIP</i>		
Name of Medication	Dose	Reason for medication or procedure
Time of medication or procedure	Start date	Stop date

_____ I give my permission for school personnel to give the above medication(s) or do the above procedure(s) as directed and to communicate with medical provider(s) if necessary.

_____ I give my child permission to carry and self-administer the above medication(s).

(Middle School and High School only) (Inhalers may be carried by students of any age)

I further agree to hold the Verona Area School District, and the VASD employee(s) who is (are) administering the medication or performing the procedure harmless in any or all claims arising from the administration of the medication or the performance of this procedure at school. School personnel have my permission to contact the health care provider listed above, re: this medication and/or procedure.

I agree to notify the school at the termination of this request or when any change in the above orders is necessary.

Signature of Parent/Legal Guardian		Date Signed
Home Phone	Work Phone	

Please note:

- Prescription medications require two forms: Parent Consent (this form) **and** Physician Order for Medication. (Nurse can fax form to doctor's office.)
- Non-prescription medications (all over the counter medications including acetaminophen, ibuprofen, etc.) require Parent Consent form only.

Reviewed 5/5/05

Verona Area School District

Consentimiento Paternal/Tutor para Medicamentos y/o Procedimientos Clínicos

Nombre completo del alumno/a:			
Domicilio:		Fecha de nacimiento:	
Nombre del médico que ha recetado el medicamento o el procedimiento clínico:		Teléfono del médico:	
Dirección del médico que ha recetado el medicamento o el procedimiento clínico: <i>Calle, población, estado, código postal.</i>			
Nombre de la medicina:	Dosis:	Razón por la que se ha recetado el medicamento o procedimiento clínico:	
Hora en la que se tiene que administrar la medicina o procedimiento clínico:		Fecha de inicio:	Fecha de finalización:

_____ Doy mi permiso para que el personal de la escuela le pueda administrar a mi hijo/a la/s medicina/s o procedimiento clínico mencionado más arriba siguiendo las indicaciones y para que se comuniquen con el médico/s si es necesario.

_____ Le doy permiso a mi hijo/a para llevar consigo y administrarse a sí mismo la/s medicina/s indicadas más arriba. **(Solamente para los alumnos de la escuela secundaria (*Middle School*) y de la escuela superior (*High School*)).**
(Los estudiantes que necesiten inhaladores pueden llevarlos consigo a cualquier edad).

Además, estoy de acuerdo en mantener al Distrito Escolar del Área de Verona y a sus empleados, que puedan administrar los medicamentos o procedimientos médicos, exentos de cualquier reclamación que pueda surgir sobre la administración de medicamentos o procedimientos clínicos llevados a cabo en la escuela. El personal de la escuela tiene mi permiso para ponerse en contacto con el médico listado más arriba sobre la/s medicina/s y/o procedimiento clínico.

Avisaré a la escuela cuando el tratamiento termine y también finalice la administración del medicamento o procedimiento clínico, o cuando haya algún cambio en éstos.

Firma del Padre/Madre/Tutor Legal		Fecha:
Teléfono de la casa:	Teléfono del trabajo:	

Por favor tenga en cuenta que:

- Los medicamentos recetados por un médico requieren que tengamos dos formularios: el Consentimiento Paternal (este formulario) y el Formulario de Recetas Médicas (La enfermera de la escuela se lo puede mandar al doctor del alumno para que lo firme).
- Para los medicamentos que no son recetados por un médico (*acetaminophen, ibuprofen, etc.*) sólo se requiere el formulario Consentimiento Paternal (este formulario).

Pupil Discrimination Complaint Procedure

S. 118.13, Wis. Stats.

If any person believes that Verona Area School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the Administration Office at the following address: 700 N. Main Street, Verona, Wisconsin 53593

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss, 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation as applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Note: The 118.13 complaint procedure does not apply to district employees or job applicants. Also, it does not replace the federal regulations that require a school district to have Title IX and Section 504 complaint procedures.

Verona Area School District Discrimination Complaint Procedure

If any person believes that Verona Area School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, color, or national origin, age or handicap, he/she may bring forward a complaint to the Administration Office at the following address: 700 N. Main Street, Verona, Wisconsin 53593.

Informal procedure:

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the

complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal grievance procedure:

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title IX Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the Local Title IX or 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.



SCHOOL BUS RULES FOR STUDENTS

Students authorized to ride the bus will be permitted to ride the school bus.

Waiting for the Bus

Arrive at the bus stop a few minutes early

Avoid dangerous horseplay while waiting

Stay out of the danger zone: stand at least 10 feet away from the edge of the road

Wait until the bus stops, the door opens and the driver says it's okay to board the bus

Cross at the corner or marked crosswalk

Use sidewalks

Don't talk to strangers

Getting on and off the Bus

Use handrails at the steps

Keep the aisle clear: watch clothing or backpacks with dangling drawstrings or straps

Never try to retrieve an item dropped near the bus - get out of the danger zone immediately

Be sure the bus driver can see you and you can see the driver

Walk in front of the bus, never behind the bus

Look both ways before crossing the street

Wait for the driver's signal before crossing

Always cross at least 10 feet in front of the bus

Never run to or from the bus

Stand back from the curb

Riding on the Bus

Obey the bus driver

Be courteous at all times. Foul language is prohibited.

Stay in your seat and face forward: never stand on a moving bus

Keep noise level down and do not distract the driver (no yelling or shouting)

Do not throw anything on the bus or out the window

Keep hands and feet to yourselves

Don't push, shove and hit

Keep hands, head and other items inside the bus windows

No food or drinks are allowed on the bus

No weapons of any kind will be allowed on the bus



THERE WILL BE ZERO TOLERANCE ON THE BUS, ANY INFRACTIONS WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN.

Parent Permission for Use of Online Tools

Dear Parent/Guardian,

In order for the Verona Area School District to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. There are many high-quality, low cost or free tools that are beneficial, such as Dropbox, Evernote, Edmodo, Prezi and similar educational services selected by staff. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under the Children's Online Privacy Protection Act (<http://www.ftc.gov/opa/2012/12/coppa.shtm>), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for the Verona Area School District to provide personal identifying information for your child consisting of first name, last name, email address, date of birth, and username to Dropbox, Evernote, Edmodo and any additional web-based educational programs and services which VASD staff select for instructional use. The District will keep these permissions on file so that you do not have to provide consent to every website.

It will be the student's responsibility to follow the District's Student Acceptable Use Policy at <http://www.verona.k12.wi.us/page.cfm?p=973>.

It will be the staff's responsibility to ensure compliance with the Terms of Service for each website or online tool.

Guidelines for using online web tools include:

- Keeping password/login information private
- Understanding that use of approved online tools is for educational purposes only
- Disclosing only information deemed safe and appropriate by district staff
- Adhering to online citizenship and netiquette

Appendix E

Unacceptable uses include:

- Using another student's account or misrepresenting personal identity
- Using accounts for any illegal purpose.
- Any violation of the Student Handbook or Board Policies

Parent/Guardian Permission

I have read and understand that my child will use these tools for educational purposes. I understand that my child will also abide by all policies for Internet and computer use. I give permission for my child under age 13 to register with websites that are approved by the District staff for educational use. Finally, I understand that my child's access to these tools is not private and that my child's account may be monitored.

Parent name _____

Student name _____

Parent signature _____

Date _____

WASB 7/9/16

363.2-Exhibit

USER AGREEMENT FOR STUDENT USE OF DISTRICT-OWNED MOBILE DEVICES

Verona Area School District students and families must understand that:

1. Students are responsible for the safe, responsible, ethical and legal use of District technology resources, including District-owned mobile devices that are assigned to them.
 - All students using District technology resources, including District-owned mobile devices, must comply with the District's Internet Safety and Appropriate Use of Technology Resources policy and rules, other District policies, state and federal laws and regulations, and guidelines set forth in this document and by District staff. This includes complying with existing copyright laws and educational fair use policies. All policies, rules and guidelines are in effect before, during, and after school hours for all District devices whether on or off the school campus.
 - District technology resources, including District-owned mobile devices and networks, must be used to support education. However, limited personal use of such devices may be permitted during non-instructional time and off school premises as authorized by school personnel and consistent with established rules.
 - Students may only log in to their assigned mobile device or District network under their assigned username. Students may not share their log-in and password with other students or individuals. Students may share their log-in and password with their parents/guardians.
 - Mobile devices come with a standardized image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used, which includes any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
 - There shall be no downloading or installing of programs or applications on to District-owned mobile devices without teacher permission. Students are not allowed to load personal software on to a District-owned mobile device at any time.
 - Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment. Students may be permitted to listen to music or watch a movie on a District-owned mobile device during non-instructional time and off school premises.
 - Online gaming is not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if the game is in support of education.
 - All students have access to a network drive and a Google cloud-based drive on which to store data. It is the responsibility of the student to practice file management.

- Any documents that require printing from a District-owned mobile device should be printed at school.
2. The District maintains an Internet filtering measure on District technology equipment and networks, including District-owned mobile devices, that blocks access to visual depictions that are obscene, child pornography and material that is deemed harmful to minors. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. Students are expected to notify a staff member immediately if they come across information, images, or messages on their District-owned mobile device or any other District technology resources that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
 3. Students assigned District-owned mobile devices are responsible for the proper care and security of the mobile devices at school and off school premises, including any related components such as power cords/chargers, etc.
 - Students are expected to keep District-owned mobile devices in good condition. Students are prohibited from putting stickers or additional markings on the devices, cases, batteries, or power cords/chargers, or defacing District equipment in any way. If such action occurs, the student will be charged for the repair or replacement of the device.
 - Students are expected to store District-owned mobile devices in the District-supplied case at all times when the device is not being used and to comply with any other care and storage directions provided by school personnel.
 - Students may not loan components such as power cords to other students for any reason. Students who do so are financially responsible for any loss of such components.
 - Students who identify or know about a security problem related to their device are expected to convey the details to their teacher immediately without discussing it with other students.
 - Students are expected to report any damage to, loss of, or theft of a District-owned mobile device or related components within 48 hours to the classroom teacher. This means no later than the next school day. Any theft of a District-owned mobile device must be reported to police. The parent/guardian/student are responsible for the cost of repair or replacement of the mobile device if it is intentionally damaged, it is lost because of negligence, or, it is stolen but not reported to the school and/or police in a timely manner. Parents/guardians have an option to pay an annual damage waiver fee. If parents/guardians elect to pay the damage waiver fee, they will only be responsible for a small deductible in the event of loss, theft or damage. If parents/guardians decline participation in the damage waiver fee program, they will be responsible for the entire cost to replace or repair a device in the event of loss, theft or damage.
 4. Mobile devices assigned to students are on loan to students and remain the property of the Verona Area School District.
 - All files stored on District mobile devices or the network are property of the District and may be subject to review and monitoring. There should be no expectation of privacy in such files.

- The District reserves the right to confiscate the District's property at any time.

Any failure of a student to comply with applicable District policies and rules may result in disciplinary action, including suspension or revocation of privileges to use District-owned mobile devices, school suspension and/or expulsion, or other appropriate disciplinary action. Students may also be subject to legal action and prosecution by law enforcement authorities.

Parents and Students must complete an electronic certification that acknowledges acceptance and understanding of the rules and responsibilities outlined in this document.