



**VAiS** | PREPARING  
GLOBAL  
CITIZENS FOR  
TOMORROW'S WORLD  
VERONA AREA INTERNATIONAL SCHOOL

# FAMILY HANDBOOK 2016-2017

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# VAIS STUDENT CREATED CODE OF CONDUCT

*The following Code of Conduct was written by VAIS students.*

## OTHER STUDENTS

We will treat others with respect.

Some great ways to show respect are:

- Stop and listen and THINK when it is someone else's turn to talk.
- Look at the faces of others to see how they are feeling.
- Follow classroom rules so everyone is safe and happy.
- Tell the truth - even if it is scary to tell it.

## TEACHERS AND ADULTS AT SCHOOL

We will show teachers and adults respect because they are at school to help us.

Some great ways to show respect are:

- Stop and listen when they ask you to listen.
- Think about what they say.
- Ask questions if you do not understand something or know what's going on.
- Remember they know how to help us learn.

## VISITORS

We will be kind to every visitor, and work our hardest to make them happy.

Some great ways to help visitors are:

- Welcome them to the classroom by saying "Hello."
- Watch their faces for clues to see how they are feeling.
- If they look left out, invite them to join you.
- If they look confused, scared or upset ask them if they need help.

## MISTAKES

We will be respectful of our mistakes and try to fix them.

Some great ways to handle mistakes are:

- Remember that EVERYONE makes mistakes, and try not to feel bad or scared.
- Try to figure out why the mistake happened and learn from it.
- Ask for help when you need it.
- Tell the truth - even if it is scary to tell it.
- Tell the teacher about the mistake.
- Tell a friend about the mistake.
- Say you are sorry and try to keep from doing it again.
- If you break something, try to find a way to fix the problem.

## SCHOOL MATERIALS

We will use school materials carefully, so they last a long time. This helps the school save money and spend it on new learning materials when we need to buy them.

Some great ways to handle our learning materials are:

- Be gentle when handling school property.
- Put supplies away when you are finished using them.
- Use only what you need to use.

## TECHNOLOGY

We will take care of school technology. We will use it wisely and safely.

Some great ways to do this are:

- Only use technology for learning activities.
- Walk when carrying technological tools.
- Always put technology away carefully.
- Sign out of your account when you are supposed to sign out.
- Only go to educational websites.
- Print or download material with adult permission.
- Do not create accounts or give out personal information without the teacher's permission.

## **AFTER SCHOOL & BEFORE SCHOOL CHILDCARE**

The Madison YMCA offers a school age child care program at Stoner Prairie in the cafeteria. After-school care is available each day that school is in session. It starts when school dismisses (including early release days) and ends at 6:00 pm. Before-school care is only available on late start Mondays. It starts at 7:00 am, and ends when school starts.

All students enrolled at VAIS are eligible for the YMCA program, though space is limited. The program is very popular, and fills up quickly. We recommend that you sign your student(s) up for the program as soon as registration opens. For more information, contact the Madison YMCA office at 276-6606.

## **ALLERGIES**

### Latex

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

### Food/Snacks

Verona Area International School and Governance Council (which includes staff and parent representatives) have agreed to the following school policies and practices in regards to snacks, birthday treats and party foods. These policies are our way to try and address numerous concerns which include:

- Lowering risk for students with severe allergies
- Supporting our district's efforts to help all kids make healthy choices and maintain good nutrition
- Minimizing messes in classrooms
- Preventing loss of instructional time
- Fostering an inclusive environment for families that don't celebrate holidays and birthdays
- Reducing expenses and inconvenience for families

To address these concerns, families are not allowed to bring in snacks for any school events or celebrations:

#### 1) Classroom Snacks

The Verona School District provides a free daily breakfast for all students, so few classrooms will need a snack time. Should a teacher decide there is a need for a snack time because of their schedule, students will not be asked to bring individual snacks. Rather, the teacher will provide the snacks. Parents may be asked to donate snacks directly to the teacher for this purpose.

#### 2) Birthdays/Special Week Celebrations

Students may choose to bring a small trinket for their classmates as a way to celebrate their birthday.

#### 3) School-Wide Events

These celebrations will not include food or drinks, but rather other items related to the celebration (games, activities, trinkets, etc.)

Please know that there may be an occasional treat or snack in your child's classroom as part of a special event. But these will occur when it fits with a school wide goal (such as with positive behaviors) or is curriculum appropriate (Chinese New Year Celebration).

## Life Threatening Policy & Procedure

### 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 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 or 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.
- All District allergen policies also apply to field trip meals.

## **ATTENDANCE**

### ABSENCES

In the event that a child will be absent from school, we ask that a parent/guardian contact the school office 845-4003 prior to 8:30 a.m. In addition, if the child rides a rural bus route, it is requested that you contact Badger Bus Lines (608-310-4444 ext. 2) prior to 7:00 a.m. This applies to all absences whether planned (vacation) or unplanned (illness, etc.).

Any pattern of excessive absence (excused or unexcused) greatly inhibits the learning process. In addition, the Verona Area School District will respond to any student accumulating 5 consecutive absences or a total of 10 absences in a semester.

### **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/director, 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.*

#### VACATIONS

We strongly encourage families to utilize the long breaks (non-school days) in the Verona Area School District calendar to enjoy family vacations. If you must take a vacation while school is in session, the District policy states that up to 5 days of absence will be excused for the school year. More than 5 days of absence will result in unexcused days of absence. Regardless of whether absences are excused or unexcused, students may be expected to make up work during recesses or after school.

#### EARLY SIGN OUT & LATE ARRIVAL

Students will not be allowed to leave the school grounds during school hours 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.

#### **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, bi-literate, and academically prepared.

#### **BREAKFAST & LUNCH PROGRAM**

Monthly breakfast and lunch menus can be found on the Verona Area School District website under District Departments > Child Nutrition Services > Menu. Students who do not wish to



eat a school lunch should bring a lunch from home. Students who bring their own lunch have the option to purchase milk from the school. Milk is not administered through the automated lunch program, and can be purchased daily in the lunchroom.

The Verona Area School District uses a computerized lunch accounting program. All children in the District access the same program so only one account per family is needed. It is not a credit system, so accounts need to maintain a positive balance.

The daily price for breakfast, lunch, milk, or reduced-price lunch are available on the District website.

#### PAYMENTS

Families have 2 options for making payments to their lunch account:

- 1) Checks made payable to Child Nutrition can be sent to:  
Child Nutrition Services  
PO Box 930007  
Verona, WI 53593
- 2) Electronic payments can be made via e-Funds for Schools:  
<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55089>

The e-Funds electronic payment system allows families to make online payments at any time. Funds can be withdrawn from a checking account or charged to a credit card. Payments are not made without the user's authorization, and a confirmation email is sent each time a payment is processed.

#### REGISTERING FOR E-FUNDS

In order to register for e-Funds, a Family ID Number is required. To obtain this number, families should contact the Child Nutrition Office at [child.nutrition@verona.k12.wi.us](mailto:child.nutrition@verona.k12.wi.us) or by phone at 845-4139. Once you have your Family ID Number, you can register at the e-Funds website shown above. A link for the website can also be found on the VASD website under District Departments > Child Nutrition Services.

Once you have registered and set up your family account, online payments can be made at any time. Although users designate a specific child when making a payment, the funds are deposited into the family account and available to all children in the family.

Specific instructions for setting up your account can also be found on the VASD website at: <http://www.verona.k12.wi.us/cms/one.aspx?portalId=139771&pageId=26964182>

#### ACCOUNT ACTIVITY

Families can view lunch account balances, payments and meal history online at <https://family.wordwareinc.com>. The family ID and password/PIN are required to access the account. Families can also opt to receive regular account statements via email. All account balances at the end of the school year are carried over to the following year.

For more information, please visit the Child Nutrition Services section of the VASD website, or contact the Child Nutrition Office at 845-4139.

## **BREAKFAST & LUNCH ASSISTANCE**

The VASD offers a meal assistance program for qualifying families. Assistance may be in the form of free lunch, or reduced-price lunch.

Great care is given to respect the privacy of families receiving assistance. As such, teachers, directors, principals, school staff, other students and families do not have access to information about which students receive free or reduced-priced lunch. Applications are submitted directly to Child Nutrition Services, and students' identities are kept confidential.

Who qualifies for free or reduced-price lunch?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR) or W-2 cash benefits qualify for free meals. This is regardless of household income.
- All children in households where the gross household income falls within the free or reduced-price limits on the Federal Income Eligibility Guidelines.
- Foster children are eligible for free meals regardless of household income.
- Children who meet the definition of homeless, runaway or migrant qualify for free meals.

In most cases, families must submit an application to obtain free or reduced-price meals for your child(ren). Only families that were notified that they have been direct-certified do not need to complete an application.

Applications for free/reduced lunch may be picked up in the office or downloaded from the VASD website under District Departments > Child Nutrition Services > General Information > Forms. Families are encouraged to submit their application within the first week of school. **However, applications for free/reduced lunch are accepted throughout the year.**

## **BULLYING**

POLICY (VABOE Policy 443.8)

The VASD 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/director 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/director or designee of the report.
- 2) If either the building principal/director 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/director 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/director 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.

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 VASD contracts with Badger Bus Lines, Inc. to provide bus transportation for qualifying students. Please refer to Appendix B for information about the expectations and policies pertaining to bus transportation.

### ANNUAL BUS ASSIGNMENTS

Badger Bus prepares the bus schedules for the new school year around August 15<sup>th</sup>. Bus schedules are not sent out to families. The new schedules, including routes and stops, are published in a free, Back to School issue of The Verona Press, which is delivered to all Verona addresses. It is also published in the Back to School issue of the Fitchburg Star. The schedules are also posted at school, and the District will have this information available on the VASD website at [www.verona.k12.wi.uw/district\\_information/student\\_transportation](http://www.verona.k12.wi.uw/district_information/student_transportation). For questions about your child's bus assignment, please contact Badger Bus at 608-310-4444 ext. 2.

### CHANGES TO ROUTINE

Since students are escorted to the buses at the end of each day, the school should be notified of any changes to your child's going home routine. (ex. not riding the bus one day, riding a different bus with a friend, bringing a friend home on the bus, etc.) If these changes are known in advance, parents/guardians should notify VAIS of the change in writing.

For unplanned changes to a student's going home routine, parents/guardians should contact their school office.

## **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.

#### 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.

#### 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 a short-term placement.

#### 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.

#### PARENT/GUARDIAN NOTIFICATION - 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.

### 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.

### **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/director 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 situations with parents/guardians on behalf of their children.

### **CONFIDENTIALITY**

We are fortunate to have many parents who volunteer their time in our school. As a result of the time that parents spend with our students, they periodically see or hear information about students that needs to remain confidential. Please be mindful that even a seemingly harmless comment about a student can be misunderstood and unwittingly cause damage to that student.

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. In general, parents should never discuss the academic performance of any student other than their own.
- 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 director. We ask that parents not share their impressions of student behavior with anyone else.
- 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 director. This extremely sensitive information should remain confidential.

A Parent Volunteer form must be filled out for any parent/guardian volunteering in the school or on a field trip. Parent/guardians who have questions about student confidentiality are encouraged to contact the director or guidance counselor.

## **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 in locating their child.

## **HEALTH PROGRAM**

A school nurse spends some time at each of the schools during the week. Parents/guardians should contact the school 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 5 primary reasons:

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

Homework assignments will vary between grade levels, teachers and weeks of the school year. If you have any other questions about homework, please contact your student’s teacher to discuss the situation.

## **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.

## **LOST & 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 a designated area 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**

Medication will be administered by designated school personnel with appropriate written permission. All medication(s) must be in their original container(s). All prescription and non-prescription medications and forms must be turned into the school office.

The required forms can be found at:

Parent Medication Consent Form (English/Spanish)

[http://www.verona.k12.wi.us/UserFiles/Servers/Server\\_139685/File/Medication%20parent%20consent\\_final.pdf](http://www.verona.k12.wi.us/UserFiles/Servers/Server_139685/File/Medication%20parent%20consent_final.pdf)

Physician Order for Medication (*for prescribed medications*)

[http://www.verona.k12.wi.us/UserFiles/Servers/Server\\_139685/File/Health%20Services/Physicianconsentform\\_final.pdf](http://www.verona.k12.wi.us/UserFiles/Servers/Server_139685/File/Health%20Services/Physicianconsentform_final.pdf)

Copies may also be obtained from the school office. The full District medication policy can be found online at

[http://www.verona.k12.wi.us/UserFiles/Servers/Server\\_139685/File/Health%20Services/Verona-VASD%20Medication%20Policy-SE%20updated%202011.pdf](http://www.verona.k12.wi.us/UserFiles/Servers/Server_139685/File/Health%20Services/Verona-VASD%20Medication%20Policy-SE%20updated%202011.pdf)

## **NONDISCRIMINATION POLICY**

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 service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or handicap 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 and national origin), and Section 504 of the Rehabilitation Act of 1973.

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. (see Appendix A)

Any questions concerning s. 118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to Ann Franke, the Title IX Compliance Officer, at the following address:

Ann Franke, Director of Curriculum and Assessment  
Verona Area School District/608-845-4311  
700 N. Main Street  
Verona, Wisconsin 53593

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to Erin Kuehn-Schettler, the Section 504 Compliance Officer, at the following address:

Erin Kuehn-Schettler, Director of Pupil Services  
Verona Area School District/608-845-4314  
700 N. Main Street  
Verona, Wisconsin 53593

## **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. This conference is approximately 15 minutes in length and provides time for parents/guardian and teacher to discuss the upcoming year and goals for the child. Students do not attend this conference unless the teacher specifically requests their presence.

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. This conference is approximately 25 minutes in length, and students should attend. A portion of the conference is student-led, and a portion of the conference is teacher-led. During the conference, some of the following items will 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.

## **PARKING LOT**

### 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 from 9:00-9:45, Tuesday - Friday from 7:00-9:00 and Monday - Friday from 2:00-3:30 pm.

#### LOADING & UNLOADING STUDENTS

Each day during student arrival and dismissal, the areas in the parking lot that are adjacent to the sidewalks are designated as a pick-up/drop-off lane for unloading and loading students.

During these times, there are 2 lanes of traffic; the loading/unloading lane and the moving traffic lane. When dropping children off in the morning or picking them up in the afternoon, vehicles should pull in along the sidewalk as far forward as traffic allows. Children should enter and exit vehicles ONLY on the passenger side. 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 vehicles.

Parents may also park in the spaces in the center and on the west side of the parking lot. Adults must then escort children through the parking lot to the front of the building.

### **PICK UP & DROP OFF**

#### DROP OFF

During the first week of school, parents are welcome to escort their students to the classroom door. However, once students have stowed their coats, boots, etc., parents are encouraged to say goodbye to their students in the hallway and then leave the building.

Following the first week of school, parents should say goodbye to their students at the entrance of the school.

#### CHANGES TO THE ROUTINE

The school should be notified of any changes to your child's going home routine. (ex. not riding the bus one day, riding a different bus with a friend, bringing a friend home on the bus, going home early, etc.) If these changes are known in advance, parents/guardians should use send a letter to notify VAIS of the change. For last-minute changes to your child's routine, please call the school office to ensure their teacher is informed of the change.

Parents/guardians must notify the school in writing, or by telephone, each time someone other than the custodial parent/legal guardian is to pick up a student.

### **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.

### **PHYSICAL EDUCATION WITH GLOBAL ARTS**

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.

### **RECESS PARTICIPATION**

Although there are cases when exceptions are reasonable and necessary, it is generally expected that children well enough to attend school are well enough to participate in recess. A note from the family physician is required if a child is to stay inside for recess due to a medical reason.

### **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/director or director of pupil services to make arrangements for this service.

### **SCHOOL ATTIRE**

All spare clothes, sweaters/sweatshirts and outerwear should be labeled with the student's name.

#### DRESS CODE

- 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 midriffs, 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. Skirts/dresses must extend past the student's fingers when their arms are held down to their sides.

- 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 or hoods are not allowed at any time during the school day.
- 8) Neither coats nor jackets are allowed 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.
- 11) It is recommended that shorts or pants are worn underneath dresses and skirts.

#### OUTDOOR WEAR

Students are expected to wear outer clothing appropriate for the weather. During cold weather months, boots, hats, mittens, scarves and water repellent snow pants are required. If they choose, students are able to leave a pair of snow pants at school rather than transport them between home and school each day.

Dressing properly for conditions and remaining in areas free from mud and puddles is the responsibility of each student. Students are also responsible for ensuring articles of clothing are not lost. VAIS is not responsible for damage to, or loss of articles of clothing.

#### **SCHOOL CLOSINGS**

Announcements about the closing or delay of school due to inclement weather or other emergencies will be made over the radio stations WIBA-AM (1310), WTDY-AM (1480), WMGN-FM (98), WTSO-FM Z(104), WWQM-FM Q(106), WNWC-FM (102.5), WTFX-FM (94.1) and WISC-TV (channel 3) between 6:30 and 7:15 a.m. In addition, the closing will be put on the District's webpage ([www.verona.k12.wi.us](http://www.verona.k12.wi.us)). Unless such an announcement is made, school will begin at the usual time. Announcements will be made over these same stations if school must be dismissed due to inclement weather or other emergency prior to the end of the school day.

#### **SCHOOL HOURS**

##### Monday (late start)

YMCA program starts	7:00 am
Arrival starts	9:05 am
Breakfast starts	9:10 am
Class starts	9:25 am
Dismissal	2:35 pm

##### Tuesday - Friday

Arrival starts	7:25 am
Breakfast starts	7:30 am
Class starts	7:45 am
Dismissal	2:35 pm

## **STAFF QUALIFICATIONS - PARENTS' RIGHTS TO SEEK INFORMATION**

Federal law requires schools to share information with parents regarding the qualifications of teachers employed by the school District. Among the questions that parents 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 minimum a bachelor's degree. Approximately 40% of have advanced degrees. If parents would like to see the state qualification for your child's teacher, it can found on the DPI website at:

[www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).

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

## **STATEMENT ON READING & 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 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 the 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 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 or other items to school. Approved items must remain in the classroom. As soon as these items are no longer needed, they should be taken home. Please do not allow children to bring items of significant emotional or financial value to school. A good rule of thumb is that if the item cannot be replaced (financially or emotionally), then parents should think twice about allowing their child to bring that item to school.

### **VISITORS**

VAIS is committed to maintaining a safe environment for all students and staff. As a safeguard, all visitors 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 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 District operates and the challenges facing the District, and an increased sense of collaboration and cooperation between the community and the schools.

The VAIS director 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 director 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 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**

VAIS is committed to maintaining a safe environment for all students and staff. As a safeguard, all volunteers are required to sign in at the school office and obtain a visitor's badge.

Protecting the privacy and confidentiality of students and families is a top priority for VAIS teachers and staff. In a school environment, there are many instances in which confidential information or situations may be overheard or observed. Volunteers are expected to respect the privacy of our students and families, and never discuss anything heard or observed outside of the classroom. This will ensure the protection of our students' interest and their families, thus creating a better environment for all. Prior to volunteering, all volunteers are required to complete an online VASD Volunteer Background Check form at [https://v2-fidelitec.screenmenow.com/Default.aspx?c=FID\\_00218](https://v2-fidelitec.screenmenow.com/Default.aspx?c=FID_00218)

Please also see the "Confidentiality" section of this handbook.

### CLASSROOM/SCHOOL

Parents volunteering at VAIS, whether in the classroom, cafeteria, playground, etc., must complete a VASD Volunteer Background Check form for the current school year. In addition, classroom volunteers are expected to follow the classroom guidelines established by each teacher.

### FIELD TRIPS

Adults serving as chaperones on a field trip may not bring other children with them. Chaperones must complete a VASD Volunteer Background Check form for the current school year in order to chaperone a trip.

## **WEAPONS - POSSESSION OR USE OF**

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.



Any person violating this policy shall be referred to law enforcement officials for prosecution. Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

#### **WHEELED FORMS OF TRANSPORTATION**

Wheeled forms of student transportation including, but not limited to, bikes, skateboards, roller blades/skates, scooters and “heelies” (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 “heelies” 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.

#### **WITHDRAWAL & 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 the building principal/director to discuss the District policies and state laws that pertain to residency and school of attendance.

# APPENDIX

## APPENDIX A

### STUDENT DISCRIMINATION COMPLAINT PROCEDURES (411-RULE)

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, Section 504 or the Americans with Disabilities Act (ADA) or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or any other factor provided for by state and federal laws and regulations, he/she may bring forward a complaint to the Administration Office at 700 N. Main Street, Verona, Wisconsin 53593.

#### INFORMAL COMPLAINT PROCEDURES

Any person who has a complaint regarding the District's student nondiscrimination policy shall discuss his/her concern with the District's Equity Coordinator (Director of Instruction) or the Section 504/ADA Coordinator (Director of Pupil Services) as appropriate. Disability discrimination complaints should be referred to the Section 504/ADA Coordinator and all other student discrimination complaints referred to the Equity Coordinator. The Coordinator shall investigate the complaint and reply to the complainant in writing within two business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures as outlined below.

#### FORMAL COMPLAINT PROCEDURE

- Step 1: A written statement of the complaint shall be prepared by the complainant and signed. It shall be presented to the District's Equity Coordinator or Section 504/ADA Coordinator within five business days of receipt of the written reply to the informal complaint. The Coordinator will further investigate the complaint and reply to the complainant in writing within five business days.
- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability shall be resolved through the procedures authorized by state law and outlined in the District's Special Education Policy and Procedure Handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
- Step 2: If the complainant wishes to appeal the decision of the Equity Coordinator or Section 504/ADA Coordinator, he/she may submit a signed statement of appeal to the District Administrator within five business days after receipt of the Coordinator's response to the complaint. The District Administrator shall meet with all parties involved, make a determination and respond to the complainant in writing.
- Step 3: If the complainant is not satisfied with the District Administrator's decision, he/she may appeal to the School Board in writing. The signed, written statement must be filed with the Board within five business days of receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within 15 business days of the receipt of such an appeal. A copy of the Board's decision on the appeal shall be sent by the Board Secretary to each concerned party within 10 business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If a complainant wishes to appeal a negative determination by the Board to the State Superintendent of Public Instruction, he/she may do so 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 the Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Discrimination complaints on some of the above bases (Title IX, Title VI, Section 504, ADA) may also be filed with the Office for Civil Rights, Region V, U.S. Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601.

## APPENDIX B

### BADGER BUS LINES, LLC

Every driver for Badger Bus must meet the following qualifications:

1. Hold and maintain a commercial driver's license
2. Have a clean driving record
3. Have a clean criminal background check, which includes state and federal criminal and sex offenders
4. Attend on-going training, which includes Smith System Defensive Driving and the Dick Fisher Reference Point Driving
5. Pass a physical every two years (annually for some)
6. Pass a physical performance dexterity testing every two years
7. Submit to on-going, random alcohol and drug testing

Routes will be posted in the Verona Press and The Fitchburg Star Back to School issue which is usually printed two weeks before school starts, and will be posted at each school.

Please have your student at their designated stop 5 minutes before the scheduled pick up time. They should walk and wait safely. Stay at the stop. The house, yard, garage, trees, and fences near the bus stop are the property of others and must be respected. Instruct your child to wait in a single file line and wait until the driver signals that it is ok to approach the bus, this usually is given by the door being opened. NEVER walk towards a moving bus! If your student has to cross the street to get to and from his/her stop have them wait for the driver's signal that it is ok to cross traffic, this is usually a hand signal, if the driver sounds his horn the student should stop and return back quickly.

Students must ride their assigned bus and disembark at their assigned stop! No passengers are allowed except those authorized to ride. A written permission slip must be given to the school office who will then issue a "pink bus permission slip" to give to the driver.

Drivers will NOT allow any unauthorized adults on a bus. If an adult gets on board and will not step off the bus when directed, the driver will call for police assistance. We have had times when parents have boarded a bus and have threatened other students due to interactions with their own children. If you have a discipline concern in regards to any student on the bus, please call the school or Badger Bus to solve the issue.

Transportation to and from school is a privilege, which will be suspended or revoked if necessary. The school bus is considered an extension of the classroom. Students must be aware of and understand the rules and procedures and abide by them. Parents are responsible for making sure their student understands and follows the rules set forth by the district and the bus company, as well as basic rules for safety and social interaction. Parents are expected to support disciplinary actions that are necessary to help the student change his/her behavior. Should suspension of riding privileges become necessary, the parent will have the responsibility of seeing that their student is transported to and from school. The following rules are posted in every bus and are in the school handbook:

- ❖ Classroom Behavior is expected at all times on the bus - Use an inside voice. Electronic devices are allowed as long as they do not cause a distraction. Students must use an ear bud; one ear must remain open at all times, on, near or around the bus. This allows students to hear the driver's instructions at all times.
- ❖ No profane language or obscene gestures, be respectful to others and their property
- ❖ Do not spray perfume, deodorant, and like substances on the bus.
- ❖ Keep all body parts and objects to yourself and inside the bus.

- ❖ Keep all harmful materials (drugs, tobacco, alcohol, matches or lighters, weapons, etc) OFF THE BUS!
- ❖ No eating, drinking, smoking or gum chewing allowed on the bus.
- ❖ No fighting, littering, pushing, tripping or horseplay allowed on the bus.
- ❖ Do not write on, litter or damage the bus.
- ❖ Depart at your designated stop only.
- ❖ Remain seated facing forward at all times. Keep the aisle clear. Anything you bring on the bus needs to be on your lap, this includes backpacks and instruments. No skateboards, roller blades, sleds, skis, etc. Seat to seat, back to back, feet on the floor with your backpack on your lap!
- ❖ Verona Area High School students must show a valid and current Verona Area High School ID before boarding bus.
- ❖ OBEY BUS DRIVER OR ATTENDANT AT ALL TIMES! Assigned seats may be given at any time.

We are required by law to practice evacuation drills twice a year. During the fall we do classroom instruction which entails a video, discussion and then the practice evacuation drill. If you are interest in viewing this with your student or if you would like more information please contact Badger Bus.

If your student needs to bring items to school that cannot sit safely on their lap with their backpack, please drive them to school. Remember, there are no skateboards, roller blades, sleds, skis, etc. allowed on the bus.

Electronic devices are allowed on the bus as long as they do not cause a distraction. Students need to use an ear bud; one ear needs to be open at all times while the student is on, near or around the bus. This allows students to hear the driver's instructions at all times.

When selecting a backpack, please consider the size of your child. Wheeled backpacks are allowed but cannot be wheeled on or off the bus. Backpacks must be carried.

Key chains and other small toys hanging from backpacks pose a safety hazard to students getting on and off the bus.

Around every bus is a DANGER ZONE!

**Our goal is to keep your children safe while traveling to and from school. By working together we will reach our goal!**

## APPENDIX C

### STUDENT INTERNET SAFETY/APPROPRIATE USE OF TECHNOLOGY RULES (363.2-RULE)

#### A. GENERAL

1. The District's technology resources, including District-owned mobile devices, software, networks and network connections, are open to regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for appropriate use.
2. Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This rule and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources, including District-owned mobile devices. If a student has a question concerning any policy, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for appropriate use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.
3. Because the District's technology resources belong to the District, users have no privacy expectation in the contents of any of their personal files, including but not limited to email and other electronic communications, on the District's technology resources. Users also have no privacy expectation in any of the websites that they may visit by using the District's technology resources. Usage of the District's technology resources may be monitored without notice to determine compliance with the District's Internet safety and appropriate use policy and rules. Through such monitoring process, the District may inadvertently obtain access information for a student's personal Internet account through the use of an electronic device or program that monitors the District's network or through an electronic communications device supplied or paid for in whole or in part by the District. If such personal Internet access information is obtained by the District, the District shall not use that access information to access the student's personal Internet account unless permitted by law. Routine maintenance and monitoring of the District's technology resources may also lead to discovery that the user has or is violating the District's policy, rules or the law. An individual search will be conducted if there is a reasonable suspicion that a user has violated the law or the District's Internet safety and appropriate use policy and/or rules. The search will be conducted consistent with legal requirements.
4. The District makes no guarantees of any kind, either expressed or implied that the functions of the services provided by or through the District technology resources will be error free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District's technology resources.

#### B. PARENTAL ROLE AND RESPONSIBILITIES

1. Upon consultation with the site administrator, and consistent with rules governing the confidentiality of student records, parents/guardians may investigate the contents of their children's technology use files upon request.
2. There is a wide range of material available on the Internet, some of which may not fit with a particular family's values. Although the District has an Internet filtering measure

in place, it is impossible to ensure complete protection from access to inappropriate material. It is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the District's technology resources.

## C. APPROPRIATE USE RULES

### 1. Personal Safety

- a. Students will not post personal contact information about themselves or other people on the Internet. Personal contact information includes, but is not limited to, home address and telephone number. Exceptions may be made for career or post-secondary educational research purposes, or with approval by an instructor.
- b. Students will not agree to meet with someone they have met online without their parent'(s)/guardian'(s) approval and participation.
- c. Students must immediately disclose to their teacher or other staff members present any electronic communications (e.g., messages) they receive that are inappropriate or that make them feel uncomfortable.

### 2. Social Networking

- a. Web resources that emphasize collaboration and sharing, such as online chat rooms, wikis, blogs, forums and other Web 2.0 tools, may be used for educational or school-related purposes as determined by District instructional or administrative staff. All other use of social networking sites and resources by students is prohibited.

### 3. Unauthorized Activities

- a. Students may not use the District's technology resources for commercial purposes, including, but not limited to, purchasing, selling or advertising goods or services.
- b. Students will not attempt to gain unauthorized access to the District's technology resources or to any other computer system through the District's technology resources, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- c. There shall be no downloading or installing of programs or applications on to District technology resources, including District-owned mobile devices, without teacher permission. Students are not allowed to load personal software on to District technology resources, including a District-owned mobile device, at any time.
- d. Students will not make deliberate attempts to disrupt the District's technology resources' performance or destroy data by intentionally spreading computer viruses or by any other means.
- e. Students will not use the District's technology resources to engage in any illegal act or other action that violates any other District policy or rule.
- f. 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.
- g. 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 project or 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.



- h. Online gaming, music downloads and streaming and video downloads and streaming is not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if such activity is in support of education, as determined by instructional staff. Online gambling is strictly prohibited.

#### 4. System Security and Data Management

- a. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their personal accounts. 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.
- b. Students will immediately notify the site Educational Technology Coordinator if they have identified a possible security problem. Students will not search for security problems because this may be construed as an unauthorized attempt to gain access, i.e. computer hacking.
- c. 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 manage their files, saving as needed to either the network drive or Google cloud.

#### 5. Cyber Bullying/Respect for Privacy

- a. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages and material posted on websites.
- b. Students will not post information that, if acted upon, could endanger the health, safety or welfare of other individuals.
- c. Students will not engage in personal attacks, including but not limited to, prejudicial or discriminatory attacks.
- d. Students will not harass or bully another person. "Harassment" refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a student's school performance, or which creates an intimidating, hostile or offensive learning environment. If a user is told by a person to stop sending him/her messages, he/she must stop.
- e. Students will not engage in cyber bullying. "Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings that are materially or substantially disruptive or violate District policy. In situations in which the cyber bullying originated from a non-school computer or other communication device such as a cell phone and is brought to the attention of school officials, any disciplinary action taken shall be based upon whether the conduct is determined to be substantially disruptive of the educational process so that it markedly interrupts or substantially impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment or making a threat off school grounds that is intended to endanger the health, safety or property of others at school or at a school-related activity wherever held, or toward a District employee or School Board member.
- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 6. Plagiarism and Copyright Infringement

- a. Students will not plagiarize. Plagiarism is taking the works of others and presenting them as if they were original to the user. District policies on plagiarism will govern use of material accessed through District technology resources.

- b. Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user must follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner and appropriately reference it. District policies on copyright govern the use of material accessed through District technology resources.

7. Inappropriate Access to Material

- a. Students will not use the District's technology resources to access or view material that is profane or obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If a student inadvertently accesses or views such information, he/she should immediately disclose the inadvertent access in a manner specified by his/her teacher. This will protect users against an allegation that they have intentionally violated District policy and rules.
- c. If a student receives inappropriate material through electronic transmission (e.g., email), the student should notify the sender that such material is forbidden and should delete the material. If the sender continues to send such material, the student should notify his/her teacher or site administrator.

**D. PERSONALLY-OWNED LAPTOPS AND OTHER COMPUTING OR COMMUNICATIONS DEVICES**

1. A personally-owned laptop computer, handheld computer or other computing or communications device may be connected to the Internet at school only through the District's public wireless network, which allows filtered web-only access to the Internet. Connecting a laptop or other device to a non-networked device such as a projector or Smartboard is allowed for instructional purposes.
2. The laptop computer, handheld computer, or other computing or communications device is to be used in compliance with District policies and rules, including but not necessarily limited to those applicable to Internet safety and appropriate use of District technology resources. Any violation of such policies or rules may result in the exclusion of the device from school and/or discipline of the person who has violated the policy and/or rule.
3. Any student who brings a laptop computer, handheld computer or other computing device to school must use it as an instructional tool and only for the school curriculum. It may not be used as an entertainment system. Students must turn off and put away a personally-owned laptop, handheld computer or other computing device when directed by a staff person.
4. Personally-owned devices will not be able to access district printers or copiers.
5. If a personally-owned technology device (e.g., cell phone) is found, or is confiscated, the person recovering the device is not authorized to view the contents of the device. District protocol requires staff to place the device in a clear Ziploc bag (depending upon the size of the device), label it with the time/date, and turn it in to the office. The district administrative staff or agent and/or a law enforcement representative are the only one authorized to view the contents, and any search or review of the contents of the device must be consistent with legal requirements.
6. The District may examine personally-owned computers and other communications devices and search their contents if there is a reason to believe that school policies, rules or regulations or laws have been violated. The scope of the search will be limited to the violation of which the student is accused, and the search will be conducted in a manner consistent with legal requirements. Individuals have no expectation of privacy in

the use of the District's wireless network or technology systems and such use is subject to being monitored.

7. Students are not required to bring personally-owned laptop computers or other communications devices to school. The District accepts no responsibility for the loss, theft or damage of personal property brought to school by students. Any laptop computer, handheld computer, or other communications device is the responsibility of the student who brought the device to school.

#### **E. POLICY AND RULE VIOLATIONS**

1. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to any illegal activities conducted through the District technology resources.
2. In the event there is an allegation that a student has violated the District Internet Safety and Appropriate use policy and/or rules, staff will investigate and meet with the appropriate individuals. The student will be given an opportunity to be heard in the manner set forth in the building disciplinary codes. Disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Consequences of violations of the Internet safety and acceptable use policy and rules include but are not limited to:
  - Suspension of network privileges
  - Revocation of network privileges
  - Suspension of Internet privileges
  - Revocation of Internet privileges
  - School suspension and/or expulsion
  - Legal action and prosecution by the authorities
  - Other disciplinary action

APPROVED: July 21, 1997

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April 7, 2003

May 17, 2010

August 15, 2016

## APPENDIX D

### USER AGREEMENT FOR STUDENT USE OF DISTRICT-OWNED MOBILE DEVICES

(363.2-EXHIBIT)

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 noninstructional 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.

APPROVED: October 21, 2013

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