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Verona Area Core Knowledge® Charter School

Mission Statement

Verona Area Core Knowledge® Charter School is a public education option for parents, students and teachers in the Verona Area School District where students develop strong learning skills and a broad base of knowledge through the use of proven educational materials and programs in a safe and structured environment.

Philosophy

There are several components to the philosophy of CKCS, including:

- use curriculums and programs which have been proven effective by scientific research
- implement a rigorous curriculum which focuses on core academics, is sequenced to rely on prior learning, and standardized across all classrooms
- administer pretesting using a standardized test in order to establish a baseline, and administer the same test (different level, of course) to determine academic gains
- implement flexible groupings (placing students in groups according to their demonstrated instructional level, monitoring student progress, and adjusting group placements throughout the school year as necessary)
- parents responsible for the governance of the school
- establish high expectations for student and staff behavior

web site: www.ckcs.verona.k12.wi.us
August, 2014

Dear Families:

Enclosed you will find the Family Handbook for the Verona Area Core Knowledge® Charter School. We believe it is essential to promote strong communication linkages between home and school. This publication represents one of many examples that foster our uniqueness as a charter school. There are many policies, regulations, and services discussed within these pages. **Please read and keep this handbook readily available throughout the year. Our family handbook can also be found on our website –**

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

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter.

There have been a few changes since last year, so please read carefully and feel free to call me with questions, suggestions, or concerns.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit the school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope this Family Handbook will be helpful to you and it will promote that understanding.

**Please feel free to contact me at anytime with your ideas, concerns, or questions.**

Thank you. We are looking forward to a great school year at the Verona Area Core Knowledge® Charter School.

Sincerely,

Brett Stousland
Director - Verona Area Core Knowledge® Charter School
845-4133
Mission Statement:
The Core Knowledge Charter School Parent Round Table is a support organization for parents, students and staff. The mission of the CKCS PRT is to inform parents of topics regarding CKCS, and to help the CKCS Governing Board in their decision-making process by discussing pertinent topics. All CKCS parents are invited to suggest topics for and are encouraged to attend monthly meetings.

What is the CKCS Parent Round Table?
The Verona Core Knowledge Charter School Parent Round Table is a non-profit organization that provides service and fellowship to the parents, students and staff of CKCS. The CKCS PRT supports all grades K-8 and functions in a manner similar to the Parent Teacher Organization’s at other elementary schools in Verona. Some of the support functions of PRT include fundraising, coordinating volunteers, and running social and cultural events for the school.

All CKCS families are invited to attend the PRT meetings, which are held the second Monday of each month from 6:00 pm – 6:45 pm in the CKCS Library (LMC). The Governing Council meetings follow the Parent Round Table meetings at 6:45 pm in the same location. Current topics and activities will be discussed at the meetings. They are a great forum to ask questions and to hear from our Director, Brett Stousland. Your suggestions for issues to discuss can be forwarded to any of the PRT officers (listed below).

Please consider supporting the PRT by making a $20 donation. The donation ($20 per family) can be turned in during school registration, August 11th, 11pm to 7pm or August 21st, 7am to 2pm at the PRT registration table. Donation envelopes can also be obtained in the school office. Your donation will help fund the activities PRT undertakes for our school. We also encourage you to consider volunteering for an event. It is a great way to meet other CKCS families and learn about the activities at our school. For more information regarding events and fundraisers planned for the current school year please visit http://www.verona.k12.wi.us/page.cfm?p=8 and click on Parent Round Table.

Mark Your Calendar for the 2014-2015 PRT Meeting Dates:
August 13  November 12  February 11  May 13
September 10  December 10  March 11  June 10
October 8  January 14  April 8

2014-2015 PRT Officers:
Co-President  Stacey Nelsen  497-0918  Stacey.nelson@mapleleaf.com
Co-President  Sarah Lederer  848-6632  smlederer@gmail.com
Vice President  Erica Neher
Treasurer  Jill Kisting
Secretary  Suzy Schleeper
PRT Sponsored Events and Fundraisers:

8/29 Welcome Luncheon for Staff

Oct. 1 Back to School Night Picnic for K-5 & Bake Sale

Sept. Fall Fundraiser (booklets sent home)

Fall/Spring Picture Day Assistance

Oct. Student Directory

Ongoing Cultural Arts Events

10/7 Staff Appreciation Breakfast for BRMS and CKCS

11/04 -11/08 Fall Book Fair

11/08 Sock Hop & Pizza Dinner

Nov. Hearing/Vision Screening K-2

11/15 Fall Fundraiser (pickup)

1/22 Book Swap

3/3- 3/7 Spring Book Fair

3/7 Science Fair & Pizza Dinner

Ongoing Box Top Collection Fundraiser

Ongoing SCRIP Fundraiser

Ongoing Terracycle Fundraiser

Ongoing Market Day

Ongoing Target Fundraiser

Ongoing CKCS Apparel Fundraiser
# Calendar for 2014-2015

## PRT Calendar: 2014-2015 School Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 28, 2014</td>
<td>12 to 1</td>
<td>Teacher Appreciation Luncheon, 12pm</td>
</tr>
<tr>
<td>September 2, 2014</td>
<td>8 to 10</td>
<td>Orientation day for students/parents (PRT table and speak in classrooms)</td>
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<td>September 9, 2014</td>
<td></td>
<td>Picture Day</td>
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<tr>
<td>September 25, 2014</td>
<td></td>
<td>CKCS Middle School back to school night</td>
</tr>
<tr>
<td>September 29, 2014</td>
<td>school day</td>
<td>Fall Fundraiser kick off in school with students</td>
</tr>
<tr>
<td>September 30, 2014</td>
<td>5 to 7</td>
<td>CKCS Back to school night</td>
</tr>
<tr>
<td>October 9, 2014</td>
<td></td>
<td>Picture retake day</td>
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<tr>
<td>October 20, 2014</td>
<td>7:30 to 8:30 am</td>
<td>Staff Breakfast</td>
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<tr>
<td>October 24, 2014</td>
<td>6 to 8</td>
<td>Movie Night</td>
</tr>
<tr>
<td>October 29, 2014</td>
<td>school day</td>
<td>Halloween Parties</td>
</tr>
<tr>
<td>November 10, 2014</td>
<td>school day</td>
<td>Fall Book Fair set up</td>
</tr>
<tr>
<td>November 10-14, 2014</td>
<td>school day</td>
<td>Fall Book Fair</td>
</tr>
<tr>
<td>November 14, 2014</td>
<td>5:30 to 8</td>
<td>Fall Sock Hop</td>
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<tr>
<td>November 14, 2014</td>
<td></td>
<td>Fall Fundraiser Pick up</td>
</tr>
<tr>
<td>December 23, 2014</td>
<td>school day</td>
<td>Winter Parties</td>
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<tr>
<td>January 21, 2015</td>
<td>school day</td>
<td>Book Swap</td>
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<tr>
<td>January 23, 2015</td>
<td>6 to 8</td>
<td>Movie Night</td>
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<tr>
<td>February 13, 2015</td>
<td>school day</td>
<td>Valentine's Day Parties</td>
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<tr>
<td>February 20, 2015</td>
<td>6 to 10</td>
<td>Trivia Night Fundraiser</td>
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<tr>
<td>March 2, 2015</td>
<td>school day</td>
<td>Spring Book Fair set up</td>
</tr>
<tr>
<td>March 2-6, 2015</td>
<td>school day</td>
<td>Spring Book Fair</td>
</tr>
<tr>
<td>March 6, 2015</td>
<td>5 to 8</td>
<td>Science Fair</td>
</tr>
<tr>
<td>March 27, 2015</td>
<td>6 to 8</td>
<td>Movie Night</td>
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<tr>
<td>TBA</td>
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<td>Spring pictures</td>
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<tr>
<td>April 24, 2015</td>
<td>5 to 8</td>
<td>International Night</td>
</tr>
<tr>
<td>May 4-8</td>
<td>school day</td>
<td>Teacher Appreciation Week</td>
</tr>
<tr>
<td>May 7, 2015</td>
<td>school day</td>
<td>Teacher Appreciation/cake and flower drop off</td>
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<tr>
<td>June 5, 2015</td>
<td>school day</td>
<td>Field Day</td>
</tr>
</tbody>
</table>

## PRT Fundraisers for 2014-2015

- **September**: Fall Fundraiser (Kick Off with Great American Opportunity)
- **November**: Book Fair
- **March**: Book Fair

## Ongoing Fundraisers:

- Terracycle
- Box Tops
- Target
- Scrip
- Market Day
Core Knowledge Charter School (CKCS) Strategic Plan
Approved by the CKCS Governing Council on May 12, 2008
Core Knowledge Charter School

MISSION
Verona Area Core Knowledge Charter School is a public education option for parents, students and teachers in the Verona Area School District where students develop strong learning skills and a broad base of knowledge through the use of proven educational materials and programs in a safe and structured environment.

VISION
Core Knowledge Charter School is a valued asset, community partner, and highly regarded choice that motivates, challenges and educates all students.

CORE VALUES
- Accountability – All members of our school community expect and want to be held accountable for student achievement.
- Collaboration – Parents, students, educators, and our community partners work together as a team to ensure student success.
- Excellence – Highly trained and dedicated staff provide rigorous curricula and instruction that challenge all students to excel.

Values based – Parents and educators teach and model core virtues with the expectation that our students will live these virtues.

Goal 1- Educational Equity and Educational Impact/Quality: Strengthen our K-8 school to maximize success for all students.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Responsible Party</th>
<th>Priority</th>
<th>Measures</th>
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<tbody>
<tr>
<td>1. Form alliances with colleges to have student teachers come to CKCS to learn DI thereby creating a future employment pool.</td>
<td>Program Support Manager</td>
<td>16</td>
<td>Number of alliances increases two-fold each year; Number of students from alliance colleges expressing desire to learn DI at Core increases. Number of student teachers placed/requesting placement at CKCS.</td>
</tr>
<tr>
<td>2. Diversify the hiring committee.</td>
<td>Hiring Committee</td>
<td>10</td>
<td>Agreed upon definition of sought after diversity; Increased Hiring Committee diversity.</td>
</tr>
<tr>
<td>3. Develop a pre-K program with a focus on increasing readiness of at risk students.</td>
<td>Director</td>
<td>11</td>
<td>Pre-K program is realized; Achievement gap narrowed as evidenced by higher achievement of currently low achieving groups</td>
</tr>
<tr>
<td>4. Augment support services for students and families through partnerships and other means.</td>
<td>Program Support Manager/Counselor or School Psych or Social Worker/School Nurse</td>
<td>22</td>
<td>Additional support services are identified and available to students and families</td>
</tr>
<tr>
<td>5. Offer more quality staff in-services to address specific CKCS needs. (Example, behavioral issues, technology).</td>
<td>Director and Staff Development Team</td>
<td>6</td>
<td>Staff job satisfaction increases as identified in end of year survey</td>
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</tbody>
</table>
6. Continue the formal curriculum reviews. (including technology use) | Curriculum Coordinators | 7 | Annual final committee report to Governing Council

7. Expand the summer school program to provide a more comprehensive educational experience. | Director | 12 | Summer school is expanded; Achievement gap is narrowed

8. Provide meaningful staff recognition in a variety of ways – both formal and informal. | Director and Governing Council | 14 | Staff job satisfaction increases as identified in end of year survey; retain more quality staff

9. Develop and implement a staff training cycle for DI and di in K-8. | Curriculum Coordinators | 6 | Staff job satisfaction increases; retain more quality staff

10. Forge partnerships with selected organizations to expand learning experiences of our students. (such as Chamber of Commerce Four Winds Manor, Boys/Girls Club, Junior Achievement some here) | Program Support Manager | 8 | Number of partnerships increases; number of opportunities for students learning outside of Core increases.

**Goal 2 – Marketing/Awareness: Increase community understanding, awareness and support of CKCS.**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Responsible Party</th>
<th>Priority (H, M, L)</th>
<th>Measures</th>
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| Develop and implement a multi-year marketing and PR plan with targeted objectives. (Enhanced materials, etc.) (Student volunteer, SCORE, etc.) | Director with GC and PASS (primary) PSM (secondary) Outside consultant (student) | 3 | Positive media mentions PR plan in place
| Visit area pre-schools, day care centers and in-home day care providers on a regular basis. | PSM (primary) Outreach Committee and Speaker Bureau (secondary) | Increase in enrollment requests; Increase in # of families from targeted populations seeking to enroll |
| Update CKCS marketing materials and website. | PSM (secondary) Director (primary) | PR plan in place; Current website/marketing materials |
| Develop a speaker’s bureau of parents, students, educators and other community supporters and publicize its availability to generate requests. | PSM (Primary) | # of community visitors; Increase in enrollment requests; Requests to speak increase; # of community partnerships |
| Forge partnerships with selected organizations including the Chamber of Commerce, realtors, Kiwanis, Optimists, and local businesses. | PSM (primary) Director (secondary) | Increased number of community partnerships |
| Advocate for centralized registration. | Director (primary) GC/PASS | 13 | Registration is centralized |
| Increase the number of community service projects. | PSM (primary) Director, Curr Coord, PRT | 8 | Increased # of opportunities; Increased # of participants |
| Establish a formal lobbying and | PASS/GC | Participation in WCSA lobbying efforts |
**Goal 3 – Revenue/Funding: Ensure adequate funding to support our educational program.**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Responsible Party</th>
<th>Priority (H, M, L)</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a plan to responsibly increase enrollment at least in proportion to projected VASD growth while maintaining program integrity.</td>
<td>PASS Governing Council (Executive Committee)</td>
<td>1</td>
<td>Having a written plan for increasing enrollment.</td>
</tr>
<tr>
<td>Establish a fund development team.</td>
<td>PASS Program Support Mgr Advisory Board to PASS (or possibly change contract to allow 2 non-parents on PASS board)</td>
<td>5</td>
<td>Key roles for members are written. Have members commit to it.</td>
</tr>
<tr>
<td></td>
<td>Fund Development Team; PASS</td>
<td></td>
<td>First meeting by December 2008.</td>
</tr>
<tr>
<td>Develop and implement a multi-year fund development plan with income targets for:</td>
<td></td>
<td>5</td>
<td>Increased revenue from foundations, grants, etc.</td>
</tr>
<tr>
<td>- Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Individual donors</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Corporate</td>
<td></td>
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<tr>
<td>- Private foundations</td>
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</tr>
</tbody>
</table>

**Goal 4 - Facilities: Secure the facilities and space needed to sustain success of CKCS.**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Responsible Party</th>
<th>Priority (H, M, L)</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop long term facility plans based on desired/projected growth.</td>
<td>PASS Governing Council (Executive Committee)</td>
<td>2</td>
<td>Written facility plan.</td>
</tr>
<tr>
<td>Secure new agreement with School Board/ BRMS that gives CKCS more facility access in the short term (i.e., gym and music).</td>
<td>Director with approval of Governing Council</td>
<td>4</td>
<td>Signed agreement between CKCS and BRMS with mutually agreed upon use of gym space and music space.</td>
</tr>
</tbody>
</table>

**Goal 5 - Parent Engagement: Increase the number of parents participating and engaging in the education of their children and in the operation of CKCS.**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Responsible Party</th>
<th>Priority (H, M, L)</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide parents practical information, tools and techniques for involvement in their children’s education.</td>
<td>Director, Social Worker, School Psychologist, Guidance Counselor, Curriculum Coordinators.</td>
<td>9</td>
<td>Plan for what we'll provide &amp; how (could include web site, emails, seminars) is complete, implementation has begun</td>
</tr>
<tr>
<td>2. Develop and utilize written parent volunteer job</td>
<td>Formal groups (GC, PASS, PRT, etc.) write their own. Director/staff write those</td>
<td>15</td>
<td>Descriptions are complete and current, available to parents as needed (e.g.,</td>
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<tr>
<td>3. Devise ways to better communicate expectations for parents, e.g., Institute use of parent letter of participation that lists core expectations and optional forms of involvement.</td>
<td>Director, Parent Round Table, Curriculum Coordinators, Teachers</td>
<td>9</td>
<td>Documents to parents annually beginning 2009-2010 school year.</td>
</tr>
<tr>
<td>4. Expand use of Power School to grades 3-5.</td>
<td>Director</td>
<td>19</td>
<td>System running.</td>
</tr>
<tr>
<td>5. Provide meaningful volunteer recognition in a variety of ways – both formal and informal.</td>
<td>Parent Round Table</td>
<td>14</td>
<td>In place for 2008-2009 school year.</td>
</tr>
<tr>
<td>6. Increase the number of new parent volunteers by at least (percentage increase to be determined)</td>
<td>Parent Round Table (?)</td>
<td>9</td>
<td>Increase over previous years (target to be determined)</td>
</tr>
</tbody>
</table>
### CKCS Strategic Planning Goal 5: Increase number of parents participating and engaging in the education of their children and in the operation of CKCS
### CKCS Marketing Plan Goal 3: Develop relationships and build communication pathways with parents.

Objective 1: Remind parents of CKCS’ history as a parent-led K-8 charter school and identify ways to achieve 100% family participation for a reasonable amount of time or trade.

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### PARENT ENGAGEMENT INFORMATION

Dear Parents at CKCS,

Thank you for choosing a parent-supported K-8 charter school for your child! CKCS was created in 1996 by a group of parents dedicated to providing children with a research-based, academic curriculum combined with active family support. It is this combination of academic rigor and family engagement that makes CKCS the strong school that it is today. Teachers and parents know that students succeed when parents actively engage in the daily education of their children and in the operation of their school. CKCS needs YOU to share in your child’s school success.

**What are some ways that YOU can engage in your child’s education at CKCS?**

Please check one or more of the following opportunities. Return this form to your child’s teacher by 9/12/14.

#### Classroom help:

Parent engagement in the K-8 classroom during the day is a much appreciated job.  – *(See Volunteer Code of Ethics pg. 51)*

| **Room parent** – all grade levels | help teacher coordinate supplies and food for special events |
| **Classroom volunteer** – volunteer 1:1 with a student, with a small group, or assist a whole group |
| **Classroom help** – provide supplies/games/food for special events in the classroom |
| **Elementary art and/or music help** – help display art, post art to website |
| **Elementary Halloween party help** – October |
| **Elementary winter party help** – December |

| **Elementary Valentine party help** |
| **Field day help – May/June** |
| **Chaperone field trips** |
| **Middle school - supervision of students providing childcare at orientation or during community service** |
| **Junior Achievement leader or helper** |
| **Be ambassadors of CKCS – share your experiences and those of your child with your friends and community** |

#### PRT – Parent Round Table help:

PRT’s mission is to provide social, cultural, arts and enrichment opportunities, classroom teacher support and provide communication opportunities between teachers and parents. Specific needs include:

| **Serve on PRT – chair a committee or serve on a project** |
| **Attend a PRT meeting – held the second Monday of every month** |
| **August – Teacher appreciation luncheon at noon** |
| **September – Lifetouch Pics (11:00 – 2:00)** |
| **September – PRT Fall Fundraiser Kickoff** |
| **Assist with fundraisers** |
| **October – Lifetouch Retakes 12:00-2:00PM** |
| **October 20 – CKCS/BR Staff Breakfast 7:30-8:30AM** |
| **November Book Fair 8:30-3:30PM** |
| **November – Sock Hop 5:30-8:00PM** |

| **November – Fall Fundraiser Pickup 3:00-7:00PM** |
| **January – Kindergarten Informational Meeting** |
| **January – Book Swap All Day** |
| **March – Spring Book Fair 8:30-3:30PM** |
| **Science Fair March 5:30-8:00PM** |
| **April – International Night 5:30PM** |
| **April – Lifetouch Portraits 12:00-2:45PM** |
| **May – National Charter School Week** |
| **Help with Terracycle, Box Tops, SCRIP, or Zumba** |
| **Assist with Market Day** |
**Governing Council help:**
Governing Council is responsible for approving the policies and procedures of the school, advancing the strategic plan to ensure the preservation of CKCS’s vision, and ensuring CKCS provides a quality education for all students.

- _____ Serve in a leadership role for 2-3 years
- _____ Attend a meeting – second Monday of each month
- _____ Attend a school board meeting
- _____ Serve on a committee or project for 1-2 months– hiring, budget, curriculum, outreach, or technology committee
- _____ Share a CKCS story at school events – at registration, orientation, informational meetings

**Parents Advocating Student Success (PASS) help:**
PASS is responsible for maintaining the charter contract of the school with the Verona area School Board and for making funding decisions.

- _____ Serve in a leadership role for 1-2 years
- _____ Serve on a committee or project for 1-2 months assist with (restaurant fundraising nights, scholarship committee)
- _____ Assist with the on-going Capital Campaign
- _____ Serve in contract negotiations for the next charter renewal
- _____ Serve on Fund Development Team (FDT) – assist with marketing, developing community support, securing corporate donations, or grant writing

Parent Name(s)__________________________
Phone(s)______________________________

Email a _____________________________

Child’s Name(s) and Grade(s)
______________________________

Thank you for choosing to enroll your child(ren) in a parent-led and supported public charter school. And thank you for sharing your time and talents with CKCS. Please share your CKCS story with a friend!
GENERAL SCHOOL INFORMATION

1. ACADEMIC HONESTY

Academic honesty means that you take credit only for work that is yours and has been done according to the rules. Academic dishonesty means taking credit for work done by someone else.

You are expected to be honest in all the work you do.

- Cite your sources when you use ideas, words, artwork, etc. from books, magazines, the Internet, your family, friends, classmates, and any media source.
- Keep your eyes on your own work during tests, quizzes and seatwork. If you are allowed to work with someone else, this will be announced.
- Surreptitious peeks at hidden notes, calculators or other aids are prohibited.
- Talking to anyone other than the teacher is prohibited during tests and quizzes.

Sanctions: Academic dishonesty will result AT LEAST in loss of credit for the work.

2. AFTER-SCHOOL and BEFORE-SCHOOL CHILD CARE

The Madison YMCA offers an after-school and before-school program each day that school is in session. The before-school program starts at 7:00 am until school starts while the after-school program is from the time school dismisses until 5:45 p.m. The program is offered to all students enrolled at CKCS. Parents wishing more information should call the Madison YMCA office at 276-6606.

3. ALLERGY POLICY

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

4. ATTENDANCE

In the event that a child will be absent from school, we ask that a parent/guardian contact the school office (845-4130) prior to 8:30 a.m. In addition to this call, if the child rides a rural bus route, it is requested that you contact First Student, Inc. at 845-8516 prior to 7:00 a.m.

If an excuse is not provided within 24 hours of an absence, the absence will be considered "unexcused.” Valid reasons for absences include illness, serious illness, or death in the family, sudden family emergencies, doctor, and dentist appointments. The school strongly encourages parents to arrange doctor and dentist visits at time other than school time.

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

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

VERONA SCHOOL DISTRICT ATTENDANCE POLICY
(in compliance with Wisconsin State Law)

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

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

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

Attendance - Early Sign Out/Late Arrival
Students will not be allowed to leave the school grounds during the school day for any reason without permission from a parent/guardian and the knowledge of school personnel.

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

General School Plan

“Be responsible, do your best, help the rest”

All staff, students and parents at Verona Area Core Knowledge® Charter School will work together to help each and every student reach their fullest potential. Everyone will be treated with dignity and respect. Any behavior or action that helps someone grow and mature will be encouraged. All staff will keep students focused on our school wide guidelines for success.

- Be responsible
- Always try to do your best
- Cooperate with others
- Treat everyone with dignity and respect

Staff Guidelines for Teaching Student Responsibility and Positive Behavior

- All staff will promote a friendly, safe and inviting school environment through their actions and attitudes.
- All staff will continuously encourage students to use the guidelines for success in their daily behavior.
- All staff will teach clear expectations for responsible behavior.
- All staff will provide positive feedback to students when they meet behavior expectations and follow the Guidelines for Success.
- All staff will view minor misbehaviors as positive teaching opportunities, using calm, consistent corrections and consequences.
- All staff will work collaboratively to solve chronic or severe problems.

Instructional Staff

The instructional staff will develop their own classroom plan based upon the school-wide Guidelines for Success. They will use every opportunity to emphasize to students and parents the school motto: Be responsible, do your best, help the rest”. The Instructional Staff will focus on teaching and encouraging responsible behavior, rather than trying to “control” irresponsible behavior.

The basic principles of classroom management implemented by Instructional Staff are:
1. Students will be taught how to behave responsibly in each type of school activity at the beginning of the school year and as necessary throughout the year.
2. All staff will strive to interact frequently with students when behavior is appropriate.
3. If misbehavior occurs, teachers will calmly and consistently implement corrections and classroom consequences.

Director

The role of the Director is to guide the staff, students, and parents/guardians in their efforts to achieve the school’s mission. The Director will have a thorough working knowledge of this philosophy and provide assistance to staff in implementing the classroom management and school-wide management procedures. The Director will facilitate training and provide continued support to the staff as they strive to teach students to follow the Guidelines for
Success. In addition, the Director will guide the staff through a yearly review and update of this philosophy.

The Director will assist staff with severe misbehavior cases, such as physically dangerous situations, illegal acts, verbal harassment, and any chronic or recurring problems. As indicated on a case-by-case basis, the Director will initiate time-out, parental conferences, in-school suspensions, out-of-school suspensions, contacting the appropriate authorities, or other severe consequences.

All staff will work collaboratively to solve chronic or severe problems.

**Student Roles and Responsibilities**

Throughout the school day, students will make every effort to follow the school motto, “Be responsible, do your best, and help the rest.” In the classroom, they will follow the teacher’s classroom rules, which will be clearly communicated. Students will incorporate the school-wide guidelines for success into their daily activities at CKCS.

At the beginning of the school year, students and parents/guardians will receive a welcome letter explaining our school guidelines and the importance of responsibility at CKCS. Parents/guardians will be asked to discuss the letter with their children. Students and parents/guardians will sign the letter and return it to school.

**Parent Roles and Responsibilities**

Parents/guardians are invited and strongly encouraged to participate in the educational process. Support and cooperation of parents/guardians is vital to effectively help each student reach his/her fullest potential. The major rule of parents in assisting with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see their parents/guardians support their best efforts, they are given a real incentive to strive for excellence. CKCS will keep parents/guardians informed of student responsibility and efforts through conferences, report cards, phone calls, and notes.

If there is a severe or recurring problem, parents/guardians will be asked to help staff teach the student an alternative set of behaviors based on the individual needs of the student. In such a case, everyone must recognize that teaching a student to get along in the school environment will make it possible for the student to be successful through their academic years and throughout life. By working together, parents/guardians and staff can help the student learn behaviors that will increase opportunities for success and improving self-concept.

Parents/Guardians will be asked to discuss the beginning-of-the-year student welcome letter outlining policies and guidelines with their children. These letters will require parent/guardian and student signatures and must be returned to the school.

**Elementary School Discipline Policy**

**Expectations of Students**

**General Classroom Rules**

1. Be kind to each other.
2. Follow instructions the first time they are given.
3. Raise your hand when you want to speak.
4. Keep your hands, feet, and objects to yourself.
5. Work during all work times.

No Tolerance Behaviors

1. Students are expected to comply with strictly enforced No Tolerance Behaviors:
   - **Racial Slurs/Put Downs**: i.e., words or actions that demean other people because of the color of their skin, ethnic or racial backgrounds, language, etc.
   - **Other Put Downs**: i.e., words that demean other people because of their appearance, dress, speech, etc.
   - **Inappropriate Touching**: i.e., touching another person’s body any place that makes that person feel uncomfortable.
   - **Fighting**: i.e., any physical contact that may hurt another person. This includes hitting, punching, tripping, squeezing, kicking, pulling, holding, spitting, etc. Play fighting is considered fighting.
   - **Threats**: i.e., words or actions that expresses intent to inflict injury or damage to another person. This includes threats made in jest.
   - **Gender-Based Sexual Comments; Body Size; Sexual Harassment**: i.e., words or action that expresses sexual intent or is of a sexual nature.
   - **Weapons**: i.e., no weapons of any kind including all real or pretend weapons.
   - **Laser Pointers**: No laser pointers are allowed at school and they will be taken away and not returned.
   - **Alcohol, Tobacco, and Illegal Drug Use**: Possession, use, being under the influence, or selling of alcohol, tobacco, or any illegal drugs. Selling of legal drugs is also prohibited.

Acknowledgements/Consequences for Student Behavior

A. **Types of Acknowledgement for Responsible Choices**

1. Positive Interactions and Positive Feedback
   - Verbal praise for successful and appropriate behavior.
   - Written feedback to a student and/or parent (i.e. certificates, happy grams).
   - Rewards or prizes given after an established number of positive behaviors. This could be an individual or a group reward.
   - Call parents at home.
   - Free time at the end of class period.
   - Music to be played in classroom during an independent work time.

2. Special Attention
   - Allow student to eat lunch with the teacher or a friend of his/her choice.
   - Allow student extra computer time.
   - Compliment student in front of another staff member.
   - Have the director come in to classroom and praise the student in front of the class.

B. **Consequences for Behavior Infractions In the Classroom**

1. Consequences involving teacher/student interaction:
- Give a 1-2-3 verbal warning.
- Discuss the problem with the student and try to have the student clarify how they can take control of their behavior.
- Assign an in-class Time Out.
- Restrict recess privileges, computer time, etc.

2. Consequences involving teacher/student/parent interaction:
   - Assign student to write a “Fix-It” Plan (behavior improvement plan) which will be signed by parent and returned to school the following day.
   - Contact parents via phone call.
   - Set written behavior goals with the student and parents.
   - Send student to the Guidance Counselor, with parental approval.

C. Consequences for No Tolerance Behaviors

Every child is an individual and each incident will be handled on an individual basis. Consequences for these behaviors may include, but are not limited to, the following:
- Parent notification and/or conference.
- Loss of privileges (including recess restriction or other).
- Discussion with student by school personnel.
- Student and/or family counseling.
- Serve an in-school suspension, out-of school suspension, and/or expulsion.
- In depth involvement of the school Guidance Counselor or School Psychologist.
- Referral to Social Services and involvement of the Verona police.

Behavior Guidelines for Specific School Areas

A. Cafeteria Area

Goal: The lunch line and cafeteria at CKCS will be a safe and clean environment where people interact with courtesy and respect.

1. Rules:
   - Students will use quiet voices in the cafeteria.
   - Students will keep their hands, feet, and objects to themselves.
   - Students will walk in the cafeteria, hallways, and steps. Students will take steps one at a time – no jumping.
   - Students will eat quietly and use good manners. Good manners also mean that the space where you eat is cleaned up when it is time to leave the cafeteria.
   - Students will stay in their seats until dismissed. To get help, students will raise their hands.
   - Everyone will treat others with kindness and respect.

2. Rewards:
   - Each class will have a chart posted in the lunchroom. Classes that follow the cafeteria rules will receive a sticker for the day on their class behavior chart.
   - Each class will need to accumulate a designated number of stickers per month in order to participate in a monthly cafeteria reward.
3. Consequence for breaking the Cafeteria rules:
   - One verbal warning for note following a rule.
   - Second verbal warning – Student will be required to sit at a separate table designated by the lunchroom supervisor and student will remain in the lunchroom until lunchroom supervisors have completed their responsibilities.
   - Student’s name will be recorded on clipboard.
   - Automatic Consequence – 30-minute recess will be lost and student will fill out a “Fix-It” Plan that needs to be returned the next school day with parent signature. Behaviors that will result in an Automatic Consequence are throwing food and jumping down the steps.

B. Playground Area

Goal: Students will play safely in all games and on all playground equipment.

1. Rules:

   Follow directions the first time given.
   - Keep hands, feet, and other objects to yourself.
   - All playground equipment will be used only as it should be used:
     - One child at a time on swings and slides.
     - Sit on slide and ride in down direction only.
     - No jumping off climbers and swings.
     - Jump ropes are to be used for jumping only.
   - Spitting, wrestling, tackling and pretend fighting are not allowed.
   - Inappropriate language and swearing are not allowed.
   - Food, candy, drinks, pencils, pens and electronic equipment are not allowed on the playground.
   - Football and soccer may be played on grass only. Athletic shoes must be worn to play.
   - Students must ask playground supervisor for a hall pass to go into the building during recess.
   - Students must keep away from classroom windows on outside of the building.
   - Throwing snowballs and ice chunks is not allowed.
   - Separate sledding rules will apply once sledding begins.
   - Parents and students will be informed when snow pants and snow boots are required on playground.
   - When appropriate whistle blows, students will stop immediately, gather all playground equipment and return it to designated storage area. Students will then line up quickly and quietly.

2. Consequences for breaking playground rules:
   - If a playground rule is not followed, the student will be given a time out and expected to stand in a designated area of the playground for a specified amount of time determined by playground supervisor.
   - Students engaging in a No Tolerance Behavior will be immediately escorted to the Director’s office for consequences.
C. Hallways

Goal: The hallways at CKCS will be a safe and quiet environment where people treat other with courtesy and respect.

1. Hallway rules:
   - Students will walk quietly through the hallways. Quite speaking voices are allowed when appropriate.
   - Students must have a pass to be in the hallway when not with their class.
   - No students are allowed in hallways prior to 8:25 a.m. unless escorted and/or supervised by a staff member or parent.

2. Consequences for breaking hallway rules will follow the consequences established for the students’ classroom. (Section II. B)

D. Assembly

Goal: CKCS students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

1. Assembly Rules:
   - Follow all directions given by staff members (i.e. where to sit).
   - Wait quietly for the program to begin. Remember to keep hands, feet, and objects to yourself.
   - Listen carefully. Stop talking as soon as the assembly begins.
   - Clap or applaud when appropriate, but never boo, whistle, yell, or put someone down.
   - At the end of the program, students will remain seated until the teacher gives the direction to stand and file out.

2. Consequences for breaking assembly rules will follow the consequences established for the students’ classroom. (Section II. B)

Middle School Discipline Policy

Expectations of Students
1. Students are expected to use language that is not rude, crude, vulgar, or profane while speaking to other students or to adults on any VASD campus.
2. Students are expected to use the pass system whenever they move outside the classroom without the rest of the class i.e., hallway, restroom, office, and gym.
3. Students are expected to stay for a detention if it is assigned.
4. Students are expected to understand that disrupting instruction is a serious matter.
5. Students are expected to respect the property of others and of the school.
6. Students are expected to be kind and civil to one another in their words and actions.
7. Students are expected to inform a staff member if they are having a serious, ongoing difficulty getting along with another student.

CKCS House Rules
1. Be punctual. Students are expected to be where they are supposed to be when they are supposed to be there.
2. Be prepared for class – have all your materials ready before class starts.
3. Listen to and obey all instructions and rules given by an adult the first time given.
4. Unauthorized candy, food, or gum is prohibited.
5. Keep hands, feet and negative comments to yourself. (Verbal and physical abuse is prohibited).
6. Enter, exit, and walk in the building quietly.

If students follow the rules:
- Praise (daily)
- Positive note/phone call/e-mail home (random)
- “Caught You Being Good” coupons or tickets
- School-Wide Plus Program (Middle School)
- Various other rewards and perks throughout the year

No Tolerance Behaviors
Students are expected to comply with strictly enforced No Tolerance Behaviors:
- Racial Slurs/Put Downs: i.e., words or actions that demean other people because of the color of their skin, ethnic or racial backgrounds, language, etc.
- Other Put-Downs: i.e., words that demean other people because of their appearance, dress, speech, etc.
- Inappropriate Touching: i.e., touching another person’s body any place that makes that person feel uncomfortable.
- Fighting: Any physical contact that may hurt another person. This includes hitting, punching, tripping, squeezing, kicking, pulling, holding, spitting, etc. Play fighting is considered fighting.
- Threats: words or actions that express intent to inflict injury or damage to another person. This includes threats made in jest.
- Gender-Based Sexual Comments; Body Size; Sexual Orientation; Sexual Harassment: words and actions that express sexual intent or are of a sexual nature.
- Weapons: No weapons of any kind include all real or pretend weapons.
- Laser Pointers: No laser pointers are allowed at school and they will be taken away and not returned.
- Alcohol, Tobacco, and Illegal Drug Use: Possession, use, being under the influence, or selling of alcohol, tobacco, or any illegal drugs. Selling of legal drugs is also prohibited.

Consequences for Misconduct

1. “No Tolerance Behaviors” will be addressed in the following manner:
   a. Every child is an individual and each incident will be handled on an individual basis.
   b. Consequences for these behaviors may include, but are not limited to the following:
      i. in-school or out-of-school suspension/expulsion
      ii. parent notification and/or conference
      iii. loss of privileges, (including recess restrictions or other)
      iv. discussion with students by school personnel
      v. students and/or family counseling
      vi. in depth involvement of the school guidance counselor or school psychologist
      vii. referral to social services and involvement of the Verona police.
   c. As we look at each situation individually, we recognize the importance of the home/school partnership in these serious matters. Your participation and cooperation is vital and greatly appreciated.
   d. Except for initial in-classroom consequences, parents will be notified immediately and offered the opportunity to be with the student prior to CKCS initiating contact with other school personnel or the police.
2. A student’s failure to stay any detention will result in further consequences.
3. Students who are guilty of theft or willful destruction of property may be suspended from school, charged for the repair or replacement of the damaged property, and potentially prosecuted.
4. All CKCS middle school teachers have a graduated set of consequences for their respective classrooms. The teachers believe that if behavior is recurrent, parents will be brought in to resolve the behavior.
5. No laser pointers will be permitted. They will be taken away and not returned.

Middle School Corrections

If a teacher determines that doing corrections on a test or a school assignment is a “learning experience”, the teacher may elect giving students the opportunity to redo incorrect problems for full or partial credit.

6. BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS, AND ROLLER SKATES

Bicycles, skateboards, rollerblades, scooters, and roller skates are not to be used on school property during the school day. However, students may use them as transportation to and from school. Students are required to walk or carry bikes, scooters, skateboards, roller blades and roller skates on school property. Inappropriate use may result in confiscation of the equipment and parent/guardian notification.

7. BILINGUAL SERVICES / BILINGUAL PROGRAM

The Verona Area School District serves bilingual students in two ways; through ESL/bilingual services and with a Bilingual Model at center sites. ESL/bilingual services: ESL resource teachers and Bilingual Resource Specialists for students not enrolled in the Late Exit Center Schools.

Bilingual Program: The district’s Bilingual Program is for elementary Spanish-speaking students district-wide whose parents have chosen to enroll their children in the program. It is located at Sugar Creek Elementary, Glacier Edge Elementary, Savanna Oaks Middle School, and Badger Ridge Middle School. The goal of the program is to teach English while providing strong academic content in both languages.

8. BREAKFAST AND LUNCH PROGRAM

Sack Lunches

Students who bring sack lunches will eat in the cafeteria at tables assigned to their classes. A half-pint carton of milk may be purchased for 35 cents.

Prices - (You can pay on-line)
- Elementary Hot Lunch Payment - $2.15
- Middle School Hot Lunch Payment - $2.15
- Elementary and Middle School Breakfast - $1.00

Computerized Lunch & Breakfast

The schools will be participating in the Child Nutrition Services computerized accounting program. This system is a family-based program. If you have children at more than one school in the district, you will need to send only one check. You can pay on-line through the district food service. All family members will draw from the same account. Checks should be made payable to Verona Area School District and may
be sent to Child Nutrition Services, P.O. Box 93007, Verona, WI 53593. Please place your family lunch identification number on all checks and correspondence.

"Offer Vs Serve": Lunch Program

Verona Schools has an "Offer vs. Serve" policy; however we are required by the Federal Government to serve the child the proper portion of three of the five food groups. The five food groups are meat, vegetable, fruit, bread, and milk.

Most days we will offer choices of entree, vegetable, and fruit. Teachers are asked to help the children at least "think" about what their choices might be when they get to the cafeteria. The choices for the day and any changes will be posted outside the cafeteria door. Our lunch program policy is to encourage children to eat. Children do not have to eat any foods that are not appealing to them.

Lunch Menus

Monthly hot lunch menus will be placed on the district’s webpage.

Free and Reduced Lunch Applications
If you now get food stamps or W-2 for your children, or if your total household income is the same or less than the amount on the income scale listed on the form, your children can get free meals. Applications for free and reduced lunches may be picked up at the Core Knowledge® Charter School office. Please return them to your child's teacher or to the office within one week. All forms will be kept confidential.

Milk Break
A special mid-afternoon milk program is available for all elementary (grades K-5) school students. Students may purchase milk (2%, chocolate, or skim) at the beginning of the school year and again at the beginning of the second semester in January. We are requesting all students who wish a mid-afternoon milk break to pay by the semester rather than daily, weekly or monthly. Cost information will be provided at registration.

Lunch and Playground Schedules
All students have approximately a 40 minute break to eat lunch and play on the playground. Students are encouraged to eat lunch at a reasonable pace and therefore are encouraged to spend the first 15 minutes in the cafeteria. Any child needing more time is free to stay in the cafeteria for a longer period.

9. BRINGING CHILDREN TO SCHOOL PLAYS AND EVENTS

Please consider the age of a sibling when bringing them to a school play or event. If you feel your child may be disruptive to the event, please consider finding alternative child care for him/her. For in-classroom events, please only bring siblings and not friends or other children.

10. BULLY POLICY

VASD Policy 443.8 –

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

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

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

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

Procedures for Reporting and Investigating Bullying Incidents

- All school staff members must report bullying acts to principal.
- Report can be verbally or in writing.
- All reports will be taken seriously and documented (written report).
- If principal is the alleged bully, report should be made to the District Administrator.
- No retaliation against the reporter.
- If a student participated in bully behavior or retaliated against the reported, disciplinary action could include:
  - Warning
  - Expulsion
  - Suspension
  - Referral to Law Enforcement
- Principal must investigate any bullying reports (interviews).
- Parents and/or guardians must be notified.
- Pupil Services will provide support to the identified victims.
- Pupil Services will provide behavioral intervention to the bully.
- Notice of this policy is required in employee and student handbooks.

11. BUS TRANSPORTATION

First Student – 845-8516
PO Box 930245 ● 219 Paoli Street ● Verona, WI 53593 ● 608.845.8516 ● fax 608.845.8540

To Students, Parents and Guardians:
As a provider of school bus transportation for the Verona Area School District, our first priority is to provide safe transportation for all eligible students. Transportation is a privilege and can be revoked. Observing these guidelines and rules keeps all students safe on the bus and at the bus stop.

RESPONSIBILITIES: Students must be aware of and understand the rules and procedures and abide by them. Students must realize that they alone are responsible for their actions and behavior, and that school bus transportation can be denied if they do not conduct themselves in a safe and appropriate manner. Students must display proper respect for the rights and comfort of others, and must be aware that misconduct causes driver distraction which is potentially hazardous to their safety.

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 the student is transported to and from school.

The primary responsibility of the bus driver is to safety transport students to and from school. The driver also has the responsibility of maintaining and monitoring discipline on the bus.

ADDITIONAL INFORMATION: Students are to ride only on assigned buses; no passengers are allowed except those authorized to ride. Transportation may be approved only with a written permission slip from the parent/guardian. The student must take the parent permission slip to the school office which will issue a pink “bus permission slip” to give to the driver. Students without pink bus permission slips will be refused a ride.

At the Bus Stop: Walk and wait safely. You should be at the bus stop FIVE MINUTES before the bus arrives. Stay at the stop. The house, yard, garage, trees and fences near the bus stop are the property of others and must be respected. 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.

Rules of Safety for Bus Riders: Drivers will not tolerate any behavior that distracts or interferes with them from driving safely. All passengers are entitled to receive safe transportation; drivers will not allow heavier that jeopardizes safe transportation.

Transportation to and from school is a privilege, which may be suspended or revoked if necessary.

- 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, spitting or gum chewing allowed on the bus
- No fighting, bullying, 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. If it is bigger than that, you need to find other means to get the materials to/from school. 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 Verona Area High School ID with proper symbol, before boarding bus

- OBEY BUS DRIVER OR ATTENDANT AT ALL TIMES! Assigned seats may be given at any time

Consequences: Consequences issued by the school and bus company may include: loss of privileges, suspensions or added tasks at school. Depending on severity of the incident the consequence could be accelerated. It would be nice that there are consequences at home in addition to those issued by the school and bus company.

Outside of the Bus: Stay outside of the danger zone that exits around all buses. This is the area that is within 10 feet of any part of the bus. DO NOT EVER attempt to touch the outside of the bus. Wait for the doors to come open before walking towards the bus.

Adults on Buses: Drivers will NOT allow any unauthorized adults on a bus. If an unauthorized adult gets on board and will not step off the bus when directed, the driver will call for police assistance. Parents wishing to obtain authorization to ride a bus must contact the appropriate school office with sufficient notice. The school will then notify the bus company of any authorizations. In the past parents have boarded a bus and threatened students due to interactions with their own student. If you have discipline concerns regarding any other student on the bus; please call the school and or the bus company office (845-8516) to resolve the issues.

Safe transportation of school children is the joint responsibility of bus contractors, drivers, school authorities, students and parents/guardians, cooperating to assure safe, comfortable transportation. School bus transportation is a privilege provided by the district and contractor, which will be denied to those who disregard policy and regulations, which have been established in the interest of safe transportation.

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

**12. CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

Students in may use personal electronic devices such as eReaders and tablets during the school day under the discretion and supervision of school staff. Personally owned device use is limited to and conditional upon full and complete compliance with the Verona Area School District’s Acceptable Use Policy.
In the case of cell phones, students may not talk or text during the school day unless specifically directed by staff. If a student needs to use a phone, they may request to use the phone in the main office or a classroom phone. Students may not, at any time during the day, text, digitally record or photograph others or play games on their device without permission from school staff. Cell phones also may not be used in restrooms.

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

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

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

13. CLOSING OF SCHOOL

Announcements about the closing or delay of school due to inclement weather or other emergencies will be posted on the VASD website: www.verona.k12.wi.us. In addition, various local radio and TV stations announce school closings and delays. Unless such an announcement is made, school will begin at the usual time. Also, parents will be notified by text if they have a cell phone through the districts SchoolReach system.

14. COMPUTER USE/TECHNOLOGY

Teachers use computers for a variety of curricular related purposes. Students are allowed Internet access with parent/guardian permission. Parents/Guardians must sign an “Acceptable Use” policy form that governs use of the Internet. All students are trained before using the Internet and it is used for curricular-related purposes only. Privileges may be revoked, as a result of improper Internet use as stated in the “Acceptable Use” policy.

15. CONCERNS/COMPLAINT PROCEDURE

Parents/Guardians with concerns about a particular situation at school should first contact the classroom teacher to discuss the problem. Teachers will likewise contact parents/guardians when they become aware of problem situations that require attention. With prompt and open communication, most problems will be resolved. If a problem cannot be resolved between the student, parent/guardian, and classroom teacher, the principal should be contacted. If resolution is not found at this level, the situation may be referred to the superintendent.
Please see Appendix A for a list of people to contact when you have concerns.

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/guardian on behalf of their children.

16. CONFIDENTIALITY

We are fortunate at the Verona Area Core Knowledge® Charter School 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 consider the following guidelines if you choose to volunteer in our classrooms or if you have direct contact with students in school, on the playground, or during a field trip.

1. All academic information is confidential. It is especially important not to compare student performance. Please note that outstanding or exemplary student work is also confidential.

2. Periodically students may share information about their 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 do not share their impressions of student behavior in the community.

4. If a student shares information with you that suggest that he/she may be physically, sexually, or psychologically abused; the information should be shared immediately with the classroom teacher, guidance counselor, or director. This information should remain confidential in the community.

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

17. CORRECTING STUDENT WORK

The following are guidelines intended to clarify what is, and what is not appropriate for aides/parents to evaluate.

**Appropriate Evaluation** – It is appropriate for educational assistants and parents to assess most information that does not require a subjective analysis of the material. This would include evaluations such as spelling tests, word lists, some math computation, rote memory work, etc. in addition, it is appropriate to review any student work where the evaluator is simply required to judge whether or not a written response includes the basic information that demonstrates the student’s understanding of the material (i.e., one word or short answer factual narrative comments).
Inappropriate Evaluation – This includes assessment that requires the subjective judgment of the evaluator. This includes the analysis of writing samples for form and content. In addition, it is not appropriate for aides/parents to evaluate process information that might be found in many of the content areas. A rule of thumb might be, if aides/parents find they are in a situation where they need to make a decision about the conceptual understanding of the child or the process that was followed, these kinds of evaluations should be done by classroom teachers.

18. CROSSING GUARDS
The City of Verona will have a crossing guard located on the corner of Main Street and the high school parking area near Saint Andrew’s Church before and after school and a crossing guard in front of the Badger Ridge Middle School complex and Main Street.

19. COUNSELING PROGRAM
The Elementary and Middle School Counseling Program offer services for all students. Through classroom activities, small group discussions and individual meetings with students, the counselors help students to better understand themselves, to make good decisions, and to solve problems. If you feel your child could benefit from the services of our school counselors, social workers, and/or school psychologist, please call the school office for more information.

20. DAILY SCHEDULE
Grades K-5
Mondays (Late Starts – 10:00 am)
10:10 Reading
11:00 Lunch and Recess
12:15 Math
1:15 Related Arts
3:30 Dismissal
Tuesday – Friday
8:30 Start of School
8:45 Reading/Math
11:00 Lunch and Recess
12:05 Writing/Enrichment
1:15 Related Arts
3:30 Dismissal

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

22. DISPLAYS OF PUBLIC AFFECTION (kissing/excessive hugging)

Both parties must be agreeable to hugging (students should ask before hugging). Hugs should be brief, around the shoulders, light, and positive (not out of anger). Kissing is a no-no.

23. DISTRIBUTION OF MATERIALS IN THE CLASSROOM BY STUDENTS OR PARENTS

Permission must be obtained from the classroom teacher before any materials such as invitations can be passed out on school grounds. Personal invitations (i.e., birthday parties) to events outside school will not be allowed to be distributed on school grounds.

24. EMERGENCY PROCEDURES

Our school has an emergency plan in order to be prepared for a situation where it would be important to have all students and faculty in a secure area. Such situations are, but not limited to, an intruder in the building, a chemical spill in the area, or a crime that was committed in the community with perpetrators still at large. We explain this plan to students and practice it at least once a year. We try to be careful not to enter into storytelling about such situations or be alarmist with students. In addition, we have a practice fire drill at least once a month and a tornado drill at least once a year.

25. FIELD TRIPS

Field trips, either by bus or walking, are important class activities, which enhance and support regular curriculum and instruction. Parents will always be informed when their children leave the school grounds. A form will be sent home before each field trip. A parent or guardian must sign it before a student will be permitted to go on a trip.

26. FUNDRAISING GUIDELINES

The Verona Area School District does not sanction non-sponsored fundraising activities, which involve children. However, individual sites may sponsor fundraising activities to enhance their programming. Verona Area Core Knowledge® Charter School relies heavily on, and supports school-sponsored groups in their fundraising efforts. These groups include, but are not limited to, groups such as Parent Round Table. While other groups may, in fact, have very worthwhile intentions driving their fundraising efforts, the need to limit the type and amount of fundraising is evident. Individual classroom teacher’s fundraising efforts are discouraged as they take away from the efforts of the Parent Round Table’s efforts. Exceptions to these guidelines may take place with the site administrator’s knowledge and approval.
27. GIFTS

The following guidelines should be adhered to for giving gifts to staff members:

- Gifts are not expected and will not be opened in the presence of the entire class.
- Gifts need not be associated with a holiday.
- Gifts should be given in a tactful manner -- recognizing that not all families can afford to give gifts.
- Teachers should consider generating a list of suggestions for classroom gifts that parents may purchase.
- Homemade gifts are a wonderful way to share appreciation.
- There will be no holiday gift exchange between students.

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

28. GUEST PARKING

There is a visitor parking lot located in front of each school. Visitors are asked to enter the school from the parking lot from the west entrance and enter Door 1.

29. HEALTH PROGRAM

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

30. HEALTH – WHEN TO KEEP YOUR CHILD HOME

Please keep your child home if:

- They have vomiting, severe stomach pain or diarrhea. Children with these symptoms need to stay home until they can tolerate a normal diet, both the night before and the morning of school.
- They have a fever. Any student with a fever of 100 degrees Fahrenheit (37.7 degrees Celsius) or more should be kept home. Illnesses that cause elevated temperatures can make it difficult for a student to function in school and generally indicate an illness that could spread to classmates.
- They have an infectious disease. Some diseases, such as strep throat, require a doctor’s exam and prescription medication. Once the medication has been taken for 24 hours, AND the child is feeling well enough to participate, he/she may return to school. If your child needs to take medication at school, please stop by the school office and fill out the medication administration permission form and drop off the medication.

REMEMBER: Children at school are expected to participate fully in school activities. Please use the above guidelines to determine if your child is well enough to be at school.
31. HOMEWORK

All students at Verona Area Core Knowledge® Charter School will have homework. Homework is assigned for six primary reasons:

1. to provide students with an opportunity to finish assignments that they were unable to complete
2. to provide students with an opportunity to review materials they have not mastered
3. to instill in our students that learning takes place in a variety of situations and environments
4. to serve as a means of communication while involving parents in the learning process
5. to begin the process of preparing students for future educational experiences that require daily homework
6. to stimulate students’ prior knowledge in preparation for upcoming lessons.

CKCS Homework Guidelines (this is in addition to the 20-30 minutes of reading each night)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Kindergarten</th>
<th>First Grade</th>
<th>Second Grade</th>
<th>Third Grade</th>
<th>Fourth Grade</th>
<th>Fifth Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 – 15 minutes per day</td>
<td>15 – 20 minutes per day</td>
<td>30 minutes per day</td>
<td>30 – 45 minutes per day</td>
<td>45 – 60 minutes per day</td>
<td>60 minutes per day</td>
</tr>
</tbody>
</table>

CKCS Middle School Homework Guidelines

<table>
<thead>
<tr>
<th>Subject</th>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>20-30 minutes</td>
<td>20 minutes</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Social Studies</td>
<td>15 minutes</td>
<td>10 minutes</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>15 minutes</td>
<td>20 minutes</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Math</td>
<td>30 minutes</td>
<td>30 minutes</td>
<td>45 minutes</td>
</tr>
</tbody>
</table>

Total: 80-90 minutes* 80-90 minutes* 80-90 minutes*

* Variation from day-to-day (this is the average day).
** Please be aware that a significant amount of work time is usually given in class.

K – 5 Homework Make-up Policy

Absences Due To Illness

The staff at CKCS wishes to stress that the most important aspect of an absence due to illness is that the child be given to time to recuperate from their illness. Stress due to worry about homework can be counterproductive to recovery. Focus on homework after your child is feeling better.

For every day that a student is absent, one day will be given for making up the work. For example, a student who is absent for 2 days must have make-up work completed within 2 days of his/her return. During an extended illness, it is very appropriate to work with the teacher regarding the length of time needed to make up work.
Homework can be requested after 2 or more days of an absence. Parents may contact the CKCS office prior to 9:30 a.m. to arrange for homework to either be picked up after 3:30 p.m. or sent home with another student. CKCS office number is 845-4130.

Please refer to the section that lists ways the parent can help in checking the child’s work before it is handed in.

**Absences Due To Vacation**

Parents are strongly encouraged to schedule vacations during the scheduled vacation times for the district. Parents and guardians are reminded to limit these vacations to non-school days. The following procedure, set by the Verona School District School Board, should be as follows: It is requested that the parents/guardians limit absences of this type to no more than 5 days per school year. Contact the school office as soon as the date is determined. Your child will receive a (pre-planned absence form) to present to teachers to gather information about assignments to complete while gone. The student will be responsible to make up work and make arrangements to take examinations they have missed during their absence. When a student is absent, he/she misses valuable teacher-guided instruction that cannot be made up. If a student is absent from school, he/she must make up the work that was missed. Time parameters for make-up work are as follows.

If a family removes a student for vacation, work can be made up either prior to or after the absence.

**Making Up Work Prior To An Absence.** Only assignments in Direct Instruction reading and math programs can be made up prior to an absence. If work is completed before the absence, it will be corrected in school as part of the instructional group. This is especially important for teachers in grades 3 through 5 due to the large number of items that must be corrected daily in reading workbook, reading skill book, math textbook, and math workbook.

Because of the potential for damaged and lost books, the practice of taking books with students on vacation is discouraged. Make-up assignments in other subject areas should be coordinated with the classroom teacher upon the student’s return. Please follow the guidelines for contacting a teacher regarding make-up work.

**Making Up Work After An Absence.** All assignments are due at the end of the third school day back from a vacation. Normal late work policy applies after that date. Parents should contact the classroom teacher upon return for work that must be made up. Please follow the guidelines for contacting a teacher regarding make-up work.

**Guidelines for Contacting a Teacher Regarding Make-up Work**
If leaving for vacation, contact the teacher at least one week prior to departure. It is preferable to contact the teacher in writing via a note sent to school. It is important that teachers not be interrupted between the hours of 8:30 a.m. and 3:30 p.m.

**Parental Responsibilities for Make-up Work**
Parents are expected to take responsibility for ensuring that make-up work is done carefully and handed in on time. Please be aware that the teacher’s schedule does not allow him/her time to work with students on make-up work. The following suggestions can help in checking student’s work before it is handed in to the teacher.
1. Sit with your child and review all work in each subject. Go over each item to make sure that your child has answered all questions, done his/her best writing, and used correct spelling.

For the Direct Instruction programs in reading and math, you should look for the following things:

<table>
<thead>
<tr>
<th>Reading Mastery</th>
<th>1, 2, and Fast Cycle</th>
<th>Read the story in the textbook at least two times; do both sides of the “take-home” sheet.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Mastery</td>
<td>3</td>
<td>Read word lists and story in the textbook; ask comprehension questions periodically; do the workbook pages.</td>
</tr>
<tr>
<td>Reading Mastery</td>
<td>4, 5, and 6</td>
<td>Read the word lists in the skillbook; read the story in the textbook; then do the rest of the skillbook and the workbook. Pay special attention to the independent writing activity in the skillbook.</td>
</tr>
<tr>
<td>Connecting Math Concepts</td>
<td>A and B</td>
<td>Do as much in the workbook as possible</td>
</tr>
<tr>
<td>Connecting Math Concepts</td>
<td>C, D, E, and F</td>
<td>Do the textbook (answers go in a spiral notebook) and the workbook. Some teachers have extra practice sheets for each lesson.</td>
</tr>
</tbody>
</table>

2. After the Direct Instruction work has been handed in, students are expected to correct any mistakes. Please take time again with your child and look at the grade on each assignment, check to make sure corrections are done for every item, and sign the corrections sheet if attached to the work. Do this for every assignment in every subject.

We realize that these suggestions take time, but feel that it is in the best interest of your child. The teaching staff at Core Knowledge thanks you for your support!

32. 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.

33. 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 complete and return the "Emergency & Illness Information" card and the "Student Health & Emergency Information" sheet during the first week of school.

34. INSURANCE
A low cost insurance plan will be available for purchase by families without insurance or where existing insurance is inadequate. Participation in the insurance plan is optional. Boys and girls who participate in “after school sport” activities will be required to file a waiver for insurance benefits before they will be permitted to participate.

35. LATE WORK POLICY

Elementary School Late Work Policy–

Unexcused late assignments are discouraged, as often learning is lost if a child does not finish their homework in a timely manner. However, each teacher will clearly explain the process and procedures for late assignments.

Middle School Late Work Policy-

Middle School Teachers will clearly define their late work policy on the first day of school to all students. The middle school teachers believe in the idea of learning is the most important factor, thus, they are willing to work with each student & family to ensure work is handed in and completed to a proficient level regardless of a timeline.

36. LATEX ALLERGY POLICY

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

37. LEAVING SCHOOL GROUNDS

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

38. LIBRARY MEDIA CENTER (LMC)

The LMC has a variety of books and magazines which students may check out. Filmstrips, CD’s, posters, and other resources are available for use in the classrooms. The LMC is available to students throughout each day on an as-needed basis for checking out books and conducting research. Parents are asked to encourage reading and the timely return of borrowed materials. Library and research skills and literature appreciation opportunities are provided through scheduled LMC instructional periods. Fines are charged for late books at the middle school level. Replacement costs are charged for lost or badly damaged books.

LMC Behavioral Expectations

Below are the behavioral expectations that should be followed when students use the LMC either as an individual or with a group. They are based on basic respect, common courtesy and safety. The behaviors indicated below are the behaviors that students would be expected to follow in any library or public setting. The library is an awesome place where we want all students and staff to feel welcome. We hope that the explicit sharing of behavioral expectations with students will help make the library a safe place for everyone and a wonderful place to work, learn and read.

Please share these behavioral expectations with your children.
Behavioral Expectations for the Library:

1. Push chairs in when you leave.
2. Return magazines and other library materials to their correct place.
3. Clean up all your materials, including any waste and put it in the wastebasket.
4. Regular school behaviors are expected in the library for the safety of all library users (i.e., feet off the furniture, walking vs. running, pillows stay on the couch or floor, and chair legs remain on the floor).
5. The library is a place to work quietly or read.
6. Please talk in a regular conversational voice that cannot be heard across the room. Loud voices and yelling distracts others.
7. The library is not a place for food.
8. Computer use at school is specifically addressed in the Acceptable Use Policy that students sign at the beginning of the year. There is a sign posted next to the computers that reads: “Internet is for school work only. If you choose not to follow the acceptable use rules you signed at the beginning of the year, you may lose your Internet privileges.” Another sign indicates that: “No Food, Drink, Games, Music or Chat Rooms Allowed at Any Time.”

If library staff notices that a student’s behavior is not appropriate for the library, staff will say: “That behavior (and name it – throwing pillows at Carrie) is not appropriate behavior for the library. If you’d like to stay, you’ll need to modify your behavior, or stop doing (and specifically name the behavior).”

Students will be given one warning about whatever behavioral expectation they are not following. If they do not modify their behavior to meet the expectations, they will be asked to leave and return to their class. Library staff will communicate the problem to the student’s teacher and it would be our expectation that the student’s teacher would have a conversation with the student about the lapse in library etiquette.

If individual accommodations need to be made, please communicate with library staff first, before giving the student permission to access non-educational websites, etc.

- Thanks for making the LMC an awesome place to work, learn and read.

39. LOST AND FOUND

A lost and found box is maintained at school. Small items such as jewelry, toys, pens, pencils and valuable finds are kept in the CKCS office. Clothing and other items found are placed in a box in the office. Each year many very good items of clothing are unclaimed. It would help us if garments were labeled with the child's name. PLEASE TRY TO LABEL COATS, HATS, MITTENS, SWEATERS, ETC. Reclaiming lost items is as simple as taking an article that is in the box. Identification need not be proven. Items not claimed by the end of the school year will be placed in one of the community reclamation boxes.

40. MEDICATIONS

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

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

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

A copy of these forms may be obtained from the school office. All prescription and non-prescription medications and forms must be turned into the school office.

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

41. NURSE'S HOURS

The school nurse is available on a limited basis. The Core Knowledge Director and the school nurse need to be informed of any new health problems that may arise during the school year concerning your child.

42. OBSERVATION GUIDELINES FOR NON-PARENTS/GUARDIANS

1. In your request to visit and observe a classroom, please inform the staff of the nature of your visit.

2. Please be respectful of the class you are observing. The teacher has put a lot of time into preparing the lesson to meet the needs of all the students. Be aware of your comments and body language when you are present in the classroom, so as to not disrupt the learning environment. Remember that you are present only to observe and that students notice everything adults say and do.

3. Do not share your suggestions and thoughts until the teacher can meet with you when students are not around. This is to ensure confidentiality is met, full attention can be given to the discussion, and the lesson and daily routines of the students are disturbed as little as possible. This may have to occur at the end of the day or on another day.

4. Please keep suggestions relevant to observation goals and ideas that can be considered for the student’s needs. Suggestions should be stated non-judgmentally.

5. Please remember that your suggestions are greatly appreciated and that while the education staff is not obligated to follow the suggestions, they may be taken into consideration as teachers plan future lessons and decide what is best.

6. Please keep in mind that the observation you are seeing may or may not reflect the norm of the classroom, as you are only seeing a brief portion of what occurs in the school setting. Many things factor into the delivery of a lesson given on a particular day including, but not limited to, school curriculum guidelines, individual student academic needs, student behavior, previous content taught, and classroom management style. Students will naturally be curious as to why there is an unfamiliar adult in the classroom. This may disrupt typical classroom behavior.

7. A “release of information” form must be signed by the child’s parent or guardian.
The observer can only discuss the child they are here to observe. Information about any other child is confidential and cannot be shared with anyone within or outside of the school.

43. PARENT VISITATION TO CLASSROOMS

The teachers at the Verona Area Core Knowledge® Charter School welcome parent visitors in their classrooms. You are requested to notify the teacher prior to your visit, sign in at the school office, and wear a visitor’s badge.

44. PARKING LOT CONCERNS

Please obey all parking signs and do not enter signs that are posted in the parking lot. If you are picking up your child and are waiting in the parking lot, please pull into an open stall and wait at your car for your child whenever possible. By pulling behind cars parked in the stalls and leaving your vehicle this disrupts the flow of traffic and creates frustration and anger. Please leave all bus lanes available for loading and unloading students. Watch very carefully for children walking in the parking lot. Students are encouraged to use the sidewalk all the way to the school when the student is using the crosswalk on Highway M.

45. PERFECT ATTENDANCE AWARDS

Consistent attendance is encouraged. All students who have perfect attendance will receive a certificate at the end of the year. Students who have missed more than one half day of school (grades K-5) and have been tardy more than 3 times can not qualify for this certificate. Students absent from school from 1 to 4 hours are recorded absent a half-day. Students absent from school over 4 hours are considered absent one full day.

45.5. PERSONAL ELECTRONIC DEVICES

Students 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 wi-fi by completing a short application. If students are using data/cell service provided by other carriers, VASD is not responsible for data access, content, or costs incurred.

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

Because of allergies and safety concerns, pets should not be on school grounds or in the school building *without prior permission* from the child’s teacher. Any pets should be leashed and carried or caged when brought to school. Parent/guardian is responsible for cleaning up any “pet accidents.”

47. **PHYSICAL EDUCATION**

1. All students must have a separate pair of tennis shoes to wear to physical education class. For reasons of cleanliness and safety, these tennis shoes should not be worn outside the school building and should be kept in the student's classroom.

2. On days of physical education, students should wear comfortable and appropriate clothing (i.e., shorts or slacks). Fifth grade students may bring shorts and T-shirts to be kept in their classroom.

3. Tennis shoes with colored soles are not allowed in the gym because they leave marks on the gym floor. Please purchase tennis shoes with white soles.

48. **PROCEDURES FOR ELEMENTARY STUDENTS STAYING AFTER SCHOOL**

No student will be allowed in school after regular hours without parents being notified first.

49. **PROGRESS REPORTS**

The Progress Report is a clear reflection of student academic performance work habits, and personal development. The following symbols will be used to summarize student performance in Kindergarten through Second Grade:

- N = Needs Improvement
- NA = Not Applicable
- O = Outstanding, exceeds grade expectations
- S = Satisfactory, meets grade expectations
- I = Improving

The following grading scale and symbols will be used to summarize student performance in third through fifth grade:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 100 – 93</td>
<td>O = Outstanding, exceeds grade expectations</td>
</tr>
<tr>
<td>B = 92 – 85</td>
<td>S = Satisfactory, meets grade expectations</td>
</tr>
<tr>
<td>C = 84 – 76</td>
<td>I = Improving</td>
</tr>
<tr>
<td>D = 75 – 70</td>
<td>N = Needs improvement</td>
</tr>
<tr>
<td>F = 69 - below</td>
<td>NA = Not Applicable</td>
</tr>
</tbody>
</table>

In addition, a student may receive a plus or minus with any grade or symbol.

The Related Arts Progress Report reflects students’ performance in the areas of Physical Education, Music, and Art. Instruction in these areas provides opportunities to appreciate and explore the arts and to become involved in the performance of a variety of skills.
CKCS Middle School Grading Scale (This grading scale does not apply to the BRMS Encore classes.):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>95-98</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
</tr>
<tr>
<td>B-</td>
<td>85-86</td>
</tr>
<tr>
<td>C+</td>
<td>83-84</td>
</tr>
<tr>
<td>C</td>
<td>79-82</td>
</tr>
<tr>
<td>C-</td>
<td>77-78</td>
</tr>
<tr>
<td>D+</td>
<td>75-76</td>
</tr>
<tr>
<td>D</td>
<td>72-74</td>
</tr>
<tr>
<td>D-</td>
<td>70-71</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

50. PROMOTION POLICY (MIDDLE SCHOOL)

Promotion Requirements: A student must meet the following requirements to be promoted to the next grade level:

- Maintain at least a 1.0 grade point average for the year in a full year class. To determine the GPA, the four-quarter grades should be averaged using a four-point scale.
- Have passing grades in at least three of their four core subjects (math, science, social studies, language arts).
- Attend and successfully complete the summer school program, if the student did not pass at least three of their core subjects during the school year.

51. PUPIL NONDISCRIMINATION

Notice of Pupil 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, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex, Title VI of the Civil Rights Act of 1964)(race 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.

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 Donna Behn, the Title IX Compliance Office, at the following address:

Donna Behn, Director of Instruction
Verona Area School District/608-845-4300
700 N. Main Street
Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to Lynette Fassbender, the Section 504 Compliance Office, at the following address:

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

Pupil Discrimination Complaint Procedure
S. 118.13, Wis. Stats.

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

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

Step 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115. Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 123le-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation to applies to a program shall be referred directly to the state superintendent.

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

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

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

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

Informal procedure:
The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

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

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

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

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

52. PUPIL SERVICES DEPARTMENT

The Verona Area School District's Pupil Services staff includes staff in the areas of Learning, Emotional and Cognitive Disabilities, Psychologist, Guidance Counselor, Speech/Language Clinicians, Occupational and Physical Therapists, Social Worker, and Health Services Personnel. The staff has a significant role in identifying potential problems that require early attention. When students have problems which require more individual or specialized service than can be solely provided in the classroom, the Pupil Services staff becomes a major resource to all school personnel and others concerned with the student.

The district provides educational opportunities to students with disabilities through programs, which are tailored to each student. Students with the following needs may require special education services to supplement or replace regular education:

- physical, crippling or orthopedic disability; cognitive disability or other developmental disabilities; hearing impairment; visual disability; speech and language disability; emotional disturbance; learning disability.

School Counselor-
School counselors are an integral part of the school’s educational program. They work with students, teachers, parents, administrators, local businesses, and community leaders to help students become responsible and successful students. School counselors meet with students from time to time individually and small groups. Some students may be invited to join a group related to one on the following topics:

- Friendship: How to be and make good friends
- Family Changes: Separation, divorce and remarriage issues
- Social Skills: How to get along with others.
- Study Skills: How to relax and reduce stress, organize materials and homework completion.
- Grief/Loss: How to cope with the death or loss of a family member

School counselors promote educational success, interpersonal skills, and self-understanding. Students take part in classroom guidance and are educated in decision-making, problem solving, goal setting, self-esteem, and educational and career opportunities. School counselors are there to help parents, educators, and the community to understand and solve these problems. Parents are encouraged to contact the school counselor at any time with questions or concerns.

**School Psychologist**

School psychologists tailor their services to the particular needs of each child and each situation. School psychologists use many different approaches, but most provide these core services:

- Consultation
- Assessment
- Intervention
- Prevention
- Education
- Research and Planning
- Health Care Provision

All children and adolescents face problems from time to time. School psychologists are there to help parents, educators, and the community to understand and solve these problems. School psychologists understand how schools work and how children learn; provide easily accessible, cost-effective mental health services to children; and promote positive mental health and a safe and effective learning environment.

**53. 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 that guide school employees in the handling of those records and requires that behavioral records be shown in the presence of a person qualified to explain the content of the records. Parents/Guardians may contact the principal or director of pupil services to make arrangements for this service.

**54. REQUEST FOR STUDENTS TO REMAIN INDOORS FOR RECESS**

Students at the Verona Area Core Knowledge® Charter School are provided adult supervision throughout the day. This rule was established for the safety of the children. As a result of this rule, it is hard to honor all the requests by parents to have their children remain indoors for recess. Whenever a child is to stay in for recess, an adult must be present. Therefore, after consulting with medical experts, it has been our procedure to request a note from a physician whenever it is necessary for a child to remain in for recess. It
was the feeling of the medical professionals consulted that in most cases, if dressed appropriately; a student healthy enough to be in school should be able to go out for recess.

Our cold weather rule: 0 (zero) degree (includes wind chill) all students will have indoor recess.

This is a general rule and we expect that there will always be exceptions. If you have special concerns about your child's health, please feel free to call the Verona Area Core Knowledge® Charter School office at 845-4130.

55. RESIDENCY REQUIREMENTS - VERONA AREA SCHOOL DISTRICT - Administrative Policy

1. Upon enrollment in the Verona Area School District (VASD), the parent or guardian will need to provide written proof that they are residents of the school district. This can be done in the form of a mortgage statement, phone bill, lease, or building permit. The documentation must be of an official nature and not in the form of a letter from another individual.

2. Families who are currently not residents of the district and want to enroll their children and begin school in advance of their move into the district because of home construction or moving into a residence in the district, may enroll their child if they deposit a check for a semester’s tuition. In addition, written proof must be provided that indicates they will have a residence in the district. The district will not cash the check on deposit until the end of the first semester, if they have not moved into the district by that time. If a family moves in during the approved period of time, the check will be destroyed.

3. The district will not be obligated to enroll any student who is either under expulsion from another district or is beginning the expulsion proceeding process. Once the expulsion has expired, the district will then enroll that student, if that student is a resident of the district.

4. Students who move from the district before March 1, of any school year, must enroll in the new district of which they will be a resident.

5. Students not living with their parent or guardian in the district must have their parent or guardian provides a written explanation to the district administrator why they are living in that residence in the district. The central office will then inform the individual site when such notice has been received.

6. If a family becomes homeless, the district will continue to provide educational services for 30 calendar days beyond the time that this situation occurs. When the thirty days does expire, the student will then attend school in the district in which they are residents.

7. Building principals will need to mutually agree before a student is allowed to transfer to another school within the district.

8. If a question of residency does occur during the school year, a certified letter will be sent to that family asking for proof of residency. If a response is not received within ten days, either tuition will be charged or the student will be required to attend school where they are a resident.

Any exceptions to these policies regarding residency will need to be approved by the district administrator.
56. SCHOOL ATTIRE – DRESS CODE

The following is the Verona Area School District K – 12 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. All shirts must have two straps. The straps must be at least one inch in diameter. 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. When a student stands with hands hanging straight down at their sides, the bottom of the skirt or dress should hang BELOW their fingertips. Inseams of shorts must be at least 4 inches.
5) Pants worn in such a way that undergarments are visible will not be allowed. Pajama bottoms should not be worn to school.
6) Chains (wallet chains and neck/other chains) are allowed IF they are one foot in length or less and if only one at a time is worn).
7) Bandanas, hats and hoods are NOT allowed at any time during the school day.
8) Neither coats NOR jackets are allowed to be worn during classes, but may be worn for travel between buildings
9) Gang-affiliated jewelry or dress of any kind will not be allowed at any time.
10) Students may carry backpacks to and from school, but they must be left in a locker/cubby throughout the day.

57. SCHOOL ATTIRE - OUTDOOR WEAR

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

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

58. SCHOOL DAY - ARRIVAL TIME AT SCHOOL

The elementary and middle school day at the Verona Area Core Knowledge® Charter School starts at 8:30 a.m. Please do not have your children arrive at the school building before 8:20 a.m. Children who arrive before this time are unsupervised. We are concerned for their safety.

59. SEARCH OF STUDENTS AND/OR THEIR PROPERTY

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and/or their property (including automobiles) when they have a reasonable belief that students may be in possession of drugs, weapons, alcohol and other materials (“contraband”) in violation of District policy, school rules or state law. Students who bring contraband on to school premises may be searched in order to secure the
school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. The administration may also utilize canines and metal detectors (magnetometers) to assist in a search.

School officials, employees or agents shall not conduct a strip search of any student. Students will be provided notice of this policy and it’s implementing procedures through the student handbook or a supplemental publication. A copy of the policy and procedures will also be posted in the principal’s office or another prominent place at the school.

59.5. SEVERE WEATHER – DISMISSAL PROCEDURE

In the event that a tornado warning is issued for our portion of Dane County and it happens to be at or about the time of dismissal, students are to stay in the building until the warning is lifted and the all-clear signal is given by the Superintendent or designee. If a parent comes to pick up their child during the warning, they may do that but the parent must go to the area where the child is located.

60. SKATEBOARDS/ROLLER BLADES

Skateboards, roller skates, and in-line skates are not allowed on the school grounds. Shoes with wheels on the bottom are not appropriate for or safe to wear in school.

61. STAFF QUALIFICATIONS – PARENTAL 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 least a bachelor's degree, and approximately 40 percent have advanced degrees. In addition, all of the teachers at CKCS are fully licensed for their assignment. If parents want to see the state qualification for your child's teacher, it can be found on the DPI website at www.dpi.state.wi.us/dpi/dlis/teilst/luistselwert.html.

In addition, 8 instructional aides are employed at CKCS, and they all are considered qualified for this work. If you would like more information about the qualifications of our staff, please feel free to call the Director/Principal, (845-4133).

62. SWIMMING LESSONS

We are fortunate to have the natatorium pool facilities available to our students. Swimming lessons are provided for all students, grades 1-5. Swimming lessons will be approximately one hour. The children will walk to the natatorium.
The school district provides towels for students. Students are permitted to wear their own swimming suits under the following guidelines:

1. The style must be appropriate for swimming (no flimsy suits).
2. We ask that parents provide some type of plastic bag to store their child’s suit in. (Wet suits will cause locker damage.)
3. Children failing to bring their suit and plastic bag on their swimming day will be required to wear a suit provided by the Natatorium on that day.

Swimming caps or a ponytail with an elastic band are required for students with hair that is shoulder length or longer. Students may bring caps from home or purchase them (silicone cap) at the pool for $2.75. The Natatorium has swim goggles available for the students to use.

Prior to the initiation of swimming, parents will be sent additional information about our swimming program. If you have concerns about supervision, the use of flotation devices, or if your child is reluctant to swim or to change into a swimming suit, you will be provided with an opportunity to speak with an instructor. Parents will be sent a form designed to express concerns you may have. Each parent completing a form will be given feedback regarding his or her concerns.

63. TAKE YOUR CHILD TO WORK

This is a day for your child to experience what you as a parent does for a living. There are a lot of connections and building of schema to a person’s work day that make reading, writing, math & learning important.

64. TECHNOLOGY

Verona Area Core Knowledge Charter School offers access to a variety of technology resources to enhance and support student learning. The Verona Area School District provides students with access to the district’s technology systems, which includes internet and email. Students are issued a user name and password which allows access to the system to support and enhance their educational experience. Students must adhere to the District Acceptable Use/Internet Safety Rules (363.2 Rule) which can be found on the insert your school name and web site location. Failure to follow these rules will result in consequences that could include loss of privileges, suspension, expulsion or other disciplinary measures. For more information, please contact the Educational Technology Coordinator at your school.

65. TEXTBOOKS - WORKBOOKS - LIBRARY BOOKS

All of the books used for regular K-8 class work are furnished without charge. It is expected that each book will be used carefully. Students will be required to pay for unusual wear or damage. If books or materials are lost, they must be paid for.

66. 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 five absences will be excused for the school year. More than five absences will result in unexcused absences. Please let the attendance secretaries know when you are going on vacation (middle school at 845-4103, elementary at 845-4130).

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

68. VIDEO CAMERA USE ON SCHOOL BUSES

The District may use video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus and also for the intent of providing safer transportation for students.

Building principals shall notify parents/guardians and students annually, via the school handbook, that video cameras are being used on the buses. A sign shall also be placed at the front of each bus indicating that video cameras may be used on that bus.

The bus contractor shall determine the rotation as to which bus a video camera shall be located, and maintain proper documentation regarding video camera use. Individual drivers and building principals may request that a video camera, if available, be used on a specific bus on designated dates.

Only the Business Manager, Superintendent, bus contractor, and building principal or designee may view the bus videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on the video documentation. A student being disciplined based on the viewing of a videotape recording and/or their parent(s)/guardian may view that isolated segment of the videotape that documents the incident for which the student is being disciplined. The videotape shall not be available for viewing by the public in general, employees in general, the media or other individuals. The persons designated above may authorize other individuals such as a guidance counselor, school psychologist or social worker to view segments of a specific videotape if: (1) such individuals are working with the student on the videotape because of a behavior, emotional or learning problem, and (2) viewing the videotape is beneficial to their role in assisting the student. The videotape may be used by the District and bus contractor to assist in the bus driver performance evaluation process.

The bus videotape shall be kept for 15 school days, unless the Board or administration requests the videotape to be kept for a longer period of time.

68.5. VIDEOTAPE, AUDIOTAPE, OR PHOTOGRAPHING– PARENT PERMISSION

Each year staff members in the Verona Area School District audiotape, videotape, and/or photograph students in the course of their school program and/or the extra-curriculum activities. These exhibits may be used to demonstrate their educational accomplishments and may become a part of their portfolio. In addition, these exhibits (pictures) may be used to celebrate student accomplishment in local newspapers and/or as a part of the district’s staff development and public relations efforts. It is the responsibility of parents (guardians) to notify the building principal in writing by September 17, 2011, if they do not want their child(ren) audiotaped, videotaped, or photographed. If a dissenting letter is not received, permission is in effect as long as your child(ren) is a student in the VERONA AREA SCHOOL DISTRICT, unless it is rescinded in writing to the building principal.
69. VISITORS AND VOLUNTEERS IN THE SCHOOL

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

70. VOLUNTEER CODE OF ETHICS

*Dependability* - A volunteer shall be responsible for his/her scheduled times and must notify the school staff if he/she is not able to meet this commitment.

*Respect for Authority* – A volunteer shall respect the authority of the school and the school administration. *Confidentiality* - A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff. A volunteer must not in any way cross the boundary into the personal life of a student by seeking out any potentially compromising information. This includes but isn’t limited to address, phone number, e-mail address, parent/guardian occupation and hours of employment, routes to and from school.

*Impartiality* – A volunteer shall favor no one side or party more than another in all school situations.

*Objectivity* – A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

*Appearance* – A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

71. WATER BOTTLES IN THE CLASSROOM

Students will be allowed to bring water bottles into the classroom, please be sure to mark your child ‘s bottle with their name and grade. Students are given adequate time to go to the water fountain. During warm days, teachers may make exceptions to this policy.

72. WEAPONS - POSSESSION OR USE OF

The Verona Area School District is committed to providing a safe and healthy working environment for all of its employees, students and visitors. As part of that commitment, and subject to state and federal law, the District has established a policy prohibiting all firearms or other weapons of any type, concealed or unconcealed, on District property. Even though Wisconsin has enacted a concealed carry law, the right to carry a concealed firearm or other weapon, even though legally obtained, does not apply to employees, students, visitors, contractors or any other persons when on the property of the District.

For purposes of this policy “weapons” include, but are not limited to, firearms (whether loaded or unloaded), knives, billy clubs, electronic control devices, ammunition, explosives and any other device or instrument which, in the manner it is used or intended to be used, could cause death or great bodily harm. “District property” covered by this policy includes, without limitation, all District-owned or leased space. District owned vehicles are covered by this policy at all times regardless of whether they are on District property. For additional information, see VABOE Policy 832.

Look-alike weapons are also prohibited on school grounds.
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.

73. WITHDRAWALS AND CHANGE OF ADDRESS/CONTACT INFORMATION

Parents/Guardians are required to notify the school office of any change in address, telephone number, or other contact information.

In the event that a student is moving out of the Verona Area School District, school personnel will arrange for a transfer of pupil records to the new school.

74. CKCS and VASD Calendars
Both calendars can be viewed and printed from the respective websites.
CORE KNOWLEDGE ChARTER SCHOOL
Staff 2012-13

Brett Stousland ................................................................. Director: 845-4133
Roxy Kerkenbush ............................................................. Secretary: 845-4130
Chris Uelmen ................................................................. Curriculum Coordinator: 845-4126

TEACHING STAFF
Nicole Boedeker ............................................................... Kindergarten
Tamara Gunwall ............................................................... Kindergarten
Diana Morgan ................................................................. Grade 1
Martha Blevins ............................................................... Grade 1
Kelli Kreienkamp ............................................................. Grade 2
Janelle Kenny - Johnson .................................................... Grade 2
Julie Bie ............................................................................. Grade 3
Jessi Thompson ............................................................... Grade 3
Cathy Childers ............................................................... Grade 4
Jessica Luna ...................................................................... Grade 4
Tessa Lambe ...................................................................... Grade 5
Ian Gaylor ......................................................................... Grade 5
Jennifer Faulkner ............................................................. Grade 6
Doug McFarlane ............................................................. Grade 6
Carla Bonsignore ............................................................. Grade 7
Amy Reimer ....................................................................... Grade 7
Michal LaFave .................................................................. Grade 8
Heidi Mondloch ............................................................. Grade 8
Ashley Tarkenton .......................................................... Middle School Math and Resource Teacher
Andrea Schmitz ................................................................. LMC Director
Laura Lindquist .............................................................. Technology Coordinator
Mandy Kitzman ............................................................... Technology Assistant
Dayna Sable ....................................................................... Art (K-5)
Alexandria Kazprzak ........................................................ ESL Resource Support/MS Spanish
Randy Newtson .................................................................... Music (K-5)
Joff Pedretti ...................................................................... Physical Education (K-5)/MS Health
Linda Arrowood ............................................................ Special Education (K-5)
Briana Lenzlinger ........................................................... Special Education (6-8)

PUPIL SERVICES STAFF
Ann Juzwik ......................................................................... School Nurse
Stacie Wagner ................................................................. Social Worker
Marlene Koch ...................................................................... School Psychologist
Shelby Steele ....................................................................... Special Education Coordinator
Patti Richardson ............................................................. Speech and Language
Amy Pittman ......................................................................... 6-8 Guidance Counselor
Jane Teasdale ...................................................................... 6-8 Guidance Counselor
Miriam Brown .................................................................... K-5 Guidance Counselor
Liz Anderson ...................................................................... Health Room Assistant

Instructional Assistants
Karla Ashmore                                            Jeanne Davenport  Diane Emden
Michelle Roach                                            Carol Maxson      Susan Kunde

Badger Ridge Middle School Staff - Provides Services to CKCS Middle School Students
Mike Murphy ........................................................................ BRMS Principal
Barbara James ..................................................................... BRMS Associate Principal
Diana Dahlk ....................................................................... FACE Teacher
John Haugh ......................................................................... Computer Literacy Teacher
Diane Hager ......................................................................... Secretary
Cindy Reed ................................................................. Secretary
Jan Neumann ............................................................. Administrative Assistant
Mark Happel ...................................................................... Physical Education Teacher
Danielle Ritter .............................................................. Physical Education Teacher
Vacant ............................................................................... Foreign Language Teacher
Sarah Grotsky ..................................................................... Art Teacher
Vacant ............................................................................... Special Education Assistant
Pat Rich .............................................................................. Band Teacher
Heather Thorpe .............................................................. Music Teacher
Therese Josephson .......................................................... Orchestra Teacher

<table>
<thead>
<tr>
<th>Custodial Staff</th>
<th>Kitchen Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Hubbard – Head Custodian</td>
<td>Cindra Magli – Food Service Director</td>
</tr>
<tr>
<td>Brian Bales</td>
<td>Robyn Billig</td>
</tr>
<tr>
<td>Fred West</td>
<td>Gayle Bindl</td>
</tr>
<tr>
<td>Jennifer Smith</td>
<td>Theresa Bull – Office</td>
</tr>
<tr>
<td></td>
<td>Sylvia Delehanty</td>
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<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Gorrell ..........................</td>
<td>District Administrator: 845-4310</td>
</tr>
<tr>
<td>Christopher Murphy ..................</td>
<td>Business Administrator: 845-4330</td>
</tr>
<tr>
<td>Jason Olson ...........................</td>
<td>Director of Human Resources: 845-4335</td>
</tr>
<tr>
<td>Donna Behn ................................</td>
<td>Director of Instruction: 845-4311</td>
</tr>
<tr>
<td>Erin Schetler ..........................</td>
<td>Director of Pupil Services: 845-4314</td>
</tr>
<tr>
<td>Laurie Burrigos ........................</td>
<td>Director of Community Services: 845-4312</td>
</tr>
<tr>
<td>Michelle Nummerdor ..................</td>
<td>Principal, Country View Elementary School: 845-4810</td>
</tr>
<tr>
<td>Mike Pisani .............................</td>
<td>Principal, Stoner Prairie Elementary School: 845-4210</td>
</tr>
<tr>
<td>Todd Brunner ...........................</td>
<td>Principal, Sugar Creek Elementary School: 845-4710</td>
</tr>
<tr>
<td>Theresa Taylor ..........................</td>
<td>Principal, Glacier Edge Elementary School 845-4709</td>
</tr>
<tr>
<td>Mike Murphy ............................</td>
<td>Principal, Badger Ridge Middle School: 845-4110</td>
</tr>
<tr>
<td>Steve Penne .............................</td>
<td>Principal, Savanna Oaks Middle School: 845-4010</td>
</tr>
<tr>
<td>Sandy Eskrich ............................</td>
<td>Associate Principal, Savanna Oaks Middle School: 845-4009</td>
</tr>
<tr>
<td>Barbara James ...........................</td>
<td>Associate Principal, Badger Ridge Middle School: 845-4109</td>
</tr>
<tr>
<td>Pam Hammen ................................</td>
<td>Principal, Verona Area High School: 845-4410</td>
</tr>
<tr>
<td>Dan .................................................</td>
<td>Associate Principal, Verona Area High School: 845-4411</td>
</tr>
<tr>
<td>Pheng Lee .................................</td>
<td>Associate Principal, Verona Area High School: 845-4560</td>
</tr>
<tr>
<td>Sutter .............................................</td>
<td>Associate Principal, Verona Area High School: 845-4412</td>
</tr>
<tr>
<td>Brett Stousland ..........................</td>
<td>Director, Core Knowledge® Charter School: 845-4133</td>
</tr>
<tr>
<td>Jim Ruder .........................................</td>
<td>Director, New Century School: 845-4920</td>
</tr>
<tr>
<td>T. Brake ...........................................</td>
<td>Director, Verona Area International School: 845-4200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOARD OF EDUCATION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Dennis Beres .................................</td>
<td>President: 845-9305</td>
</tr>
<tr>
<td>Amy Almond ..................................</td>
<td>Vice President: 247-6137</td>
</tr>
<tr>
<td>Ken Behnke ..................................</td>
<td>Clerk: 845-9258</td>
</tr>
<tr>
<td>Renee Zook ...................................</td>
<td>Treasurer: 848-4354</td>
</tr>
<tr>
<td>Jeannie Porter ............................</td>
<td>Deputy Clerk: 848-8245</td>
</tr>
<tr>
<td>John McCulley ..................................</td>
<td>Member: 848-7551</td>
</tr>
<tr>
<td>Joanne Gauthier ............................</td>
<td>Member: 848-9729</td>
</tr>
<tr>
<td>Governing Council</td>
<td>Parent Round Table</td>
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<tr>
<td>-------------------</td>
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</tr>
<tr>
<td><strong>President</strong></td>
<td><strong>PRT Co-President</strong></td>
</tr>
</tbody>
</table>
| TBA | Stacie Nelson  
1103 Hemlock Dr.  
Verona, WI 53593  
608-497-0918  
Stacey.titus@saralee.com | Craig Pringle |
| **Vice-President** | **PR Co-President** | **Tania Elias (6/2016)**  
3087 Edenberry St.  
Fitchburg, WI 53711  
608-274-5164 (H)  
608-225-0619 (C)  
tan Elias@gmail.com | |
| Gail Worley-Grey (6/2017)  
1831 Fritz Rd  
Verona, WI 53593  
608-848-4922  
gcmoh@aol.com | Sarah Lederer  
879 N. Edge Trail  
Verona, WI 53593  
608-848-6632 (H)  
smlederer@gmail.com | |
| **Treasurer** | **Secretary (6/2015)** | **Treasurer** |
| Ndidi Yaucher (6/2015)  
431 Acadia Way  
Verona, WI 53593  
848-1333  
nyaucher@tds.net | Suzy Schleeper  
804 Ridge Crest Lane  
Verona, WI 53593  
608-469-4443(C)  
608-848-5544 (H)  
ericanehler@gmail.com | (6/2015)  
431 Acadia Way  
Verona, WI 53593  
848-1333  
nyaucher@tds.net |
| **Secretary (6/2015)** | **Treasurer** | Hum Ahsan (6/2014)  
2817 Rasmussen Rd  
Fitchburg, WI 53711  
608-663-0147  
ahsan1968@hotmail.com |
| Erin Klein  
321 Thompson St.  
Verona, WI 53593  
608-609-9640  
Klein_erin@hotmail.com | Jill Listing  
imray@hotmail.com  
608-843-5445 | |
| Emilie Fedorov (6/2015)  
632 Military Ridge Dr.  
Verona, WI 53593  
608-497-0207 (H)  
Emilie.fedorov@yahoo.com | Dana Schwartz  
danaandjeffschwartz@hotmail.com | |
| **Brett Stoulsland** | **Redeemable Incentives Chair** | |
| CKCS Director  
845-4133 (W)  
250-0569 (H)  
845-4196 (fax)  
stouslab@verona.k12.wi.us | Dana Schwartz  
danaandjeffschwartz@hotmail.com | |
| **Chris Uelmen (6/2015)** | **Room Parent Coordinator** | **CKCS Contacts** |
| CKCS Teacher  
845-4130 (W)  
Uelmen@verona.k12.wi.us | Cathy Mahaffey  
Cathy@mbcinc.net | Roxy Kerkenbush  
CKCS Secretary  
845-4130 (W)  
Grradod@verona.k12.wi.us |
| **Jane Teasdale** | **BRMS Site Council** | |
| BRMS Representative  
845-4127 (W)  
jane.teasdale@verona.k12.wi.us | CKCS Representative  
Michal Lafave | |
| **Vacant** | **Community Representative** | |
| Community Representative | | |
| **Lucy Lofts** | **Brinks Representative** | |
| Community Representative  
jenkinslofts@wiscmail.wisc.edu  
608-848-3345 | | |
# Verona Area Core Knowledge® Charter School

## K-8 Contacts and Chain of Command

<table>
<thead>
<tr>
<th>If you have Questions/Concerns about the following:</th>
<th>First Contact</th>
<th>Second Contact</th>
<th>Third Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Progress</td>
<td>Classroom Teacher</td>
<td>Curriculum Coordinator</td>
<td>Director</td>
</tr>
<tr>
<td>Attendance</td>
<td>School Office Attendance Line (845-4960) or CKCS Secretary</td>
<td>Teacher</td>
<td>Director</td>
</tr>
<tr>
<td>Bussing (Routes and Behavior Issues)</td>
<td>First Student (845-8516)</td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>Calendar for CKCS</td>
<td>CKCS Secretary</td>
<td>Director</td>
<td>CKCS Governing Council</td>
</tr>
<tr>
<td>Contract Issues</td>
<td>Parents Advocating Student Success (PASS)</td>
<td></td>
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<tr>
<td>Discipline/Behavior Issues</td>
<td>Classroom Teacher</td>
<td>Director</td>
<td></td>
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<tr>
<td>Food Service</td>
<td>Food Service Manager</td>
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<tr>
<td>Grades/Assessment</td>
<td>Classroom Teacher</td>
<td>Curriculum Coordinator</td>
<td>Director</td>
</tr>
<tr>
<td>Projects/Field Trips</td>
<td>Classroom Teacher</td>
<td>Director</td>
<td></td>
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<tr>
<td>CKCS School Policies &amp; Procedures</td>
<td>Director</td>
<td>CKCS Governing Council</td>
<td></td>
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<tr>
<td>CKCS Public Relations</td>
<td>Director</td>
<td>CKCS Governing Council</td>
<td></td>
</tr>
<tr>
<td>CKCS Club</td>
<td>Coach/Advisor</td>
<td>Director</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Summer School</td>
<td>Classroom Teacher</td>
<td>Curriculum Coordinator</td>
<td>Director</td>
</tr>
<tr>
<td>Personnel-Teaching &amp; Non-Teaching</td>
<td>Director</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Personnel-Director</td>
<td>Superintendent</td>
<td></td>
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<tr>
<td>Middle School Encore Classes</td>
<td>Follow Middle School Flow Chart available at BRMS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CKCS Contacts

- CKCS Director (Brett Stousland) 608-845-4133
- CKCS Secretary (Roxy Kerkenbush) 608-845-4130
- CKCS Curriculum Coordinator (Chris Uelmen) 608-845-4126
- CKCS Governing Council President (Gail Groy) 608-848-9024
- Superintendent (Dean Gorrell) 608-845-4310
- Food Service Manager (Cindra Magli) 608-845-4339
- First Student (Bus Company) 608-845-8516

## Other CKCS Service Resources

- Social Worker (Stacie Wagner) 608-845-4141
- School Psychologist (Marlene Koch) 608-845-4130
- Special Education Coordinator (Shelby Steel) 608-845-4130
- Elementary School Guidance Counselor (Miriam Brown) 608-845-4130
- Middle School Guidance Counselor (Amie Pittman) 608-845-4128
- Middle School Guidance Counselor (Jane Teasdale) 608-845-4127
- School Nurse (Ann Juzwik) 608-845-4115
- Elementary Special Education Teacher (Linda Arrowood) – 608-845-4123
- Middle School Special Education Teacher (Briana Lenzlinger) – 608-845-4955