



FAMILY HANDBOOK

2017-18

<http://ckcs.verona.k12.wi.us/>



Verona Area Core Knowledge® Charter School

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. **Our family handbook can also be found on our website** <http://ckcs.verona.k12.wi.us>

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.

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

Sincerely,

Rick Kisting
Director - Verona Area Core Knowledge® Charter School
608 845-4133

Mission Statement

Verona Area Core Knowledge® Charter School (CKCS) 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 curriculum 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 pre-testing 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

Parent Groups

Parent Round Table, Inc.

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.

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 Organizations 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). Current topics and activities will be discussed at the meetings. They are a great forum to ask questions and to hear from our Director, Rick Kisting. Your suggestions for issues to discuss can be forwarded to any of the PRT officers (see website for their email addresses).

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://ckcs.verona.k12.wi.us/for_parents/prt/

Governing Council

Governing Council (GC) is the decision making body responsible for the day to day operations of Verona Area Core Knowledge Charter School (CKCS) in accordance with the Verona Area School District (VASD) Core Knowledge Charter. The charter contract is between VASD and Parents Advocating Student Success, Inc. (PASS) to operate CKCS. Functions of Governing Council include, but are not limited to budget allocations, capital expenditures, grant proposals; personnel; curriculum; assessments; CKCS policies and procedures; direct committee responsibilities; goals and future of CKCS.

There are eight voting council members. Five of the eight members will be parents of children in school. The remaining three members include CKCS Director, one CKCS teacher representative, and one representative from Badger Ridge Middle School. There are also two non-voting community representatives on the Governing Council.

Governing Council typically meets the second Monday of the month at 6:45 pm. Please the website for more details.

Strategic Plan and Goals

Each year, the Governing Council sets a strategic plan and goals for the school year. The goals are for the school's educational excellence, curriculum development, enrollment and fiscal health. Please see the website for this year's goals.

Parents Advocating for Students Success (PASS)

PASS, Parents Advocating Student Success, Inc. is a private, not-for-profit organization that is autonomous from the Verona Area School District (VASD).

The primary role of PASS is to hold Verona Area Core Knowledge Charter School's charter contract with VASD, and to assure contract compliance. Other duties of PASS may include seeking funding opportunities for CKCS and distributing the funds accordingly.

PASS consists of five volunteer parent members who are elected for 1-3 year terms in an election held by the Parent Round Table (PRT). Of the five PASS members, two are the Governing Council President and Treasurer.

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.

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

2. AFTER-SCHOOL and BEFORE-SCHOOL CHILD CARE

Each year there are groups that offer before and after school care. Although these groups use CKCS rooms, they are not endorsed by CKCS. Please see the website for more information.

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
- 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 for K-5 and 845-4103 for grades 6-8**) 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 Badger Bus at 608-310-4444 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 times other than during school.

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

All staff, students and parents at Verona Area Core Knowledge® Charter School will work together to achieve the district vision of *Every student must succeed*. Staff and students will follow our School-Wide Expectations:

- Be Kind & Problem-Solve
- Be Responsible
- Be Respectful
- Be Safe

Staff Guidelines for Teaching Student Responsibility and Positive Behavior

- All staff will promote a friendly, safe, and inviting school environment. Staff will use an equity lens when creating their classroom environment and managing disciplinary situations. Staff will utilize strategies from Restorative Practice to build relationships and make sure that every student feels safe at school.
- All staff will use tools from Positive Behavior Interventions and Supports (PBIS) to explicitly teach students what behaviors are expected in different school locations. Staff will reference the School-Wide Behavior Matrix and Cool Tools to teach and re-teach behavior expectations.
- All staff will positively acknowledge when students are meeting behavior expectations by using strategies from PBIS or the Nurtured Heart Approach (NHA). As classrooms and as a school, students will work towards group goals. These school-wide celebrations will be used to acknowledge all positive student behavior.

Director

The role of the Director is to guide the staff, students, and parents/guardians in their efforts to implement the district Equity Framework and District Vision. The Director will have a thorough working knowledge of this framework and vision and will provide assistance to staff in implementing PBIS, Restorative Practices, and the NHA.

According to the Behavior T-Chart which outlines major versus minor behaviors, the Director will assist staff with major student behaviors. The Director will be on the collaborative Tier 2 team that addresses chronic or severe behaviors.

Student Roles and Responsibilities

Students will be taught the School-Wide Expectations:

CKCS	BE KIND & PROBLEM SOLVE	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
CLASSROOM	<p>Use DeBug Steps to solve problems</p> <p>Treat others as you would like to be treated</p> <p>Know the difference between reporting and tattling</p> <p>Only use kind words</p> <p>Worry about yourself</p>	<p>Keep hands and objects to yourself</p> <p>Walking feet</p> <p>Stay with your class</p> <p>Ask permission before leaving the room</p>	<p>Taking care of school property</p> <p>Return things to where you found them</p> <p>Keep personal space clean</p> <p>Use technology for educational purposes</p> <p>Keep track of your supplies</p> <p>Be in class on time</p>	<p>Use voice level 0-2</p> <p>Raise your hand if you want to speak</p> <p>Use school appropriate language</p> <p>Use listening rules (eyes watching, ears listening, voice quiet, body calm)</p> <p>Follow directions the first time</p>
HALLS	<p>Look with your eyes not your hands at the artwork on the walls</p> <p>Respect custodians' time</p>	<p>Close electronics when walking</p> <p>Remove headphones and earbuds</p> <p>Keep hands and objects to yourself</p> <p>Stay with your class</p> <p>Walking feet</p>	<p>Keep hallway clean</p> <p>Keep personal items on hooks or in baskets</p> <p>Go directly to where you should be</p>	<p>Use voice level 0-1</p> <p>Keep to the right</p> <p>Stay in a single-file line</p> <p>Respect others' personal space</p>
CAFETERIA	<p>Respect custodians' and lunch staff's time</p> <p>Say 'please' and 'thank you'</p> <p>Make room for all your classmates at the table</p>	<p>Respect allergies</p> <p>Keep food on your tray</p> <p>Eat your own food</p> <p>Raise your hand if you need to leave the table</p>	<p>Eat more, talk less</p> <p>Only talk to your neighbors</p> <p>Line-up when signalled</p> <p>Avoid food waste</p>	<p>Use voice level of 0-2</p> <p>Quiet above, clean below</p> <p>Keep your seat-to-seat</p> <p>Keep a calm body while waiting in line</p>
PLAYGROUND	<p>Make sure that everyone has someone to play with.</p> <p>Use DeBug Steps to solve problems</p> <p>Take ownership of behavior</p> <p>Treat others like you would like to be treated</p>	<p>Dress appropriately for the weather</p> <p>Keep hands to yourself</p> <p>Stay on school property</p>	<p>Line-up when the whistle blows</p> <p>Return recess equipment</p>	<p>Use good sportsmanship</p> <p>Use respectful voices with recess monitors</p> <p>Take care of our trees and plants</p> <p>Voice level 0-4</p> <p>Play for fun and exercise</p>
BATHROOM	<p>Report unsafe and unkind behavior</p> <p>Encourage others to follow the rules</p>	<p>Wash hands</p> <p>Flush</p> <p>Save climbing for the jungle gym</p>	<p>Use bathroom closest to your classroom</p> <p>Return to class immediately</p>	<p>Respect others' privacy</p> <p>Voice level 0-1</p>
BUS	<p>Use kind language</p> <p>Say 'thank you,' 'good morning,' and 'good afternoon,' to your bus driver</p>	<p>Walk to the bus</p> <p>Stay seated</p> <p>Wait for the bus driver to motion you on and off</p>	<p>Enter bus immediately</p> <p>Stay to the right of the yellow line</p>	<p>Voice level 0-2</p> <p>Listen to Safety Patrol members</p>

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 role of parents in assisting with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. CKCS will keep parents/guardians informed of student responsibility and efforts through conferences, report cards, phone calls, and notes. CKCS is committed to doing positive parent outreach through postcards and our Links to Success program.

According to the Behavior T-Chart, parents will be informed about any major behaviors from their child. If major behaviors continue, parents will be invited to a collaborative team meeting to discuss strategies and ways we can achieve the common goal of the students' success. CKCS is committed to ensuring that there is parent voice in the creation of every behavior plan for a student requiring one.

Elementary School Discipline Policy

All staff will follow the Behavior T-Chart.

CKCS T-Chart

Staff managed	Office Managed
<p>Disrespect:</p> <ul style="list-style-type: none"> • Name calling • Lying <p>Defiance:</p> <ul style="list-style-type: none"> • Wandering • Work refusal • Not following directions • Poor attitude <p>Disruption:</p> <ul style="list-style-type: none"> • Interrupting; blurting out • Tattling <p>Tardy</p> <p>Inappropriate Language</p> <p>Property Misuse</p> <p>Dress Code Violation</p> <p>Technology Violation</p> <p>Other:</p> <ul style="list-style-type: none"> • Food or gum chewing • Homework incomplection • Sleeping • Stealing • Cheating 	<ul style="list-style-type: none"> • Repeated bullying or harassment (stalking, sexual, physical) • Illegal acts • Fighting with intent to harm • Physical Aggression/Contact • Threats to self or others • Weapon possession • Excessive wandering • Fleeing school property • Excessive absences

Acknowledgements/Consequences for Student Behavior

All staff will follow Best Practices for acknowledging positive student behaviors:

Acknowledging Individual Behavior:

- When administered correctly to **maintain** a desired behavior that a learner is *already* displaying, a 5:1 ratio of positives (which can include links and/or positive postcards) to correctives or redirections is recommended.
- If a student is not meeting a classroom expectation and you are trying to grow a behavior, research shows that the ratio needs to be 12:1.
- Links and/or postcards will be delivered with a concrete, verbal description of the behavior the learner did well, *and* the learner could use the links to work towards a tangible acknowledgement (i.e. if they earn two links in one day, they get five extra minutes of practice on the iPad).

Acknowledging Positive Classroom Behavior:

- At the classroom level, links should be paired with a goal that is either based on the current Cool Tool, on school data, or on teacher's observations of areas of growth for their learners.
- Ideally, the goal will be posted in the classroom (i.e. 10 links for walking in the hallways quietly) and once they achieve that goal, the classrooms receives a small reward (i.e. ten minutes of GoNoodle or board games or recess).

For minor behaviors in the classroom, staff will use the Buddy Classroom Protocol:

A Buddy Room is a safe place for a student to go when they persist in the negative behavior. A Buddy Room is a prearranged place in another teacher's room generally a grade higher in order to maximize positive role models and minimize shaming. This second step allows the student to have a time out from their classroom environment, to calm down, and have more time to think about his or her behavior. If you have a reflection or 'fix-it' sheet, the student can be sent with that sheet with instructions to fill it out.

Other tools for addressing minor behaviors:

- Give a 1-2-3 verbal warning
- Have the student Reset
- Restrict recess privileges, computer time, etc.
- 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

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
- Sent to the office for to add a ribbon to the ribbon tree
- 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. parent notification and/or conference
 - ii. loss of privileges, (including recess restrictions or other)
 - iii. discussion with students by school personnel
 - iv. students and/or family counseling
 - v. in depth involvement of the school guidance counselor or school psychologist
 - vi. referral to social services and involvement of the Verona police.
 - vii. restorative conference with party that was affected
 - viii. in-school or out-of-school suspension/expulsion
 - 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.

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

The Verona Area School District serves bilingual students through ESL/bilingual services. See Laurie Burgos, Director of Bilingual Programs and Instructional Equity, for specific questions.

8. BREAKFAST AND LUNCH PROGRAM

Lunches from home

Students who bring lunches from home will eat in the cafeteria at tables assigned to their classes. A half- pint carton of milk may be purchased, contact the office for the cost of this.

Computerized Lunch & Breakfast

There is a 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: <http://verona.nutrislice.com/>

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 at the beginning of the school year and again at the beginning of the second semester in January. We request that 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 30 minute break to eat lunch and 30 minutes to play on the playground after lunch. 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

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

11. BUS TRANSPORTATION

The district contracts with Badger Bus to provide transportation for students who qualify for bus transportation. All students have a responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, riding on, or leaving a school bus. Students shall be expected to abide by all bus rider rules. Video cameras are provided 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. Badger Bus 608-310-4444

12. CALENDARS

Both CKCS and VASD calendars can be viewed and printed from the respective websites.

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: <http://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 enrolled in the district's SchoolMessenger 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. Please refer to the district acceptable use policies for further details.

http://verona.k12.wi.us/links/for_students/student_tech_policies

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.

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 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

Parent volunteers are sometimes asked to help correct student work. The classroom teacher will help the parents in knowing what type of work is appropriate for them to correct.

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.

21. DIRECTORY INFORMATION

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

Please see the CKCS website for the directory for the current school year.

22. DISPLAYS OF PUBLIC AFFECTION

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 and or types of public affection besides hugs are not allowed on school grounds.

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. 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. Field Trip costs need to be paid for by students. This includes any entrance fees, food, and transportation. A student's fee for the field trip is not refundable if the student, for whatever reason, does not go on the trip.

25a. FOOD/SNACK POLICY

Snacks/Birthday Treats

Core Knowledge® Charter School's (CKCS) Governing Council and staff have agreed to make changes to our school's policies and practices in regards to snacks, birthday treats, and party foods. These changes are our way to try to address numerous concerns, which include: health concerns, our district's efforts to help all kids make healthy choices, messes in classrooms, preserve instructional time, have a welcoming environment for families that do not celebrate holidays and birthdays, avoid the added expense and inconvenience for families, reduce the risk for students with severe allergies (which is more common each year), etc. Starting in the 2016-17 school year, the following policy was initiated at CKCS:

Classroom Snacks

There is a breakfast option for students before school, and currently, lunch is at 11:00 AM. It is recognized that students (especially younger students) may need a snack in the afternoon before school ends. With the help from parent donations, the school will provide a safe snack for all students in the afternoon that has been approved by our school nurse. Parents will have the option of purchasing milk for their child through our food service department to drink during this time. For student safety reasons, snacks brought from home will not be eaten in the classrooms.

No Birthday/Special Week Treats

Teachers will continue to celebrate birthdays and special events. Your child's teacher will provide a list of ways to celebrate your child in class. Your child will be able to choose. This will be done in ways that do not include food/treats/snacks. Parents will not need to provide anything for this.

No Food at School-Wide Parties

CKCS has three school-wide party days: fall, winter and spring celebrations. These celebrations will not have food or drinks but rather other items related to the celebration (activities, games, trinkets, etc.).

Please know that there may still be an occasional treat or special event in your child's classroom, but these will be when it fits with a school-wide goal (such as P.B.I.S.) or is curriculum appropriate (maple syrup when studying Wisconsin or applesauce when studying trees). We appreciate your support.

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.
- 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)

Kindergarten	10 – 15 minutes per day
First Grade	15 – 20 minutes per day
Second Grade	20 – 30 minutes per day
Third Grade	30 – 45 minutes per day
Fourth Grade	45 – 60 minutes per day
Fifth Grade	45 – 60 minutes per day

CKCS Middle School Homework Guidelines

Sixth Grade	60 – 65 minutes per day
Seventh Grade	60 – 75 minutes per day
Eighth Grade	60 – 80 minutes per day

*** 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. If students use class time, tutorial periods, etc., wisely, this will decrease the amount of schoolwork needed to be completed at home.**

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. Parents may contact the CKCS office (608-845-4130 for Grades K-5) and the BRMS Attendance Line (845-4103 Grades 6-8) 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.

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 or by email.

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 contact 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 that 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, magazines and other resources available which students may check out. Online apps and district databases are accessible on school-administered Ipads which can be used at school for K-5 learners, as well as at home for 4th and 5th graders. Parents are encouraged to enjoy the use of LMC materials with their child(ren) and present a timely return of borrowed materials. Library and research skills and literature appreciation opportunities are provided through scheduled LMC instructional periods each week. Fines/Replacement costs are charged for lost or badly damaged books.

For more information, please feel free to visit our LMC website:

<http://libguides.verona.k12.wi.us/homepage>

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 amazing space 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 (ie., feet off the furniture, walking vs. running, 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.

If library staff notices that a student's behavior is not appropriate for the library, staff will explain: *"That behavior (ex: throwing books 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 the 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 the library staff first.

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 the BRMS office for Middle School and by Door # 5 for Elementary Students. Each year many very good items of clothing are unclaimed. It would help us if garments were labeled with the child's name. PLEASE 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 donated.

40. MEDICATIONS

If possible, medications should be given at home during non-school hours. 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.

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.
8. 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

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. Pulling behind cars parked in the stalls and leaving your vehicle disrupts the flow of traffic and creates frustration and for other drivers. 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.

46. 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. 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. The student will be given the device back at the end of the day. The second offense will involve the device being sent to the office. Parents will be notified and the device will be returned to the student. If there is a third offense, the device will be sent to the office and parents will be asked to come to school to collect the device. Repeated offenses will result in loss of privileges as determined by the site administrator.

47. 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. The parent/guardian is responsible for cleaning up after the pet.

48. 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. Some tennis shoes leave marks on the gym floor. Please purchase tennis shoes with non-marking soles.

49. PROCEDURES FOR ELEMENTARY STUDENTS STAYING AFTER SCHOOL

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

50. REPORT CARDS

Report Cards are 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:

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

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.)

A+	=	99-100
A	=	95-98
A-	=	93-94
B+	=	91-92
B	=	87-90
B-	=	85-86
C+	=	83-84
C	=	79-82
C-	=	77-78
D+	=	75-76
D	=	72-74
D-	=	70-71
F	=	Below 70

51. 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.

52. PUPIL NONDISCRIMINATION

Notice of Nondiscrimination Policy

Student Nondiscrimination

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

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

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

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

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

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

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

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

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

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

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

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

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

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

Equal Opportunity Employer

The Verona Area School District is an equal opportunity employer. Personnel hiring and administration in the District shall be conducted so as not to discriminate against applicant or employee on the basis of age, race, religion, sex or sexual orientation, gender identity, marital status, national origin, disability or handicap, creed, color, political affiliation, pregnancy, citizenship, ancestry, arrest record, conviction record not substantially related to a person's job or activity in the school, membership in the national guard, state defense force or any other United States or Wisconsin reserve component of the military forces, use or nonuse of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law.

The District carefully and systematically examines all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Employee Complaint Procedure

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal employment opportunities policy may bring forward a complaint in accordance with this procedure. This procedure may also be used for filing and responding to other employee-related complaints.

Informal Procedure

Any person who believes he/she has a valid basis for a complaint shall attempt to resolve the complaint promptly by discussion with the building principal or his/her immediate supervisor. The principal or supervisor shall keep a written record of the discussion, provide a copy to the complainant, and reply to the complaint in writing. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the Director of Human Resources who shall immediately undertake an investigation of the suspected infraction. He/she shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination or other complaint. The Director of Human Resources shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step 2: If the complainant is not satisfied with the decision of the Director of Human Resources, he/she may appeal the decision in writing to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.

Step 3: If the complainant is not satisfied with the Superintendent's decision, or in lieu of utilizing this complaint procedures, the complainant may pursue alternate actions available under state or federal laws (i.e. the State Superintendent of Public Instruction, the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights - Region V and/or courts having proper jurisdiction). Responses to discrimination complaints shall be made within applicable timelines established by law.

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

Maintenance of Complaint Records

Complaint records for the purpose of documenting compliance are kept for each complaint filed and, at a minimum, include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.

53. 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.

54. RECESS

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 is our procedure to request a note from a physician whenever it is necessary for a child to remain in for recess. In consultation with medical professionals, the consensus was that in most cases, if dressed appropriately; a student healthy enough to be in school should be able to go out for recess.

Cold Weather Policy

If the temperature is 0 (zero) degrees (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. 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.

56. 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.

57. SCHOOL ATTIRE – DRESS CODE

The following is the Core Knowledge Charter School K – 8 Dress Code.

The following are guidelines for Appropriate Personal Dress:

- Garments bearing inappropriate, offensive, or vulgar slogans should not be worn. These include reference to sexual activity, alcohol, tobacco, and other drugs.
- Shoes must be worn in and around school at all times.
- Shirts should cover midriff/belly and chest. They should have two straps and completely cover undergarments. Straps should be at least one inch wide.
- Skirts, Dresses, and Shorts—the following guidelines apply: 1) in-seams of shorts are 4 inches or more 2) hem of a skirt or dress falls below fingertips 3) very short skirts or mini-skirts are not allowed.

- Pants should be worn in such a way that undergarments are not visible.
- Winter coats should be kept in lockers.
- Gang-affiliated jewelry, dress, body markings or tattoos of any kind should not be worn.
- For safety reasons, we encourage students to carry backpacks to and from school. Backpacks and book bags should be kept in lockers throughout the day.
- Students whose dress/attire causes a distraction or disruption to the learning environment may be referred to student services to work with families to resolve the issue
- Students will remove headwear in environments between 8:30 and 3:33. Students may wear hats, scarfs, hoods in classrooms with teacher permission, during passing time to and from lunch, and during the student's lunch period. A student will be asked to remove a hat or hood when it is worn in a manner that it conceals a student's identity or becomes a disruption/distraction to a safe and positive school environment.

58. 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 K-5 students. Students in grades 6-8 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.

59. 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 8:10 a.m as there will not be adult supervision.

60. 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 onto 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 its implementing procedures through the student handbook or a supplemental publication. A copy of the policy and procedures will also be posted in the director's office or another prominent place at the school.

61. 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.

63. 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/dlsis/tel/lisearch.html.

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

64. 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, please talk with your child's teacher.

65. TAKE YOUR CHILD TO WORK

Some parents/guardians may wish to participate in Take Your Child To Work Day. This is a great opportunity for children to see what their parent/guardian does in the community and underscores the importance of education in attaining a job. If you wish to have your child participate, please discuss their absence with the classroom teacher

66. 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 username and password which allows access to the Systems 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 the school website. 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.

67. 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 by the parent/child.

68. 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).

69. 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.

70. VIDEOTAPING, AUDIOTAPING, 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 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.

71. 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 with a State ID and obtain a visitor's badge.

72. 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.

73. WATER BOTTLES IN THE CLASSROOM

Students are allowed to bring water bottles into the classroom, please be sure to mark your child's bottle with their name and grade. Students are also allowed to use the water fountain as needed.

73. 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 and/or toy 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.

75. 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.