



# **FAMILY HANDBOOK**

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

**<http://vackcs.com>**



# 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 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 home and school is essential to promote the best interests of our students. CKCS is a parent-led school, and as such, parents/guardians are strongly encouraged to participate in the educational process and activities. Support and cooperation of parents/guardians is vital to effectively help each student reach their fullest potential. Parents/guardians are encouraged to visit the school and to attend scheduled meetings of parents/guardians and teachers.

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 any time 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  
[kistingr@verona.k12.wi.us](mailto:kistingr@verona.k12.wi.us)  
608 845-4610

## **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 are responsible for the governance of the school
- establish high expectations for student and staff behavior

## **Parent Groups**

### **Parent Round Table, Inc. (PRT)**

#### **Mission Statement**

The Verona Area Core Knowledge Charter School (CKCS) Parent Round Table (PRT) is a support organization promoting community among the students, parents and staff by: hosting events aimed at building community; coordinating fundraising efforts at the school/parent level to complement the district provided budget; and ensuring generated funds are being allocated appropriately based upon the best interests of the students and staff. The mission of the CKCS PRT is to support a strong CKCS community through fundraising and community events.

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 normally held the second Wednesday of each month at 7:00 pm. Please visit the website for more details. Current topics and activities will be discussed at the meetings. 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 <https://vackcs.com/>

## **Governing Council (GC)**

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 Wednesday of the month at 6:00 pm. Please visit 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.

For more information regarding PASS and meeting information please visit <https://vackcs.com>.

# 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.

## 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.

### 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)

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 (**608-845-4605 for K-5 and 608-845-4403 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 CODE OF CONDUCT

### The Verona Area School District Classroom Code of Conduct

Core Knowledge Charter School follows the Verona Area School District Class Code Classroom Code of Conduct (Board Policy 443). [Classroom Code of Conduct Board Policy 443](#). The Classroom Code of Conduct is written to be in compliance with Wisconsin Law. It is in addition to existing policies relative to student conduct.

“The Verona Area School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others and which helps to create an effective learning environment. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration and School Board.”

“Parents/guardians should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns. Student behavior that is dangerous, disruptive, unruly and/or interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies, school rules, and state/federal laws and municipal ordinances. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct for which the student was removed. This Classroom Code of Conduct applies to all students in grades PreK-12. This code does not apply to students who merely need a brief time away from class to refocus.”

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

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

3. Parent/Guardian Notification: a. Short Term Removal From Class Under this Code of Conduct, the teacher who initiated the removal of a minor student from class will notify parents/guardians within 24 hours of the incident that caused the student to be removed from his/her class.

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

## **Parent Roles and Responsibilities**

CKCS is a parent-led school, and as such, parents/guardians are strongly encouraged to participate in the educational process and activities. Support and cooperation of parents/guardians is vital to effectively help each student reach their 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, emails, and notes. CKCS is committed to doing positive parent outreach through postcards and our Links to Success program.

As parents, we will...

- Model courtesy, trust, caring, and respect
- Support our student(s) in being in school, ready to learn.
- Participate actively as members of the school community
- Be informed about school policies and events
- Work as partners with the staff in the problem solving processes
- Hold high expectations for our children's productive, responsible behavior.

## **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 EL (English Learner)/bilingual services. See the Director of Bilingual Programs and Instructional Equity for specific questions.



## **8. BREAKFAST AND LUNCH PROGRAM**

### **Breakfast**

A free breakfast will be provided to students in grades K - 5.

### **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 options.

### **Computerized Lunch & Breakfast Accounting Program**

The Child Nutrition Services computerized accounting 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 or pay online 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**

VASD has an "Offer vs. Serve" policy; however we are required by the Federal Government to serve each 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. 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 receive 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 district website, your children will qualify for 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.

## **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 them. For in-classroom events, please only bring siblings and not friends or other children.

## 10. BULLY POLICY

VASD Policy 443.8 –

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

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

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

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

### Procedures for Reporting and Investigating Bullying Incidents

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

## **11. BUS TRANSPORTATION**

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 608-845-2255.

## **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 following VASD websites: <https://verona.k12.wi.us>, [https://twitter.com/vasd\\_k12](https://twitter.com/vasd_k12) and <https://www.facebook.com/VeronaAreaSchoolDistrict/>. 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/guardians 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/district\\_departments/technology/student\\_tech\\_policies](http://verona.k12.wi.us/district_departments/technology/student_tech_policies)

### **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 in to 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 and parents being notified; the student will be given the device back at the end of the day. 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.

### **Technology**

CKCS 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 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.

## **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/guardians on behalf of their children.

## **16. CROSSING GUARDS**

The City of Verona will have crossing guards located at the intersections of North Main St. and the entrance of Sugar Creek Elementary as well as the entrance to Core Knowledge Charter School.

## **17. COUNSELING PROGRAM**

The Elementary and Middle School Counseling Program offers 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.

## **18. 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.

## **19. 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.

## **20. 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.

## **21. 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 through ALICE TRAINING (Alert, Lockdown, Inform, Counter, Evacuate). In addition, we have a practice fire drill at least once a month and a tornado drill at least once a year.

## **22. FIELD TRIPS**

Field trips, either by bus or walking, are important class activities that enhance and support regular curriculum and instruction. Parents/guardians will always be informed when their children leave the school grounds. A permission form will be sent home before each field trip, which a parent/guardian must sign before a student will be allowed to go on a trip. Field trip costs need to be paid for in advance and may include 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. Financial assistance is available for families.

## **23. FOOD/SNACK POLICY**

### **No Birthday/Special Week Treats**

CKCS does not allow birthday snacks or treats due to health concerns related to severe allergies, classroom mess, added expense and inconvenience for families, and missed instructional time. In addition, we strive to provide a welcoming environment for all families, even those who do not participate in special events. 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, from which your child may choose. This will be done in ways that do not include food/treats/snacks. Parents will not need to provide anything for this.

### **Food at Classroom and School-Wide Parties**

CKCS has three school-wide party days: fall, winter and spring (Friendship Party) celebrations. These celebrations will include items related to the celebration (such as activities, games, and trinkets) and will not include food or drinks.

Please know that there may still be an occasional treat in your child's classroom, but these will occur 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.

## **24. FUNDRAISING GUIDELINES**

The Verona Area School District does not sanction non-sponsored fundraising activities that involve children. However, individual schools 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, CKCS's parent led groups Parent Round Table (PRT) and Parents Advocating for Student Success (PASS). While other groups may have 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.

## **25. 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.

## 26. HEALTH PROGRAM

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

## 27. 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, they 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.



## 28. HOMEWORK AND ABSENCES

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

The above minutes per day is an average. Please be aware that a significant amount of work time is usually given in class. If students use class time wisely, this will decrease the amount of schoolwork needed to be completed at home.

### **K – 5 Homework Make-up Policy**

#### **Absences Due To Illness**

CKCS staff wish to stress that the most important aspect of an absence due to illness is that the child be given 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 due to sickness, 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 their 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/guardians may contact the CKCS office (608-845-4605 for Grades K-5) and the BRMS Attendance Line (845-4403 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.

## **Absences Due To Vacation**

Parents/guardians are strongly encouraged to schedule vacations during the scheduled vacation times for the district and limit their 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 (middle school at 845-4403, elementary at 845-4600) 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, they miss valuable teacher-guided instruction that cannot be made up. If a student is absent from school, they must make up the work that was missed. If a family removes a student for vacation, work can be made up either prior to or after the absence.

## **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.

## **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 and family to ensure work is handed in and completed to a proficient level regardless of a timeline.

## **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 parents/guardians do 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

## **29. 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.

### **30. 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 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.

### **31. 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/guardian and the knowledge of school personnel.

### **32. 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 that 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, visit our LMC website: <http://libguides.verona.k12.wi.us/homepage>

### **33. LOST AND FOUND**

Several lost and found boxes are 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 located near Door 1 (Middle School) and near Door 12 (Elementary).

Each year many items of clothing are unclaimed. Garments should be labeled with the child's name.

**PLEASE LABEL COATS, HATS, MITTENS, SWEATERS, ETC. WITH YOUR CHILD'S NAME.**

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.

### **34. 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/guardian.
8. The observer can discuss only the child they are there to observe. Information about any other child is confidential and cannot be shared with anyone within or outside of the school.

### **35. PARENT VISITATION TO CLASSROOMS AND CONFIDENTIALITY**

The teachers at CKCS welcome parent/guardian 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.**

Many CKCS parents/guardians volunteer 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 follow these guidelines when you volunteer or 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 needs additional behavior support, it is best to request assistance from a classroom teacher, counselor or director. Parents must not share their impressions of student behavior at home or in the community.
4. If a student shares information with you that suggests that they 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.

Parents who have further questions about student confidentiality are encouraged to contact the director or students services member.

#### **Volunteer Code of Ethics**

*Dependability* - A volunteer shall be responsible for their 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, email 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 their personal feelings enter into their work as a volunteer.

*Appearance* – A volunteer shall dress appropriately, always remembering that they are setting an example for the students.

### **36. PARKING LOT**

There is a visitor parking lot located in front of the school. Guests can park in the south parking stalls near the drop off turnaround area. All visitors and guests should enter Door 1 and check in at this time. Guests will then be directed to the appropriate area of the school. The CKCS main office is located at the entry to the F-Wing.

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 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 Main Street.

### **37. 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.

### **38. 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 pants).
3. Some tennis shoes leave marks on the gym floor. Please purchase tennis shoes with non-marking soles.

### **39. PROCEDURES FOR ELEMENTARY STUDENTS STAYING AFTER SCHOOL**

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

#### 40. REPORT CARDS

Report Cards are a clear reflection of student academic performance, work habits, and personal development.

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

- E = Exceeds Expectations (93-100%)
- M = Meets Expectations (85-92%)
- D = Developing (76-84%)
- N = Needs Improvement ( $\leq 75\%$ )

Numerical	Traditional Letter Grades	E, M, D, N
99-100	A+	E
95-98	A	E
93-94	A-	E
90-92	B+	M
87-89	B	M
85-86	B-	M
83-84	C+	D
79-82	C	D
76-78	C-	D
74-75	D+	N
72-73	D	N
70-71	D-	N

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

BRMS Encore Grading

EM = Exceeds Mastery

M = Mastery

NM = Near Mastery

BL = Beginning Level

NE = No Evidence



## 41. PROMOTION POLICY (MIDDLE SCHOOL)

Core Knowledge Charter School (Updated January 2022)

### 8th Grade Promotion Criteria

The following criteria must be met in order for a student to be eligible to participate in the Eighth Grade Promotion ceremony and to be promoted to the high school.

By the end of the academic year, students must earn a D average or better in at least three (3) out of the four (4) core academic classes. The core academic classes include:

- Language Arts
- Mathematics
- Science
- Social Studies

In order to earn a D average in a core academic class, students must achieve a 1.0 grade point average. See below for letter grade and grade point average equivalents.

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

If a student earns a failing (F) grade for a core class during Quarters 1 and 2, then the student will need to earn a C average or better in that class during Quarters 3 and 4. The following table provides examples of the second semester grade expectations for this and other scenarios where a student may be at risk of not meeting the promotion requirements.

	Semester 1		Semester 2		Class Grade Point Average
	Q1	Q2	Q3	Q4	
Example 1	D	D	D	D	1.0
Example 2	D	F	D	C	1.0
Example 3	F	F	C	C	1.0
Example 4	F	F	D	B	1.0

*Calculate the grade point average for a class by finding the sum of the quarterly grades, then dividing by four (4) for each of the four quarters.*

## **42. 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. <http://www.verona.k12.wi.us/>

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, they have 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.

### **Informal Procedure**

Any person who believes they have 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, they 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. They 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, they 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.

### **43. 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/guardians, 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.

#### **44. RECESS**

##### **Request For Students to Remain Indoors For Recess**

Recess and being outside is beneficial for all students, 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.

##### **Inclement and Cold Weather Policy**

If the temperature is 0 (zero) degrees Fahrenheit or minus 10 (-10) degrees Fahrenheit with wind chill or is pouring rain, 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 school office.

#### **45. 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.

#### **46. 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/guardian in the district must have their parent or guardian provide 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.**

#### **47. 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 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.

#### **48. 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.

#### **49. 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.

#### **50. 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.

#### **51. 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.

#### **52. STAFF QUALIFICATIONS – PARENTAL RIGHTS TO SEEK INFORMATION**

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

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers employed by the Verona Area School District have at least a bachelor's degree. In addition, all of the teachers at CKCS are fully licensed for their assignment. If parents/guardians 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](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).



### **53. 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 school district provides towels for students. Students are asked 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/guardians 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 (please contact the natatorium for current pricing, 608-845-4635). The natatorium has swim goggles available for the students to use.

Prior to the initiation of swimming, parents/guardians 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.

### **54. TEXTBOOKS - WORKBOOKS - LIBRARY BOOKS**

All of the books used for regular K-8 class work are furnished without charge. It is expected that students will take care of the books they are assigned. Students/parents/guardians will be required to pay replacement costs for unusual wear, damage, or loss.

### **55. VALUABLES FROM HOME**

Children should have permission from their teacher and parent/guardian to bring toys 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.

### **56. 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 extracurricular 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.

## **57. 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.

## **58. 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.

## **59. 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.

## **60. 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.