

### **Snacks**

Each site will vary how snack break is handled during the Verona Area Pre-K Program. The Verona Area School District recognizes that good health is related to student performance, growth, development, readiness to learn and overall physical well-being.

### **Parent/Teacher Conferences**

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

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

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

### **Recess Participation**

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

### **School Attire - Outdoor Wear**

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

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

### **School Closing**

Announcements about the closing or delay of school due to inclement weather or other emergencies will be posted on the VASD website: [www.verona.k12.wi.us](http://www.verona.k12.wi.us). In addition, various local radio and TV stations announce school closings and delays. Unless such an announcement is made, school will begin at the usual time.

### **Student Portfolios**

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

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

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

### **Technology**

Verona Area Pre-K offers access to a variety of technology resources to enhance and support student learning. Students must adhere to the District Acceptable Use/Internet Safety Rules (363.2-Rule) which can be found on the VASD Pre-K 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 early learning coordinator or site director.

### **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.

### **Withdrawals and Change of Address/Contact Information**

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