

### **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. There are two options for the first opportunity. Which option is taken depends on familiarity with the site, teacher preference and parent/guardian preference.

The first option for the first conference is for students who are new to a Pre-K site or are part day students. For these families, there will be a mandatory fall conference which occurs in October. This conference is typically 15 minutes in length and provides time for parents/guardians and teachers to discuss the upcoming year and goals for the child. Some teachers may request that the student attend this conference with the parent/guardian. Some teachers may decide to offer an optional conference in the January or February as well.

The second option for the first conference is for students who are full time students who are already familiar with the site. For these families, there will be a mandatory which occurs in January or February. This conference is typically 15 minutes in length and provides time for parents/guardians and teachers to discuss progress and goals for the child. Some teachers may request that the student attend this conference with the parent/guardian. Some teachers may decide to offer an optional conference or open house in the September or October as well in order to discuss the new school year with families.

The second opportunity is the Portfolio Conference which occurs near the end of the school year. 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.

### **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.