



Verona Area School District Pre-K Parent Handbook 2016-2017

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Mission Statement

The Mission of the Verona Area Pre-K Partnership in Early Learning is to meet the diverse needs of four year olds in a safe and nurturing environment through developmentally appropriate experiences creating a foundation for lifelong learning.

Vision Statement

Effective 4-year-old programming needs to include hands-on learning, culturally competent instruction, developmentally appropriate curriculum, access to early learning experiences for all 4-year olds, and continued community, family and school district partnership.

Eligibility

A child must be four years old on or before September 1st to participate in the Verona Area Pre-K Program. There will be no early admission to the program.

Attendance

In the event that a child will be absent from school, we ask that a parent/guardian contact the Pre-K site office 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 Lines, Inc. at 608-310-4444 prior to 7:00 a.m.

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.

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. The adult must have a form of identification with a picture to ensure your child's safety.

Program Days and Hours

The Verona Area Pre-K Program will occur 4 days each week (Tuesday-Friday) for 3 hours and 10 minutes each day. A total of 437 face-to-face student contact hours is required in each community agency classroom over the course of the school year, with an additional 87.5 hours of parent outreach. The school year would follow the Verona Area School District calendar. Four-year- old programming will be offered in both afternoon and morning sessions.

Verona Area Pre-K Class Hours Tuesday – Friday

AM Session: 7:50 am - 11:00 am

PM Session: 11:50 am - 3:00 pm

* These times would need to be staggered slightly at each Pre-K site to match bus route travel times.

Program Locations

Here We Grow Learning Center
Address: 5206 Anton Drive, Fitchburg, WI 53719
Phone Number: (608) 270-9000

La Petite Academy – Fitchburg
Address: 5574 Lacy Road, Fitchburg, WI 53711
Phone Number: (608) 277-8388

La Petite Academy – Verona
Address: 220 Cross Country Road, Verona, WI 53593
Phone Number: (608) 848-4769

Little Blessings Preschool
Address: 7291 County Highway PD, Verona, WI 53593
Phone Number: (608) 845-8955 or (608) 271-6633

Little Pilgrims Preschool
Address: 3102 Prairie Road, Madison, WI 53719
Phone Number: (608) 274-0833

Once Upon A Time Child Care and Preschool
Address: 910 Whalen Road, Verona, WI 53593
Phone Number: (608) 845-2367

Pooh Bear Child Care and Preschool
Address: 5961 Schumann Drive, Fitchburg, WI 53719
Phone Number: (608) 271-7664

Red Arrow Head Start
Address: 2096 Red Arrow Trail, Madison, WI 53711
Phone Number: (608) 275-6740

Resurrection Lutheran Preschool
Address: 6705 Wesner Road
Phone Number: (608) 848-4966

St. James Preschool
Address: 427 South Main Street, Verona, WI 53593
Phone Number: (608) 845-6922

The Caring Center
Address: 402 West Verona Avenue, Verona, WI 53593
Phone Number: (608) 845-8620

Verona Montessori
Address: 402 West Verona Avenue, Verona, WI 53593
Phone Number: (608) 845-8620

YMCA – Stoner Prairie
Address: 5830 Devoro Road, Fitchburg, WI 53711
Phone Number: (608) 845-4251

Bilingual Services/Bilingual Program

The district's Bilingual Program is for Pre-K Spanish-speaking students district-wide whose parents/guardians have chosen to enroll their children in the program. This program is located at Pooh Bear Childcare and Preschool. The goal of the program is to teach Spanish and English while providing strong academic content in Spanish. Research shows providing students strong academic and cognitive instruction in their first language greatly enhances future success for bilingual students. Students exiting the program will be bilingual, biliterate, and academically prepared.

Faith Based Programs

Verona Area Pre-K programs may operate out of faith-based facilities but religious instruction is not permitted during the Verona Area Pre-K school day.

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.

Bullying Policy (VABOE Policy 443.8) - Pre-K Sites will be implementing school board policy.

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 cyber bullying)

Procedures for Reporting and Investigating Bullying Incidents (443.8-Rule)

1. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee in accordance with established procedures. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the director or designee of the report.

2. If either the building director or designee is the alleged bully, the report should be made to the Early Learning Coordinator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building director or designee.
3. There shall be no retaliation against individuals making such reports. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the students shall be subject to disciplinary action, which may include: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
4. After receiving the report, the building director or designee will immediately undertake an investigation of the report. The investigation shall include interviewing the individual(s) who are victim(s) of the bullying and collecting whatever other information is necessary to determine the facts and the seriousness of the report.
5. Parents and/or guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. The Pre-K site will maintain the confidentiality of the report and any related student records to the extent required by law.
6. Pupil services staff will provide support as needed for the identified victim(s). When appropriate, pupil services staff will provide behavioral interventions for the bully.
7. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the District's bullying policy.
8. Notice of this policy shall be distributed to all schools and departments in the District on an annual basis. This policy will be incorporated in employee and student handbooks and be available on the District Web site and annual publications. It will also be available to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

Bus Transportation

The district contracts with Badger Bus Lines, Inc. to provide transportation for students who qualify for bus transportation. All students have a responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, riding on or leaving a school bus. Students shall be expected to abide by all bus rider rules. The District may use video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus and also for the intent of providing safer transportation for students.

Classroom Code of Conduct - Pre-K Sites will be implementing school board policy.

This 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 Board of Education. 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, or unruly and 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 of Education policies, school rules, and municipal/state/federal 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 Pre-K-12. This code does not apply to students who merely need a brief time away from class to refocus.

For the purpose of this code, a "class" is any class, meeting or activity that students attend, or in which they participate while in school or under the control or direction of the District. "Class" also includes regularly scheduled District sponsored extracurricular activities, during or outside of school hours, either on or off campus. A "teacher" is any Wisconsin Department of Public Instruction certified professional personnel. Other District employees may process "Classroom Code of Conduct" violations through the "teacher" responsible for the class. A "teacher of a class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class.

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.

When a student is removed from class under this Code of Conduct, s/he will be escorted to the building director. The teacher removing the student will notify the building director or designee and inform him/her of the reason for the student's removal. A written explanation of the circumstances and reasons for the removal shall be given to the administrator or designee within 24 hours of the student's removal from class.

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 (5) class periods. The building director or designee shall decide whether a student who has been removed from a class by a teacher for violating the Classroom Code of Conduct is to be placed in either a long-term or a short-term placement.

3. Parent/Guardian Notification:

Short Term Removal from Class: Under this Code of Conduct, the teacher who initiated the removal of a minor student from class will notify parent/guardians within 24 hours of the incident that caused the student to be removed from his/her class. The classroom teacher will keep written logs or records regarding unsuccessful attempts to contact the parent/guardians of the student who was removed from his/her class and

provide these to the building director or designee within 24 hours of the student's removal from class.

Long Term Removal from Class: Under this Code of Conduct, when the reason for removal is serious or long term, the building director or designee will notify the parent/guardian of a minor student. Students removed from a class who are also subject to disciplinary action as suspension or expulsion will be subject to all legal and policy requirements.

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

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or other disabilities. Discrimination complaints shall be processed in accordance with established District complaint procedures.

Concerns/Complaint Procedure - Pre-K Sites will be implementing school board policy.

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 site director should be contacted. If resolution is not found at this level, the situation may be referred to the early learning coordinator.

The vast majority of our communications are positive, but occasionally they become emotional, intense or confrontational. Our staff members are encouraged to seek parents'/guardians' opinions and be active listeners. If the situation becomes unsafe by parents/guardians yelling, swearing, or using personal attacks, staff members may ask to end the call or meeting and reschedule at a time when the discussion can be less emotional. Another staff member or administrator may be present at that meeting. We will always work to resolve the situation with parents/guardians on behalf of their children.

Confidentiality

We are fortunate to have many parents/guardians who volunteer their time in our school. As a result of the time that parents/guardians 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 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, director or early learning coordinator. We ask that parents/guardians not share their impressions of student behavior in the community.

4. If a student shares information with you that suggests that he/she may be physically, sexually, or psychologically abused, the information should be shared immediately with the classroom teacher, director, social worker, or early learning coordinator. This information should remain confidential in the community.

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

Directory Data – PRE-K/Elementary/Middle School

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Verona Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Verona Area School District may disclose appropriate designated "directory information" without written consent, unless you have advised our District of 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 the Pre-K school office.** Forms should be returned to the district office within 14 days of registration. Any previous notices on file are voided each year.

Health Program

Parents/guardians should contact the Pre-K site office, early learning coordinator or school nurse about new or ongoing health problems, including allergies, medications, and communicable illnesses.

Immunizations

All Pre-K students, 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 Pre-K 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.

Injuries

Our staff will attempt to call a parent/guardian of any child who sustains a significant injury while at school. Emergency aid will be rendered as is deemed appropriate and necessary. To help ensure immediate and appropriate response and communication, parents/guardians are asked to provide and update emergency contact information. The school office should be notified of any changes to contact information.

Life Threatening Allergy Policy (VASD) - Pre-K Sites will be implementing VASD 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/guardians 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.
- Peanut/tree nut free snack lists will be available at the beginning of each school year and as needed. Food companies often change manufacturing processes. Always check labels for allergen information.
- 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.

Medications

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

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

1. "Parent/Guardian Medication or Procedure Consent Form"
2. 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 found at your Verona Area Pre-K site.

All prescription and non-prescription medications and forms must be turned into your child's teacher.

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

Nondiscrimination Policy (VASD) - Pre-K Sites will be implementing VASD policy.

It is the policy of the Verona Area School District that no person may be denied admission to any public school in this district or be denied participation in, 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, race, religion, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability, as required by s. 118.13, Wis. Stats.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), and the 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 is available, however, to address allegations of violations of the policy in the Verona Area School District (See Appendix A).

Any questions concerning s. 118.13, Wis. Stats., or Title IX of the Education Amendments of 1972 should be directed to Ann Franke, the District Equity coordinator.

Ann Franke, Director of Instruction
Verona Area School District / 608-845-4300
700 N. Main Street
Verona, Wisconsin 53593

Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to Erin Kuehn-Schettler, the Section 504 Compliance Office at the following address:

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

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.

Records – Students - Pre-K Sites will be implementing VASD policy.

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, which 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 early learning coordinator or director to make arrangements for this service.

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. 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.

Staff Qualifications – Parental Rights to Seek Information

Federal law requires schools to share information with parents/guardians regarding the qualifications of teachers. 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?

In addition, schools may hire instructional aides who are qualified for this work. If you would like more information about the qualifications of our staff, please feel free to contact the Pre-K site director.

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.

Visitors and Volunteers in the School - Pre-K Sites will be implementing school board policy.

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.

Verona Area Board of Education Policy 860: The School Board encourages parents/guardians and other citizens to visit the Verona Area Schools and believes that there are many potential benefits that can result from increased interaction with families and the public. Concurrently, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the District's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the

school district, and an increased sense of collaboration and cooperation between the community and the schools.

Building directors shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the directors shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that beneficial experiences for all may be provided for when visitors enter the school.

School personnel shall seek to assure that parents/guardians and other visitors are courteously received in a manner that is appropriate and consistent and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and the community.

Weapons – Possession or Use - Pre-K Sites will be implementing school board policy.

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 or in a Pre-K site.

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

Look-alike weapons are also prohibited on school grounds.

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures may include immediate suspension, referral to the Board of Education for expulsion, and expulsion for one calendar year in accordance with Federal Law.

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.

Appendix

STUDENT DISCRIMINATION COMPLAINT PROCEDURES (411-Rule)

If any person believes that Verona Area School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act (ADA) or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or any other factor provided for by state and federal laws and regulations, he/she may bring forward a complaint to the Administration Office at 700 N. Main Street, Verona, Wisconsin 53593.

Informal Complaint Procedures:

Any person who has a complaint regarding the District's student nondiscrimination policy shall discuss his/her concern with the District's Equity Coordinator (Director of Instruction) or the Section 504/ADA Coordinator (Director of Pupil Services) as appropriate. Disability discrimination complaints should be referred to the Section 504/ADA Coordinator and all other student discrimination complaints referred to the Equity Coordinator. The Coordinator shall investigate the complaint and reply to the complainant in writing within two business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures as outlined below.

Formal Complaint Procedure:

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. It shall be presented to the District's Equity Coordinator or Section 504/ADA Coordinator within five business days of receipt of the written reply to the informal complaint. The Coordinator will further investigate the complaint and reply to the complainant in writing within five business days.

- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability shall be resolved through the procedures authorized by state law and outlined in the District's Special Education Policy and Procedure Handbook.
- b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Step 2: If the complainant wishes to appeal the decision of the Equity Coordinator or Section 504/ADA Coordinator, he/she may submit a signed statement of appeal to the District Administrator within five business days after receipt of the Coordinator's response to the complaint. The District Administrator shall meet with all parties involved, make a determination and respond to the complainant in writing.

Step 3: If the complainant is not satisfied with the District Administrator's decision, he/she may appeal to the School Board in writing. The signed, written statement must be filed with the Board within five business days of receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within 15 business days of the receipt of such an appeal. A copy of the Board's decision on the appeal shall be sent by the Board Secretary to each concerned party within 10 business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If a complainant wishes to appeal a negative determination by the Board to the State Superintendent of Public Instruction, he/she may do so 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 the Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Discrimination complaints on some of the above bases (Title IX, Title VI, Section 504, ADA) may also be filed with the Office for Civil Rights, Region V, U.S. Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601.