



New Century School

# Family Handbook

2019-2020

## 2019-2020 Table of Contents

After-School Child Care	5
Attendance	5
Attendance - Early Sign Out/Late Arrival	5
Automobiles	5
Behavior	5
Bicycles	6
Bilingual Services	6
Breakfast and Lunch Program	6
Bullying Policy (VABOE Policy)	7-8
Bus Transportation	8
Classroom Code of Conduct	8-10
Concerns/Complaint Procedure	10
Confidentiality	10-11
Directory Data	11
Emergency Procedures	11
Enrollment	11
Fees	12
Finances/Resources	12
Fines	12
Food and Snacks at School	12-13
Gifts	13
Health Program	13-15
• Immunizations	
• Injuries	
• Latex Allergy	
• Life Threatening Allergy Policy	
• Medications	
Lost and Found	15
Nondiscrimination Policy	15-17
Parent/Teacher Conferences	17
Party Invitations	17
Physical Education	17
Recess Participation	17
Records - Students	18
Room Parents	18
Safety Patrol	18
School Attire - Outdoor Wear	18
School Closing	18
School Hours/School Day Schedule	18-19
Site Council	19
Staff Qualifications	19
Statement on Reading and Math Services	19-20
Staying After School	20
Student Dress and Grooming	20
Technology	20
Tutoring Services	20-21
Valuables from Home	21
Visitors and Volunteers in School	21
Volunteers - Field Trip Chaperones	22
Volunteer Opportunities at NCS	22
Weapons - Possession or Use of	22
Wheeled Forms of Transportation	23

Withdrawals and Change of Address/Contact Information	23
Appendix A - Parent/Guardian Medication or Procedure Form	25
Appendix B - Physician Medication Order	26
Appendix C - Student Internet Safety/Appropriate Use of Technology	27-33
Appendix D - User Agreement for Student Use of District-owned Mobile Devices	34-36
Appendix E - Student Use of Cellular Telephones Or Other Personal Electronic Communication Devices	37

## New Century Elementary School Staff

### **Staff Member List**

Ann Princl, Principal  
Andrea Diaczun, Secretary  
Tammy Stump, Secretary

### **Teaching Staff:**

Sue Austen, Kindergarten and First Grade Teacher  
Emily Utzig, Kindergarten and First Grade Teacher  
Larry Gundlach, Second and Third Grade Teacher  
Courtney Bennett, Second and Third Grade Teacher  
Heidi Konop, Fourth and Fifth Grade Teacher  
Lee Lohr, Fourth and Fifth Grade Teacher  
Abby Fifer, Art  
Katy Morkri, Music  
Brett Dresen, Physical Education  
Amy Voss, Librarian  
Melissa Ruder, Educational Technology Coach  
Joanna Van Handel, Resource Teacher

### **Student Services Staff:**

Lisa Froehlich, Counselor  
Marissa Hanson, Substitute Counselor

Stacie Wagner, Social Worker  
Elizabeth Kraemer, Psychologist  
Anne Iverson, School Nurse  
Ellen Hilger, Special Education  
Erik Massey, Special Education  
Shannon Searle, Special Education  
Kate Grimmer, Special Education  
Patti Richardson, Speech/Language Pathologist  
Mya Rognstad, Physical Therapist  
Katie Bartolerio, Occupational Therapy  
Megan Ellickson, Certified Occupational Therapy Assistant  
Robinson Burgos, Silvia Fugiel, and Lisette Venegas, English Language/Bilingual Resource Teachers

### **Custodial Staff:**

Vitalijs Zelenkovs, Head Custodian  
James Edison & Alex Aguilar, Custodians

### **Food Service Staff:**

Michelle Hoover, Head Cook  
To be hired, Cook

### **Assistants:**

Educational Technology Support Technician: Cathy Freye  
Educational Assistants: Kristie Kass and Quincy Roman  
Special Education Assistants: Peggie Rosenbaum and Kate Peterson

**Governance Council**

Hannah Bassetti, Parent Representative  
Jen Collins, Parent Representative Alternate  
Rikki Conwell, Fundraising Chair  
Heather Felker, Parent Representative  
Sarah Gaskell, Parent Representative  
Lee Lohr, Staff Representative  
Andrew Loeffler, Parent Representative Alternate  
Jill Markus, Parent Representative  
John Porco, Parent Representative  
Elizabeth Purpero, President  
Ann Princl, Director  
Sara Rem, Parent Representative  
Kim Wroblewski, Parent Representative

### **After-School Child Care**

The YMCA offers an after-school program each day that school is in session from the time school dismisses until 5:45 p.m. It is located at our adjoining elementary school, Sugar Creek Elementary. The program is offered to all students enrolled in the school. The Y also offers a child care program during Late Start Mondays. For more information call the Madison West YMCA office at 608-276-6606. Other After-School Child Care Programs that NCS students have participated in include: Caring Center, La Petite Academy, Boys and Girls Club, Once Upon a Time, and Tanya's Big House For Kids.

### **Attendance**

In the event that a child will be absent from school, we ask that a parent/guardian contact the school 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 Company, (608) 709-7747 prior to 7:00 a.m.

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. Students may be expected to make-up work during recesses or after-school.

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 year.

### **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.

### **Automobiles/Parking-Parents**

As posted by the Verona Area Police Department, there is No Parking on W. Verona Avenue in front of New Century on school days. Parents may stop to drop off or pick up students but may not park and leave their car. The owners of neighboring businesses ask that parents not use their parking lots for drop-off or pick-up of children. During the school day visitors should park outside the parameters of the posted No Parking on W. Verona Avenue or on a side street. Please be certain to cross the street with children AT THE CROSSWALK ONLY. Please do not jay walk with children.

### **Behavior**

New Century School expects students to behave in a manner which is conducive to self-learning and the learning of others. The following are four building wide expectations of all students:

- Be Kind and Respectful
- Be Responsible
- Be Safe
- Be a Problem Solver

Consequences for inappropriate behavior are dependent on the unique situation and child. We will teach and reteach social and behavioral skills. We expect student to learn from successes and mistakes. Some common consequences for inappropriate behavior may include: loss of recess or some other privilege,

restitution, fixing the problem, and suspension from school. We will look for parent/family participation with reviewing "Think About It" sheets in response to major behavioral problems.

### **Bicycles**

Once on the school grounds, students must walk their bikes directly to the bike rack area. For safety's reasons students may ride bikes from the start of school in the fall until October 31, and then resume riding bikes on April 1.

### **Bilingual Services/Bilingual Program**

The Verona Area School District serves bilingual students at VAIS in the following way.

ESL/Bilingual Services: ESL resource teachers and Bilingual Resource Specialists are available.

### **Breakfast and Lunch Program**

The Verona Area School District offers free breakfast for all elementary school students. For school lunches, the district uses a computerized lunch accounting program. The system is a family based program. All family members in the district draw from the same account so only one payment is needed per family. It is not a credit system. The prices for lunch and milk are available on the district website. Statements can be sent to you via e-mail or you may log onto the Verona School District Website to check your balance and transactions. You must have your family account number and pin number to access your balance. Accounts need to maintain a positive balance. Mailing payments or electronic payments are recommended.

If mailing a payment, make checks payable to Child Nutrition and mail to this address:

Child Nutrition Services  
PO Box 930007  
Verona, WI 53593

Our E-Funds electronic payment system allows you the ability to make payments anytime through the district's website. The funds can be automatically withdrawn from your checking account or charged to your credit card. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing your home and/or work e-mail address, an email notification will be sent to you each time that a payment is processed. To register for this service, log on to the VASD website and locate Child Nutrition Services under the "District Departments" tab. When you get on the E-Funds Link you will see the Login In screen. Under the screen it will say **REGISTER**. The first step is to click on register and set up your username and password. The family number refers to your **FAMILY ID NUMBER**. If you are unsure of this number please contact us at 845-4139. Once your account is set up you can begin making payments at any time. You only need to designate the payment to go to **ONE CHILD** as the payment will be deposited for the entire family to use.

Depending on your family income, you may qualify for free or reduced lunch prices. If you now get food stamps or W-2 for your children, your children can get free meals. If your total household income falls within the income scale, your children can get free or reduced meal prices. A foster child may get free or reduced price meals regardless of your income. To get free or reduced price meals for your child(ren), you must submit an application. Families that were notified that they have been direct-certified do not need to complete an application. All other families must submit an application each year.

Applications for free/reduced lunch may be picked up in the office. Families are encouraged to submit their application within the first week of school. However, families may apply for free/reduced lunch throughout the year.

Monthly "School Lunch" menus will be made available on the school web page. Students who do not wish to take school lunch must bring a lunch from home. If students bring lunch from home, they may purchase a carton of milk and should bring cash for the milk as the cost cannot be deducted from the family food service account.

Please visit our website at [www.verona.k12.wi.us](http://www.verona.k12.wi.us) for more information or you may contact the Child Nutrition Office at (608) 845-4139 or [child.nutrition@verona.k12.wi.us](mailto:child.nutrition@verona.k12.wi.us).

### **Bullying Policy (VABOE 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 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 principal or designee of the report.

2. If either the building principal or designee is the alleged bully, the report should be made to the District Administrator. 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 principal 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 principal 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 District 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 Company, (608) 709-7747, 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. Please refer to the Appendix for information about the expectations and policies pertaining to bus transportation.

### **Classroom Code of Conduct (POLICY 443)**

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 PreK-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 in the employ of the District. 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 and the student handbooks.

When a student is removed from class under this Code of Conduct, s/he will be sent or escorted to the building principal or designee. The teacher removing the student will notify the building principal 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.

1. 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 principal 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 short-term placement.

1. 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 principal 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 principal 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.

1. 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**

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 the situation with parents/guardian on behalf of their children.

### **Confidentiality**

We are fortunate to have many parents who volunteer their time in our school. As a result of the time that parents spend with our students, they periodically see or hear information about students that needs to remain confidential. Please consider the following guidelines if you choose to volunteer in our classrooms or if you have direct contact with students in school, on the playground, or during a field trip.

1. All academic information is confidential. It is especially important not to compare student performance. Please note that outstanding or exemplary student work is also confidential.
2. Periodically, students may share information about family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
3. If a student exhibits behavior problems or reluctance to follow through with directions, it is best to share this information with the classroom teacher, counselor or principal. We ask that parents 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, social worker, guidance counselor, or principal. This information should remain confidential in the community.

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

### **Directory Data – 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 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.

### **Emergency Procedures**

Schools are required to conduct monthly practice "Fire Drills." We will also have a "Severe Weather/Tornado" practice drill in the spring of each year. In addition, schools have procedures in place in the event of an emergency which would require us to secure the building. We will have a minimum of one such practice emergency drill each year.

In an actual emergency, we will follow these VASD guidelines regarding students leaving school:

1. VASD prefers that parents/guardians leave student(s) with their class during emergencies.
2. In the event that a parent/guardian persists, office personnel must be informed of the removal of a child from school. Office staff, if possible, will assist parents in locating their child.

### **Enrollment**

New Century School is open to all families whose residence is in the Verona Area School District school boundaries. Families currently living in the district have the opportunity to request placement of their student(s) during the designated charter school enrollment period in January/February. All families living in the district who have a student(s) entering grades K through 5 will receive a placement request form from the VASD central office. Families should fill out this form and send it back, promptly, to ensure their placement request is received.

### **Fees**

New Century School will request fees for the following items:

Field Trips: \$30 will be charged at the beginning of the school year. This money will be used to offset the cost of field trips that students will go on over the course of the school year. No additional funds will be requested directly from parents for their students for field trips throughout the year.

School Supplies: Families are given the option to buy their child's school supplies through our Classroom Supplies Purchasing Program. This program is designed to save families time and money by having NCS purchase school supplies, in bulk, at a lower cost and incurring the cost savings to families. The bulk school supply charge is \$60. While most of our families choose to participate in this program, families may choose to purchase supplies on their own. For a supply list, please contact our office.

Technology: \$15 will be charged at the beginning of the school year. This money will be used to update software and hardware equipment.

### **Finances/Resources**

As a small school, New Century maximizes the use of all its resources to ensure a high quality education for all.

### **Funding Requests**

Funds acquired through fundraising activities, unsolicited donations, and solicited donations go into the New Century Fund. These funds are available to staff, students, and committees for use in the following areas: field trips, community outreach activities, supplement curriculum materials, supplement equipment, and other items deemed appropriate.

The New Century Fund is available for a variety of projects and activities in an attempt to limit the number of money solicitations to our families. Therefore, teachers, parents, and committees may not solicit funds through New Century School without approval from the Director or Site Council.

### **Grants**

New Century School will periodically receive grants for special projects.

### **Fines**

#### **Book Fines**

Fines may be administered to students for book or other property damage beyond what is considered normal wear or conditions.

#### **Technology Fines**

Fines for technology damages are assessed by a school's ETC and/or ETST in accordance with our insurance program. All damages should be reported to the ETC/ETST upon knowledge of the damage.

### **Food & Snacks at School**

To address concerns related to safety, health & wellness, equity & inclusion, and inconsistencies in current practice, VASD elementary schools have implemented the following practices/policies in regard to food, snacks and treats at school.

- **Classroom Snacks**

We have free breakfast for all students, so few classrooms will need a snack time. Should a teacher decide there is a need for a snack time because of their schedule students will not be asked to bring individual snacks.

- **No Birthday/Special Week treats**

Students will not bring treats for birthday celebrations or other special events. Teachers will continue to celebrate birthdays and special events in ways that do not include food/treats/snacks.

- **School-wide Celebrations and Parties**

We have school-wide celebrations throughout the year. These celebrations may have food or drinks at the discretion of the director.

There may also be times when there is food in the classroom, such as when the food/treat connects to the curriculum.

### **Gifts**

The school district discourages students and families from presenting gifts to teachers and other district employees.

### **Health Program**

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

### **Illness**

Children who come to school are expected to participate fully in school activities including recess and physical education. A doctor's note is required for any activity restriction. Here are some guidelines that might help in deciding whether or not to send your child to school:

1. **FEVER:** A fever of 100 degrees F (37.7 degrees C) or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until he/she is feeling better. Keep your child home until his/her fever has been gone for 24 hours without medication.
2. **VOMITING, DIARRHEA OR SEVERE NAUSEA:** These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. **INFECTIOUS DISEASE:** Diseases such as impetigo and strep throat require a doctor's examination and prescription for medication. Contacting the doctor and using the medication as directed for the full recommended length of time are necessary. Once the medication has been started (at least 3 doses) and the child is feeling well, he/she may return to school.
4. **RASHES:** Rashes and patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving. We may require that a rash be covered while your child is in school.

### **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 40 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.

## **Latex Allergy**

Due to increased latex allergies among students, all buildings in the district will be latex free (i.e. latex balloons will not be allowed).

## **Life Threatening Allergy Policy (VASD)**

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.
- 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.
- Food service meals, vending machines and concession stands will be peanut/tree nut and fish free.
- All district allergen policies also apply to field trip meals.

Please contact your school nurse if you would like a copy of the complete district policy on Life Threatening Allergies.

## **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. "Physician's Medication Order"
2. "Parent/Guardian Medication or Procedure Consent Form"
3. Medication in the original bottle, tube, etc., with child's name on it, name of the drug and dosage, time and quantity to be given, physician's name, duration of treatment, and pharmacy name with prescription number

A copy of these forms may be found in the Appendix. Additional copies may be obtained from the school office. All prescription and non-prescription medications and forms must be turned into the school office.

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.

### **Lost and Found**

Small items such as jewelry, toys, pens, and pencils will be kept in the office. Clothing and larger items are placed in storage bins located in designated areas of each school. Check these locations for lost items and reclaim what belongs to you. Periodically, unclaimed items are donated to local charitable agencies. Labeling your child's valuables helps prevent losses.

### **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 persons' sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability as required by s.118.13, Wis. Stats.

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

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

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

Any questions concerning s.118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination should be directed to Ann Franke, the Equity Coordinator, at the following address and phone number: Ann Franke 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 Emmett Durtschi, the Section 504 compliance Officer, at the following address and phone number: Emmett Durtschi, 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 acknowledgment of receipt of the complaint within 45 days.

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

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

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

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

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

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

### **Parent Involvement Policy**

VASD schools that receive Title I funds will involve parents in regular, two-way, meaningful communication addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In compliance with the requirements, of the Every Student Succeeds Act (ESSA), VASD schools that receive Title I funds agree to implement required statutory requirements to:

- Involve parents in the joint planning and development of the school's Title I plan.
- Involve parents in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation. The Annual Review will be conducted each spring and will include an analysis of state and local assessment data, a

review of grade level needs and services provided, parent/teacher/and/or student survey data, and a summary analysis of the effectiveness of Title I Services.

- Involve parents in the development, implementation, and review of Parent- School Compacts. The compact will be discussed and signed at the start of the school year and reviewed in spring. The compact will also be posted on school websites.
- Involve parents in the planning and development of effective parent involvement activities through representation on schoolwide committees and/or Continuous Improvement Teams (CITs). Meetings will be scheduled flexibly with the scheduling needs of parents in mind.
- Build the schools' and parents' capacity for parent involvement by:
  - providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators. Information will be provided during an annual fall meeting, through quarterly progress notices, at parent-teacher conferences, in the district newsletter, and on the district website.
  - providing materials, resources and training to help parents work with their children to improve academic achievement. Resources and communication will be provided in various ways. Parent trainings and family education nights will be planned each year based on the school needs assessment.
  - communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision-making roles, volunteer opportunities, Title I meetings, an annual perceptions survey, parent-school compacts, family contact days, and parent-teacher conferences. Additional parent-teacher meetings will be scheduled as requested by parents.
  - coordinating parent involvement activities with other community agencies including HeadStart, after-school programs, etc.

### **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.

### **Party Invitations**

Please do not give out invitations at school unless the entire class is invited.

### **Physical Education**

For reasons of cleanliness and safety, it is requested that students have a pair of gym shoes that are worn only inside the school building for physical education class. These gym shoes should have soft, non-marking soles. Students are asked to wear comfortable and appropriate clothing (i.e., shorts or slacks) on days during which they have physical education class. As with recess participation, we expect that children well enough to attend school are well enough to participate in physical education. The school requires a note from a family physician if there is a medical reason a child should not participate in physical education.

### **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. At a minimum, students are required to wear footwear which encloses their toes and have a strap on their heels during recess to limit trips, falls, and injuries. (No flip-flops on the playground, please.)

### **Records - Students (POLICY 347)**

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 principal or director of pupil services to make arrangements for this service.

### **Room Parents**

Each class will have two room parents (ideally one per grade level) that will serve as the primary points of contact for the teacher. Room parents will be responsible for assisting teachers with a variety of tasks like coordinating classroom volunteers, sending out reminders about upcoming events/activities, and serving as a resource for families. Ideally, Room Parents will be available to occasionally meet with the classroom teacher to discuss the teacher's needs at a time convenient for the teacher.

### **Safety Patrol**

Fifth graders have the opportunity to serve as safety patrol members. These students patrol areas both outside and inside the school. Safety patrol members also assist the adult crossing guards. When on patrol, students wear the traditional orange patrol belt.

### **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. Please be reminded that the district policy is for students to be permitted to go outside for recess in weather as low as -10 degrees wind chill. If providing adequate winter wear is a challenge for your family, please contact our office so that we can assist you with this.

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 communicated out in the following ways:

- The district electronic communication system to include emails, text messages and phone calls (if appropriate). PLEASE ENSURE YOUR EMAIL ADDRESS AND CELL PHONE NUMBERS ARE UPDATED IN THE DISTRICT'S RECORDS SO YOU RECEIVE EMERGENCY MESSAGING!
- The VASD website: [www.verona.k12.wi.us](http://www.verona.k12.wi.us)
- On each school's website (which can be located off the district website)
- On the District Facebook and Twitter account
- On each school's Facebook and Twitter account
- Local TV stations and their affiliation with local radio stations (for school closings/delays)

### **School Hours/School Day Schedule**

Mondays are "late start days." The schedule is as follows:

#### **Mondays:**

First Bell: 9:15 a.m.  
Second Bell: 9:25 a.m.

#### **Tuesday – Friday Schedule**

First Bell: 7:35 a.m.  
Second Bell: 7:45 a.m.

## **Monday – Friday**

Dismissal: 2:40 p.m. (NOTE: Dismissal time is 5 minutes later this school year.)

### **Governance Council**

The governance council is the primary governing and policy making body of New Century School. It consists of parents, teachers, and the Director, who serves as an ex-officio member. The council convenes once a month. Decisions made at the council level include: Annual Budget, overall enrollment, and school calendar. The governance council also may adopt position statements that relate to district and state initiatives/policies. The Director reserves the right to ask governance council to create policies in regards to other topics as deemed appropriate.

The governance council oversees the formation and operation of committees whose functions serve the school and its mission. Each committee will have a chairperson responsible for submitting an update to site council in regards to the work of the committee. These committees operate with autonomy within the policies set by the governance council, district, and state, as well within the framework of the NCS mission and charter. Each committee has perennial tasks and activities that they organize as assigned by the governance council. Committees may also embark on other projects/activities as deemed appropriate.

Governance council appreciates parent and staff feedback to enhance the work and to ensure that decisions reflect the best interests of the entire school community. Person(s) giving feedback or ideas related to a specific issue or topic of discussion/decision are asked to include their name and the name(s) of the people they represent. Anonymous letters/notes/calls will not be presented at governance council. Visitors are always welcome at governance council meetings.

### **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, and approximately 40 percent have advanced degrees. If parents/guardians want to see the state qualification for their child's teacher, it can found on the DPI website at: [www.dpi.state.wi.us](http://www.dpi.state.wi.us)

### **Statement on Reading and Math Services**

Recognizing the importance of all subjects in the development of the whole child, it is our intention to provide each student with the opportunity to learn from a wide variety of curricular and extracurricular options. However, we also recognize the central and paramount importance of reading and mathematics skills and their role in allowing students to access learning in all other disciplines throughout their lives. It is our belief that when students are not succeeding in reading and/or math, we must respond with urgency. Therefore, when students are not demonstrating proficiency in reading and/or math, the following policy is followed.

Students who are not demonstrating proficiency in reading and/or math continue to receive appropriate classroom instruction in these areas. Additional instruction may also be provided.\* For K-8 students, this

additional math and/or reading instruction has priority over other classes. Due to schedule constraints, students may miss all or part of other core, encore, or related arts classes. In the event that students miss these classes to receive additional math and/or reading support, they are not required to complete missed work.

\*Parents who refuse these services must follow a formal appeal process.

### **Staying After School**

If it is necessary to keep a student at school beyond the regular school day, every attempt will be made to make arrangements with the family prior to the after-school time. However, in rare situations, a child may be required to stay after-school without prior notification (the most common reason would be end of day behavior/bus issue). In these situations, the parent/guardian will be notified as soon as possible.

### **Student Dress and Grooming**

Pursuant to the Verona Area Board of Education Policy 443.1, we adhere to the following in regard to student dress and grooming. Each student may determine personal dress and grooming within established guidelines.

Student dress and grooming should not:

1. jeopardize the health or safety of the student or other students
2. be disruptive to the learning environment
3. invade the rights of others

Building principals shall have authority to set dress and grooming standards as appropriate to implement this policy as outlined in the student handbook.

### **Technology**

The District views the use of electronic technology resources, including mobile devices, as central to the delivery of its educational program and expects that all students will use these resources as an important part of their learning experience.

Refer to Appendices C and D for Verona Area School Board Policy 363.2: Student Internet Safety and Appropriate Use of Technology Resources (including District-Owned Mobile Devices) and 363.2-Exhibit: User Agreement for Student Use of District-Owned Mobile Devices.

### **Personal Electronic Communication Devices**

Students who bring cellular phones to school must keep them turned off and in their backpacks during the school day.

Refer to Appendix E for Verona Area School Board Policy 443.5: Student Use of Cellular Telephone or Other Personal Electronic Communication Devices

### **Tutoring Services (POLICY 356)**

Consistent with the District's mission, every effort will be made by school staff to help students learn. If a student is having academic difficulties at school, reasonable additional support will be provided to the student by the school to assist their learning needs.

The School Board supports tutoring for the purpose of helping students with their academic needs, however, believes there should be limits placed on the use of school facilities for these activities. School facilities will be used during the school day for programs approved by the Board and under the supervision of District staff.

Employees, District-approved volunteers or individuals working for an agency that has a contract with the District to perform services are the only individuals allowed to use District facilities or work with students enrolled in the District during the normal school day. Individuals, groups or organizations may rent District facilities, as per board policy, and provide individual or group tutoring if conducted outside the normal school day. "Tutoring" is broadly defined as providing for-profit additional experiences for the purpose of helping students with their academic needs.

In the event a parent/guardian requests individual tutoring from a staff member beyond the remedial support normally provided through the classroom, the District Administrator is directed to establish rules to protect the school system and the staff member from entering a situation that might pose a conflict of interest. This would include requests during the school year and during the summer. It is not the intent of this policy to impede staff members from providing learning or enrichment opportunities in the community that fall outside of their regular contracted assignment and have no bearing on students' grades (i.e., piano lessons).

### **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 or office. As soon as these items are no longer needed, they should be taken home.

### **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 and obtain a visitor's badge.

*Verona Area Board of Education Policy 860:* The School Board encourages parents 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 principals 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 principals 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 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.

### **Volunteers – Field Trip Chaperones**

Adults serving as chaperones on a field trip may not bring other children with them. Chaperones must have an approved VASD Criminal Background Check Form on file with the district in order to chaperone a trip. Criminal Background Check Forms are available in the school office.

### **Volunteer Opportunities at NCS**

Multiple volunteer opportunities are available and will be communicated to families as needed.

### **Procedures to follow when volunteering at NCS:**

1. **Parking:** During the school day visitors should park across the street and outside the parameters of the posted No Parking on W. Verona Avenue or on a side street. Spots in front of NCS are for quick drop-offs and pick-ups.
2. **Building access:** Volunteers can enter the building through the front door located on Verona Ave. The side doors are all locked so the only other entrance would be through the front doors of Sugar Creek Elementary School.
3. **Sign-in:** All volunteers and any visitors must check in at the office and wear a Visitor's Pass while in the building.
4. **Sign-out:** When you leave, please sign-out at the office. Also remember to return your Visitor's Pass.

**Confidentiality:** When working with students it is important to keep any information confidential. However, if you do have any concerns about something a student says or does while you are working with them, please report it to their classroom teacher.

### **Weapons – Possession or Use**

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 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.

### **Wheeled Forms of Transportation**

Wheeled forms of student transportation including, but not limited to, bikes, skateboards, roller blades/skates, scooters and "heelies" (shoes with built-in wheels) are not to be used on school property during the school day. Students who use these for transportation to/from school are required to walk or carry the items on school property. Students with "heelies" need to have another pair of shoes to wear during the school day. Inappropriate use may result in confiscation of the equipment and parent/guardian notification.

### **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 the child will be leaving the currently enrolled school, please notify the school immediately. If your family moves, please contact the building principals or the District Office (608) 845-4360 to discuss district policies and state laws that pertain to residency and school of attendance. Change of address requests must be submitted in person to the District Office (608) 845-4360. If you are a current resident changing addresses but will still remain within the district, your change of address can be done online.



# Appendix

Appendix A

**Verona Area School District**

**Parent/Guardian Medication or Procedure Consent Form**

Full Name of Child		
Address		Date of Birth
Name of Physician ordering medication or procedure		Physician phone number
Address of physician ordering medication or procedure: <i>Street, City, State, ZIP</i>		
Name of Medication	Dose	Reason for medication or procedure
Time of medication or procedure	Start date	Stop date

\_\_\_\_\_ I give my permission for school personnel to give the above medication(s) or do the above procedure(s) as directed and to communicate with medical provider(s) if necessary.

\_\_\_\_\_ I give my child permission to carry and self-administer the above medication(s).  
*(Middle School and High School only) (Inhalers may be carried by students of any age)*

I further agree to hold the Verona Area School District, and the VASD employee(s) who is (are) administering the medication or performing the procedure harmless in any or all claims arising from the administration of the medication or the performance of this procedure at school. School personnel have my permission to contact the health care provider listed above, re: this medication and/or procedure.

I agree to notify the school at the termination of this request or when any change in the above orders is necessary.

<b>Signature of Parent/Legal Guardian</b>	<b>Date Signed</b>
<b>Home Phone</b>	<b>Work Phone</b>

*Please note:*

- Prescription medications require two forms: Parent Consent (this form) **and** Physician Order for Medication. (Nurse can fax form to doctor's office.)
- Non-prescription medications (all over the counter medications including acetaminophen, ibuprofen, etc.) require Parent Consent form only.

Appendix B

**Verona Area School District**

**Physician Order for Medication**

Please administer the following medication(s) to:

Name of Student		Date of Birth		School	
Name of Physician ordering medication or procedure				Phone number of physician	
				Fax number of physician	
Diagnosis					
Medication	Route	Dose	Frequency	Potential side effects that should be reported	Duration
					From: To:
					From: To:
					From: To:
Hospital/Clinic/Office					
Address: Street, City, State, Zip				Phone Number	
Physician's Signature				Date	
Comments:					

**STUDENT INTERNET SAFETY/APPROPRIATE USE OF TECHNOLOGY RULES**

**A. General**

1. The District's technology resources, including District-owned mobile devices, software, networks and network connections, are open to regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for appropriate use.

2. Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This rule and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources, including District owned mobile devices. If a student has a question concerning any policy, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for appropriate use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

3. Because the District's technology resources belong to the District, users have no privacy expectation in the contents of any of their personal files, including but not limited to email and other electronic communications, on the District's technology resources. Users also have no privacy expectation in any of the websites that they may visit by using the District's technology resources. Usage of the District's technology resources may be monitored without notice to determine compliance with the District's Internet safety and appropriate use policy and rules. Through such monitoring process, the District may inadvertently obtain access information for a student's personal Internet account through the use of an electronic device or program that monitors the District's network or through an electronic communications device supplied or paid for in whole or in part by the District. If such personal Internet access information is obtained by the District, the District shall not use that access information to access the student's personal Internet account unless permitted by law. Routine maintenance and monitoring of the District's technology resources may also lead to discovery that the user has or is violating the District's policy, rules or the law. An individual search will be conducted if there is a reasonable suspicion that a user has violated the law or the District's Internet safety and appropriate use policy and/or rules. The search will be conducted consistent with legal requirements.

4. The District makes no guarantees of any kind, either expressed or implied that the functions of the services provided by or through the District technology resources will be error free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District's technology resources.

#### **B. Parental Role and Responsibilities**

1. Upon consultation with the site administrator, and consistent with rules governing the confidentiality of student records, parents/guardians may investigate the contents of their children's technology use files upon request.

2. There is a wide range of material available on the Internet, some of which may not fit with a particular family's values. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. It is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the District's technology resources.

#### **C. Appropriate Use Rules**

##### 1. Personal Safety

a. Students will not post personal contact information about themselves or other people on the Internet. Personal contact information includes, but is not limited to, home address and telephone number. Exceptions may be made for career or post-secondary educational research purposes, or with approval by an instructor.

b. Students will not agree to meet with someone they have met online without their parent'(s)/guardian'(s) approval and participation.

c. Students must immediately disclose to their teacher or other staff members present any electronic communications (e.g., messages) they receive that are inappropriate or that make them feel uncomfortable.

##### 2. Social Networking

a. Web resources that emphasize collaboration and sharing, such as online chat rooms, wikis, blogs, forums and other Web 2.0 tools, may be used for educational or school-related purposes as determined by District instructional or administrative staff. All other use of social networking sites and resources by students is prohibited.

### 3. Unauthorized Activities

- a. Students may not use the District's technology resources for commercial purposes, including, but not limited to, purchasing, selling or advertising goods or services.
- b. Students will not attempt to gain unauthorized access to the District's technology resources or to any other computer system through the District's technology resources, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- c. There shall be no downloading or installing of programs or applications on to District technology resources, including District-owned mobile devices, without teacher permission. Students are not allowed to load personal software on to District technology resources, including a District-owned mobile device, at any time.
- d. Students will not make deliberate attempts to disrupt the District's technology resources' performance or destroy data by intentionally spreading computer viruses or by any other means.
- e. Students will not use the District's technology resources to engage in any illegal act or other action that violates any other District policy or rule.
- f. Mobile devices come with a standardized image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used, which includes any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
- g. Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school project or assignment. Students may be permitted to listen to music or watch a movie on a District-owned mobile device during non-instructional time and off school premises.
- h. Online gaming, music downloads and streaming and video downloads and streaming is not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if such activity is in support of education, as determined by instructional staff. Online gambling is strictly prohibited.

### 4. System Security and Data Management

- a. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their personal accounts. Students may only log in to their assigned mobile device or District network under their assigned

username. Students may not share their log-in and password with other students or individuals. Students may share their log-in and password with their parents/guardians.

b. Students will immediately notify the site Educational Technology Coordinator if they have identified a possible security problem. Students will not search for security problems because this may be construed as an unauthorized attempt to gain access, i.e. computer hacking.

c. All students have access to a network drive and a Google cloud-based drive on which to store data. It is the responsibility of the student to manage their files, saving as needed to either the network drive or Google cloud.

#### 5. Cyber Bullying/Respect for Privacy

a. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages and material posted on websites.

b. Students will not post information that, if acted upon, could endanger the health, safety or welfare of other individuals.

c. Students will not engage in personal attacks, including but not limited to, prejudicial or discriminatory attacks.

d. Students will not harass or bully another person. "Harassment" refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a student's school performance, or which creates an intimidating, hostile or offensive learning environment. If a user is told by a person to stop sending him/her messages, he/she must stop.

e. Students will not engage in cyber bullying. "Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings that are materially or substantially disruptive or violate District policy. In situations in which the cyber bullying originated from a non-school computer or other communication device such as a cell phone and is brought to the attention of school officials, any disciplinary action taken shall be based upon whether the conduct is determined to be substantially disruptive of the educational process so that it markedly interrupts or substantially impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment or making a threat off school grounds that is intended to endanger the health, safety or property of others at school or at a school-related activity wherever held, or toward a District employee or School Board member.

f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 6. Plagiarism and Copyright Infringement

a. Students will not plagiarize. Plagiarism is taking the works of others and presenting them as if they were original to the user. District policies on plagiarism will govern use of material accessed through District technology resources.

b. Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user must follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner and appropriately reference it. District policies on copyright govern the use of material accessed through District technology resources.

#### 7. Inappropriate Access to Material

a. Students will not use the District's technology resources to access or view material that is profane or obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

b. If a student inadvertently accesses or views such information, he/she should immediately disclose the inadvertent access in a manner specified by his/her teacher. This will protect users against an allegation that they have intentionally violated District policy and rules.

c. If a student receives inappropriate material through electronic transmission (e.g., email), the student should notify the sender that such material is forbidden and should delete the material. If the sender continues to send such material, the student should notify his/her teacher or site administrator.

#### **D. Personally-Owned Laptops and Other Computing or Communications Devices**

1. A personally-owned laptop computer, handheld computer or other computing or communications device may be connected to the Internet at school only through the District's public wireless network, which allows filtered web-only access to the Internet. Connecting a laptop or other device to a non-networked device such as a projector or Smartboard is allowed for instructional purposes.

2. The laptop computer, handheld computer, or other computing or communications device is to be used in compliance with District policies and rules, including but not necessarily limited to those applicable to Internet safety and appropriate use of District technology resources. Any violation of such policies or rules may result in the exclusion of the device from school and/or discipline of the person who has violated the policy and/or rule.

3. Any student who brings a laptop computer, handheld computer or other computing device to school must use it as an instructional tool and only for the school curriculum. It may not be



used as an entertainment system. Students must turn off and put away a personally-owned laptop, handheld computer or other computing device when directed by a staff person.

4. Personally-owned devices will not be able to access district printers or copiers.
  
5. If a personally-owned technology device (e.g., cell phone) is found, or is confiscated, the person recovering the device is not authorized to view the contents of the device. District protocol requires staff to place the device in a clear ziplock bag (depending upon the size of the device), label it with the time/date, and turn it in to the office. The district administrative staff or agent and/or a law enforcement representative are the only one authorized to view the contents, and any search or review of the contents of the device must be consistent with legal requirements.
  
6. The District may examine personally-owned computers and other communications devices and search their contents if there is a reason to believe that school policies, rules or regulations or laws have been violated. The scope of the search will be limited to the violation of which the student is accused, and the search will be conducted in a manner consistent with legal requirements. Individuals have no expectation of privacy in the use of the District's wireless network or technology systems and such use is subject to being monitored.
  
7. Students are not required to bring personally-owned laptop computers or other communications devices to school. The District accepts no responsibility for the loss, theft or damage of personal property brought to school by students. Any laptop computer, handheld computer, or other communications device is the responsibility of the student who brought the device to school.

#### **E. Policy and Rule Violations**

1. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to any illegal activities conducted through the District technology resources.
  
2. In the event there is an allegation that a student has violated the District Internet Safety and Appropriate use policy and/or rules, staff will investigate and meet with the appropriate individuals. The student will be given an opportunity to be heard in the manner set forth in the building disciplinary codes. Disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Consequences of violations of the Internet safety and acceptable use policy and rules include but are not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of Internet privileges
- Revocation of Internet privileges
- School suspension and/or expulsion
- Legal action and prosecution by the authorities
- Other disciplinary action

APPROVED: July 21, 1997

REVISED: June 2, 2002

April 7, 2003

May 17, 2010

August 15, 2016

## USER AGREEMENT FOR STUDENT USE OF DISTRICT-OWNED MOBILE DEVICES

Verona Area School District students and families must understand that:

1. Students are responsible for the safe, responsible, ethical and legal use of District technology resources, including District-owned mobile devices that are assigned to them.
  - All students using District technology resources, including District-owned mobile devices, must comply with the District's Internet Safety and Appropriate Use of Technology Resources policy and rules, other District policies, state and federal laws and regulations, and guidelines set forth in this document and by District staff. This includes complying with existing copyright laws and educational fair use policies. All policies, rules and guidelines are in effect before, during, and after school hours for all District devices whether on or off the school campus.
  - District technology resources, including District-owned mobile devices and networks, must be used to support education. However, limited personal use of such devices may be permitted during non-instructional time and off school premises as authorized by school personnel and consistent with established rules.
  - Students may only log in to their assigned mobile device or District network under their assigned username. Students may not share their log-in and password with other students or individuals. Students may share their log-in and password with their parents/guardians.
  - Mobile devices come with a standardized image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used, which includes any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
  - There shall be no downloading or installing of programs or applications on to District-owned mobile devices without teacher permission. Students are not allowed to load personal software on to a District-owned mobile device at any time.
  - Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment. Students may be permitted to listen to music or watch a movie on a District-owned mobile device during non-instructional time and off school premises.

- Online gaming is not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if the game is in support of education.
- All students have access to a network drive and a Google cloud-based drive on which to store data. It is the responsibility of the student to practice file management.
- Any documents that require printing from a District-owned mobile device should be printed at school.

2. The District maintains an Internet filtering measure on District technology equipment and networks, including District-owned mobile devices, that blocks access to visual depictions that are obscene, child pornography and material that is deemed harmful to minors. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. Students are expected to notify a staff member immediately if they come across information, images, or messages on their District-owned mobile device or any other District technology resources that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

3. Students assigned District-owned mobile devices are responsible for the proper care and security of the mobile devices at school and off school premises, including any related components such as power cords/chargers, etc.

- Students are expected to keep District-owned mobile devices in good condition. Students are prohibited from putting stickers or additional markings on the devices, cases, batteries, or power cords/chargers, or defacing District equipment in any way. If such action occurs, the student will be charged for the repair or replacement of the device.
- Students are expected to store District-owned mobile devices in the District-supplied case at all times when the device is not being used and to comply with any other care and storage directions provided by school personnel.
- Students may not loan components such as power cords to other students for any reason. Students who do so are financially responsible for any loss of such components.
- Students who identify or know about a security problem related to their device are expected to convey the details to their teacher immediately without discussing it with other students.
- Students are expected to report any damage to, loss of, or theft of a District-owned mobile device or related components within 48 hours to the classroom teacher. This means no later than the next school day. Any theft of a District-owned mobile device must be reported to police. The parent/guardian/student are responsible for the cost of repair or replacement of the mobile device if it is intentionally damaged, it is lost because of negligence, or, it is stolen but not reported to the school and/or police in a timely manner. Parents/guardians have an option to

pay an annual damage waiver fee. If parents/guardians elect to pay the damage waiver fee, they will only be responsible for a small deductible in the event of loss, theft or damage. If parents/guardians decline participation in the damage waiver fee program, they will be responsible for the entire cost to replace or repair a device in the event of loss, theft or damage.

4. Mobile devices assigned to students are on loan to students and remain the property of the Verona Area School District.

- All files stored on District mobile devices or the network are property of the District and may be subject to review and monitoring. There should be no expectation of privacy in such files.

- The District reserves the right to confiscate the District's property at any time.

Any failure of a student to comply with applicable District policies and rules may result in disciplinary action, including suspension or revocation of privileges to use District-owned mobile devices, school suspension and/or expulsion, or other appropriate disciplinary action. Students may also be subject to legal action and prosecution by law enforcement authorities.

Parents and Students must complete an electronic certification that acknowledges acceptance and understanding of the rules and responsibilities outlined in this document.

APPROVED: October 21, 2013

REVISED: August 15, 2016

**STUDENT USE OF CELLULAR TELEPHONES OR OTHER PERSONAL ELECTRONIC  
COMMUNICATION DEVICES**

Students shall be permitted to use cellular telephones or other personal electronic communication devices on school premises and at school-sponsored activities under the following conditions:

1. Student use of cellular telephones or other personal electronic communication devices is permitted before and after the school day except as otherwise noted. The “school day” includes the full period of time between the beginning of the first class and the end of the last class of the day.
2. Students who bring cellular telephones or other personal electronic communication devices to school are responsible for keeping them turned off and stored during the school day, unless (a) they are used for authorized educational purposes as stated in student handbooks and in accordance with Board policy and District acceptable use/Internet safety rules, or (b) there is an emergency situation that jeopardizes the safety of students or staff.
3. The use of cellular telephones or other personal electronic communication devices to create, communicate, share, or post recordings or images of any student or staff member is prohibited without permission from that student or staff member except in an emergency. The use of cellular telephones to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas.

Students who use a cellular telephone or other personal electronic communication device in violation of this policy shall be subject to disciplinary action in accordance with established procedures.

Students shall be informed of this policy annually through the student handbooks.

LEGAL REF.: Sections 118.258 Wisconsin Statutes  
120.13  
175.22  
947.0125  
995.50(2)  
995.55

CROSS REF.: 363.2-Rule, District Internet Safety and Acceptable Use Rules  
363.4, Student Use of District-Owned Mobile Devices  
443, Student Conduct and Discipline Student Handbooks

APPROVED: February 19, 2007  
August 31, 2015

REVISED: November 18, 2013  
August 18, 2015