

Badger Ridge Middle School  
&  
Core Knowledge Middle School

Student Handbook

<b>Important Phone Numbers (will be updated for Fall Relocation)</b>
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Badger Ridge Office	845-4100
Attendance	845-4103
Food Service	845-4135
Health Room	845-4115
Bus Company	845-2255

Hello Students:

The staff of Badger Ridge Middle School and Core Knowledge Charter School welcomes you. Your school is a hub of learning activities, opportunities, and experiences for students. We believe you will find a dedicated and caring staff, academic excellence, and attention to individual students as hallmarks of this school. The school community that you are now part of excels in knowing about and working with young adolescents.

This handbook contains basic information that you will need to know to make your middle school year a success. Please take the time to go over this information with your parents.

We extend to your parents/guardian a warm greeting. We welcome feedback, calls, concerns, and kudos. Our school office is staffed from 8:00 a.m. until 4:00 p.m. daily. You are welcome to call 845-4100 at any time.

We hope students and parents alike find a home at our school. Welcome and have a wonderful school year!

Fondly,

Mr. Buss, Principal    Mr. Kisting, CKCS Director    Ms. Thomas, Associate Principal

## **ACADEMICS & GRADING**

Badger Ridge and Core Knowledge Middle Schools provide a varied and deeply powerful educational experience for all students. Students take language arts, social studies, science, math, and reading during their Core time. During Encore time, students take such classes as family and consumer education, art, music (band, choir, and orchestra) technology, physical education, health and world languages.

### **Electives**

During spring scheduling, students requesting an elective class may not drop that class after June 30, 2018. If an elective class must be changed, that change may be made during the first three days of the first semester of the school year. Any exception needs approval by the teacher, principal or counselor.

### **Academic Progress Communication**

During the school year, parents can check their child's academic progress online by going to [www.verona.k12.wi.us](http://www.verona.k12.wi.us). At the QuickLinks, drop down to "Parent Resources" then select "Power School Parent Access." If you are unsure of your user name and password, contact the office at 608-845-4100. Progress reports are one way of staying in touch with parents about the academic progress of your child. If you have specific questions about your student's progress, feel free to contact your student's teacher directly.

## **ACCEPTABLE USE POLICY**

Students are issued a district iPad, a network user ID and a password. The district's "Acceptable Use Policy" governing media and District technology systems is made available to all students/parents/guardians at the time of registration on a yearly basis. You can also view the "Acceptable Use Policy"(Policy and Rules 363.2) on the District website: [www.verona.k12.wi.us](http://www.verona.k12.wi.us) under "Technology". Students must follow the guidelines found in this policy regarding acceptable use of the District's technology systems. Students not abiding by the VASD systems "Acceptable Use Policies" may have their privileges removed for part or all of the school year, or other restrictions. For more information regarding computer services, contact our Educational Technology Coach at 845-4978.

## **ATTENDANCE**

School attendance is an important factor in learning and the continuity of instruction. Our attendance policy reflects Verona School Board Policy and State Statute 118.15 which concerns mandatory school attendance.

Excused absences are granted for personal illness, illness in the family or family emergencies, personal appointments of a professional nature, death in the family or funerals, religious holidays, court appearances, special educational events, approved school activities and special circumstances that show good cause and are approved in advance by the school attendance officer. A parent may excuse up to ten days per school year. A medical professional may provide excuses for a child for up to thirty days per school year. If a student is going to be absent from school, please call the school office by 9:00 a.m. (Middle School Office: 845-4103) on the day of the absence. Please give the reason for the absence. You may call this number 24 hours a day.

It is the student's responsibility to check in with teachers regarding work/activities/assessment that they missed due to absence. To participate in an after school or evening activity, a student must be in attendance for at least half (four periods) of the school day.

### **Appointments**

If a student needs to leave the building at any time during the day, the student should bring a written excuse to the office attendance window prior to 8:30 a.m. The student will receive a permit to show teachers so that s/he can leave class. Students should sign out in the office before leaving for the appointment, and sign in upon returning. If a child has an illness or injury during the school day, s/he should report to the office first before leaving the building to sign out. Parents who come to school to pick up a sick child need to sign their child out before leaving the school.

### **Pre-Excused Absences**

To obtain a pre-excused absence for a family trip, doctor appointment, or activity, a student should bring a note to the attendance window prior to the day(s) of absence. The student will receive a slip to show teachers to find out about upcoming work.

Up to five days, excused, are granted for pre-excused absences. The work is due on the day the student returns to school unless another date is pre-arranged with the teacher(s).

### **Unexcused Absences**

Unexcused absences are given for any absences which do not meet the excused or pre-excused criteria. By state statute, ten or more absences in

a given year are considered an excessive number. These may be excused, pre-excused, or unexcused absences. If a child has ten or more absences, the parents will be notified by phone or letter and an opportunity to conference with the attendance officer and/or counselors made available.

#### **Tardies**

A student is considered tardy if s/he is late to a class. If a student is more than ten minutes late to class, the student will be marked unexcused/truant for the period. Being tardy to a class is the same as missing "part" of a school day under State Statute 118.16.

#### **Truancy**

Truancy is when a student is absent from class or school without the office being notified of the legal cause of the absence. A child may be considered truant if the student is absent beyond the number of days that can be excused by the parent and no medical excuse is provided. If a child exceeds the policy limit of 30 days of medical excuse, the student also may be considered truant. If a child is truant, every effort is made to contact parents as soon as possible. Consequences for truancy include making up time missed, referral to the Truancy Review Board, and possible referral to court.

#### **BUS RIDING**

Bus service for the Verona Area School District is provided by Badger Bus. If you have questions about bus service, you can contact the bus company directly at 845-2255. Bus riding is a privilege and behavior expectations on the bus and at the bus stop mirror those of the school. The bus driver reviews the rules and expectations on the bus with riders. If a student engages in inappropriate behavior while on the bus, s/he will receive a bus report. Receipt of a bus report can result in disciplinary action ranging from a warning to suspension of bus riding privileges.

#### **Late Buses**

After school late busses are provided every Monday through Thursday of each week. These busses depart the school at 4:30 and 5:53 p.m. Students may ride late busses if they are staying for a school activity with a teacher and would normally take the bus home. Staff holding after school activities must supervise students waiting for the late bus.

#### **BUILDING HOURS**

The school day begins at 8:30 and ends at 3:33. Students should not be at school earlier than 8:00 a.m. unless working with a teacher. Students will be allowed to wait in the commons after 8:00 when directed by the supervisor. We ask that all students are out of the building by 3:45 unless they are with a teacher in a supervised activity.

#### **BULLYING**

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)

#### **CAFETERIA INFORMATION**

The school provides an opportunity for breakfast and lunch. Breakfast is served from 8:00 a.m. – 8:25 a.m., except on Late Start days. At lunch, there are two meals available.

Positive student behavior in the commons area is a school expectation. Students are expected to wait in line in an orderly manner, clean up their eating area, return trays to the window, and not take any food out of the commons area. After eating, students go out onto the playground until the end of the lunch period.

Students should bring coats to the lunch room when weather dictates. Behavior expectations during lunch recess focus on playground safety and cooperation with other students and playground supervisory staff. If students cannot stay within behavior parameters, their lunch or recess will be restricted.

The school has a computerized lunch program where all family members in the district draw from one account. This is a pre-payment program. Families will be notified of account balances by email or telephone call. When a child purchases hot lunch or fast food, \$2.50 will be deducted from the account. Cash is accepted, but not recommended. Breakfast is also available for \$1.05 per day. This price is subject to change.

Please put your family lunch ID number on all checks and correspondence. Make checks payable to the Verona Area School District. They may be turned in at the Food Service Office or mailed to: Child Nutrition Services, P.O. Box 930007, Verona, WI 53593. To pay electronically and access e-funds, visit [www.verona.k12.wi.us](http://www.verona.k12.wi.us) and click on the district departments, child nutrition services and the e-funds link.

## **CO-CURRICULAR CODE**

### **Student Activities**

The Verona Area School District defines student activities as those co-curricular opportunities available to students which are not required as a part of the regular instructional program. Student activities may meet after school, during the school day or at times when regular classes are not in session. Student activities include intramural and interscholastic activities, and other organized groups that students are selected for or choose to join.

### **Mission Statement**

In the Verona Area School District organized co-curricular student activities complement and supplement the academic curriculum by enhancing learning and by contributing to the development of the whole person. Student activities exist to develop the character of students by fostering physical and emotional growth, maturity, self-esteem, identity and leadership skills. Students' participation in co-curricular activities provides exploration of future career and leisure opportunities for students by fostering the discovery of skills, talents and satisfaction.

## **CONFERENCES**

Badger Ridge Middle School utilizes a Student-Led Conference format for all students in Grades 6-8. This format allows for students to share with parent(s)/guardian(s) key evidence of learning, progress toward established learning targets, and goal setting for future learning. Students take ownership for sharing their learning and plans for future goals. Teachers and students are engaged in on-going discussions about their progress leading up to the student-led conference.

If parent(s)/guardian(s) would like to engage in a more detailed discussion with school staff regarding academic, social, emotional, and/or behavioral concerns, parent(s)/guardian(s) are encouraged to set an appointment with teachers, student services staff, and/or administration at any time.

## **SCHOOL COUNSELORS**

The middle school offers counseling services for all students. Through classroom activities, small group discussions and individual meetings with students, counselors help the students better understand them and others, learn about opportunities in the world of work, and improve their ability to make good decisions and solve problems. There are two counselors: Grade Six – Ms. Pittman, Grade Seven – Ms. Pittman (A-L), Mr. Elvis (M-Z), Grade Eight – Mr. Elvis

## **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 to the contrary in accordance with District procedures. The primary purpose of the directory information is to allow the Verona Area School District to include this type of information from your child's education records in certain publications. Examples include: name, address, e-mail address, telephone listing, photographs, videotapes, audiotapes, date of birth, participation in official recognized activities and sports, weight and height of athletic team members, a pay 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 parents' 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.

## **FEES**

A \$35.00 general fee is required of all Middle School students plus a \$5.00 lock fee for all incoming 6<sup>th</sup> grade students and new students to the VASD. Many elective courses (student selected) have fees which range from \$1.00 to \$25.00.

Students involved in any extracurricular activities (except school service activities like Student Council) are required to pay an activity fee of \$40.00 for each activity in which they choose to participate with a family maximum of \$150.00. This is a once a year fee, and must be paid by the second week of the activity. Any family who has difficulty paying a fee at the time it is due may contact one of the school counselors to discuss options.

## **GRADES AND ASSESSMENT**

Students and parents will notice that the middle school uses a standards-based grading system. Both formative and summative classroom assessment practices/formats may include more traditional quizzes and tests as well as portfolio demonstrations, student self-reflection, or narrative reporting.

Standards-Based grading practices provide more description and accuracy about how your student is progressing in relation to learning targets that have been introduced in classes, practiced by the student, and assessed by the teacher. Standards-based grading recognizes that students progress in learning and skill development at varying times and pace. Standards-based marks include: Exceeds Mastery (EM), Mastery (M), Near Mastery (NM), Beginning Level (BL), No Evidence (NE).

### **Habits of Learning Grading**

Habits of Learning grades represent a student's development in the "soft skills" required to be successful in the classroom, school, and greater community. Habits of Learning grades are determined from four distinct categories: Beginning of Class, Classroom Focus, Positive Community Member, and End of Class. A Habits of Learning Rubric provides greater detail about how Habits of Learning scores are derived. Habits of Learning grades and Academic grades are reported separately to provide a more accurate picture of student progress and achievement. Habits of Learning marks follow the same format as standards-based grades: EM, M, NM, & BL.

## **HEALTH SERVICES**

The school nurses' office is located in the main office. School nurse, health assistants, and secretaries provide first aid and assessments for students. Parents will be contacted for serious injuries and illnesses, such as fever, vomiting, or diarrhea. Children who come to school are expected to participate fully in school activities including physical education.

Here are some guidelines that might help in decision-making:

- *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.
- *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.
- *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.
- *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.
- *INJURIES*: If a student has an injury that causes continuous discomfort, the student should not attend school until a doctor checks the condition, or it improves. Injuries that interfere with class participation need medical evaluation. If participation in physical education classes is not recommended, a physician's excuse is required.

Injuries and illnesses occurring during the school day or during extra-curricular activity must be reported to the office. Medications are administered at the office and require written parent permission. All prescription medication requires written physician consent. Medications will only be sent on field trips if they are prescription or if parents request over the counter medications specifically. Contact your school nurse to discuss health concerns.

### **Latex Policy**

Due to the increase in Latex allergies among our students, our building is "Latex Free". Latex balloons are not to be brought in or sent to school. Latex free gloves are used in all areas of the school. Parents are asked to provide information to the school office regarding their children with sensitivities or allergies to latex. Parents should provide antihistamine and epinephrine for treatment should an allergic reaction occur.

### **Peanut/Tree Nut Allergies**

The number of students with peanut/tree nut allergies in our school district is increasing. Peanut/tree nut allergies are some of the most common food allergies and have been responsible for the greatest number of food allergy-related deaths. Our goal is to reduce the chance of peanut/tree nut exposure for our students with allergies. Food service no longer serves peanut/tree nut containing food items. Peanut free/ tree nut free treats are recommended when providing snacks for parties or classroom activities. Students with peanut and tree nut allergies should provide an antihistamine and/or epinephrine to be administered at school in case of exposure.

## **CURRICULUM AND LEARNING SPECIALIST**

Curriculum and Learning Specialist seeks to promote continuous progress for all students in the learning environment. The Curriculum and Learning Specialist helps to develop educational plans based on the input of students, staff, and families. If you have concerns or questions about your child's academic progress, please contact our CLS.

## **LMC**

The Library Media Center is the information and reference center of the school. It provides books, magazines, newspapers, a-v materials, and research materials for students and staff. It is also a quiet place to study or read. Books may be checked out for two weeks and can be renewed for an additional two weeks. Students are responsible for promptly returning all materials and are responsible for any damage or loss to materials. For information about the LMC, please contact our Librarian.

## **LOCKERS**

Lockers are provided for storage of student materials, backpacks and coats. With an increase in student enrollment, students may need to share lockers. It is the student's responsibility to keep the locker clean, orderly and locked. No stickers, photos, etc. may be placed on the outside of the locker. The locker is not the student's private property and may be opened and searched by school authorities at any time. Any unauthorized items found in the locker may be removed. Students who damage their lockers will be held accountable. Students are required to have school provided combination locks on lockers.

## **PARENT INVOLVEMENT**

### **Booster Club**

The BR/CK Middle School Booster Club is a parent-teacher fund-raising organization intended to help support student council, provide scholarships for school fees and field trips, supplement supplies and equipment for extra-curricular activities, and fund teacher grant requests. For questions or to express interest in getting involved please contact via e-mail ([BRCKbooster@gmail.com](mailto:BRCKbooster@gmail.com)) or inquire in the main office.

### **Continuous Improvement Team**

The members of our Continuous Improvement Team consist of a dynamic group of leaders in our school. This team works together to plan and implement school goals. It is our hope that parents/guardians would be a part of this team to collaborate with school staff.

### **Specific Concerns**

If parents are interested specifically in their child's class work or progress, or if they have a concern about class work, they should speak directly with their child's teacher. If there are school-wide issues, or a concern that is not resolved with a faculty member, feel free to contact one of the principals or a member of student services. A list of staff members is included in the first parent newsletter.

### **Family Engagement Policy**

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

- play an integral role in assisting their child's learning
- are encouraged to be actively involved in their child's education
- 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 Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), VASD schools that receive Title I funds agree to implement required statutory requirements to involve parents/guardians:

- In the joint planning and development of the district's Title I plan through representation on the district ESEA team and participation in fall and spring ESEA meetings.
- 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.
- 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.
- In the planning and development of effective parent/guardian involvement activities through representation on a Title I Needs Assessment/Evaluation Committee or School-wide Committee. Committee meetings will be scheduled flexibly with the scheduling needs of parents/guardians in mind.
- By building the capacity of the school and parents/guardians involvement by providing parents/guardians 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. o providing materials, resources and training to help parents/guardians work with their children to improve academic achievement. Resources will be provided in classroom newsletters and various communications. Parent/guardian trainings and family education nights will be planned each year based on the school needs assessment.
  - Communicating regularly with parents/guardians in clear and understandable terms. This will include opportunities for parents/guardians to participate in decision-making roles, volunteer opportunities, Title I meetings, classroom newsletters, an annual parent survey, parent-school compacts, and parent-teacher conferences. Additional parent-teacher meetings will be scheduled as requested by parents/guardians.
  - Coordinating parent/guardian involvement activities with other initiatives including after-school programs, Homework Club, etc.

### **PERSONAL ELECTRONIC DEVICES/DISTRICT OWNED DEVICES/AUTHORIZED USER POLICY**

Personal electronic devices may only be used for academic purposes during the school day under the direction of school staff. Personally owned device use is limited to and conditional upon full and complete compliance with the Verona Area School District's Acceptable Use Policy.

District Owned Devices may ONLY be used for educational purposes. 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. (363.2 Rule C.3.h)

*Please visit the VASD website to review full VASD policies on Technology Use: [www.verona.k12.wi.us](http://www.verona.k12.wi.us) > For Families > Technology*

*The following policies refer to appropriate technology use:*

- 363.2 Exhibit--User Agreement from Student Use of District Owned Devices
- 363.2 Rule—Student Internet Safety/Appropriate Use of Technology Devices

- 363.2 Student Internet Safety and Appropriate Use of Technology Resources (including District-Owned Mobile Devices)

BRMS/CKCS Middle School Usage Guidelines regarding Personal Electronic Devices Students may not talk or text on their personal electronic device including cell phones during the school day unless specifically directed by staff. Use after the school day ends is subject to school staff's discretion. If a student needs to use a phone, they may request to use the phone in the main office or a classroom phone. Students may not, at any time during the day, text, digitally record or photograph others or play games on their device without permission from school staff.

When students are not using their device, it should be turned off and put away in a safe place such as their locked locker. Students are encouraged to take their personally owned devices home daily. When students are using service provided by other carriers, VASD is not responsible for data access, content, or costs incurred. The VASD Guest wireless network provides filtered Internet access. Neither students nor staff is required to bring personal electronic property to school. Technology is available for student use at school. The District accepts no responsibility for the loss, theft or damage of personal property brought to school. (VASD 363.2-Rule)

It is recommended that Personal electronic devices are to be kept in a student locker and turned off during the school day. The school day, as applied to personal electronic devices, is defined as the time a student enters the building until they leave at the end of their day. Badger Ridge and Core Knowledge Middle School students that are found to be using their personal electronic device during the school day without teacher permission will first have the device taken away, placed in a clear plastic bag and turned over to the office, the second time the device is taken away it will be placed in a clear plastic bag and turned into the office, parents will be notified and the student will be given it back by an administrator, the third offense will require a parent to come pick it up from the school administrator and the fourth offense may result in loss of privileges for a determined length of time at the administrator's discretion.

## **PLAGIARISM**

Academic dishonesty, cheating, or plagiarism, either with or without the use of computers, is prohibited in all education classes in the Verona Area School District.

## **PUPIL NONDISCRIMINATION**

### **Notice of Nondiscrimination Policy**

#### **Student Nondiscrimination**

It is the policy of the Verona Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the 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.

### **Equal Opportunity Employer**

The Verona Area School District is an equal opportunity employer. Personnel hiring and administration in the District shall be conducted so as not to discriminate against applicant or employee on the basis of age, race, religion, sex or sexual orientation, gender identity, marital status, national origin, disability or handicap, creed, color, political affiliation, pregnancy, citizenship, ancestry, arrest record, conviction record not substantially related to a person's job or activity in the school, membership in the national guard, state defense force or any other United States or Wisconsin reserve component of the military forces, use or nonuse of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law.

The District carefully and systematically examines all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

### **Employee Complaint Procedure**

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal employment opportunities policy may bring forward a complaint in accordance with this procedure. This procedure may also be used for filing and responding to other employee-related complaints.

#### **Informal Procedure**

Any person who believes he/she has a valid basis for a complaint shall attempt to resolve the complaint promptly by discussion with the building principal or his/her immediate supervisor. The principal or supervisor shall keep a written record of the discussion, provide a copy to the

complainant, and reply to the complaint in writing. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

### **Formal Complaint Procedure**

Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the Director of Human Resources who shall immediately undertake an investigation of the suspected infraction. He/she shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination or other complaint. The Director of Human Resources shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step 2: If the complainant is not satisfied with the decision of the Director of Human Resources, he/she may appeal the decision in writing to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.

Step 3 : If the complainant is not satisfied with the Superintendent's decision, or in lieu of utilizing this complaint procedures, the complainant may pursue alternate actions available under state or federal laws (i.e. the State Superintendent of Public Instruction, the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights - Region V and/or courts having proper jurisdiction). Responses to discrimination complaints shall be made within applicable timelines established by law.

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

### **Maintenance of Complaint Records**

Complaint records for the purpose of documenting compliance are kept for each complaint filed and, at a minimum, include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.

### **SAFETY TIP LINE**

Safety is one of our top priorities, as shared in our District's Strategic Plan. We offer SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in five different ways

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 608.888.9065
3. Text: Text your tip to 608.888.9065
4. Email: [1817@alert1.us](mailto:1817@alert1.us)
5. Web: <http://1817.alert1.us>

Students and family members can easily report tips on bullying, harassment, drugs, vandalism or any safety issue they are concerned about. Tips may be submitted anonymously if desired, but we appreciate everyone's input to help make our school community a safer place to work and learn!

### **STRATEGIC PLAN**

[Click here to view our strategic plan](#), as the Board of Education set the goal in 2018 to unveil a District Strategic Plan as the guiding document for priorities, budgeting and Continuous Improvement Team goals at each school. The plan follows our mission that EVERY student MUST be successful with our success built on a foundation of our values: Equity • Mutual Respect • Cultural Responsiveness • The Pursuit of Excellence • Shared Responsibility at School, at Home, and in the Community. Our five pillars are:

1. Authentic Relationships
2. Safe, Inclusive Learning Environments
3. High Expectations for Every Student
4. Supporting & Empowering Staff
5. Equitable Allocation of Resources

### **STUDENT BEHAVIOR AND SCHOOL REGULATIONS**

We believe in setting high standards for student behavior. Students are expected to follow school rules and are responsible for their behavior. Discipline starts first with self-discipline.

## **Behavior Expectations**

Badger Ridge and Core Knowledge have identified a series of specific school-wide procedures and behaviors that we expect from students so that they can be as successful as possible in our school. It is based on these values: Safety, Readiness, Responsibility, and Respect.

1. Students are expected to be respectful, responsible, ready and safe in all their actions at school.
2. Students may enter the building after 8:00 am under the direction of the commons supervisor. Students should not arrive at school before 8:00 unless they are participating in Early Morning Practice for which they have a pass.
3. Students may bike, rollerblade or skate board to school, but must walk or pick up their boards and blades once on school grounds.
4. Students are to move through the hallways in an orderly manner always staying to the right and using an indoor volume in their conversations.
5. Students are expected to be in all classes on time with appropriate materials.
6. Students are expected to have a pass anytime they move through the building during class time, unless escorted by a staff member.
7. Students are expected to complete and hand in all assignments on time.
8. Students are to eat and drink only in designated areas of the building. Open food and beverage containers are not permitted in the hallway.
9. Students are expected to work together to clean their breakfast and lunch areas.
10. Students are expected to work together to keep our building clean. Students should in no way vandalize any school property.
11. Students are expected to settle conflicts appropriately.
12. Participation in after-school activities is an extension of the school day and students are expected to follow all school procedures while participating in extracurricular activities.
13. Students must remain on school grounds during the school day. Leaving the school grounds is allowed only by written parental permission and approval from the office.
14. Throwing snowballs is not permitted.
15. Students are expected to follow the personal electronic device policy and all personal electronics should be kept secured in a locked locker during the school day.
16. Students may not bring any items to school that may cause a disruption to the learning environment.

Students may receive office disciplinary referrals for not complying with behavior expectations. Students who do not follow school regulations are subject to a range of consequences including a warning, a break in the office, a Restorative Learning Opportunity (RLO), parent contact, restorative conferences, suspension (in school or out of school), or expulsion. For all serious offenses, parents are contacted so that we can work together to share the same message about expectations with the students.

Celebrations are organized by houses, teams and grade levels. Grade level and house celebrations are held throughout the course of the school year. Students will receive Paws Up coupons from staff for demonstrating positive behaviors. These Paws Up coupons are entered into weekly drawings for prizes.

## **PERSONAL PROPERTY**

Security of personal property is the responsibility of each student. The school cannot and will not accept responsibility for the valuables of students. Some suggestions are:

- If you ride your bike to school, lock it when it is in the school bike racks.
- Keep your gym locker locked at all times.
- Do not keep valuables, particularly money, in your locker. The best place for your cell phone is at home, but if you bring it to school it should be locked in your locker. You must have a school lock on your locker. Do not share the combination with anyone.

## **APPROPRIATE DRESS**

### APPROPRIATE DRESS

The following are guidelines for Appropriate Personal Dress:

- Clothing bearing inappropriate, offensive, or vulgar slogans should not be worn. These include reference to sexual activity, alcohol, tobacco, and other drugs.
- Shoes must be worn in and around school at all times.
- Tank tops and visible undergarment straps are allowed
- Shirts should cover midriff/belly and chest.
- Shorts, dresses, and skirts that show undergarments or buttocks are not allowed
- Pants should be worn in such a way that undergarments are not visible.
- For safety reasons, backpacks and bookbags should be kept in lockers
- Students whose dress/attire causes a distraction or disruption to the learning environment may be referred to student services to work with families to resolve the issue

Note: As with any other student concern, if your student has a repeated issue with appropriate dress, family may be contacted by school staff and student may be asked to change clothing.

## **SERIOUS OFFENSES**

Any student who demonstrates behavior harmful to themselves or others or disruptive to the school day will be held accountable for their actions. This may include staff intervention, referral to the office for (in school or out of school) suspension, expulsion, and/or involvement of local law enforcement officials.

**Physical Aggression Toward Staff:** Any act of physical aggression toward a staff member, such as pushing, hitting or threatening to do so, will result in suspension and possible expulsion.

**Vandalism:** Destruction of school property or the willful destruction of property belonging to others will result in consequences, such as suspension, and restitution.

**Fighting:** Any student who engages in fighting will be brought to the office. Fighting is not tolerated. Parents will be notified. Consequences for fighting may include suspension and possible involvement of local law enforcement.

**Harassment:** Is repeated, unwanted actions from one person/group to another. It is not acceptable. We encourage students to report harassment directly and use a harassment form.

**Hate Language:** Hate speech is unacceptable in our school community. If hate speech occurs, students may have consequences including suspension. There will also be a restorative process the student will be expected to complete.

**Sexual Harassment:** Sexual harassment is inappropriate. Unwanted language or touching of a sexual nature by one or more people towards another is sexual harassment, and is not tolerated in the middle school.

**Threatening:** Any type of bullying or threatening behavior is not tolerated. Racist language or ethnic slurs of any type are not tolerated and will be dealt with immediately.

**Vulgarity:** The use of improper or profane language in school or on the school grounds is prohibited. Profanity or inappropriate language directed

toward staff may result in suspension.

**Weapons:** Students may not possess, use or store a weapon or look-alike weapons in or on Verona Area School District property, vehicles, vehicles on school grounds, or at school related activities. Possession of a weapon may result in school consequences including potential suspension or expulsion.

**Drugs/Alcohol/Vaping/Smoking:** Students may not use, possess, furnish, or sell alcohol, non-prescribed drugs, drug paraphernalia, vaping substances or devices at any time on school grounds. Students may not appear at school or school sponsored activities under the influence of alcohol or non-prescribed drugs, chemicals, or illegal substances. Tobacco: Students may not use or possess a tobacco product of any kind, nor furnish it to other students on school grounds, or at any school event.

### **SUSPENSION (IN SCHOOL OR OUT OF SCHOOL)**

Suspensions are a punitive measure given as a consequence for serious behaviors by a student which violates school safety policy, but as they are school determined, students may make up work missed during this time.

In all cases of suspension, due process shall be observed. This includes a thorough investigation of the issue and an opportunity for the student to present his/her side of the issue. If the suspension is necessary, parents will be notified in advance, when possible, of the reason for the suspension and the length of suspension. Under state law, students may be suspended for up to fifteen days.

Suspension may occur in-school or out-of-school. In some cases a Restorative Justice conference may be held as an intervention practice. During an out-of-school suspension, parents are to assume all responsibility for the student. Parents may need to return to school with their child for a reinstatement conference at the end of the suspension period. If a student has three or more suspensions in one year, a pre-expulsion conference may be held and could involve the superintendent of schools.

Behavior(s) that are persistent and affects the student's learning will begin to set tiered supports (ie. providing different levels of assistance and interventions based on students' different needs including social, emotional, learning programs and including school-based mental health~ counselors and school psychologist.)

### **EIGHTH GRADE EVENTS AND REQUIREMENTS**

**Eighth Grade Farewell Dance:** This dance is just for BRMS eighth graders and will be held during the evening in our commons. Students are encouraged to dress-up for this event, but not in a formal style. We will relax the dress code rule regarding spaghetti straps. Spaghetti straps will be allowed. Dress length must be below the fingertips when arms are relaxed at their side and the dress must have two straps. Parents are invited to attend this dance.

**Middle School Promotion Assembly:** This program is expected to last no more than one and one-half hours and is intended to be a celebration of your child's middle school years. Because of seating limitations, we ask that only members of your child's immediate family attend the ceremony. Students are encouraged to dress-up but not in formal style. We discourage dresses that are floor length. Tops or dresses that are halter, off the shoulder or strapless, are inappropriate. Evening Wear is also inappropriate. Tops and dresses should have two one-inch straps. Shorts, sweatshirts, t-shirts with logos should not be worn. Polo shirts, ties and dress pants are appropriate attire. Students should not have their cell phones during the ceremony. *Limousines are not permitted for this event.*

**Field Trip:** An end of the year 8<sup>th</sup> grade trip will be planned for the end of May or early June. Details of the trip are to be determined.

### **STUDENT RECORDS**

The adequate and appropriate collection, maintenance and dissemination of student records are an important responsibility in the public schools. Student

records shall include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others and records necessary for school and available to persons involved in the psychological treatment of a student. The principal of each school shall be responsible for the security, access, maintenance, dissemination and destruction of student records in accordance with state and federal laws and established procedures.

Student records shall be available for inspection or release only with prior approval of the parent(s)/guardian(s) or adult student except in situations where legal requirements specify release of records without such prior approval. Guidelines for student record organization, security, maintenance, access and amendment shall be developed in accordance with state and federal laws and regulations. Except as otherwise provided by law, parents/guardians of students in the District shall be provided access to their children's education records without unnecessary delay and within 45 days after an appropriate request has been made for such records. Student record notices shall be provided in accordance with state and federal law.

LEGAL REF.: Sections 118.125 Wisconsin Statutes 118.126 118.127  
146.81-146.84 252.15 767.24(7) 938.396 Family Educational Rights and  
Privacy Act (20 U.S.C. Section 1232g, 45 C.F.R. Section 99) No Child  
Left Behind Act of 2001 CROSS REF.: 333, Parent Rights and District  
Programs/Activities 342.61-Rule, Procedures for Assessing English  
Language Learners 345.2, School-Home Communications about Student  
Learning 346, Assessment of Student Achievement 453.1, Emergency  
Nursing Services 781, Data Privacy and Security 823, Access to Public  
Records Special Education Policy and Procedure Handbook  
APPROVED: April 17, 1989 REVISED: September 4, 2001 April 7, 2003

#### **TELEPHONE**

There is a phone in the office available for student use before and after school and during lunch. Phone calls are not to be made during class time.

#### **VISITORS**

All visitors to the middle school must register in the office. Parents must pre-arrange classroom visits. Please call ahead if you wish to visit your student's class during the school day.

#### **WEATHER ANNOUNCEMENTS**

All announcements concerning the closing of school or a late school start because of inclement weather will be made on local TV stations, radio stations, and/or through School Reach. The district tries to make announcements as early as possible. Please do not call the school.

Websites such as [www.channel3000.com](http://www.channel3000.com), [www.weather.com](http://www.weather.com), and [www.nbc15.com](http://www.nbc15.com) provide on-line weather information and school closings.

#### **WITHDRAWAL OR TRANSFER OF STUDENT RECORDS**

Prior to the withdrawal or transfer of students to another school, the student should bring a note to the office. The office will give the student a withdrawal slip for teachers to sign. When a student is transferred to another school, we will mail student records to the new school.

Pupil records are confidential. If a parent wishes to view them, they may do so in the presence of a person qualified to interpret them for the parents. Pupil records may be released only with written, signed permission.



**WHOM SHOULD I CONTACT (will be updated for Fall 2020 relocation)**

**Middle School Staff** – 845-4100

**Principal:** Alan Buss 845-4110

**Associate Principal:** Jamie Thomas 845-4109

**Director of CKCS:** Rick Kisting 845-4133

**School Social Worker:** Stacie Wagner 845-4141

**School Psychologist:** Dana Sorensen 845-4116

**Learning Resource Coordinator:** Renee Wedderspoon 845-4962

**English Language Learners:** Laila Tabrizi 845-4100

**Counselors:**

**6<sup>th</sup> Grade:** Amie Pittman 845-4128

**7<sup>th</sup> Grade:** (A-L): Amie Pittman 845-4128 (M-Z): Elvis Ajong 845-4127

**8<sup>th</sup> Grade:** Counselor Elvis Ajong 845-4127

**Food Service Manager:** Cindra Magli 845-4139

**School Nurse:** Ann Juzwik 845-4115

**Special Education Coordinator:** Sandra Buxton 845-4117

**Director Community Education:** Laurie Burgos 845-4312

**Public Information Specialist:** Kelly Kloeping 845-4337

**Badger Bus** 845-2255

