

**2018-19**

**Verona Area High School**



**CODE OF STUDENT RIGHTS &  
RESPONSIBILITIES**

VERONA AREA HIGH SCHOOL CODE OF STUDENT RIGHTS & RESPONSIBILITIES

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### **VAHS Staff:**

#### **ADMINISTRATIVE STAFF (845-4400)**

Ms. Pam Hammen, Principal, 845-4410; [pam.hammen@verona.k12.wi.us](mailto:pam.hammen@verona.k12.wi.us)

Mr. Pheng Lee, Assoc. Principal, House A and Director of EA 845-4560;  
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Ms. Tamara Sutor, Assoc. Principal, House A, 845-4411;  
[tamara.sutor@verona.k12.wi.us](mailto:tamara.sutor@verona.k12.wi.us)

Mr. Michael Murphy, Assoc. Principal, House B, 845-4505;  
[michael.murphy@verona.k12.wi.us](mailto:michael.murphy@verona.k12.wi.us)

Mr. Jorge Avalos, Assoc. Principal, House B, 845-4412  
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**STUDENT SERVICES (845-4430 Main Building OR 845-4550 K-Wing Office)**

#### **HOUSE 1**

Mr. Pheng Lee, Associate Principal and Director of EA 845-4560

Ms. Tamara Sutor, Associate Principal, 845-4411

Ms. Lesley Morrison, Counselor, 845-4588

Ms. Carri Hale, Counselor, 845-4426

Mr. Walter Williams, Counselor, 845-4681

Ms. Andrea Bonaparte, Social Worker, 845-4491

#### **HOUSE 2**

Mr. Jorge Avalos, Associate Principal, 845-4412

Mr. Michael Murphy, Associate Principal, 845-4505

Mr. Shawn Harris, Counselor, 845-4653

Ms. Kelly Knueve, Counselor, 845-4626  
Mr. Jeremy Solomon, Counselor, 845-4429  
Mr. Cory Zimmerman, Social Worker, 845-4433

### **HOUSE 1 and HOUSE 2**

Mr. Will Howlett, School Psychologist, 845-4434  
Ms. Pat Lynam, School Nurse, 845-4415  
Mr. Frank Rodriguez, Family and School Engagement  
Coordinator, 845-4451  
Mr. Gynarve Monroe, School Interventionist, 845-4613  
Officer Mitch Ziolkowski, Police Liaison, 845-4483  
Ms. Sara Halberg, Special Education Supervisor, 845-4698

### **ATHLETICS (845-4490)**

Mr. Mark Kryka - Activities Director, 845-4490  
Ms. Jody Witte-Davis, Athletic Secretary, 845-4498

### **Verona Area High School Preamble**

There is a strong commitment at Verona Area High School to the creation and maintenance of a school environment that presents our students with the opportunity to study and learn under the best conditions possible. A key factor in providing a positive learning environment is the success realized by the school in its effort to promote positive behavior among its students. Verona Area High School offers an educational program designed to meet the academic, career, and social needs of its students. Just as students have the right to expect this program to be of high quality and one in which they can fully develop their knowledge and skills, the school also expects all students to participate in a positive and productive manner. The balance between a high quality program and positive behavior by students ensures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon a sustained and cooperative effort on the part of students, parents/guardians, teachers, and administrators.

The following Code of Student Rights and Responsibilities is essential to the progress of all the students at Verona Area High School. The provisions of the Code apply in situations in which students are involved: 1) school activities on property owned by the Verona Area Board of Education; 2) travel on school buses; 3) off-site school-sponsored activities; and 4) on- or off-site school-related activities which are the result or cause of disruptive behavior on school grounds.

The success of this Code requires exercise of good faith by students, parents, and school district personnel, as well as basic respect for the worth of each individual and the individual's ability to contribute to society.

## **Mission**

### **VERONA AREA SCHOOL DISTRICT MISSION STATEMENT: EVERY Student MUST be Successful!**

#### **Actions:**

[Click here to view the district's Equity Framework](#) sharing the action items below:

- Equity:** We will act to eliminate gaps and barriers between our mission and the policies, practices, and structures that may perpetuate systemic inequities. In addition, we seek to remove the predictability of success and failure that currently correlates with any social or cultural factor.
- Excellence:** We will ensure all students have access to rigorous content at or above grade level.
- Engagement and Expectations:** We will develop knowledge, attitudes, skills and practices to create learning environments and opportunities that expect and support high achievement for all students.
- Empowerment:** We will create sustainable partnerships in supporting academic achievement for all students.

#### **Outcomes:**

- Every student in VASD has a personalized learning plan that provides a path to discovery and achievement and that plan is reviewed and changed at least annually based on the student's needs.
- Every student's parent, guardian or advocate participates directly in the design, implementation, and outcomes of that student's personalized learning plan.
- Every student meets or exceeds the goals of his or her personalized learning plan every school year.
- Every VAHS student graduates.
- Every VAHS graduate achieves their choice of college and career path, as detailed in their personalized learning plan.

### **PHILOSOPHY ON SOCIAL-EMOTIONAL LEARNING AND WELL-BEING (Board of Education Policy 111)**

The District's Equity Framework prioritizes the development of inclusive learning environments. Inclusive learning environments exist when all students have a sense of belonging and feel safe in school. In every school, there are students who have mental health concerns, have experienced trauma, or have not acquired the skills they need to respond to the social and behavioral challenges they face each day. As a District, we must respond to the needs of students and staff through a framework to develop, promote, and sustain social and emotional wellness.

Social and emotional development is critical to academic and lifelong success. For every student to be successful, as expressed in the District's mission, a coordinated system of behavior instruction and supports throughout the Pre-Kindergarten - Grade 12 experience is necessary.

With this philosophy on social-emotional learning and well-being in mind, the District shall:

1. Implement a sustainable social/emotional/behavioral framework across the District to aid in consistency in identifying, implementing, and streamlining efforts to respond to a wide range of student needs.
2. Utilize the District’s Equity Framework to ensure all students’ and families’ cultures and identities are valued in order to eliminate predictable patterns in discipline data by gender, race, disability status, or any other factor.
3. Cultivate a positive school climate; for staff and students.
4. Deliver instruction on social, emotional, and behavioral skills to students. This starts with teaching and developing clear, appropriate and consistent expectations and continues with ongoing instruction on the skills our students need in school and life.
5. Implement positive practices that promote learning from challenges and conflicts. This does not mean there are no responses or consequences for behaviors. Rather, the responses will always include opportunities to learn from the event or situation.
6. Provide staff development on positive practices. The District offers all staff training in Positive Behavior Interventions and Supports®, Nurtured Heart Approach®, Restorative Practices®, and Non-Violent Crisis Intervention®. Utilization of these approaches increases positive behaviors, elevates school climate and improves academic outcomes. They also provide staff with skillful responses to challenging situations or behaviors.
7. Elicit input from families and the community on the social/emotional/behavioral framework or supports and provide ongoing training and support for District families and community members.

## “A TRUE COMMUNITY OF LEARNERS”

### PRACTICES

VALUES	Classroom	Non-classroom (Commons/ Hallways/Library)
<b>Ownership of Learning</b> [Engagement Empowerment Perseverance]	<ul style="list-style-type: none"> <li>• Arrive to class on time <b>and ready to learn</b></li> <li>• Actively attend to the speaker or the task <b>for the duration of class</b></li> <li>• Have necessary materials</li> <li>• Develop a growth mindset</li> <li>• <b>Self-advocate</b></li> </ul>	<ul style="list-style-type: none"> <li>• Use common spaces <b>for the intended purpose</b></li> <li>• Clean up after self and group</li> </ul>
<b>Inclusiveness</b> [Collaboration Support Empathy]	<ul style="list-style-type: none"> <li>• Engage with class members</li> <li>• Take accountability for your actions &amp; mistakes</li> <li>• Ensure all voices are heard, seek commonalities and celebrate differences</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledge those around you</li> <li>• Celebrate and honor differences</li> <li>• <b>Maintain a welcoming environment</b></li> </ul>
<b>Positivity</b> [Optimism Kindness Fulfillment]	<ul style="list-style-type: none"> <li>• Show gratitude toward others</li> <li>• Speak with kindness</li> <li>• Presume positive intentions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Greet others with kindness</b></li> <li>• Include and accept others</li> <li>• Show gratitude <b>toward others</b></li> <li>• Use conversational volume during class time</li> </ul>
<b>Safety</b> [Trust Responsibility Respect]	<ul style="list-style-type: none"> <li>• See Something, Say Something</li> <li>• Use equipment &amp; supplies as intended</li> <li>• Respect personal space/boundaries</li> <li>• <b>Self-advocate</b></li> <li>• <b>Need something, Say something</b></li> </ul>	<ul style="list-style-type: none"> <li>• See Something, Say Something</li> <li>• Respect personal space/boundaries</li> <li>• Avoid blocking main thoroughfares</li> <li>• <b>Need something, Say something</b></li> </ul>

## **RESTORATIVE PRACTICES**

The VASD Mission states that we are all part of “a community of learners”, and that “Democratic communities require responsible, contributing citizens.” To develop this community of learners who are also responsible, contributing citizens, VAHS has adopted a school-wide discipline framework that incorporates Restorative Practices.

### **WHAT ARE “RESTORATIVE PRACTICES”?**

VASD believes in the foundational premise of restorative practices which asserts that human beings are happier, more cooperative and productive, and more likely to make positive changes in behavior when the community supports and works *with* them, rather than doing things *to* them or *for* them. This statement is supported in research and practice. It focuses on building life-long skills for all participants to function as independent, empowered, and successful adults.

All members of our school community expect and deserve a safe and secure learning environment so each has the opportunity to flourish. Restorative Practices are built upon the guiding belief that when individuals take actions that harm this community or others within this community, the offender must be held accountable to repair the harm and restore the community. Accountability is not simply enforcement of a punishment. Accountability also includes practices that bring insight into who, and how others, may have been harmed by the actions of the offender, and follow-up actions by the offender that can restore and repair the harm that occurred.

### **WHAT ARE THESE RESTORATIVE PRACTICES?**

Restorative Practices may include:

- Classroom Circles
- Conflict Circles (led by student “Circle Keepers”)
- Support Circles (led by student “Circle Keepers”)
- Formal Conferences (participants may include students, staff members, parents, community members)
- Youth Court (in lieu of formal municipal citation)

### **WHO DECIDES WHEN A RESTORATIVE PRACTICE IS USED?**

Students have the right to consult with the administrative team, student service staff members, or their teachers to request a restorative circle. However, this practice requires that ALL students involved in the situation agree to participate.

Teachers have the right, as part of their own classroom practice, to implement and facilitate classroom circles.

Our Police-School Liaison has the right to request a restorative practice as part of, or in lieu of, a municipal citation.

The administrative team reserves the right to recommend a restorative practice for any situation or action that violates school rules and/or disrupts the learning environment and/or school-wide community.



## AN OVERVIEW

### **GENERAL PRINCIPLES OF THE STUDENT HANDBOOK**

We continue to build a tradition of excellence - academic, fine arts, co-curricular, citizenship - for ALL students here at Verona Area High School. As a student of VAHS, you are asked to help contribute to this community of excellence. The following is a description of the values and attributes developed by our students and staff members that establishes the high standards desired and expected from all members of the VAHS school community:

#### **1. Ownership of Learning**

- a. Engagement - Students are excited, enthusiastic, and interested learners; Staff are passionate about their role at school and work to create relevant experiences for students.
- b. Empowerment - Students are motivated and take an active role in their learning; Staff provide opportunities for students to have voice and choice in demonstrating their learning.
- c. Perseverance - Students work through challenges, are determined, and hard-working; Staff encourage students to work through challenges and model a variety of pathways to success.

#### **2. Inclusiveness**

- a. Collaboration - Students help each other (each member of a group contributes); Staff provide opportunities for students to work together and model effective teamwork and communication.
- b. Support - Students feel it is safe to take risks and have a “go-to” person in the building; Staff creates a safe space for open communication and takes interest in students’ lives.
- c. Empathy - Students feel appreciated, understood, and actively do the same for others; Staff model empathy through appreciation and understanding of their students.

#### **3. Positivity**

- a. Optimism - Students presume positive intent by others and engage in a hopeful outlook; Staff presume positive intent by others and engage in a hopeful outlook and encourage optimism in their students.
- b. Kindness - Students acknowledge others and treat one another with thoughtfulness; Staff use words and body language indicating that all students and staff are important.
- c. Fulfillment - Students express positive emotions and find school fulfilling; Staff express positive emotions and provide opportunities for students to grow in abilities and character.

#### **4. Safety**

- a. Trust - Students believe that the school community is focused on each student’s best interest to create a fair and equitable community; Staff create a positive environment, providing opportunities for all voices to be heard and understand
- b. Responsibility - Students understand and take ownership in striving to meet school-wide expectations; Staff explicitly and consistently teach and reinforce expectations

in order to facilitate student ownership of expectations.

- c. Respect - Students treat others as they would like to be treated and for community spaces; Staff treat others (staff and students) as they would like to be treated and model respect for community spaces.

These values and attributes form the foundation for a positive school community. If you act in accordance with these principles, you will increase the likelihood of experiencing personal success and satisfaction, and of contributing to a positive school climate.

### **EXPECTATIONS FOR CLASSROOM BEHAVIOR**

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, you are expected to:

- Arrive to class on time.
- Be prepared for class with all materials necessary for class that day.
- Be engaged in the task at hand *as led* by the teacher.
- Show respect and consideration for others.
- Demonstrate care and consideration for school property and the property of others.

**Each teacher is able to establish the rules and procedures for his or her classroom. You are expected to observe those rules and to respond promptly to the directions of your teacher. However, teachers are encouraged to utilize classroom circles in the development of community norms and expectations.**

### **STRUCTURING THE STUDENT'S DAY**

VAHS is organized on the premise that freshmen and sophomores benefit from a highly structured school day in order to ease their transition into high school. Therefore, freshmen are either in class or study hall the entire day with the exception of a 30-minute lunch period. As you become an upperclassman, you are nearing a time in your life when you must begin to assume more responsibility for your decisions. Thus, an assumption is made that upperclassmen will benefit if they are given more responsibility to determine how they will use their lunch hours and free periods. You should keep in mind, however, that the freedom to make these decisions is a privilege that may be removed by your associate principal if you fail to observe the rules of the school.

### **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR (CONSEQUENCES OF BEHAVIOR THAT DISRUPTS THE LEARNING ENVIRONMENT)**

- TEACHER REFERRALS (PowerSchool Log is completed by classroom teacher) - Action is determined by the classroom teacher.
  - OFFICE REFERRALS (PowerSchool Log is completed by Administrator) - Action is determined by student's associate principal
1. ORAL/WRITTEN WARNING - For first-time and/or minor violations. You may receive an oral or written warning to cease and/or correct your behavior.
  2. NOTIFY PARENTS/GUARDIANS - Teacher or school official will share behavior concern with parent/guardian and collaborate to determine next action.

3. DISCIPLINARY CONFERENCE - VAHS is committed to using restorative practices (see statement, p.?) in response to student misconduct when possible. We may utilize restorative conferences whenever harm has been done, the offense is deemed appropriate for a restorative conference, and all parties agree to participate. Successful participation and completion of conference agreements may be used to restructure traditional disciplinary consequences.
4. SEIZURE OF CONTRABAND - School officials may seize from you any item, including but not limited to personal items, which is prohibited or otherwise violates this Student Handbook and/or School Board policy. Seized items may be held by the principal, associate principal or school resource officer depending on the nature and severity of the incident. Weapons, drugs, and other illegal items may be turned over to the school resource officer or other law enforcement officials.
5. TEMPORARY REMOVAL FROM CLASS - Classroom teachers reserve the right to have students temporarily removed from class if deemed necessary. This action automatically becomes an Office Referral.
6. DETENTION - Lunch or after school as assigned.
7. ALTERNATIVE DAY ASSIGNMENT - Equivalent to in-school suspension. Length of the ADA may vary as assigned by the student's associate principal.
8. LOSS OF PRIVILEGES - May include temporary suspension of or loss of Responsibility Pass, and/or suspension of extracurricular activity participation or attendance.
9. OUT-OF-SCHOOL SUSPENSION - A student may be suspended out of school for any activity that constitutes significant disobedience or misconduct. **If a student is suspended from school, he/she may not be on campus or attend any school function for any reason unless you have made prior arrangements with your associate principal.** Failure to observe this rule is considered trespassing and may result in additional school consequences and/or legal consequences. The student and his/her parents must have a conference with his/her associate principal prior to resuming school after serving an OSS.
10. POLICE REFERRAL - All known or suspected illegal acts will be reported to the police. School disciplinary action and extra-curricular/co-curricular disciplinary action, if any, may be imposed for the same incident regardless of whether or not a police report is made. School Resource Officer and School Administration may refer to Youth Court upon discretion.
11. SUSPENSION OF BUS RIDING PRIVILEGES - A student may be suspended from riding the school bus for any activity on the bus that constitutes significant disobedience or misconduct.
12. REFERRAL FOR EXPULSION - In cases of significant, and/or repetitive gross disobedience or misconduct, the superintendent, principal, and/or assistant principal may recommend to the Board of Education that expulsion proceedings be initiated.

**PARENTAL RIGHTS TO SEEK INFORMATION REGARDING STAFF QUALIFICATIONS:**

Federal law requires schools to share information with parents regarding the qualifications of teachers employed by the school district. Among the questions that parents 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. In addition, all of the teachers at VAHS are fully licensed for their assignment. If parents want to see the state qualification for your child's teacher, it can be found on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html). In addition, instructional aides are employed at VAHS, and they are all considered qualified for this work. If you would like more information about the qualifications of our staff, please feel free to call Ms. Pam Hammen at 608-845-4410.

We are proud to be called "**THE WILDCATS**"

In the spring of 1992, students in the Verona Area School District voted to establish "The Wildcat" as the mascot for VAHS.

The wildcat is an animal indigenous to the State of Wisconsin whose habitat includes Dane County. Two of Verona's early settlers found shortly after their arrival that they shared their land with a fearless wildcat they called "Nicodemus." Wildcats are known as ferocious hunters that will attack animals many times their size.

"The Wildcat" was named Verona Area High School's mascot because of its strength, pride, dignity, playfulness, boldness, and the historical identification with Nicodemus. The fight-to-the-finish attitude and courage that is instinctive to the Wildcat made it an excellent choice for our mascot.

#### **Verona Area High School Alma Mater**

V'rona High! V'rona

High! U rah rah!

Verona

Praise to thee we sing. Praise to thee, Verona High School U rah rah! Verona High!

#### **Verona Area High School Fight Song**

V'rona High School, hats off to thee, To our colors true we shall ever be, Firm and strong, united are we, Rah, rah, rah, rah,

Rah, rah, rah, rah,

# SPECIFIC RULES AND REGULATIONS

The Verona Area High School Administration has the exclusive authority, and the sole discretion, to interpret the provisions contained in this Student Handbook and Code of Conduct (the “handbook”). Because no handbook can address every situation that might arise, it may be necessary at times for the Administration to make changes to this handbook. Accordingly, the VAHS reserves the right to modify, amend, add to or delete from the provisions of this handbook at anytime, and for any reason, with or without notice.

The overview of this Student Guidebook presented:

1. the general principles that form the foundation of the Verona Area High School Code of Conduct,
2. our expectations for your behavior,
3. the rationale for the differences in the way in which the school day is structured for students, and
4. the potential consequences of inappropriate behavior.

NOTE: The following listing of specific rules is not intended to be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, insubordinate, or disrespectful to others and/or otherwise violates the Verona Area High School Code of Conduct. Specific consequences will be assigned by the Assistant Principal, the Principal, or the Superintendent.

These rules apply at all times while you are on the school campus and/or in proximity to the campus, on school-sponsored field trips, on school buses, at school bus stops, while you are traveling to or from school or school bus stops, and while you are at school-sponsored events and activities, and at any other time or place that your conduct may affect the safety and/or well-being of other students and/or staff. These rules also apply, and you may be subject to discipline, for any conduct that takes place off-campus and/or outside of school if the conduct interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students. This may include your conduct through e-mail, the Internet, and/or social media, including but not limited to cyberbullying.

You are responsible for following all rules and regulations contained in the Board of Education’s policies and procedures and this Student Guidebook. Repeated violations of any portion of the Board’s policies or the Code of Conduct may be considered gross disobedience or misconduct and will be subject to discipline, up to and including expulsion.

## ATTENDANCE

### 1. ABSENCES/TRUANCY

#### ABSENCES:

##### Student Right

Each student has a right to receive an education that fosters personal growth

and prepares one for adult roles. Each student has a right (within limits) to make up school work due to an excused absence.

### **Student Responsibility**

- Each student has the responsibility for attending school punctually and regularly.
- Each student has the responsibility to report to school and scheduled classes on time.
- Each student has the responsibility to prepare for class and to participate meaningfully.
- Students must complete a pre-planned absence form for school related absences such as school-sponsored field trips. *A Planned Absence Form* must be completed and submitted to the Attendance Secretary for absences such as family vacations, pre-scheduled surgeries, and college visits. We recommend that this form be filled out for all planned absences, but we require it for absences lasting three or more days.
- If a student is unexcused tardy or unexcused absent, student can expect some or all of the following:
  - Teacher will meet with student. Student remains with teacher for up to 5 minutes of the 10 minute passing.
  - Teacher will make contact with parent/guardian.
  - Teacher assigns lunch detention (in supervised study) or after school detention (with teacher). • Failure to serve detention will result in additional detentions and/or in-school suspension.
  - Teacher will make a referral to student services for further follow up.
  - Students with repeated unexcused absences may be ticketed for habitual truancy.

*Wisconsin Statutes 118.15 establishes the ultimate responsibility for regular school attendance with each student's parents. The parent of a student is responsible for reporting an absence, its cause, and, if required, for sending information upon the student's return (except where this responsibility of emancipation has been granted by the parent(s) to a student 18 years of age or older.) A parent may only excuse a student from 10 days of school per school year. Beyond that it is at the discretion of the administrative team as to whether parentally excused days or periods are in fact excused. Students who miss more than 10 days of school will be required to provide medical documentation for any additional absences to be excused.*

### **School Policy/Regulation**

Excused absences are granted for reasons of 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 attendance officer. Absenteeism from school for reasons other than those cited shall be regarded as unexcused.

- Parents are asked to call the Attendance Offices, 845-4403 for VAHS grades 9-12, 845-4503 for Exploration Academy and LEAP by 9:00AM to report the absence and state the reason.
- Students must present a written excuse for their file upon return to

school.

- Doctor's notes are required to excuse all medical and dental appointments.
- Attendance in school is mandatory for participation in, and attendance at any extracurricular activity scheduled for a school day.
- Homework requests: Homework will ONLY be collected by teachers for students who miss 3 or more consecutive days.
- Students are responsible for securing all work missed for other absences. The student will have the number of days absent plus one to make up work.

**\*Students must be in school for the last 4 hours of the day to be eligible for ANY extracurricular participation. STUDENTS WHO LEAVE SCHOOL ILL ARE NOT ELIGIBLE. Exception may ONLY be granted by the VAHS administration. Note: If a student leaves school for an excused absence other than illness or due to a prearranged makeup, this student may be allowed to participate in or be a spectator at a school-sponsored event that same day.**

Students/parents must provide the attendance officer with written confirmation for prearranged absences. Please make these arrangements at least one week in advance whenever possible! Teachers will not provide makeup time or assistance to students absent from class without proper excuse. Unexcused Absences (the absence does not meet "good cause" criteria, but is with parental knowledge). Wis. Statute 118.15, 118.16, 118.82, 118.65.; Student Activities Code Handbook

### **Action**

If a student is not present and the reasons for absence have not been reported, school personnel will try to contact the parent.

### **The student and/or parents are subject to, but not limited to:**

- Parental notification Referral for evaluation Personal conference Detention
- After-School Detention
- In-School suspension
- Out-of-School suspension
- Referral to local truancy court
- Referral to District Attorney
- Referral to county truancy court
- Community Service
- Revocation of Driver's License
- Revocation of Work Permit
- Foreclosure on co-curricular participation, including spectating and/or participation in practices
- Foreclosure from field trips
- Foreclosure from commencement
- Prohibited from attending school sponsored events/activities Revocation of parking permit
- Loitering Ticket

## **TRUANCY:**

### **Student Right**

Each student shall have the right to an education

### **Student Responsibility**

Each student shall attend school regularly as defined by Wisconsin Statute and local policy.

### **School Policy/Regulation**

Truancy means any unauthorized absence from school.

"Habitual Truant" is defined by Wisconsin law as a pupil who is absent without an acceptable excuse for part or all of five school days during a semester. The school will notify the parent of a student who is a habitual truant when the child initially becomes a habitual truant. Wisconsin Statutes 118.15 & 118.16 Dane County Truancy Plan Board of Education Policy No. 431 Local Municipal Ordinance 9-3-35

### **Action**

**Students violating this section shall be subject to the following prior to the initiation of legal action:**

#### **First Offense:**

- Parental contact
- Teachers will be instructed to record zeros for work missed during absence. The time the student was truant will be made up outside the regularly scheduled school day.
- After-school Detention
- Student will be subject to monitoring and in-school supervision.
- Teachers will be instructed to record zeros for work missed during absence.
- A parent-student conference will be convened to discuss reasons for truancy and possible solutions and
- re-admittance to school.
- Truancy Ticket
- Prohibited from attending school sponsored events/activities and/or practicing/participating in extracurricular activities
- Revocation of parking permit

#### **Subsequent offenses:**

- Truancy Ticket
- Program Change
- Schedule Change
- Community service
- Referral to municipal court
- Loss of Driver's License
- Revocation of Work Permit
- Established curfew
- Assigned to alternative education program AODA referral to assess/screen
- Contract signed for attendance
- Legal action under Wisconsin Statutes 118.15 & 118.16

## **2. TARDINESS**

- Students must have a teacher pass if they are tardy to class. If a student does not have a pass, she/he is unexcused tardy. Late arrivals must sign in at the



attendance office upon arrival and obtain a pass to class. When a student arrives late and is tardy unexcused, the teacher will follow the tardy policy as outlined below. Students arriving at school after the first hour class has begun must sign in and obtain a pass to class from the attendance office.

- Students who are **TEN OR MORE MINUTES LATE** to a class without an excused pass are charged with an unexcused absence. **The following policy continues throughout the semester per period:**
  - The **THIRD TARDY** in a class will cause the teacher to discuss tardy/attendance concerns with the student, a detention can be assigned.
  - The **SIXTH TARDY** will result in: 1) Student and teacher meeting; 2) Teacher notifies parent; 3) Teacher assigns when detention (can be served with the teacher or in In-School Suspension); 4) Teacher completes a PowerSchool “Behavior Minor” entry.
  - The **NINTH TARDY** may result in detentions, and/or in-school suspension, and/or loitering ticket, and/or a truancy violation ticket. Teacher will schedule a student/parent/teacher/administrator conference. Teacher completes a PowerSchool behavior major log entry. A second loitering ticket and/or truancy violation ticket may be issued.

#### **Action**

If a student is not present and the reason for absence has not been reported, school personnel will try to contact the parent.

#### **The student and/or parents are subject to, but not limited to:**

- Parental notification/Personal conference
- After-school Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to District Attorney
- Referral to county truancy court
- Community Service
- Revocation of Driver’s License
- Revocation of Work Permit
- Foreclosure on co-curricular participation including practice, including spectating
- Foreclosure from field trips
- Foreclosure from commencement
- Any grievance not filed within five days after the occurrence of the event or incident is waived.
- Board of Education Policy no. 441

### **3. LOITERING/NO VISITOR POLICY**

#### **Student Right**

Students have the right not to be subjected to disruption that may occur from loitering in halls or on school grounds.

#### **Student Responsibility**

All students have the responsibility of safe practices whether on school grounds or in school buildings. Students must be in designated areas during class time.

Students have the responsibility to follow established procedures in the school and in Verona. City Ordinance No. 9- 3-30 (loitering)

### **School Policy/Regulation**

Students are expected to be in class and/or designated class spaces during their assigned times.

Students shall not loiter or idle their time on school grounds during scheduled school hours or off hours. Students who are tardy will be officially warned by PSL officer. Students that subject to a loitering ticket.

Students who are in the hallway or on school grounds without a pass will also be placed on a no and/or limited pass list. Students will be allowed a maximum of 3 hall passes per semester per class. Teachers may restrict further based on discretion.

No student shall be allowed in the building after 4:00 unless under the supervision of a VAHS staff member.

### **There is a NO visitor policy at Verona Area High School.**

Exceptions to the visitor policy will be:

1. Visitors from foreign countries wishing to experience our school
2. Incoming students who have filed an application with Central Office for Open Enrollment may spend up to a 1/2 day shadowing a current VAHS student Verona City Ordinance Sec. 11-5-10 (minors) Verona City Ordinance Sec. 11-2-0(c) (adults)

Board of Education Policy No.860- Visitors  
Verona City Ordinance - Trespassing, 9-3-2(a)

### **Action**

**Students violating this section will be subject to, but not limited to:**

- Verbal reprimand
- Physical restraint
- After-school Detention
- Community service
- Restricted privileges (including extracurricular participation)
- Notification of parents
- Loss of Responsibility Pass
- Failure to follow sign-in/sign-out procedure will result in the recording of an unexcused absence(s).
- Suspension from classes or from school
- Loss of Parking Permit
- Truancy Ticket
- Loitering Ticket

#### **4. LEAVING THE BUILDING OR GROUNDS WITHOUT PERMISSION**

##### **Student Right**

Students have the right not to be exposed to the dangers involved in leaving school premises without permission.

##### **Student Responsibility**

Students have the responsibility for following the procedures outlined for Verona Area High School students.

##### **School Policy/Regulation**

Wisconsin Statutes 121.02(1) provides that schools schedule at least 1137 hours of direct pupil instruction annually. Students absent from class without authorization create their own problems and are considered truant.

Students are required to sign in and out when leaving and/or returning.

Students must present valid notes and expect phone confirmation of such notes. Forgery and/or falsified notes or passes will not be tolerated and will be dealt with accordingly. Board of Education Policy No. 431

##### **Action**

**Students violating this section will be subject to, but not limited to:**

- Verbal reprimand
- Physical restraint
- After-school Detention
- Community service
- Restricted privileges
- Notification of parents
- Loss of Responsibility Pass
- Failure to follow sign-in/sign-out procedure will result in the recording of an unexcused absence(s).
- Suspension from classes or from school
- Loss of Parking Permit
- Truancy Ticket
- Loitering Ticket

## **BEHAVIOR/CONDUCT**

### **1. ANONYMITY/IDENTIFICATION**

##### **Student Right**

Students have a right to attend a school where all persons are known or will identify themselves.

##### **Student Responsibility**

Students have a responsibility to identify themselves when known or will identify when requested by authorized personnel or monitors.

All visitors (student or adult) during the school day must report immediately to the office and identify themselves for permission to remain in the school or on the campus.

## **School Policy/Regulation**

Persons entering Verona Area High School or the school premises shall identify themselves to authorized personnel. Students must carry ID cards at all times and present for identification whenever requested.

Board of Education Policy No.860- Visitors  
Verona City Ordinance - Trespassing, 9-3-2(a)

### **Action**

Persons on school grounds or in the school without permission may be subject to legal action. Students providing false identification will be subject to disciplinary action. (See General Conduct)

Students failing to identify themselves when requested by authorized personnel or monitors will be subject to disciplinary action (see General Conduct).

## **STUDENT IDENTIFICATION**

### **Student Right**

Student has the right to be safe at school and at school events.

### **Student Responsibility**

Students have the responsibility to possess and display their school identification when asked by staff while on school property or at school sponsored events. This includes school events that are held off of school property.

In an attempt to simplify and be more efficient, school identification badges will also be used for the following:

1. To access the school lunch program
2. To utilize school transportation
3. To check out materials from the LMC
4. To attend all school related events (i.e., athletic events, plays, concerts)

\*Note that The Big 8 Conference REQUIRES all students to possess and show their school identification badge in order to be admitted to any Big 8 event.

### **Action**

- Students who do not show their school identification when requested by school staff may be denied access to extracurricular events, bus transportation, food services and LMC materials.
- If students need replacement identification badge should see the secretary in the guidance area. Students will be charged a fee of \$5.00 for each replacement badge.
- Lack of possession or proper displaying of school identification may result in the following (repetitive incorrigibility): Request to obtain and/or display identification badge
- Removal from building/school grounds
- Conference with school officials
- Notification of parents

- After-school Detentions
- Restricted Privileges
- Suspension
- Parental conference for re-admittance
- Trespassing Citation
- Loitering Citation

## 2. ASSEMBLAGE

### **Student Right**

Each student has the right to peaceably assemble for the expression of opinions and belief as long as that assembly is permitted by law and does not disrupt normal operations of Verona Area High School.

### **Student Responsibility**

Students have the responsibility to assemble at times and in areas approved by the administration. The designated times and areas shall be determined by the principal after reviewing the daily class schedule and facilities for the educational program in accordance with each request for assembly.

Students may not excuse themselves from their scheduled classes for any assembly unless cleared by an administrator or classroom teacher.

### **School Policy/Regulation**

School policy prohibits assemblies that disrupt the normal operation of the school, are prohibited by law, prevent any student from securing regular access to school facilities or classes, or are inconsistent with school goals for teaching/learning.

Verona City Disorderly Conduct Ordinance 9-3-3 Wis.  
Statute 941.01 Disorderly Conduct Wis. Statute 941.06  
Unlawful Assembly

### **Action**

**Students not complying with the provisions of this section shall be subject to, but not limited to:**

- Notification of parents
- Notification of police
- Suspension
- Expulsion
- Citation

## 3. BULLYING/HARASSMENT

### **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)

LEGAL REF.: Sections 118.13 Wisconsin

Statutes 118.46(2) CROSS REF.:

PI 9 of the Wisconsin Administrative Code

443.8-Rule, Procedures for Reporting and Investigating Bullying Incidents 347, Student Records 363.2-Rule, Internet Safety and Acceptable Use Rules

411, Equal Educational Opportunities

443, Student Conduct and Discipline 443-Rule, Classroom Code of Conduct

443.5, Student Use of Cellular Telephones 443.7, Gangs and Gang-Related Behavior

447.3, Student Suspensions and Expulsions 454, Reporting Child Abuse/Neglect

511, Employee Harassment 522.3, Employee Discipline 522.4, Staff Misconduct Reporting 720, Safety Program

APPROVED: Oct. 25, 2010

#### **4. CONDUCT AROUND BUILDING (passing time)**

During the school year over 1800 people spend a significant portion of each day at Verona Area High School. In order for our school community to function smoothly, each individual must observe certain standards of conduct around the building

##### **Student Rights**

Each student has a right to an education.

##### **Student Responsibility**

Students at VAHS have the responsibility to be in assigned areas except during passing time or while carrying a hall pass. Students have the responsibility to be in all classes for the entire duration of a class.

## **School Policy/Regulation**

Students are expected to be in assigned areas at all times indicated by their educational programs. Students must have a Hall Pass/Responsibility Pass if out of class during a scheduled time.

Students will be allowed a maximum of 2 hall passes per quarter per class. Teachers may restrict further based on discretion.

Wisconsin Statute 118.15, 118.16, 118.82,  
118.65 Compulsory Attendance Wisconsin  
Statute 118.33(1)b  
Graduation Requirements  
Board of Education Policy No. 431, 455.2

**Use of Unsupervised Areas:** Students may not be present in any unsupervised or locked area of the campus. Examples include, but are not limited to: athletic facilities, locker rooms, music department, Performing Arts Center, Auditorium, Computer Labs, Learning Centers, and classrooms. Students must leave the campus at the end of the school day unless they are involved in a supervised activity or meeting with a staff member. Students waiting for transportation at the end of the supervised activity must wait in a designated area.

## **Action**

- Students violating this section will be subject to, but not limited to: Verbal reprimand
- After-school Detention
- Community Service
- Loss of privileges (including extracurricular practice/participation)
- Notification of parents
- Conference with parents
- Suspension from classes or school Ticket for loitering
- Physical Restraint
- Loss of Responsibility Pass

## **GENERAL SCHOOL CONDUCT**

### **Student Rights**

Students have the right to move about the school and take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach.

### **Student Responsibility**

Students have the responsibility to abide by all reasonable district, building, and classroom rules established by school officials. Students shall practice common

rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety, and welfare of students and teachers. Students have the responsibility to conduct their behavior in such a way that does not disrupt the learning environment or offend others. This includes loud talking, inappropriate gestures, and inappropriate public displays of affection. Students may not engage in repetitive incorrigibility.

### **School Policy/Regulation**

This code will be distributed annually to all VAHS students via the VAHS Student Handbook.

Open containers are ONLY allowed in the commons. Containers that are unopened or sealed securely may be carried in the hallways (i.e. plastic containers from Culver's, Michaels, McDonalds, etc., are not permitted --- covers must snap or twist on).

Containers that do not meet approval will be confiscated.

The teacher will set the policy for food, gum, and beverages in their classroom.

Teachers will comply with their established policy and model the expectation during class time. A teacher may vary from their established policy during prep time. Board of Educational Policy No. 443

Verona City Disorderly Conduct Ordinance 9-3-3 Wis.

Statute 941.01 Disorderly Conduct Verona City Ordinance

No. 9-3-20 (loitering)

### **Other action may include, but not be limited to:**

- Citation
- Suspension from classes and/or school for up to 15 days pending expulsion for possession and/or distribution.
- Suspension from classes and/or school for up to 5 days for being under the influence of alcohol, non-prescribed drugs, chemicals or illegal substances.
- Possibly placed on Administrative Contract (including but not limited to) Closed Campus
- Drug Tests
- Restrictions for activities (including extracurricular practice/participation
- Referral for evaluation/treatment
- Alternative education placement
- EXPULSION

### **Action**

Confiscation of any food/beverage if present outside designated area. Students violating this section shall be subject to action as determined by the school or teachers, which may include:

- Verbal reprimand
- Parent notification
- Referral to administration
- Suspension



- Detention
- Community service
- Suspension
- Expulsion
- Parental conference for re-admittance
- Citation

Authority to expel a student is granted in Wisconsin Statutes 120.13(1) (c): “The school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules (repetitive incorrigibility), or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school, conduct while not at school or while not under the supervision of a school authority that endangers that property, health, safety of others at school or under the supervision of a school authority, and conduct while not at school or not under the supervision of a school authority that endangers the property, health, or safety of a district employee or school board member, or attend activity supervised by a school authority and that such conduct does not constitute grounds for expulsion.” Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

## **5. DRESS CODE**

### **Student Rights**

Each student may determine personal dress and grooming within 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, or
3. Invade the rights of others.

### **Student Responsibility**

Students have the responsibility to dress appropriately for school. Students have the responsibility for wearing safety or special purpose equipment whenever it is required.

### **School Policy/Regulation**

Students are expected to dress appropriately for all school activities. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Students are expected not to wear or display inappropriate, offensive, or vulgar slogans on their dress or persons (i.e. alcohol, tobacco, sexual innuendos). Undergarments may not be visible and shoes must be worn in an around the school at all times (state law).

Good judgment when selecting clothing for school is expected. Remember that weekend attire might not be appropriate for school. Clothing or lack of clothing should not disrupt the educational process of the school; such as necklines that are too low, exposed midriffs, or shirts, skirts or dresses that are too short. There are three areas of the body that should be covered appropriately, they are:

1. Chest
2. Midriff

### 3. Bottom

Strapless garments worn alone are prohibited.

Chains may not be worn or draped if they exceed one foot in length and more than a half inch in diameter. [Only one chain may be worn.]

Backpacks may be brought to school. We encourage students to keep backpacks in their lockers throughout the day.

Gang-affiliated jewelry, dress, identification, handshakes/signs will not be tolerated. We will not allow anything designating affiliation to be shown, including graffiti and gang affiliated writings or drawings on binders, work handed in, backpacks, or any school or personal property.

Final decisions regarding violations will be at the VAHS Administration discretion. Wisconsin Statutes 120.13 Board of Education Policy No. 443.1 Students violating this section will be subject to, but not limited to:

- Request to change to appropriate attire
- Immediate confiscation of item
- Conference with school officials and possible exclusion from classes for the day
- Parental conference for re-admittance
- Failure to wear appropriate safety or protective clothing when required will result in action to ensure the safety of the student
- Student sent home w/parent approval to change clothing
- After-school detention
- Withhold opportunity for extracurricular participation (including practice)
- Suspension
- Citation

#### **Personal Headgear**

Headgear/bandanas/hats may be worn during the school day as long as it is not a disruption to the learning environment. Teachers may request that students remove headgear/hats if it poses a disruption to learning. Limits imposed will be related to health, safety, cleanliness, distraction, or indecency. Headgear/bandanas/hats must not display inappropriate, offensive, or vulgar slogans. Inappropriate headgear or refusal to comply with teacher/staff directive will result in confiscation of headgear.

## **Acceptable Uniform and Photo Policy**

While competing VAHS students must wear WIAA and school approved uniforms. While practicing, VAHS students must wear VAHS approved practice attire. Individual or team photos of athletes wearing their WIAA and school approved uniforms, set within the competitive arena, may be included in the yearbook, posters, programs, or other VAHS publications. Any VAHS individual or team photos set outside of the competitive arena must meet the VAHS dress code policy. All athletic uniforms, photos, and school publications must be pre-approved by the VAHS Activities Director.

January, 2018

## **6. GAMBLING/CARD PLAYING**

### **GAMBLING**

Gambling shall be prohibited on school premises and at all school sponsored events both home and away at all times.

### **CARD PLAYING**

Cards may be played ONLY during lunch periods.

## **7. Prohibited Substances**

### **a. Illegal drugs and non-prescribed drugs**

### **b. Tobacco**

## **ILLEGAL SUBSTANCES AND NON-PRESCRIBED DRUGS**

### **Student Rights**

Students have the right not to be subjected to the influences or related problems associated with the uses of alcohol, non-prescribed drugs, chemicals, or illegal substances.

### **Student Responsibility**

Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, prescription drugs not prescribed to them, chemicals, or illegal substances.

Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, prescription drugs not prescribed to them, chemicals, or illegal substances and Board of Education Policy.

### **School Policy/Regulation**

The use, huffing, snorting, injecting, possession, sale, or furnishing of alcohol, non-prescribed drugs, prescription drugs, drug paraphernalia, chemicals, look-alike/vapes, or illegal substances anywhere on the school premises or within the drug-free zone of 1000 feet by a student at any time is prohibited.

No student may appear at any school-sponsored function having consumed, being under the influence, or in possession of alcohol, non-prescribed drugs, prescribed to others, chemicals, or illegal substances.

Board of Education Policy Wisconsin Statutes 66.054 (24) Wisconsin Statutes 161.41 Wisconsin Statutes 947.04 (Drinking in common carriers)

Use and/or possession of medication must have parental consent, notification and permission of the building principal or designee. Medication administered at school will only be done under the established guidelines of our Health Office/Nursing Services.

Board of Education Policy No. 443.3 Wisconsin Statute 118.29  
Verona City Ordinance 9-3-28 (Controlled substances) 9-3-26 Juvenile drinking  
Consumption/possession of alcoholic beverages 9-3-34 Purchase or possession of tobacco prohibited

### **Action**

The use or possession of alcohol, non-prescribed drugs, prescription drugs, chemicals, drug paraphernalia, or illegal substances would require that there be an automatic referral to the police department and notification of parents.

### **Students violating this section will be subject to, but not limited to:**

- Citation for underage drinking Citation for possession Referral to law enforcement Parental contact
- After-school Detention
- Suspension
- Referral for expulsion
- Referral for ATODA assessment
- Contract to remain in school
- Loss of Responsibility Pass (RP)
- Restricted privileges (including extracurricular participation/practice)
- Loss of open campus
- Urine Analysis
- Parents will be notified after the investigation is completed to share findings

## **TOBACCO/TOBACCO PRODUCTS**

### **Student Rights**

Students have the right not to be subjected to the influences or related problems associated with the use of tobacco and tobacco products.

### **Student Responsibility**

Students have the responsibility to comply with smoking and tobacco product usage regulations outlined under Board of Education Policy No. 831.

### **School Policy/Regulation**

Smoking or other use and possession of tobacco or tobacco related products, including electronic cigarettes/vaping devices are prohibited on school premises at any time or for

any function in which the student body participates, including daily or extracurricular bus transportation (Board of Education Policy No. 831).

Wisconsin Statute 101.123 Verona City Ordinance 92-448 Verona City Ordinance 9-3-34

### **Action**

#### **Students violating this section may be subject to, but not limited to:**

- Citation and fine
- After-school Detention
- In-school suspension
- Parental notification
- Referral for AODA assessment
- Out of school suspension; parent-student conference before reinstatement
- Expulsion consideration
- Extra-curricular Code of Conduct violation

### **8. THREATS OF VIOLENCE/FIGHTING IN THE VERONA AREA SCHOOL DISTRICT: Administrative Rules, Practices, and Procedures Proactive and Preventative Actions:**

Curriculum will be reviewed to assure opportunities for learning relative to conflict resolution, mediation strategies, and developing healthy life practices. Pupil services personnel, classroom teachers, and administration will review procedures and practices relative to threats of violence at each school.

Staff in each building will talk with students at their level regarding the seriousness of threats and the importance of reporting threats to a responsible adult. Each principal will be responsible for communication to staff and parents. Each school will include practice for “lock-down” in crisis or dangerous situations along with fire and tornado drills as part of school safety procedures.

#### **Reactive and Disciplinary Response to Threats:**

**There is a ZERO TOLERANCE of threatening behavior in the district. All threats will have a reactive response by school personnel.**

Threats are considered to be serious “Acts of Violence”.

All staff members are required to refer threats to the Building Administrator or his or her designee.

The Building Administrator or designee will review the referral and determine the response to the threat. The Administrator or designee will take the age of the student and the nature of the immediate situation into account when considering a response.

The school response may include:

- Immediate removal and suspension from class and/or the school.
- Parent notification
- Counselor Review
- Referral to police.
- Assignment to alternative programming.
- Recommendation to the Board of Education for expulsion.

## **ACTION**

**Students violating this section shall be subject to, but not limited to:**

- Confiscation of item
- Notification of parents
- Immediate referral to local law enforcement agency
- Citation
- Community service
- Assigned sensitivity training
- Suspension from classes or school for up to 15 days, pending expulsion; parental conference for readmission
- Alternative education placement
- Expulsion
- Weapons violations will result in a one year expulsion - state law determines the violation
- Report filed to State Education Agency describing the circumstances of a weapons-related expulsion that includes the student name, number of students expelled from the school and types of weapons confiscated
- Foreclosure from school-wide activities: field trips, dances, commencement, sporting events

## **9. TRANSPORTATION**

- a. Bus Ridership**
- b. Bus Behavior**

### **Bus Ridership**

As a provider of school bus transportation for the Verona Area School District, our first priority is to provide safe transportation for all eligible students. Transportation is a privilege and can be revoked. Observing these guidelines and rules keeps all students safe on the bus and at the bus stop.

**Responsibilities:** Students must be aware of and understand the rules and procedures and abide by them. Students must realize that they alone are responsible for their actions and behavior, and that school bus transportation can be denied if they do not conduct themselves in a safe and appropriate manner. Students must display proper respect for the rights and comfort of others, and must be aware that misconduct causes driver distraction which is potentially hazardous to their safety.

Parents are responsible for making sure their student understands and follows the rules set forth by the district and the bus company, as well as basic rules for safety and social interaction. Parents are expected to support disciplinary actions that are necessary to help the student change his/her behavior. Should suspension of riding privileges become necessary, the parent will have the responsibility of seeing that the student is transported to and from school. The primary responsibility of the bus driver is to safely transport students to and from school. The driver also has the responsibility of maintaining and monitoring discipline on the bus.

**Additional Information:** Students are to ride only on assigned buses; no passengers are allowed except those authorized to ride. Transportation may be approved only with a written permission slip from the parent/guardian. The student must take the parent permission slip to the school office which will issue a pink “bus permission slip” to give to the driver. Students without pink bus permission slips will be refused a ride.

**At the Bus Stop:** Walk and wait safely. You should be at the bus stop **FIVE MINUTES** before the bus arrives. Stay at the stop. The house, yard, garage, trees and fences near the bus stop are the property of others and must be respected. If your student has to cross the street to get to and from his/her stop have them wait for the driver’s signal that it is ok to cross traffic, this is usually a hand signal, if the driver sounds his horn the student should stop and return back quickly.

**Rules of Safety for Bus Riders:** Drivers will not tolerate any behavior that distracts or interferes with them from driving safely. All passengers are entitled to receive safe transportation; drivers will not allow heavier that jeopardizes safe transportation.

Transportation to and from school is a privilege, which may be suspended or revoked if necessary.

Classroom Behavior is expected at all times on the bus – Use an inside voice. Electronic devices are allowed as long as they do not cause a distraction. Students must use an earbud; one ear must remain open at all times, on, near or around the bus. This allows students to hear the driver’s instructions at all times.

- No profane language or obscene gestures, be respectful to others and their property
- Do not spray perfume, deodorant, and like substances on the bus
- Keep all harmful materials (drugs, tobacco, alcohol, matches or lighters, weapons, etc) **OFF THE BUS!**
- No fighting, bullying, pushing, tripping or horseplay allowed on the bus
- Depart at your designated stop only
- Remain seated facing forward at all times. Keep the aisle clear. Anything you bring on the bus needs to be on your lap, this includes backpacks and instruments. If it is bigger than that, you need to find other means to get the materials to/from school. No skateboards, roller blades, sleds, skis, etc. Seat to seat, back to back, feet on the floor with your backpack on your lap!
- Verona Area High School Students must show a valid Verona Area High School ID with proper symbol, before boarding bus
- OBEY BUS DRIVER OR ATTENDANT AT ALL TIMES! Assigned seats may be given at any time

- **Consequences:** Consequences issued by the school and bus company may include: loss of privileges, suspensions or added tasks at school. Depending on severity of the incident the consequence could be accelerated. It would be nice that there are consequences at home in addition to those issued by the school and bus company.
- **Outside of the Bus:** Stay outside of the danger zone that exists around all buses. This is the area that is within 10 feet of any part of the bus. DO NOT EVER attempt to touch the outside of the bus. Wait for the doors to come open before walking towards the bus.
- **Adults on Buses:** Drivers will NOT allow any unauthorized adults on a bus. If an unauthorized adult gets on board and will not step off the bus when directed, the driver will call for police assistance. Parents wishing to obtain authorization to ride a bus must contact the appropriate school office with sufficient notice. The school will then notify the bus company of any authorizations. In the past parents have boarded a bus and threatened students due to interactions with their own student. If you have discipline concerns regarding any other student on the bus; please call the school and or the bus company office (845-8516) to resolve the issues.
- **Safe transportation of school children is the joint responsibility of bus contractors, drivers, school authorities, students and parents/guardians, cooperating to assure safe, comfortable transportation.**

**School bus transportation is a privilege provided by the district and contractor, which will be denied to those who disregard policy and regulations, which have been established in the interest of safe transportation.**

#### **Video Camera Use on School Busses**

- 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.
- Building principals shall notify parents/guardians and students annually, via the school handbook, that video cameras are being used on the buses. A sign shall also be placed at the front of each bus indicating that video cameras may be used on that bus. The bus contractor shall determine the rotation as to which bus a video camera shall be located, and maintain proper documentation regarding video camera use. Individual drivers and building principals may request that a video camera, if available, be used on a specific bus on designated dates.
- Only the Business Manager, Superintendent, bus contractor, and building principal or designee may view the bus videotape for the purpose of



documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on the video documentation. A student being disciplined based on the viewing of a videotape recording and/or their parent(s)/guardian may view that isolated segment of the videotape that documents the incident for which the student is being disciplined. The videotape shall not be available for viewing by the public in general, employees in general, the media or other individuals. The persons designated above may authorize other individuals such as a guidance counselor, school psychologist or social worker to view segments of a specific videotape if: (1) such individuals are working with the student on the videotape because of a behavior, emotional or learning problem, and (2) viewing the videotape is beneficial to their role in assisting the student. The videotape may be used by the District and bus contractor to assist in the bus driver performance evaluation process.

- he bus videotape shall be kept for 15 school days, unless the Board or administration requests the videotape to be kept for a longer period of time.

### **Student Vehicles (Automobiles, Bicycles, Motorcycles)**

#### **Student Right**

Students and their parents have the right to choose their own means of transportation to and from school.

#### **Student Responsibility**

Students electing to use their own transportation or those not eligible for district-provided transportation have the responsibility for being familiar with and abiding by the established laws of the city, state, and regulations of the school relating to the use of vehicles.

Students must park in areas designated for student parking (lower lot by the PAC) during school hours.

#### **School Policy/Regulation**

Students who drive to school may park in designated student stalls (lower lot by the PAC) if a Verona Area High School parking permit has been purchased for \$50.00. Students who do not have a permit may not park in our designated student stalls. Students who do not have a permit may park on the side adjacent streets.

Students who drive cars to school must park in the Verona Area High School lots designated for students. If the student parking lots (lower lot by the PAC) are full, students may park where appropriate and legal on nearby streets. Students are responsible for their vehicles while on school grounds.

All cars must be registered for parking permits in the VAHS office.

Permits are to be purchased for \$50.00. Replacement stickers may be purchased for \$50.00.

All cars must display parking permits from rearview mirror.

Cars shall remain parked throughout the entire school day unless permission to drive from the campus is obtained from an administrator. Students must park in assigned lot (lower lot by the PAC). Students must show a valid license to obtain a permit.

Cars not owned by VAHS students/parents will not be permitted in the student parking (lower lot by the PAC) lot. Cars not displaying a VAHS parking permit will not be allowed in the VAHS parking lot. Cars may be towed and will be ticketed.

Motorcycles and bicycles are to be parked in designated areas only.

Students are expected to obey all traffic laws driving to and from school; within school parking lots; and to park within delineated spaces.

Parking permits only insure the right to park in the designated lot if space is available. Visitor parking stalls are reserved for use by visitors only from 7:30 a.m. to 4:00 p.m.

Students who have their parking pass revoked will not be refunded!

Verona Area High School assumes no liability for students who violate these provisions or who drive their cars during school hours.

Board of Education Policy No. 455.3

Wisconsin Statute 118.105 (Control of Traffic on School Premises) Verona City Ordinance 8-1-12 (Parking)

**Action**

- Students violating this section will be subject to, but not limited to: Notification of parents
- Community service
- Suspension of riding, driving, or parking lot privileges
- Revocation of riding or driving privileges
- Vehicles in violation of this policy will be towed at the owner's expense
- Suspension from school
- Referral to Police Department
- Citation
- Towing at owner's expense
- Revocation of parking permits without refund
- 1st violation = loss of privileges to park in lot for one week
- 2nd violation = loss of privileges to park in lot for one semester and must

reapply for a permit 3rd violation = loss of privileges to park for the school year

### **Parking Traffic Rules & Regulations**

The following parking and traffic rules and regulations have been adopted by VAHS to assure safety and proper traffic procedures:

- Student drivers must obtain a parking sticker from the main office. The cost is \$50 to register a vehicle. A registration form must be completed and a valid driver's license shown to be issued a permit. Permits are to be hung from rearview mirror.  
Replacement fee for parking lot sticker will be \$50.00. This replacement may be obtained from the main office.
- Only vehicles belonging to students, employees of the Verona Area School District, or persons having an authorized purpose or function at VAHS may park on school property.
- Student drivers are encouraged to purchase a parking permit and use the school's student parking lot(s). Parking is prohibited anywhere else on campus. Motorcycles must be parked in the assigned area. Parking permits insure parking in the lot if space is available.
- Parking lanes are designated by painted lines. Parking is restricted to a maximum of one parking lane per vehicle. Students cannot park on lane lines or in a position which occupies more than one parking lane.
- All vehicles must be parked immediately upon arriving to school. Loitering in automobiles and/or in the parking lot area is prohibited. Students should lock their vehicles at all times.
- A maximum speed of 15 miles per hour on school property will be strictly enforced.
- Exhibition driving is prohibited. No person shall turn, accelerate, decelerate, or otherwise operate a motor vehicle on school property in a manner which causes unnecessary engine noise or backfire, squealing tires, skidding, sliding, swaying, throwing of sand or gravel, or in any manner simulating a race.
- State, county, and local law enforcement agencies will enforce traffic laws in effect in the jurisdictional area of the campus. These laws are assumed to be common knowledge and must be obeyed.
- Permits are issued to licensed drivers only who have completed and returned the parking permit form.
- All staff and students are expected to obey the signage denoting where to park.

### **Parking Permit Issue Process**

1. Parking application process opens to seniors only on the first day of online school registration. They will continue to be offered to only seniors through the first week of school.
2. Beginning on the first day of school juniors are able to pick up a parking permit application in the main office.
3. Once all seniors have received their purchased parking passes, the main office will announce to juniors whether there will be enough passes for the juniors who applied or if there will be a lottery.

## **10. TRESPASSING/UNAUTHORIZED PRESENCE**

### **School Entrance**

Starting at the beginning of the 2016-17 school year, all students and visitors will now enter the Performing Arts Center (PAC) doors, also known as Door 5. All other entrances to VAHS will be locked at all times. The PAC doors will be unlocked before and after school, and also during lunch hours. All visitors/late students will need to check into the greeter station before they are allowed to enter the school building. Students will need to show their school ID and visitors will need to obtain visitor badges.

The K-Wing will also have all doors locked except for the Main Entrance. This entrance will only be open before and after school, and also during lunch hours. All visitors/late students will need to be “buzzed in” after a staff member manning an inside camera accepts their request to enter.

### **UNAUTHORIZED PRESENCE**

#### **Student Right**

Students have the right to attend school without disruption of unauthorized persons.

#### **Student Responsibility**

All students have the responsibility of following established rules to be in the school building or on school grounds.

#### **Student Policy/Regulation**

No student who is under out-of-school suspension, expulsion, other disciplinary procedures, or has completed their scheduled day, or is not enrolled in the school shall be present in any school building or on school grounds without first having secured authorization to be there from the high school administration staff, except while en route to secure such authorization.

Verona City Ordinance 11-2-9 (Unauthorized Presence on School Property)

#### **Action**

#### **Students violating this section shall be subject to, but not limited to:**

- A verbal/written warning
- Parental notification
- Removal from building/school grounds
- Citation for trespassing
- Referral to law enforcement
- Foreclosure from attendance at future activities (including participation in extracurricular activities/practice)
- Suspension
- After-school Detention
- Expulsion

## **11. Vandalism and Theft**

- Refer to “Property” section (pp. 61-62)

## **12. WEAPONS/VERBAL AND PHYSICAL THREATS (PROFANITY, BEHAVIOR & WEAPONS)**

### **Student Right**

Students have the right to attend a school that is safe and secure without fear of physical threat, harm or verbal abuse.

### **Student Responsibility**

Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.

### **School Policy/Regulation**

Inappropriate behavior, both physical and verbal, shall not be permitted in school, on school premises or at school sponsored functions wherever held. Within the Verona Area School District no one shall possess, use or store a knife, cutting instrument, dangerous weapon, weapon or look-alike weapon in or on school property, in school vehicles (including school buses), within vehicles (including private vehicles) on school grounds, or at school-related activities wherever held. A weapon or look-alike weapon is any object which, by the manner in which it is used, designed, or intended to be used is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm, property damage, or endangering the health and safety of students or staff. Threatening to use such force is also prohibited. Ammunitions, pepper spray, mace and explosives are included within the weapons category.

### **Policy exceptions include:**

1. Weapons under the control of law enforcement personnel.
2. Weapons properly registered and handled in a legal manner during the community use of school facilities (i.e. Hunter Safety courses)
3. Theatrical props used in appropriate settings and approved in advance by the Principal or designee.
4. Starter pistols used in appropriate sporting events.

### **Confiscation, discipline:**

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures shall include immediate suspension, referral to the Board of Education for expulsion, and possible expulsion for one calendar year or more in accordance with applicable law. Employees violating this policy shall be disciplined up to and including termination from employment in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution. Any other person violating this policy shall be referred to law enforcement officials for prosecution.

This policy shall be published in all district student and staff handbooks.

### **Definitions:**

**Cutting instrument** - refers to all objects that have as their primary intended purpose being an object utilized to cut something (e.g., box cutter, carpet cutter,

razor blades, and straight razor).

**Dangerous weapon** - means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

***Inappropriate behavior includes, but is not limited to:***

- Taunting
- Rumor spreading
- Insightful behavior
- Racial slurs
- Harassment
- Possession of ANY look-alike weapon (toy)
- Profanity
- Verbal abuse
- Fighting or similar behavior
- Possession or use of any article as a weapon to threaten or injure others
- Possession or use of potentially dangerous, illegal, or disruptive articles or missiles (including explosives, firecrackers or other incendiary devices)

**Knife** - refers to all types of knives, without regard to blade length.

**School premises means** - school buildings, buses, grounds, recreation areas and athletic fields, and property owned, used or operated for school administration or school purposes. Further, Wisconsin law prohibited the possession of a dangerous weapon in a school zone which is defined as “in or on the grounds of a school or within 1000 feet from the ground of a school.”

**Weapon or look alike weapon** - Any object which, by the manner in which it is used, designed or intended to be used is capable of inflicting bodily harm or could reasonably be mistaken as a weapon or which could pretend to be capable of inflicting bodily harm, property damage or endangering the health and safety of students and staff.

Verona City Ordinance No. 9-3-3 (Disorderly Conduct)

Various Wisconsin Statutes addressing personal and property rights, Chapters 940, 941, 942 and 947. 1987 Act 303 Prohibiting Corporal Punishment

Board of

Education Policy

No.443

Verona City Ordinance 9-3-20

(Loitering) Gun Free Schools Act

1994

ESEA 1965

## **DISHONESTY**

### **1. Academic Dishonesty, Plagiarism, Cheating**

## **STUDENT RIGHT**

Students have the right to fair and consistent review of their own work.

## **STUDENT RESPONSIBILITY**

Students have the responsibility to complete and submit their own work. Students shall follow established procedures.

## **SCHOOL POLICY/REGULATION**

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.

### **Dishonesty, cheating, and plagiarism are defined as:**

Copying or stealing another person's work and submitting it as one's own; Submitting someone else's paper or test; Copying from the internet to plagiarize; Allowing another person to copy one's own work and submit as their own; Doing another person's class work; Creating more than one copy of one's work and allowing it to be used by someone else as their own; Copying or stealing teachers' answer keys, test keys, teacher's edition texts; Cheating or providing another person with the answers on tests or quizzes; Altering any document already assessed; Altering any records/grade book;

Selling stolen answers and/or material; or any other method used in not being honest with the work one does.

Academic honesty requires that a student's work reflects the student's own academic efforts. Students and staff are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Student learning is measured through assessment tools such as tests, quizzes, projects, presentations, and performances. Cheating includes communicating with another student during an assessment, using any written material or electronic device not permitted by the teacher, asking another student about the assessment without permission to do so, leaving answers exposed, or attempts to read another student's assessment. A regular pattern of absences on the date of assessments or the due date for projects raises concerns of cheating.

Other forms of academic misconduct include, but are not limited to: plagiarism (see below), changing or creating data in a lab experiment, obtaining or selling tests or course materials, using an online translator for more than a word or phrase, altering a transcript or report card, signing another person's name to an attendance roster, forging a hallway pass or an absence excuse note, and tampering with the lab experiment, art project, or electronic files of another student.

**Plagiarism** is an especially serious offense. Plagiarism, whether deliberate or not, involves using another person's ideas, works, or research, and presenting it as one's own by not properly crediting the author. Plagiarism also includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source. It is

the student's responsibility to know how to cite sources properly. Websites such as mla.org and <http://www.library.cornell.edu/resrch/citmanage/mla#mla> contain detailed explanations. Absent or inappropriate citations will be deemed plagiarism. Cooperative learning and group work present unique learning opportunities. It is important to remember, however, that each student is responsible for submitting his or her own work consistent with teacher guidelines for individual or group work and use accepted standards such as the MLA format for citations as appropriate.

### **Action**

The class instructor will report the incident to the student's grade level principal and contact the student's legal guardian. Students' work may undergo electronic detection for plagiarism and an anonymous copy will be archived for comparative purposes. Teacher will log entry into PowerSchool and fill out a Discipline Referral form to give to the appropriate Associate Principal. The Associate Principal will notify the Athletic Director. Repetitive violations (2 or more) will qualify as a Code of Conduct violation. The classroom teacher will select the most appropriate consequence based on the incident.

### **The consequence may be, but is not limited to, one or more of the following:**

- Personal conference
- Teacher will log entry into PowerSchool
- No credit given for project/exam/quiz/homework/etc. Lowered grade for project/exam/quiz/homework/etc. Alternative project/exam/quiz/homework/etc. assigned Retake of project/exam/quiz/homework/etc.
- Foreclosure from class field trips
- Loss of privileges in a given area (including extracurricular participation/practice)
- Code of Conduct Referral
- After-school Detention
- Removal from class with an "F", with administrative approval
- **Depending on the severity, and/or repetition, of the incident, the administration may also determine an additional consequence that may be, but is not limited, to one or more of the following:**
- Foreclosure from school activities: dances, sporting events, commencement, etc. In school suspension
- Out of school suspension
- Recommend expulsion to the board of education.

## **TECHNOLOGY**

### **1. Acceptable Use Policy**

Verona Area High School-offers access to a variety of technology resources to enhance and support student learning. The Verona Area School District provides students with access to the District's technology Systems, which includes Internet and email. Students are issued a username and password which allows access to the Systems to support and enhance their educational experience. Students must adhere to the District



Acceptable Use/Internet Safety Rules (363.2 Rule) which can be found on the Verona Area School District website which is [www.verona.k12.wi.us](http://www.verona.k12.wi.us). Failure to follow these rules will result in consequences that could include loss of privileges, suspension, expulsion or other disciplinary measures. For more information, please contact the Educational Technology Coordinator at your school.

### **Mobile Technology**

In the spring of 2015, the School Board approved a 1:1 iPad initiative. By going to a 1 to 1 device with our students, we will be more able to fully implement personalized learning. This means that every student at Verona Area High School will be issued an iPad. When issued their iPads, students will be able to take them home for the duration of the academic school year.

### **User Agreement for District-Owned Mobile Devices**

Before all students are issued an iPad will have to read and agree to the terms of the User Agreement for Student Use of District-Owned Mobile Devices. When signing the User Agreement for Student Use of District-Owned Mobile Devices, students and parent/guardians are acknowledging that you understand and accept the rules and responsibilities outlined in the document.

### **Use of computers in any of the following ways is prohibited:**

Unauthorized copying or use of software; Copying or using another student's data or allowing such use;

Unauthorized use of hard copy (printed material) to develop one's own software; inappropriate use of Passwords (sharing); Any tampering with the network - system - hardware - software; Downloading any illegal, profane, or potentially endangering information. Use of Internet Relay Channel (IRC); Playing of games; Use of chat rooms or message boards at anytime.

Students violating this policy shall be disciplined in accordance with established procedures and the Board established policy. Legal ref: Section 943.70 Wisconsin Statutes Cross ref: Student Code of Rights and Responsibilities VASD Network Policy

Violations of the VASD Network Policy will be dealt with in accordance with established procedures within that document.

## **PROCEDURES**

### **ACADEMIC RELATED POLICIES**

#### **1. GRADE CHANGE POLICY**

(Est. August 2003/Revised December 2003) A student enrolled in Verona Area High

School requesting a change in quarter and/or semester grades must follow the procedure and criteria outlined in this policy.

**In order for a semester or quarter grade to be changed, the student must prove the following:**

1. A test grade, assignment grade, or other grade recorded in the teacher's grade book and/or PowerSchool that was not correctly recorded and that such an error resulted in an incorrect quarter grade or semester grade.

**OR**

2. An incorrect grade that was given on a test, assignment, or other activity, was recorded in a teacher's grade book and/or PowerSchool and resulted in an incorrect quarter grade or semester grade.

**Requests for changes in quarter or semester grades shall be made using the following procedures:**

1. The student and/or the student's parent or guardian shall obtain a request form from the main office of the high school. The form must be completed in its entirety and returned to the high school office to the attention of Principal, Pamela Hammen, within twenty (20) school days after the end of the quarter or semester in which the grade being challenged was received. In the event that a requester submits to the principal a request form that is incomplete, the form will not be reviewed. Requests for grade changes that are filed past twenty (20) school days of the end of a quarter or semester will not be reviewed.

2. Within three (3) school days of receipt of the complete request form, the building principal shall transmit the form to the teacher who shall respond to the request in writing within five (5) school days of receipt of the form from the principal. The building principal shall transmit the form to the student or the student's parent or guardian within three school days of its return from the teacher.

3. A student or his or her parent or guardian who is dissatisfied with the response submitted, may within five (5) school days of the date of mailing of the form to him or her, request a conference which, shall be held within ten (10) school days of the date of the request. A conference, if held, will include the student and/or his or her parent/guardian, the teacher, and the building principal. The conference will be held for the purpose of determining whether one or more of the criteria for changing grades have been met. After the conference the building principal will decide whether the student's grade will be changed. The principal shall inform the teacher and the student or his/her parent or guardian of the decision in writing within three (3) school days of the conference. The principal's decision is final.

4. Copies of all documents relating to requests for grade changes will be placed in the cumulative file of the student and maintained as a pupil progress report in accordance with law.

5. No request for a grade change will be considered unless it meets the criteria and procedural requirements of this policy, including deadlines.

6. Nothing in this policy shall prohibit a teacher, if he or she realizes that a

grading error has been made due to miscalculation or misrecording a grade, from correcting the grade. The deadlines established herein will begin to run on the date when notice is sent to the student or his/her parent or guardian of the change.

## **SCHEDULING**

Course selection impacts every member of our community - staff, students and families. Course selection is an important process that directly impacts FTE and which courses will run in the following school year. Students select courses through their advisories with the support of the counseling staff. Students will be scheduled into courses based on their requests.

### **2. SCHEDULE CHANGE POLICY**

Verona Area High School schedules each student in their advisories. Counselors support the advisories to ensure that placement is as accurate as possible. Course enrollments impact recruitment and assignment of staff, as well as the purchasing of supplies and materials. Due to these facts, it is necessary to establish formal scheduling procedures. Academic and Career Planning (ACP) lessons in advisories throughout the school year help inform students about course selection decisions.

#### **Scheduling Calendar**

- September: - January: Students participate in Academic and Career Planning activities through their advisories.
- January/February: Students receive scheduling information and select courses through Course Planner in Career Cruising for the following year.
- March/April: juniors review senior course selections in junior conference with parents and counselor.
- August: Students receive a final copy of their schedule.

#### **Schedule Adjustments**

All schedule adjustments must be made by the student with a member of the counseling team. Requests must be scheduled with the counseling staff by the end of the fourth day of a new semester.

#### ***Please note that schedule changes will be made ONLY for the following reasons:***

- Student has not met proper course prerequisites.
- A different course is needed to fulfill graduation requirements.
- Class conflicts (two classes scheduled during the same period).
- Recommendation of a post-secondary institution and mandatory for admission consideration.
- Desire to strengthen a schedule and not take a study hall.
- Requests a study hall and does not have one within their schedule.
- Completed a course during summer school, or through correspondence work and a class is no longer needed (official documentation from the institution where the course was taken is needed for any level of consideration to be given toward such a request).

- Collaboration between parent/guardian, student and staff that confirms the original placement was not appropriate.
- Extenuating circumstances that do not fall into a category noted above must be submitted in writing, signed by a parent/guardian, and then submitted to the student's counselor for review. Collaboratively, the counseling team, parents/guardians, and administration will review the request. Administration will make the final decision.

***Schedules adjustments will NOT be considered or allowed for the following reasons:***

- Student wishes to change to improve grade point average.
- Student has concerns with the teacher assignment.
- Student wishes to be in the same class with a friend.

**Schedule Changes after the Schedule Adjustment Period**

Any withdrawals from courses after the first four days of class in a given semester requires a Course Change Request Form with teacher and parent signatures. The course drop will be transcribed as an "W/F" (Withdrawal with an F), unless that withdrawal is recommended by the instructor or counselor; due to inappropriate placement or extenuating circumstances supported by the counselor and brought to a building administrator for approval. The high school building administrator's decision is FINAL on any schedule change requests.

Students will be allowed to drop a course in order to have a study hall.

- Students with a full schedule of seven classes will receive a "W" (Withdrawal) on their transcript.
- Students who already have a study hall, release, or RP will receive "W/F".

Students are responsible for being aware of how a post-secondary institution will view this mark and following up with those institutions to inform of them of any changes made to your schedule.

**3. CLASS RANK FREEZE**

Class rank is not routinely provided to colleges for purposes of college admission. The transcript contains a list of courses and grades earned in all of the student's completed courses as well as the student's cumulative grade-point average. Class rank is available upon request for the purpose of applying for scholarships and when deemed necessary and approved by student and legal guardian(s).

Although class rank is not used for purposes of college admission, rank is computed and available for scholarship purposes and other special circumstances. VAHS calculates and reports class rank according to past practice and the following guidelines:

Official class rankings for grades 10 through 12 are regularly recomputed two times per year:

- (1) approximately one week after the start of school in the fall semester, and
- (2) approximately two weeks after the start of spring semester classes. Additional

courses or grade changes initiated by the student are reflected in the next, regularly scheduled recalculation of rank.

- These student-initiated grade changes include:
  - the submission of a transcript from another institution or educational provider
  - the submission of a grade from completion or independent coursework contracted with a VAHS teacher
  - submission of a grade change from a VAHS teacher resulting from student completion of late or missed work (as from an incomplete, as in progress grade, or a grade change)
  - Only grade changes due to staff error precipitate an additional recalculation of rank between the regularly scheduled recalculations. In addition, a final ranking of graduates is recomputed in June/July. The final ranking is a permanent ranking and is not recalculated except in the case of error.

Students must be enrolled as full-time students at VAHS for two semesters to be included in class rank. Transfer students are included in the class ranking after completion of two semesters.

#### **4. GRADUATION REQUIREMENTS**

A student enrolled in Verona Area High School and graduating in 2017 and beyond is eligible for a Verona Area High School diploma if the student has satisfactorily completed the 23.5 credits required for graduation; has been enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school; and, has taken and successfully completed the state-required civics test while enrolled in the high school grades. Students should be enrolled in a high school program for four years, except as otherwise provided.

The 23.5 credits required for graduation include the following:

4 Credits	English (including writing composition)
3 Credits	Social Studies (including state and local government)
3 Credits	Science
3 Credits	Mathematics
1.5 Credits	Physical Education
.5 Credit	Health
8.5 Credits	Electives

#### **\*\*\*Student has successfully passed the state-required civics test\*\*\***

A student who has not met the above credit requirements may be eligible for a diploma if the student is enrolled in an approved alternative education program and has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education and health education equivalent to the proficiency which a student would have attained if he/she had completed the credit requirements. Credits earned in other schools or educational programs shall be evaluated by the High School Principal in accordance with established District procedures.



REVISED: July 24, 1995  
April 7, 2003  
March 3, 2014  
January 9, 2017

## 5. ACADEMIC DISTINCTION AT VAHS COMMENCEMENT

Beginning with the Class of 2017, Verona Area High School will be using the Cum Laude System. This system identifies seniors who are graduating with honors due to strong academic success and rigor. There will be three different levels of distinction (1) Cum Laude, (2) Magna Cum Laude, (3) Summa Cum Laude.

Cum Laude grade point average estimates:

- GPA for cum laude - 3.5 to 3.7
- GPA for magna cum laude - 3.8 to 3.9
- GPA for summa cum laude - 4.0.

\*\*Grade Point Averages are not rounded up. For example, a 3.799 qualifies as cum laude and a 3.999 qualifies as magna cum laude.

Cum Laude: gpa for cum laude - 3.5 to 3.7

Graduating With Honor means graduating cum laude. What does cum laude mean? Translators define cum laude as With Praise. Cum laude honors, graduated with honors, graduation honors, and graduate cum laude all involve a high GPA.

Magna Cum Laude: gpa for magna cum laude - 3.8 to 3.9

The magna cum laude definition is With Great Honor. Scholars define magna cum laude meaning With Great Praise. Usually it means you had the second best grades.

Summa Cum Laude: gpa for summa cum laude - 4.0.

Most define summa cum laude as With Highest Praise, and the summa cum laude definition is With Highest Honor. It usually means highest grades.

<http://www.academicapparel.com/caps/cum-laude.html>

This system will coincide with the VAHS Graduation Ceremony in June 2017.

## VAHS GRADUATION CORD POLICY FOR NATIONAL HONOR SOCIETY AND VOLUNTEER/COMMUNITY SERVICE

VAHS graduates will continue to wear only the gold and silver cord for those who qualify. No other cords, either from within or outside of VAHS, will be permitted. As it specifically relates to the question of the red (American Red Cross) cord, those volunteer hours may be applied to meeting the volunteer hour requirements for both the NHS gold cord and the Volunteer/Community Service silver cord.

## 6. PARTICIPATION IN GRADUATION CEREMONY

Participation in the high school graduation ceremony is a privilege. In order to be eligible to participate in the graduation ceremony in the VASD, a student must:

1. Complete all of the graduation requirements as outlined in the District's graduation requirements policy. Students with disabilities who have completed the District's general

graduation requirements but are continuing their education to meet individualized education program (IEP) goals will be allowed to participate in the graduation ceremony but will not receive a signed diploma until such time as they achieve all IEP goals. Students with disabilities serviced under a 504 plan who have not met graduation requirements may participate in the graduation ceremony in accordance with the conditions outlined in their 504 plan.

2. The student does not have unexcused absences from school in the final semester of school preceding graduation that either (a) resulted in an actual legal referral by the District for habitual truancy under the District's student attendance policy/rule and section 118.16(6) of the state statutes, or (b) if the student is no longer subject to the compulsory attendance laws in such semester, would have resulted in such an actual legal referral by the District had the student been subject to compulsory attendance.
3. Attend the senior class trip or report to school the day of the senior class trip and attend all assigned classes, unless excused from school attendance that day for reasons authorized under the District's student attendance policy/procedures.
4. Participate in the graduation ceremony rehearsal. The High School Principal or grade level associate principal may waive this participation requirement for good and sufficient reason.
5. Resolve all fees, fines and return all district owned materials and equipment.
6. Abide by the rules for participating in the graduation ceremony (free from the influence/use of drugs and alcohol, proper dress, no noise makers etc.).

International exchange program students may participate in the graduation ceremony; however, a certificate of attendance will be issued in lieu of a diploma.

Students may only participate in the graduation ceremony one time during their high school educational experience regardless of whether or not they have received a diploma during the graduation ceremony.

**Revocation of Privilege:** The Verona Area High School or District administration has authority to revoke the privilege of participating in the graduation ceremony for students who are suspended from school or who have violated school rules related to violence or threats of violence, property destruction, distribution of illegal substances, or weapons. The administration shall consult with legal counsel as necessary regarding this decision.

LEGAL REF.: Sections 118.13            Wisconsin Statutes  
                  118.33  
                  120.13  
                  121.02(1)(p)  
                  Chapter 115, Subchapter V

CROSS REF.: 345.6, Graduation Requirements  
                  422.1-Rule, Procedures for Incoming International Students  
                  431, Student Attendance  
                  431-Rule, Student Attendance Procedures  
                  443, Student Conduct and Discipline



443.4, Student Alcohol and Drug Abuse  
447.3, Student Suspensions/Expulsions  
656, Student Fees  
832, Weapons on School Premises

APPROVED: January 9, 2017

## **7. ADORNMENT PROCESS**

### **Verona Area High School Commencement Religious and Ceremonial Adornment Request**

The Verona Area School District is committed to providing students with safe, inclusive learning environments. This includes consideration of requests to wear adornments of religious and ceremonial significance at the Verona Area High School commencement ceremony.

#### **A. General requirements for adornments of religious and ceremonial significance:**

1. The adornment must meet the required criteria as listed in Section B below.
2. The adornment must receive pre-approval from designated school personnel. See Section C below for more information on the process for pre-approval.
3. Day/evening of graduation ceremony. The student must bring the pre-approval form provided by the school on the day/evening of the graduation ceremony. The request to wear an adornment can be denied if it no longer meets the requirements as described in Section B. In that case, the student will not be allowed to wear the adornment during the ceremony. No approvals will be given for adornments the day/evening of the graduation event.
4. The costs of adornments are the responsibility of the individual student and their family.

#### **B. Criteria for adornments of religious and ceremonial significance:**

- Adornments may be worn around the neck or attached to one's graduation gown.
- No reflective materials, such as sequins or glitter.
- No words or offensive messaging including, but not limited to: items that pose a health or safety hazard, obscene, sexually explicit, discriminatory, racist, sexist, or otherwise derogatory, displays or references to alcohol, tobacco, or other products that are illegal for use by minors.
- No references to gang affiliations, firearms, or violence.
- Scented items are not allowed, so as not to cause a distraction or imposition for other graduation participants, including those with allergies or sensitivities. Artificial flowers should be used instead of real flowers.
- Flags and other banners will not be approved.
- Items that threaten the dignity of the ceremony will not be approved. The school/district approver(s) has discretion to determine whether an item meets this requirement.
- Adornments of the graduation cap will not be allowed, including tassels or decorating the mortarboard. This procedure does not limit wearing cap adornments that are sponsored or organized by the district or school.

C. Pre-approval process for adornments of religious and ceremonial significance:

The Verona Area High School will establish a process and timing for pre-approval of adornments. This process will include the following:

- a) Communications regarding the opportunity to wear adornments of religious and ceremonial significance and criteria that adornments must meet (See Section B.).
- b) Communications regarding timing of pre-approvals.
  - i. Students must submit requests for pre-approval to their Associate Principal by April 1, 2019.
  - ii. Students may appeal a decision by the High School Administration or present an alternative item by April 22, 2019. A student may appeal the High School Administration’s decision in accordance to Board Rule 870 starting at step #3 with the Director of Bilingual Programs and Instructional Equity.
- c) A method for designating that an adornment has been pre-approved. Administration will return a copy of the pre-approval form as evidence of the pre-approval. Students must keep a copy of the pre-approval form. A copy of this form will also be kept on file and a list of pre-approvals will be provided to VAHS commencement staff.

Process Timeline		
Task	To be Completed by (date)	Action Completed by (person)
Submit Application	On or before April 1, 2019	Student submits application to their Associate Principal
Decision by VAHS Admin Team	By April 15, 2019	HS Administrator will inform student of decision
Appeal Decision (if applicable)	By April 22, 2019	Student submits appeal to the Director or Bilingual Programs & Instructional Equity
Decision by Director of Bilingual Programs & Instructional Equity	By May 1, 2019	Director of Bilingual Programs and instructional Equity will inform student of decision
Appeal Decision (if applicable)	By May 8, 2019	Student submits appeal to the Superintendent
Decision by Superintendent	By May 15, 2019	Superintendent will inform student of decision
Appeal Decision (if applicable)	By May 22, 2019	Student submits appeal to the School Board
Decision by School Board	By June 5, 2019	School Board will inform student of decision

## **Verona Area High School Commencement Religious and Ceremonial Adornment Request Form Pre-Approval Process**

1. Read adornment criteria and pre-approval timeline established by the school.
2. Complete all highlighted portions of the pre-approval form and attach a photo of the item. Please note that both the student and parent/guardian must sign the pre-approval form.
3. Once completed, submit the form to the main office for review by High School Administration. This form must be submitted by April 1, 2019.
4. The High School Administration will review your form, evaluate your item based on the designated criteria, and will approve or deny it. Should the High School Administration have questions regarding your adornment, it may be necessary to discuss your adornment and/or present the actual item to him/her. Once a decision has been made, you will be provided with a copy of the form that includes the outcome of the decision.

If approved:

a. Administration will return to you a copy of the pre-approval form as evidence that your adornment

has been pre-approved.

b. It will be necessary for you to keep a copy of the pre-approval form. This form will be kept on file and a list of approvals will be provided to VAHS commencement staff.

If denied:

a) If a student's adornment of religious and ceremonial significance is denied during the pre-approval process, you will have the opportunity to appeal the denial and/or present an alternative item for approval within 5 school days of receiving the decision.

b) You may appeal the decision in accordance to Board Rule 870 starting at step #3 with the Director of Bilingual Programs and Instructional Equity by April 22, 2019. The appeal will be initiated by submitting the appeal forms to the Verona Area School District Central Office.

Verona Area School District  
Ms. Laurie Burgos  
Director of Bilingual Programs and Instructional Equity  
700 North Main Street  
Verona, WI 53593

c) If the adornment is denied and the student still elects to wear it at the ceremony, he/she may forfeit his/her opportunity to participate in the graduation ceremony, and/or initiate a delay in receiving his/her high school diploma.

d) If you have any questions regarding this process, please contact Ms. Burgos, Director of Bilingual Programs and Instructional Equity, at 608-845-4312 or [burgosl@verona.k12.wi.us](mailto:burgosl@verona.k12.wi.us).

**Verona Area High School Commencement  
Religious and Ceremonial Adornment Request Pre-Approval Form for Students**

Directions: Complete all highlighted sections below. Submit this form to the main office no later than April 1, 2019. The High School Administration will use the criteria below to consider your request.

Date:	
Student Name:	Student ID:
Item Description (attach picture):	
Reason/Significance for item:	
Student Signature:	Parent/Guardian Signature:

Evaluating Criteria (The response to each question listed below must be “no.”)

1. Does the adornment request include decorating the mortarboard with an item that is not of religious and ceremonial significance?
2. Does the adornment require that the graduation cap and/or graduation gown be modified? Adornments may be worn around the neck or attached to one’s graduation gown.
3. Does the adornment exceed the size, width or length of the graduation tassel and/or graduation gown?
4. Is the adornment enhanced by audio, video, light and/or movement?
5. Does the adornment include reflective materials, such as sequins or glitter?
6. Is the adornment living and/or more than one-dimensional?
7. Does the adornment include scented items?
8. Is the adornment a flag or banner?
9. Is there evidence to suggest that the graduation attire adornment may incite students to commit unlawful acts on school premises, violate school rules, invade the rights of other students or substantially disrupt the school’s orderly operation?
10. Does the adornment include references to gang affiliations, firearms, or violence?
11. Does the adornment contain any expression, words, material or content which are obscene, libelous or slanderous?
12. Does the adornment contain any expression, words, material or content that may incite students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school rules?
13. Does the adornment contain any use of “fighting words,” including epithets or gestures, or

depictions thereof, that the language is abusive and insulting rather than an expression of culture, communication of ideas, and presents an actual danger that will cause a breach of peace?

14. Does the adornment include expression, words, material or content may be discriminatory, exclusionary, or harassing to other students, staff, or members of the public based upon the characteristics of protected classes?
15. Does the adornment include words or offensive messaging including: items that pose a health or safety hazard, obscene, sexually explicit, discriminatory, racist, sexist, or otherwise derogatory, displays or references to alcohol, tobacco, or other products that are illegal for use by minors?
16. Does the adornment include expression, words, material or content that infringe upon the rights of other students?
17. Does the adornment threaten the dignity of the ceremony? (The school's approver(s) has discretion to determine whether an item meets this requirement.)

<b>Student Name:</b>		<b>Student ID:</b>
<b>Item Description:</b>		School Stamp
<b>Approved</b>	<b>Denied</b>	
<b>Reason for denial</b>		
<hr/> School Official Signature		

Verona Area High School Commencement  
Religious and Ceremonial Adornment Request Appeal Form

Process

- If a student's adornment of religious and ceremonial significance is not approved by the High School Administration during the pre-approval process, the student shall have the opportunity to appeal the denial and/or present an alternative item for approval prior to the commencement ceremony. The appeal must be filed within 5 school days of receiving the decision.
- If a student or parent/guardian disagrees with the decision, he/she may appeal the decision in accordance to Board Rule 870 starting at #3 with the Director of Bilingual Programs and Instructional Equity.

Directions: Complete all highlighted portions of the form below.

Date:	
Student Name:	Student ID:
Item Description:	
Reason/Significance:	
State Reason Adornment Was Denied by School:	
Student/Parent/Guardian Justification for Appeal: (attach additional pages if necessary)	

## **8. RESPONSIBILITY PASS PROGRAM**

The Responsibility Pass Program was established by the VAHS Student Council and endorsed by the VAHS Site Council in March of 1998. The purpose of the Responsibility Pass is to reward responsible students. Any student who has earned the pass may leave one study hall per day. The program is available to current students in grades 11 and 12 who have:

- a grade point average of at least 3.0 from the previous quarter;
- no more than two unexcused absences and no more than four unexcused tardies from the previous quarter;
- no violations of the guidelines in the Student's Rights & Responsibilities handbook from the previous quarter;
- no outstanding school or academic obligations (fines, incomplete grades, etc.);
- no code of conduct violations the previous quarter;

**Administrative Discretion** - The VAHS Administrative Team reserves final and absolute authority in any decisions concerning issuance, revocation, or reinstatement of the Responsibility Pass and may determine when to exercise that authority.

Students on an ATODA contract will be ineligible for RP the year the ATODA contract is in force.

It is expected that students who have an assigned release period will be off campus during that period. If students need to stay at school during their release period, they must stay in the commons. If a student needs to use resources within the LMC or computer lab, a pass from the appropriate teacher must be secured before the hour begins. Any questions about this program can be directed to the Principal and Associate Principals

### **RESPONSIBILITY PASS (RP) - STUDENT TIP SHEET**

You need a GPA of 3.0 or higher from the previous QUARTER to qualify for an RP pass. If you do not have the needed GPA - try to improve your grades (and GPA) and you may apply again next quarter. Parent/Guardian/Advocate will receive written notification on the student's first semester schedule. Please notify your student's AP if you do not want them to receive RP. Thereafter (after 1st, 2nd, 3rd quarter), parents/guardians/advocates will be notified by the AP via a phone call.

There are THREE places you may be during your RP period. They include:

1. Off Campus
2. In **K-Wing** commons
3. With a teacher or in the LMC with a pass from a teacher

Remember RP is a privilege. Unexcused absences, tardies or behavioral problems will result in removal of your RP privilege. If you have any questions regarding RP or Release - please see the Principal or your Associate Principal.

## **GRADING PROCEDURES**

Teachers will update gradebooks in PowerSchool every ten school days. Exceptions to this time frame will be linked to more involved projects/assessments and will be noted by footer in PowerSchool to indicate a time for a grade to be determined and entered into PowerSchool.

### **1. GRADING SYSTEM**

Cumulative grade point average is currently reported using the following mark points for

full credit courses.

## **2. SCALE GRADE**

100-93 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 77-79 C+ 73-76 C 70-72 C- 67-69 D+ 63-66 D 62-60 D- 59 or lower F

## **3. GRADE POINTS**

4.0 3.66 3.33 3.0 2.66 2.33 2.0 1.66 1.33 1.0 .66 0

Only final semester grades are used in computing the cumulative grade point average. Grades from all courses are computed equally without weighting.

Academic distinction honors are based on semester grades. Senior academic distinctions for commencement and the Senior Awards Ceremony are based on cumulative GPA and class rank after 7 semesters within VAHS.

Students will not earn duplicate credit when a course is repeated. The grade can be increased through performance demonstration, but credit will not be awarded. The class will be listed the number of times taken.

## **MILITARY RECRUITMENT PROCEDURE FOR RECRUITERS OF VAHS STUDENTS**

### **1. Scheduling visit procedure**

All agencies will need to make a pre-visit contact with the Student Services Department secretary, 1 – 3 weeks in advance in order to secure a visitation date. Any one on one visit with students must be held off campus.

### **2. Location for visits**

Visits by recruiting agencies will be held in the Career Center in the Student Services area. There will no longer be lunch room accessibility offered to any agency. Recruiters will need to sign in at the main office before going into the Student Services Area.

### **3. Equal reception for representatives of all career options**

The number of allowed school visits by recruiting agencies should be equal (currently described as 3 visits per year).

Students should have the same access to representatives from each group (military, college, apprenticeship, specialty school)

Counselors should provide guidelines to each agency and monitor contacts between recruiters and the school. Individuals from a college or the military can be allowed to present to classrooms as long as their presentations are directly related to the curriculum of that class. They cannot promote their agency, recruit students or hand out recruiting literature as part of their presentation.

### **4. Access of counter-recruiting groups in the school.**

As determined by federal court rulings, schools that allow military recruiters to be in the building and/or display military recruitment literature need to allow counter recruiting groups to do likewise. This would include groups such as Veterans for Peace and the American Friends Service Committee. This principle has been upheld in several Federal Court cases. Inquiries from these groups should be referred to the building principal for a determination of when and where such activities can occur.

Related court Cases: Cleary and Laity Concerned vs. Chicago Board of Education's; Searcey vs. Harris; San Diego CARD vs. Grossmont Union High School District



Examples of school district Policies with respect to counter recruiting:

Seattle School Board, Austin Independent School District; Grossmont Union High School District, Sweetwater Union High School District

**5. Release of students names and addresses:**

During registration the district will be informing parents that they have a legal right to withhold their student's name and address from the military.

The opt out rights and procedure should be publicized on the student services web page and school newsletter.

## **POLICE INTERVIEWS**

### **STUDENT RIGHT**

Students have the right to communicate with the police in a fair and professional manner.

Students have the right to a fundamental fairness of treatment and protection of their constitutional rights in all police interviews, interrogations, and questioning. **STUDENT**

### **RESPONSIBILITY**

Students have the responsibility to cooperate and be truthful.

Students have the responsibility to conduct themselves in an orderly manner when talking with police. Students have the responsibility to follow established procedures.

### **SCHOOL POLICY/REGULATION**

All interviews, interrogations, or questioning of students will be with full regard of fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible.

Parents shall be notified, if possible, and a school representative may be present unless the student requests otherwise.

The Verona Area High School District recognizes that cooperation with law enforcement agencies is necessary for the education and protection of students, for maintaining a safe environment in the district schools and for safeguarding all school property. At the same time, the district recognized its responsibility to protect the educational process and to provide for the concerns of parents/guardians regarding the welfare of their children.

Law enforcement officials will be called to the school when laws may have been violated and in situations, which threaten the safety of students and/or employees. In these situations, students may be interviewed by law enforcement officials in accordance with Board policy and established procedures. Law enforcement- initiated student interviews that are not school related shall not be conducted on school premises, except in emergencies or as specifically required by law or with prior parental permission.

All student interviews with law enforcement officials conducted on school premises shall receive prior approval of the building principal or designee. If a request for a student interview is denied, the building principal or designee shall state the reason for such denial. Law enforcement officials may appeal decisions made by the building principal or designee to the District Administrator.

Consistent interview procedures shall be applied to all students. Subject to VASB approval.

### **ACTION**

All interviews, interrogations or questioning of students shall be conducted according to

procedures outlined in Board of Education Policy.

### **POLICE SCHOOL LIAISON OFFICER**

It is the philosophy and belief of the administration at Verona Area High School that the primary responsibility for dealing with student discipline violations rests with the administration. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security or person or property appears to be in jeopardy, we will involve the police and initiate arrest and prosecution proceedings.

### **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**

Rather than conduct a search, a school administrator or his or her designee has the right to contact a law enforcement official to take appropriate action. The Wisconsin Supreme Court, in a unanimous decision issued on Friday, June 20, 1997, ruled that police can search a student on school grounds at the request of school officials.

The decision allows officers acting at the request of or in conjunction with school authorities to initiate a search based on a "reasonable suspicion" standard and not the more rigorous "probable cause" standard.

### **SCHOOL DANCES**

School dances are periodically sponsored by various organizations for Verona Area High School students. Since the purpose of dances is to provide social activity for VAHS students, they are closed to the general public.

VAHS students are permitted to bring only one (1) guest to a dance who must be registered in the main office prior to a dance.

1. VAHS student and guest must comply with all VAHS school rules and behavior standards.
2. Guests must present a current high school ID or driver's license.
3. Guests must be current 9th – 12th graders in good standing, or
4. Guests who have graduated within the last school year may also attend.
5. No middle school students or adults over the age of 19 years will be admitted.
6. A background check will be required for any guest that is not currently enrolled in another high school. Cost of the background check is **\$10.00 and must be paid for before this form will be processed.** Guest must supply VAHS with full name, address, and birth date for the background check.

Submission of this form and payment of the required fee does not mean that attendance of the guest at the dance has been approved.

7. No re-entry into the dance after leaving nor entry after 9:45pm.
8. VAHS reserves the right to close any or all dances to guests or to revoke any permission granted.
9. VAHS reserves the right, based on reasonable suspicion of drug or alcohol use at the dance, to have students tested by law enforcement personnel and be subject to appropriate school and legal consequences.

Attire, except when dress is determined by the nature of the dance (i.e., formal, costume, etc.) must conform to school regulations.

Smoking and alcoholic beverages are prohibited at all dances. The doors will be locked 1 -1/2 hours after a dance is scheduled to begin. Once you have entered the dance you may not leave and return again. Money will not be refunded.

Students are expected to remain at the dance until it closes. Those leaving the building while the dance is in progress will not be re-admitted unless they have received prior approval from a dance chaperone. Students will not be refunded money for any reason once they have paid to enter.

Students can be barred from school dances or other school related activities if they have been suspended during the school year or if school administration deems it necessary for the safety of the event and students. This is at the discretion of the school administration.

**Student Guests/Student Shadowing:**

VAHS will honor student guests or shadowing opportunities only if the student has documented interest in attending VAHS (Completed Open-Enrollment Forms) or has moved or is moving into the district. All shadowing opportunities are for a 1/2 day only. Administrative approval must be obtained at least 48 hours prior to the visit.

**POLICY FOR COURT PARTICIPATION:**

1. Because students on Homecoming (seniors) and Prom (juniors) courts represent the entire VAHS student body, it is important that they reflect the standards of excellence required of other school representatives. Therefore, to be eligible to participate on any of these courts, nominees must during the current and previous quarter:

Follow the rules of the VAHS athletic code and code of conduct.

Remain in good academic standing (must pass all classes).

Demonstrate responsibility with a good attendance record (not cited for truancy).

Demonstrate good citizenship by following the rules in the VAHS Student Handbook (no suspensions).

2. Failure to comply with any of these requirements at any time during the previous or current quarter (of when voting occurs) will result in removal from the ballot and/or court. Removal may occur at the onset of the ballot creation.

3. If a nominee is selected and a replacement is needed, the replacement will be determined by substituting the next runner-up from the ballot, if possible, or substituting a representative from Student Council of the appropriate grade. All administrative decisions will be final. Advisors will not be responsible for determining who is ineligible.

4. The registrar will electronically provide the advisors with a list of names to be included on the ballot. At no time will the advisors determine the names of individuals to be included. The administration will determine who is eligible. For example: eligibility for students in the GEDO 2 program, other alternative programs, homeschooled students, part- time Foreign Exchange students etc. will be determined by the administration.

5. Individuals who count the ballots will be appointed by the advisor in charge of the activity. At no time are ballots to leave the school grounds. All students must have an opportunity to vote. There must be a procedure for make-up voting. Parents of students on the ballot are not eligible to count the ballots. Ballots will be kept for one calendar year in the Verona Area High School vault. After one year, the ballots will be shredded and recycled.

6. Once a student has been named to the final court, he or she is not eligible for another court if the student is removed for any reason. For example, if a student is selected and becomes ineligible he or she is unable to serve on that court and all future courts.
7. Students who are eligible to vote: Seniors only are eligible to vote for Homecoming Court. Juniors only are eligible to vote for Prom Court.
8. Ties at the top or bottom for each court will be determined through a drawing by administration.
9. There is only one round of voting for each court.
10. Homecoming and Prom courts are gender neutral selections. Homecoming Court will be comprised of the 14 senior who received the most votes and meet the court criteria stated above. Prom Court will be comprised of the 14 junior students who received the most votes and meet the court criteria stated above.
11. Court pairings are established alphabetically A-Z.
12. The top two gender-neutral vote-getters will be honored as "Court Royalty" for both Homecoming and Prom.
13. Should ineligibility of a court member(s) come into play and the next highest vote recipient declines court membership, administration reserves the right to place a member(s).

## **SEARCH OF PROPERTY & STUDENTS**

### **APPLICATION OF POLICY:**

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable belief to believe that students may be in possession of drugs, weapons, alcohol and other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials and shall be subject to search. The administration may also utilize canines and metal detectors (magnetometers) to assist in a search.

**DEFINITIONS:** For purposes of policy, the following definitions are applicable:

- "Contraband" is all substances or materials of which the presence is prohibited by school policy or state law, including, but not limited to, controlled substances, drugs, alcohol, or alcoholic beverages, glue or aerosol paint, guns, knives, weapons, and incendiary devices.
- "Reasonable belief" is the standard for a search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including, but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable belief should not be based on mere hunch.

**SCHOOL PROPERTY:** Student lockers, desks, and other such property are owned by the

school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

**AUTOMOBILES:** Automobiles on school property are subject to search by a school official if a school official has reasonable belief to believe that contraband is in or on the automobile.

**THE PERSON:** Students and their effects are subject to being searched by school officials if a school official has reasonable belief to believe that the student is in possession of contraband.

**SUGGESTED PROCEDURES:** If a school official has reasonable belief to believe that contraband is present, he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, an attempt will be made to contact the student's parent or guardian and inform them of the circumstances. The school official will proceed with the search by contacting law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person, or his or her effects, should be conducted out of the presence of other students.

**USE OF CANINES:** The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband had been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property and/or in an automobile or 1000 feet thereof the school property, shall be reasonable belief for a further search by school officials. In furtherance of this policy, the administration reserves the right to utilize trained dogs to assist in the search for illegal drugs, weapons, or other contraband prohibited in school and on school grounds. If canines are to be used in specific school spaces (i.e.: classroom, library, computer lab, etc.), students will be asked to leave all personal materials (i.e.: backpacks, bags, coats, etc.) and evacuate the specific area.

**USE OF METAL DETECTORS (MAGNETOMETERS):** Weapons of any nature on school property or at school functions are prohibited by school policy and state and federal law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable belief to believe that weapons are in the possession of unidentified persons at school or when violence involving weapons has occurred at a school, the administration is authorized to use stationary or mobile metal detectors.

If a metal detector is to be used in a particular school, the students will be notified via the loudspeaker, at an assembly, or by similar means of its use. On the day of its use, signs will be posted to warn students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If after the removal of other metal objects and a third activation of the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested above for search would be applicable.

**NOTICE:** Students will be provided notice of the Policy and Administration Procedures concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the Policy and Administrative Procedures will also be posted in the principal's office or another prominent place at Verona Area High School.

## **SOLICITATION OF FUNDS**

### **STUDENT RIGHT**

Students may solicit funds in the school or on the school grounds so long as the solicitation does not disrupt the normal operation of the school and has PRIOR approval of the principal.

### **STUDENT RESPONSIBILITY**

Solicitation of funds requires the following student responsibilities be assumed: Notification of principal or designees two weeks in advance of the solicitation or sale with time and place approved by school authorities. Solicitations shall not involve games of chance or other actions which violate Wisconsin State Statutes.

### **SCHOOL POLICY/REGULATION**

Student or student groups' attempts to raise funds can be viewed as part of the total school operation. Such solicitation shall not interfere with the educational progress of a student or the teaching/learning environment, nor shall pressure be brought to bear upon a student who does not wish to contribute or purchase during the solicitation. Solicitations for religious and/or political causes are specifically prohibited. Door-to-door sales must be scheduled with the principal.

Board of Education Policy No. 850

### **ACTION**

Solicitation of funds not in accordance with this section shall be confiscated and returned to the original donors whenever possible. When donors cannot be identified, monies shall be turned over to the Board of Education.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **CONFIDENTIALITY OF STUDENT RECORD INFORMATION - Directory Data**

#### **DIRECTORY DATA**

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 appropriately designated "directory information" without written consent, unless you have advised our District to the contrary in accordance with District procedures. The primary purpose of 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, email 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. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with directory information categories for name, address, and telephone listing, unless parents advise the Verona Area School district that they do not wish for information disclosed without consent.

## **DUE PROCESS**

### **STUDENT RIGHT**

Each student has the right to due process in the application of the Code and school rules and regulations.

### **STUDENT RESPONSIBILITY**

Any student who believes this Code or other rules and regulations have been wrongfully interpreted or applied has the responsibility to request a meeting time and place with the principal to discuss the issue.

### **SCHOOL POLICY/REGULATION**

Any student directly affected by a decision which is felt to be wrongfully interpreted or applied may individually put such grievance in writing and submit it to the teacher and/or administrator involved.

Any grievance not filed within five days after the occurrence of the event or incident is waived. Board of Education Policy no. 441

### **ACTION**

Upon request, a meeting will be set within seven days by the principal to hear and discuss the grievance. Appeals to decisions rendered as a result of the filing of a grievance will be in accordance with the school's administrative structure. Exact procedures for appeal will be explained at the time of the grievance meeting.

## **FREEDOM FROM DISCRIMINATION**

### **1. Nondiscrimination**

#### **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 acknowledgement 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.

### **STUDENT RIGHT**

Students have the right to access educational programs which meet their abilities and needs and not to be denied the benefits of or be discriminated against in any curricular/extracurricular, pupil services, recreational or other program or activity because of the student's religion, sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

### **STUDENT RESPONSIBILITY**

Students have the responsibility to develop attitudes of tolerance toward individual differences in other students, and to respect the rights, opinions, differences, and status of others.

Students have the responsibility to uphold the principles of nondiscrimination in accordance with the law.

### **SCHOOL POLICY/REGULATION**

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 or the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's religion, sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Further, no student shall be discriminated against or by willful act or statement shall discriminate against anyone for reasons of religion, sex, creed, color, national origin or economic status.

Address any inquiries concerning this statement to the District Civil Rights Compliance Officers.

Ann Franke  
Director of Instruction

Title IX Coordinator  
Verona Area School District  
700 N. Main Street  
Verona, WI 53593

The district is committed to providing equal educational opportunities for all students and stopping discrimination that may occur to maintain a learning and working environment for students and employees free from any form of sexual harassment or intimidation. This includes all aspects of the school day, including bus rides to and from school and extracurricular activities.

Sexual harassment refers to acts of physical, verbal or psychological harassment which create an intimidating, hostile or offensive learning or working atmosphere.

Emmett Durtschi  
Director of Student Services 504  
Coordinator Verona Area School  
District 700 N. Main Street Verona, WI  
53593

Complaints regarding the interpretation or application of this policy shall be referred to designated administrative staff and processed in accordance with established procedures.

There shall be no retaliation against individuals who file complaints under this policy.

Notice of this policy and its accompanying complaint procedure shall be published annually.

LEGAL REF: Title VII of the Civil Rights Act of 1964

Title IX of the Educational

Amendments of 1972 Sections

111.32(13) Wisconsin Statutes

111.36, 118.13, 118.20, 29 C. F. R.-Part 1604.11 Board of Education Policy No. 112, No. 346.2,

No. 411 Wisconsin Statute 118.13

Verona Ordinance 9-3-30 (Loitering)

### **ACTION**

Any person who believes that Verona Area High School has failed to follow the laws regarding pupil nondiscrimination is encouraged to file a written statement of complaint and send it to:

Ann Franke, Title IX Compliance Officer

Verona Area School District

700 N. Main St. Verona, WI 53593

### **2. PUPIL DISCRIMINATION COMPLAINT PROCEDURE**

S. 118.13, Wis. Stats.

If any person believes that 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., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, 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

## **PROPERTY**

## **STUDENT RIGHT**

Students have the right to use school property and equipment and to possess personal property necessary for their education free from damage and theft.

## **STUDENT RESPONSIBILITY**

Students have the responsibility to use strict discretion in bringing to school items of personal property not related to the instructional program. Students have the responsibility to protect school property assigned to their use.

Students have the responsibility for reporting damage and/or theft of personal property to school officials and the police department.

Students have the responsibility to secure belongings to avoid theft.

Students have the responsibility to respect the property of others as well as the property of the school. Students have the responsibility to access, display, and utilize school assigned documents.

## **SCHOOL POLICY/REGULATION**

VAHS is not liable for and will not conduct an investigation for any prohibited items that are brought to school and are stolen.

Students may not deface school property, forge or alter school documents, display or post falsified passes, posters, tags, etc.

Desks, lockers, books and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes.

Inspection by any school authority can happen at any time.

Students will be expected to reimburse the school district for damage to school property or for the loss or theft of such property. Students who do not reimburse the school district will be foreclosed from athletics, athletic events, co-curricular events, dances, field trips, extracurricular activities, registration, and commencement. Locks are provided to all students with the expectancy that they be used. Only school locks will be permitted on student locker doors.

**USE THEM! PREVENT THEFT!** Students are issued locks in grade 9 and are required to keep and use them until transferring or graduation.

Vandalism defacement of school property or to students' personal property will not be condoned. Cigarette lighters or devices that create flame are prohibited on school grounds.

Any device used to alter or disrupt school equipment is prohibited.

Property deemed to be disruptive or causing a disturbance will be confiscated. This includes laser pointers and guitars. Rollerblades, hacky sacks or balls of any kind are not allowed in the building.

Skateboards are not allowed to be ridden on school grounds at any time. Students who bring them to school **MUST** carry them when on school property. Students must store them in lockers from 8:00AM to 3:35PM when they are brought in the building.

Cell phones, iPods, laptops and other electronic devices may be used before school, at lunch, after school and during passing time. Use of these devices cannot be disruptive to the learning of others and are prohibited where there is an expectation of privacy such as locker rooms and rest rooms. Electronic devices need to be turned off, put away or turned over upon staff request.

**NOTICE TO ALL STUDENTS: Any items confiscated, please be informed that all contents are open for review and access.**

Wisconsin Statutes:

943.01 - Criminal damage to property

943.15 - Entry into a locked building/room

943.02 - Arson-damage of property by explosives 943.61 - Theft of library material

943.10 - Burglary

943.20 – Theft

943.11 - Entry into a locked vehicle

947.15 - Bomb scares

Verona City Ordinance - 9-3-25

(Theft) Verona City Ord. - 9-3-2

(Trespassing)

## **ACTION**

**Students violating this section shall be subject to, but not limited to:**

- Verbal Warning
- Immediate confiscation of item
- Restricted use or loss of privilege (including Internet access)
- Referral to other school district personnel and/or the police department
- After-school Detention
- Suspension from classes or school; parental conference for readmission
- Notification of parents
- Community service
- Property restoration/restitution
- Foreclosure from school activities: dances, sporting events, commencement, field trips (including extracurricular practice/participation)
- Municipal citation

**For severe or repetitious acts:**

Removal from school for special placement or expulsion

Criminal charges

943.11 - Entry into a locked vehicle 947.015 - Bomb scares

Verona City Ordinance - 9-3-25 (Theft) Verona City Ord. - 9-3-2 (Trespassing)

## **PUBLICATION**

### **STUDENT RIGHT**

Students have the right to publish newspapers, literary magazines, yearbooks, and other school-sponsored publications.

Students have the right to publish and/or distribute independent literature without unreasonable interference from school personnel.

### **STUDENT RESPONSIBILITY**

All publications must comply with the law regarding defamation, libel, and/or obscenity. Student journalists have the responsibility to:

Exercise responsible journalism in a manner that is not disruptive of appropriate discipline in the operation of the school.

Publish under the advice and direction of an assigned faculty advisor.

Independent publications must follow rules governing the time, place, and manner of distribution, and must do so in a non-disruptive manner.

### **SCHOOL POLICY/REGULATION**

Publications with school sponsorship shall have faculty advisors who are aware of, and adhere to, sound journalism ethics.

Students are exposed through the various mass media to diverse opinions on an infinite number of topics. Students who have facts and opinions on topics should express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media.

**No student shall distribute in school any student publication which:**

1. Is obscene;
2. Is libelous;
3. Creates disruption of appropriate discipline in the operation of the school.

Posters or any publication for display/distribution on school premises must be stamped as "approved" beforehand.

Wisconsin Statute 942.03

(Giving False Information for Publication) 944.21 Lewd, obscene or indecent matter

942.1 (Slander/Libel)

### **ACTION**

**Students violating this section will be subject to, but not limited to:**

- Verbal reprimand
- After-school Detention
- Community service
- Restricted privileges (including extracurricular practice/participation)
- Confiscation of the publication/posters, etc. Notification of parent
- Suspension from class or from school
- Legal Action

## **SEXUAL HARASSMENT**

The District is committed to providing equal educational opportunities for all students and stopping discrimination that may occur and maintaining a learning and working environment for students and employees free from any form of sexual harassment or intimidation. This includes all aspects of the school day, including bus rides to and from school and extracurricular activities.

Sexual harassment refers to acts of physical, verbal or psychological harassment which create intimidating, hostile or offensive learning or working atmosphere. Complaints regarding the interpretation or application of this policy shall be referred to designated administrative staff and processed in accordance with established procedures. There shall be no retaliation against individuals who file complaints under this policy.

Notice of this policy and its accompanying complaint procedure shall be published annually.

**Prohibited sexual harassment includes, but is not limited to, the following:**

- a. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
- b. Requests or demands for sexual favors. This includes subtle or blatant expectations,

pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status. c. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.

d. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.

e. Creating a working or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts or attentions, or because of the existence of sexually oriented materials including, but not limited to, photographs and posters. Sexual harassment complaints shall be filed in the same manner as other discrimination complaints except when the complaint involves the principal/supervisor and then they should be filed with that person's immediate supervisor. LEGAL REF:

Title VII of the Civil Rights Act of 1964

Title IX of the Educational

Amendments of 1972 Sections

111.32(13) Wisconsin Statutes 111.36

118.13

118.20

29 C.F.R.-Part 1604.11

## **ACTION**

**Students violating this section shall be subject to, but not limited to:**

A verbal or written warning Parent notification

Mediation

After-school Detention

Extracurricular Code of Conduct violation

Suspension

Expulsion

Referral to law enforcement

Citation

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES AT VERONA AREA HIGH SCHOOL**

In a recent study, the American College Testing Service concluded that the single factor which was common to those who found success in business was participation in one or more high school co-curricular activities. At Verona Area High School student participation in co-curricular activities is encouraged as essential to the development of the "total student."

Students involved in a co-curricular activity (examples: FFA, Band, Choir, Orchestra) may

participate in an activity with an “F” in a class, if the activity is related to class. Student eligibility for participation within VAHS clubs/activities/teams is based on a student attending a minimum of four periods or two blocked periods per day.

**STUDENT GOVERNMENT:** Election to the position of Verona Area High School Student Council provides excellent experience in school decision-making. Students are encouraged to voice their opinions as well as to be active in school, local, state, and national political arenas.

**STUDENT TRIPS:** Students often have the opportunity to participate in school-sponsored trips within the US and abroad. These trips provide excellent educational experiences to augment student learning. Students to be eligible for a trip must uphold all aspects of our student handbook and code of conduct. Students must also be in good academic and behavioral standing. Students who violate any conditions of the trip or our handbook/code of conduct may be removed from a trip at any point. Students who need to be sent home will be at the expense of a parent. Refunds will not be available outside of the specified trip language for such violations.

**PERFORMING ARTS/VISUAL ARTS:** A wide variety of experiences and activities can be found at VAHS, including: Visual Arts Activities: Art Club, Artist-in- Residence Program  
Vocal Music Activities: School Musical, Solo-Ensemble Contests, Special Projects/Concerts  
Instrumental Music Activities: School Musical Pit Orchestra, Solo-Ensemble Contests, Special Projects/Concerts  
Theater/Speech Activities: Forensics-Invitational Tournaments & WHSFA Contests, One and Three Act Plays, School Musical

**PUBLICATIONS:** Many students enjoy journalistic activities and participate on the staff of The VAHS Yearbook, and The Cat's Eye, the student newspaper, and VAHS Parent Newsletter. Participants serve as editors, writers, artists, photographers, and advertising salespersons.

**CLUBS/ACTIVITIES:** Verona Area High School students can elect to join clubs that are often organized around the special interests of the members. Clubs/activities may schedule meetings during activity periods or after school hours. VAHS clubs include After School Study, Math Team, Bridges\*, GSA (Gay, Straight Alliance), National Honor Society\*, Drama/Theatre Club, FFA, French Club, PSTI (People Striving To Improve), Lacrosse Club, Ski Racing Team, German Club, Spanish Club, FCCLA Club, and HOPE (environmental club)

\*these organizations are by selected membership

**LATE BUS:** VAHS provides a late bus which runs Monday-Thursday at 4:45 and 6:00PM to only accommodate students involved in extracurricular and school sponsored activities.

**ATHLETICS:** Verona Area High School sponsors several opportunities for athletic participation:

**Men's Sports:** baseball, basketball, cheerleading, cross country, football, golf, hockey, soccer, swimming, tennis, track, and wrestling

**Women's Sports:** basketball, cheerleading, cross country, golf, gymnastics, soccer, softball, swimming, tennis, track and volleyball

Student eligibility for participation within VAHS clubs/activities/teams is based on a student attending a minimum of four periods per day.

**THE BIG EIGHT CONFERENCE:** VAHS participates in activities as a member of the Big Eight Conference. Members include: Madison East, Madison West, Madison Memorial, and Madison LaFollette; Janesville Craig and Janesville Parker; Beloit Memorial, Middleton, and Sun Prairie.

## **STUDENT COUNCIL**

### **STUDENT RIGHT**

Each student has the right to be represented by a student council or student government association. This right shall not preclude the student council government from itself establishing membership qualifications.

### **STUDENT RESPONSIBILITY**

Students have the responsibility to utilize their student council or government for their representation in student affairs. Three student representatives shall be elected from the council to the Verona Area High School Site Council. One student will be elected from the school at large to serve on site council.

### **SCHOOL POLICY/REGULATION**

The establishment and effective operation of a school counselor government can provide students with practical experience in the democratic processes of our society. The school may not establish student governments that prohibit participation or membership on the basis of sex, creed, color, religious preference, or handicap, nor may the school permit student government which violates state statute.

Wisconsin Statute 942.04 (Denial of rights)

## **ACTION**

**Organizations which violate this section will be disbanded and students involved shall have appropriate action taken against them which may include, but not be limited to:**

Verbal reprimand

After-school Detention

Restricted privileges (including extracurricular practice/participation)

Suspension or removal from the council

Legal action

## **VAHS STUDENT ACTIVITIES CODE**

All students who participate in any co-curricular activities are required to have their parents and their own signatures indicating acknowledgment and understanding of the VAHS Student Activities Code in order to be eligible to participate. Signed Code forms are maintained on file in the VAHS office. Students and parents are required to attend seasonal activity meetings as scheduled. Attendance at these sessions is taken and failure to attend will delay participation.

## **MISCELLANEOUS**

### **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 who 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

#### CROSS

REF.:

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

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

#### **EVENT FORECLOSURE**

Students who have been involved in any discipline related issue that resulted in a suspension may be prohibited from attending events at VAHS and within the VASD. This decision is at the discretion of the VAHS building administrative team review of discipline data to date prior to an event.

#### **FEES**

A general student fee of \$35.00 is collected before each student is enrolled. The general fee includes a lock for each student's hall locker which they will keep for four (4) years, (replacement cost = \$6.00), book rental, towels for physical education, a student information folder, and student I.D. (Fees are subject to the approval of the School Board at first meeting in August; therefore, amounts may be subject to change.)

Extracurricular fees are \$40.00, plus \$125.00 for athletic participation in one sport, an additional \$25 for a second sport and an additional \$15 for a third sport (\$250 per family limit) and must be paid before participation is allowed. Driver Education fees are set at \$375.00 per student. Band instrument rentals are also offered per semester: Guitar -

\$15.00; Piano - \$15; Orchestra - \$35.00; Brass/Woodwinds - \$30.00; Percussion - \$40.00.

Jazz Ensemble and Vocal Jazz courses are \$10.00 per year. Other course fees may be charged for personal project materials or activities.

Financial liability will be assessed for damages or for loss of books and other materials.

**LATEX - DUE TO INCREASED LATEX ALLERGIES AMONG STUDENTS ALL BUILDINGS WILL BE LATEX FREE. IE: LATEX BALLOONS WILL NOT BE ALLOWED. 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 carries peanut/tree nut containing food items. Peanut free/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.

**STUDENT ASSISTANCE PROGRAM (S.A.P.) POLICY**

The Verona Area School District shall provide prevention, intervention, and support services for students and their families surrounding AODA, depression, grief, abuse, AIDS/STDS, pregnancy, death, and other issues affecting student academic performance.

These services may be delivered through student support groups, individual sessions, classroom presentations, community presentations, Student Services, peer helper programs, or AODA screenings.

The S.A.P. will be coordinated under the direction of the District Health Coordinator (or designee), utilizing trained staff members and/or consultation services as appropriate.

The S.A.P./AODA program will have an advisory committee comprised of community and district staff members. This committee will meet a minimum of twice per year for the purposes of program planning and community coordination. Student utilization of S.A.P. services will be voluntary and confidential, but may be used in cases of disciplinary action or athletic/activity code violations in conjunction with reduced consequences.

Legal Ref: Chapter 331, State Laws of 1979

Cross Ref: VAHS handbook/school board policies on attendance, drug and alcohol use/abuse treatment.

**VAHS AND SCHOOL DISTRICT DATABASE**

The Verona Area High School library program promotes student and staff personal and academic growth by • instilling the love of learning and reading  
supporting instructional, informational, and curricular needs  
providing an inviting, conducive, and accessible work area and environment

### **Resources**

Students and staff have access to approximately 12,000 materials in both print and non-print forms. In addition, the library also offers access to magazines, newspapers, databases, and computers.

Students may access databases from school and home. From school, students will be directed straight to the database; from home, students will be asked for usernames and passwords. The following are the databases the high school and district have available for all students:

**Badgerlink:** contains Ebsco House, Newspaper Access, and Student Research Center: journals, articles, and newspapers

Website: <http://www.badgerlink.net>

If going through school website, it will open directly. If going through a search engine, you will need public library card. Note: Make sure to click on “Full Text” for articles

**CQResearcher:** controversial topics highlighting overview, history, pro/con Website: <http://library.cqpress.com/cqresearcher>

User

name:Verona

Password:

wildcats

**CultureGrams:** an overview of a country including history, timeline (Kid's version), gestures, food/diet, economy, government, etc. Website: <http://online.culturegrams.com>

User name:

Verona

Password:

wildcats

**Discovery Streaming:** videos, audio

clips Website:

<http://streaming.discoveryeducation.com>

Username: vasd12345 (“vasd” and your student ID number) Password: VASD network password

**Health Reference Center:** journals, primary documents, images, and articles written on various health aspects Website:

<http://online.infobaselearning.com/Direct.aspx?aid=100850&pid=WE48>

User name:

Verona

Password:

wildcats

**Issues and Controversies:** journals, primary documents, images, and articles written on various social issues Website:

<http://online.infobaselearning.com/Direct.aspx?aid=100850&pid=WE57>

User name:

Verona

Password:

wildcats

**Novelist Plus:** reviews of books, authors and literary materials Website:

<http://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s6245764&profile=novplus>

**Points of View:** journals, primary documents, images, and articles written on various social issues Website: <http://search.ebscohost.com>

User name:

vahs

Password:

wildcats

**Science Online:** journals, primary documents, images, and articles written on various science aspects including mathematics, physics, and astronomy concepts. Website:

<http://online.infobaselearning.com/Direct.aspx?aid=100850&pid=WE40>

User name:

Verona

Password:

wildcats

**SIRS Research Center:** compilation of newspaper, magazine, and journal articles. It also includes some graphs, websites, and photographs. Website: <http://sks.sirs.com>

User name:

Verona

Password:

wildcats

**Teen Health and Wellness:** teen issues Website: <http://www.teenhealthandwellness.com>

User name: Verona Password: wildcats

**TumbleReadables:** online young adult books

Website: [http://www.tumblebooks.com/library/asp/home\\_tumblebooks.asp](http://www.tumblebooks.com/library/asp/home_tumblebooks.asp)

User name: vahs2 Password: login

**World Book:** an online encyclopedia (background information, a few connected websites, maps) Website: <http://www.worldbookonline.com>

User name:

Verona

Password:

wildcats

**Note:** If you have any questions on how to use the databases or if you need help with your inquiry, please feel free to email Ms. Voss ([vosst@verona.k12.wi.us](mailto:vosst@verona.k12.wi.us)) or stop by for help.

**Library Hours:**

Upper LMC: Lower LMC:

KITC: 8:00 – 4:00

Students are welcome to access the library before/after school, during their lunch periods, and from study halls. Students may check out materials for four (4) weeks.

Students may also check out Nooks, audio books, and flip cameras to use for classroom assignments.