

Welcome!  
**SOMS**  
**STUDENT**  
**HANDBOOK**



2017-2018



September, 2017

Welcome!

The staff of Savanna Oaks Middle School extends a warm welcome to parents and students. Our school is a hub of learning activities, opportunities, and experiences for students. We believe you will find a dedicated and caring staff, academic excellence, and attention to individual students as hallmarks of our school. The school community that you are now part of excels in knowing about and working with young adolescents.

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

We extend to families the hand of communication. Not only do we reach out to families in various ways throughout the year, we welcome parent feedback, calls, concerns, and kudos. Our school office is staffed from 8:00 a.m. until 4:00 p.m. daily. You are also welcome to call **845-4000** at any time and leave a message for a staff member.

If you are looking for specific information, try our website at: [www.verona.k12.wi.us](http://www.verona.k12.wi.us). We update it regularly. Parents can also log on to Powerschool from our website in order to check student academic progress.

We hope students and parents alike find a home at Savanna Oaks Middle School. Welcome and have a wonderful school year!

Sandy Eskrich, Principal

Pete Christofferson, Associate Principal

**Sandy Eskrich, Principal**  
Phone (608) 845-4010  
Email [eskrichs@verona.k12.wi.us](mailto:eskrichs@verona.k12.wi.us)

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## ACADEMICS & GRADING

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

### **Electives**

During spring scheduling, students requesting an elective class *may not drop* that class after June 30, 2016. If an elective class must be changed, that change may be made during the first three days of the first semester of the school year. Any exception needs approval by the teacher, principal or counselor.

During the school year, parents can check on their child's academic progress online by going to [www.verona.k12.wi.us](http://www.verona.k12.wi.us). At the QuickLinks, drop down to "Parent Resources" then select "Power School Parent Access." If you are unsure of your user name and password, contact Beth Mason at 845-4031.

## AFTERSCHOOL NINJA ACADEMY

Students may sign up to stay afterschool to access to technology, receive supported practice with classroom work, work individually and in small groups with teachers and mentors in a setting surrounded by books, science labs, technology and other students and staff modeling goal-directed academic work in a setting perhaps similar to their future learning and career environments.

## ATTENDANCE

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

Parents may request up to 10 days per school year for personal illness, illness in the family or family emergencies, personal appointments of a professional nature, death in the family or funerals, religious holidays, court appearances and special circumstances that show good cause and are approved in advance by the school attendance officer. If your child has missed school due to a medical appointment or condition, **please** remember to provide an excuse from the medical professional on clinic letterhead.

If a student is going to be absent from school, please call the school attendance line **(845-4003)** on or before the day of the absence. **You may call this number 24 hours a day.** Please give the student's name, caller's name and phone number, date of absence and the reason for the absence.

Students are responsible for work missed during the absence. Students may have the number of days missed, plus one, to make up work without penalty. In order to participate in an after school or evening activity, a student must be in attendance for at least half (four periods) of the school day.

### Appointments

If a student needs to leave the building at any time during the day, such as for a dentist's appointment, we ask that the student bring a note to the office attendance window first thing in the morning. The student will receive a "permit to leave" pass to show teachers so that s/he can leave class. Students should sign out in the office before leaving for the appointment, and sign in upon returning. Remember, if your child has missed school due to a medical appointment or condition, please provide an excuse from the medical professional on clinic letterhead.

If a child has an illness or injury during the school day, s/he should report to the health room and office first before leaving the building to sign out. Parents who come to school to pick up a sick child are asked to sign their child out before leaving the school.

### Pre-Excused Absences

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

### Unexcused Absences

Unexcused absences are given for any absences which do not meet the excused or pre-excused criteria. By state statute, five or more absences in a given semester are considered an excessive number. These may be excused, pre-excused, or unexcused absences. If a child has multiple absences, the parents will be notified by phone or letter and an opportunity to conference with school staff will be made available.

### Tardiness

A student is considered tardy to class if s/he is not in their seat at the start of class. It is general procedure for students to receive a detention for three or more tardies. If a student is more than ten minutes late to class, the student will be marked unexcused/truant for the period. Chronic tardiness of eight or more per quarter will result in referral to a principal.

### Truancy

Truancy is when a student is missing from class or school without the permission or knowledge of the school office or the parents. Students who violate mandatory attendance statutes may also be considered truant. If a child is truant, every effort is made to contact parents as soon as possible. Consequences for truancy include making up time missed and possible referral to municipal court.

## BUS RIDING

- **The "Badger Ridge Shuttle Bus"** is the name for the after school shuttle bus from Savanna Oaks to Badger Ridge Middle School. Any student staying for an after school activity that is a shared activity with BRMS may use this bus. This bus is not for student use as transportation to Verona for non-school activity events. This bus departs SOMS at approximately 3:45 PM. There is no return trip from Badger Ridge.
- **Late Busses** - After school late busses are provided most days. These busses depart the school at 4:30 and 5:30 p.m. Students may ride late busses only if they are staying for a school activity supervised by staff. These busses do not transport on Fridays.
- Please see page 13 for Badger Bus Behavior expectations

## **BUILDING HOURS**

Savanna Oaks Middle School begins the school day at 8:30 a.m. and ends at 3:33 p.m. From 8:10-8:20 a.m., students may wait inside the commons. At 8:20 a.m., they are allowed time to go to their lockers and then go to class. We ask that parents not drop students off at school prior to 8:10 a.m. Only students with a pass to work with a teacher or practice music are allowed in the building before 8:00 a.m. All students need to be out of the building by 3:45 p.m. unless they are with a teacher in a supervised activity.

## **CAFETERIA INFORMATION**

The school provides an opportunity for breakfast and lunch for students. At lunch, there is a variety of types of meals available, from fast food, to a full meal.

Student behavior in the commons area is in keeping with school expectations. Students are expected to wait in line without budging, clean up their eating area, return trays to the window, and not take any food out of the commons area. After eating, students go out onto the playground until the end of the lunch period. We go out even in the winter, so students should bring coats to the lunchroom when weather dictates. Behavior expectations during lunch recess focus on playground safety (for example, tackle football is not permitted) and cooperation with other students and playground supervisory staff. If students cannot stay within behavior parameters, their lunch hour will be restricted.

The school has a computerized lunch program where all family members in the district draw from one account. This is a pre-payment program. It is not a credit system. Accounts need to have a positive balance. Parents are asked to deposit \$15.00 per child in their family account. Families receiving reduced lunch deposit \$5.00, and families on free lunch deposit nothing. Families will be notified of low account balances. Account balances and statements are available online via the Verona Area School District home page.

Each student will be issued a lunch ID number. When a child purchases hot lunch or fast food, \$2.50 will be deducted from the account. Cash is accepted, but not recommended. Breakfast is also available for \$1.05 per day.

Please put your family lunch ID number on all checks and correspondence. Make checks payable to the Verona Area School District. They may be turned in at the school office or mailed to: **Child Nutrition Services, P.O. Box 930007, Verona, WI 53593**. Questions regarding your family's lunch account should be directed to the Director of Food Service, **Cindra Magli at 845-4139**.

## **COMPUTER TECHNOLOGY**

ALL students will be issued an Ipad for their individual use. Students are issued a network user ID and password. Parents can sign a form indicating that they object to the use of email and internet services. Parents may sign an agreement to allow their child the right to bring home the Ipad.

The district's "Acceptable Use Policy" governing media and District technology systems is made available to all students/parents/guardians at the time of registration on a yearly basis. You can also view the "Acceptable Use Policy" (Policy and Rules 363.2) on the District website: [www.verona.k12.wi.us](http://www.verona.k12.wi.us) under "school policies". Students must follow the guidelines found in this policy regarding acceptable use of the District's technology systems. Students not abiding by the VASD systems "Acceptable Use Policies" may have their privileges removed for part or all of the school year, or other restrictions. For more information regarding Savanna Oaks Middle School computer services, contact Stephanie Symes, Educational Technology Specialist at the middle school via email: [Stephanie.Symes@verona.k12.wi.us](mailto:Stephanie.Symes@verona.k12.wi.us) or 845-4045.

## **CONFERENCES**

Parent conferences are an opportunity for parents, teachers, and students, to discuss student work, progress, and learning abilities. Conferences are held in a variety of ways including scheduled conferences and drop-in opportunities. Parents may expect an invitation to conference at least twice yearly. Generally conferences are held in October and March. We also extend an invitation to parents to call or email, teachers directly, between conference times, if they have specific questions about their child's learning.

## **COUNSELING PROGRAM**

The middle school offers counseling services for all students. Through classroom activities, small group discussions and individual meetings with students, counselors help the students better understand themselves and others, learn about opportunities in the world of work, and improve their ability to make good decisions and solve problems. Alcohol and other drug prevention education is also an important part of the counseling curriculum. Savanna Oaks Middle School has two counselors:

Grade 6: Mr. Miura 845-4026

Grade 7: Mr. Miura 845-4026 (Last names A-L), Ms. Holzum 845-4027 (Last names M-Z)

Grade 8: Ms. Holzum 845-4027

## **DIRECTORY DATA – ELEMENTARY/MIDDLE SCHOOL**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Verona Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Verona Area School District may disclose appropriate designated "directory information" without written consent, unless you have advised our District to the contrary in accordance with District procedures. The primary purpose of the directory information is to allow the Verona Area School District to include this type of information from your child's education records in certain publications. Examples include: name, address, e-mail address, telephone listing, photographs, videotapes, audiotapes, date of birth, participation in official recognized activities and sports, weight and height of athletic team members, a pay bill, the annual yearbook, dates of attendance, years in school, degrees, awards received, honor roll, graduation programs, and the name of a school previously attended by your child. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parents' prior written consent. Outside organizations, include, but are not limited to, companies that manufacture class rings, publish yearbooks, and take graduation photos. Forms are available at the district office or in any school office. Forms should be returned to the district office within 14 days of registration. Any previous notices on file are voided each year.

## **ELIGIBILITY**

In order to be eligible to participate in extra curricular activities, students must maintain passing grades in all classes. Any student not producing evidence of learning is ineligible to participate from the time of grade reporting. If a student desires to continue in the activity, then s/he has a two week period to bring up their progress. If the evidence is satisfactory then the student is responsible to obtain a grade report printout from Powerschool and return it to the office or coach. This will result with your coach or advisor being notified of your eligibility. Students must then maintain their progress for the remainder of the season.

A student is ineligible to participate when s/he is suspended or truant for any time period of the day of the event, or absent for more than half of the school day. In general, students who are suspended or truant are not eligible to participate in the next fun night, school dance, or ski trip. Other co-curricular activities may be withheld from students who demonstrate chronic behavior problems. Eighth graders who have any suspensions or truancies may not be eligible to attend the 8<sup>th</sup> grade Farewell Dance in the spring.

**An important note for eighth graders:** Grades received by eighth grade students during fourth quarter apply to their eligibility for high school extra-curricular events. Receiving any “no evidence” of progress in any fourth quarter class renders a student ineligible for first quarter extra-curricular events in high school.

### **EXTRA-CURRICULAR EVENTS**

Extra-Curricular Activities can be an exciting part of middle school life. Students are encouraged to become involved in extra-curricular activities which interest them.

Volleyball	Grades 7, 8: Girls - Fall
Cross Country	Grades 6, 7, 8: Boys & Girls - Fall
Wrestling	Grades 6, 7, 8: Boys & Girls November & December
Drama Club	Grades 6, 7, 8: Fall - Spring
Student Council	Grades 6, 7, 8: Fall - Spring
Forensics	Grades 6, 7, 8: Winter
Math Meets	Grades 6, 7, 8: Winter/Spring
Boys' Basketball	Grades 7, 8: November & December
Girls' Basketball	Grades 7, 8: January & February
All School Musical	Grades 6, 7, 8: February – May
Science Fair	Grades 6, 7, 8: March
Track	Grades 7, 8: Spring

### **FEES**

A general fee of \$35.00 is required of all Savanna Oaks Middle School students. This fees should be paid by October 15. Students who rent a musical instrument from the school district pay \$50.00 per year. Elective courses (student selected) may have fees of up to \$20.00.

Students involved in any extra curricular activities at Savanna Oaks Middle School (except school service activities like Student Council, for example) are required to pay an activity fee of \$50.00 for the first activity, \$30.00 for the second activity and \$20.00 for the third activity with an individual cap of \$100.00 and a family cap of \$150. This fee must be paid by the second week of the activity. Any family who has difficulty paying a fee at the time it is due, may contact one of the school counselors and the fee payment will be postponed, reduced or waived.

### **HEALTH SERVICES**

The school nurses' office is located in the main office. The school nurse, nursing assistant and secretaries provide first aid and assessments for students.

Parents are contacted by school staff for illnesses, such as fever, vomiting, or diarrhea or for serious injuries. Parents are encouraged to keep children home when ill. Students with communicable disease symptoms will be excluded from school. Injuries occurring during the school day or during extra-curricular activities must be reported to the office. All medications will be administered by school personnel and need written parental consent. All prescription medication requires written physician consent. Medications will only be sent on field trips if they are prescription or if a parent requests over the counter medications specifically. (The school nurse is available to discuss health concerns.)

#### ➤ **Latex Policy**

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

#### ➤ **Peanut/Tree Nut Allergies**

The number of students with peanut/tree nut allergies in our school district is increasing. Peanut/tree nut allergies are some of the most common food allergies and have been responsible for the greatest number of food allergy-related deaths. Our goal is to reduce the chance of peanut/tree nut exposure for our students with allergies. Food service no longer 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.

### **LEARNING RESOURCE**

Learning Resource seeks to promote continuous progress for all students in the learning environment. The Learning Resource Coordinator helps to develop educational plans based on the input of students, staff, and families. If you have concerns or questions about your child's academic progress, contact Stephanie Symes, Learning Resource Coordinator at [Stephanie.Symes@verona.k12.wi.us](mailto:Stephanie.Symes@verona.k12.wi.us) or 845-4024.

### **LMC**

The Library Media Center is the information and reference center of the school. It provides books, ebooks, magazines, newspapers, computers and research materials for students and staff. It is also a quiet place to study or read. Books may be checked out for two weeks and can be renewed for an additional two weeks. Students are responsible for promptly returning all materials and are responsible for any damage to or loss of materials. For information about the LMC, please contact the LMC Director, JoAnn Busalacchi, at 845-4047.

## **LOCKERS**

Lockers are provided for storage of student materials and coats. It is the student's responsibility to keep the locker clean and orderly, inside and out. Decorating lockers is not allowed unless it is school initiated. Writing on lockers with any type of marker is not allowed. Any damage, repair, or clean up of lockers will be charged to the student. The locker is not the student's private property and may be opened and searched by school authorities at any time. Any unauthorized items found in the locker may be removed. Students who damage their lockers will need to make reparations. Students are welcome to have combination locks on lockers, but all combinations must be registered in the office.

## **PARENT INVOLVEMENT**

Savanna Oaks Middle School welcomes parents as an important part of your child's school learning community. We welcome parent volunteers in many classes. Call teachers directly to volunteer, or sign up at registration.

If parents are interested specifically in their child's class work or progress, or if they have a concern about class work, they should speak first directly with their child's teacher. If there are school-wide issues, or a concern is not resolved with a faculty member, feel free to contact one of the principals. A list of staff members is listed on the website: [www.verona.k12.wi.us](http://www.verona.k12.wi.us).

**Continuous Improvement Team** - Consists of staff and up to 3 parent representatives, ideally one representing each grade level.

**Parent Advisory Committee** meets quarterly to engage in dialogue about a variety of topics, share information and broaden the understanding of school related issues.

## **PERSONAL ELECTRONIC DEVICES:**

Students may use personal electronic devices such as cell phones, ipods, mp3 players, cameras, eReaders, etc. during the school day for educational purposes under the discretion and supervision of school staff. Personally owned device use is limited to and conditional upon full and complete compliance with the Verona Area School District's Acceptable Use Policy.

In the case of cell phones, students may not talk or text during the school day unless specifically directed by staff. If a student needs to use a phone, they may request to use the phone in the main office or a classroom phone. Students may not, at any time during the day, text, digitally record or photograph others or play games on their device without permission from school staff. Cell phones also may not be used in restrooms.

When students are not using their device, it should be turned off and put away in locked locker. Students are not required to bring personal electronic devices to school, and the District accepts no responsibility for loss, theft or damage of personal property brought to school.

Internet access on the Verona Area School District's wireless network provides filtered access to the Internet. If students are using data/cell service provided by other carriers, VASD is not responsible for data access, content, or costs incurred.

Unauthorized use of personal devices during the school day will be addressed by the building administrator. Policy offenses may result in a staff member collecting the device, placing it in a clear plastic bag and turning it into the office. Parents will be notified and the device will be returned to the student at the end of the day. For a second offense, a parent will need to come and pick up the device. Repeated offenses will result in loss of privileges as determined by the site administrator.

## **PERSONAL PROPERTY**

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

- If you ride your bike to school, please lock it in the school bike racks.
- Keep your gym locker locked at all times. Students are responsible for lost or damaged locks.
- Do not keep valuables, particularly money or any other type of electronic device other than a calculator, in your locker.
- If you wish, you may purchase a lock for your hall locker. Do not share the combination with anyone. You must turn the combination of your lock into the office and/or your Advisory teacher.

## **PLAGIARISM**

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

### **ACADEMIC DISHONESTY/CHEATING/PLAGIARISM POLICY**

#### **DISHONESTY, CHEATING, PLAGIARISM IS DEFINED AS:**

- Copying or stealing another student's or author's work and submitting as one's own;
- Allowing others to copy one's own work;
- Doing another person's class work;
- Creating more than one copy of one's own work and allowing it to be used by others as their own;
- Copying or stealing teacher's answer keys, test keys, teacher edition texts;
- Cheating or providing another person with the answers on tests or quizzes;
- Altering any document already graded (unless suggested or approved by the teacher);
- Altering any records or grade book;
- Selling stolen answers and/or material; or,
- Any other method used in not being honest with the work one does.

USE OF COMPUTERS IN ANY OF THE FOLLOWING WAYS IS PROHIBITED:

- Unauthorized copying of software;
- Copying or using another student's data; or,
- Unauthorized use of copyrighted material to develop one's own software.

STUDENTS VIOLATING THIS POLICY MAY BE SUBJECT TO, BUT NOT LIMITED TO:

1. Personal conference
2. Parental notification
3. Administrative notification
4. Partial credit for assignment/project/exam involved
5. No credit for assignment/project/exam involved
6. Loss of privileges in given area(s)
7. Suspension
8. Citation (Legal ref. Section 943.70 Wisconsin Statutes)

**POLICY**

All school board policies related to the student handbook may be found online at [www.verona.k12.wi.us](http://www.verona.k12.wi.us). A hard copy will be provided at parent request from the district or school.

**NOTICE OF PUPIL NON-DISCRIMINATION POLICY**

The Verona Area School District is committed to a policy of non discrimination on the basis of race, sex, color, national origin, disability, religion, gender, gender identity, gender expression, sexual orientation, economic status, homeless status, age, handicap, marital status, political affiliation, arrest or conviction record or any other factor for by state and federal laws and regulations.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to Emmitt Durtschi, the Section 504 Compliance Office, at the following address:

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

Laurie Burgos, Director of Bilingual Programs & Instruc. Equity  
Verona Area School District/608-845-4300  
700 N. Main Street  
Verona, Wisconsin 53593

**PUPIL DISCRIMINATION COMPLAINT ROCEDURE**

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, religion, 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 .

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 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 as 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. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, 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.

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

**Verona Area School District Discrimination Complaint Procedure**

If any person believes that Verona Area School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, religion, national origin, age or handicap, he/she may bring forward a complaint to the Administration Office at the following address: 700 N. Main Street, Verona, Wisconsin, 53593.

**Informal procedure:**

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

## **Formal grievance procedure:**

**Step 1:** A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title IX Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** If the complainant wishes to appeal the decision of the Local Title IX or 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days.

**Step 3:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting.

**Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

## **Progress Reporting**

At the end of each quarter, progress reports are mailed to parents. In each class, a student receives a grade reflecting academic progress and a second grade for Habits of Learning. Habits of Learning grades reflect the "work behind the grade" and shows what type of nonacademic skills the student demonstrates in class.

Homework, or "formative assignments," are important preparation for the final projects or tests, which are "summative." Parents can help students by setting the tone for the importance of formative work/homework.

Parents can help by providing a consistent time and place for their child to do homework or read each evening. Talk with your child about his or her work. Checking teacher websites and accessing Power School are great tools for staying in touch with your child's school work and progress.

## **STUDENT BEHAVIOR AND SCHOOL REGULATIONS**

Savanna Oaks Middle School believes in setting high standards for student behavior. Students are expected to follow school rules and are responsible for their own behavior. Discipline starts first with self-discipline. Listed below are rules and regulations pertaining to student behavior. They are in accordance with school procedure, school board policy, and state statute.

Students who do not follow school regulations are subject to a range of consequences including such things as a warning, a time-out in the office, a detention, a suspension, police involvement, or expulsion. For all serious offenses, parents are contacted so that we can work together to share the same message about expectations with the student. For detentions, it is the responsibility of the student to serve the assigned detention.

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.

### **SCHOOL ATTIRE – DRESS CODE**

1. NO garments bearing inappropriate, offensive, or vulgar slogans are allowed. These include reference to alcohol, tobacco, and other drugs and any sexual reference.
2. Shoes MUST be worn in and around school at all times.
3. NO bare midriffs, open-back shirts, halter tops, strapless shirts (tube tops) or single-strap shirts may be worn. All shirts must have two straps. The straps must be at least one inch in diameter.
4. When a student stands with hands hanging straight down at their sides, the bottom of the skirt or dress should hang BELOW their fingertips. Inseams of shorts must be at least 4 inches. Very short mini-skirts or dresses are not allowed.
5. Pants worn in such a way that undergarments are visible will not be allowed. Pajama bottoms should not be worn to school.
6. Chains (wallet chains and neck/other chains) are allowed IF they are one foot in length or less and if only one at a time is worn).
7. It is important that students are focused on learning so if hats, hoods, bandanas and/or scarfs get in the way of positive interaction between members of our learning community they will be disallowed.
8. Neither coats NOR jackets are allowed to be worn during classes, but may be worn for travel between buildings
9. Gang-affiliated jewelry or dress of any kind will not be allowed at any time.
10. Students may carry backpacks to and from school, but they must be left in their locker throughout the day.

### **BEHAVIOR EXPECTATIONS**

1. Students are expected to show courtesy and respect to all staff and to other students.
2. Behavior during passing times in the hall is to be orderly. Halls may be crowded and students are not to, push, shove, hit, run or congregate in a way that makes it difficult for others to pass.
3. There is to be no food or drink in the halls, gym, or classrooms except with teacher or principal permission. Water/water bottles are an exception.
4. Students must remain on school grounds during the school day. Leaving the school grounds is allowed only by written parental permission and approval from the office.
5. During the winter, throwing snowballs, kicking snow, or pushing off of snowbanks on school grounds is not permitted. A detention will be assigned for this offense.
6. We take great pride in our school. Students are expected to be careful of all school property and in no way mar or vandalize it. Any student doing so will be liable for repair or replacement.
7. Student behaviors at extra-curricular events at the middle school or at any other school district event are subject to the expectations, rules and regulations of the middle school and the school district.
8. Skateboards or roller blades may only be used in designated areas with school official permission.
9. Students may not bring any items to school which are disruptive and unnecessary such as, wallet chains, squirt guns, lighters, laser pointers or matches.



## **STUDENT BEHAVIOR AND SCHOOL REGULATIONS (cont.)**

### **Bullying**

**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 cell phone or using the Internet – also known as cyber bullying)

### **Detentions**

After school and/or lunch detentions are assigned by staff for such things as tardiness, violations of school policy, inappropriate behavior, and missing work.

Lunch detentions are served during a student's lunch time (30 min).

After school detentions begin at 3:40 and last until 4:25 p.m. unless otherwise arranged with student and parent. Students may be assigned a detention on the same day or given a twenty-four hour notice if arrangements need to be made for transportation. It is the responsibility of the student to inform parents of assigned detentions and arrange for transportation.

If a student deliberately skips a detention, the consequence is a doubled detention.

### **Serious Offenses**

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

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

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

**Fighting:** Any student who engages in fighting or posturing for a fight will be brought to the office. Fighting and posturing are not tolerated. Parents will be notified. Consequences for these offenses include suspension and possible involvement of local law enforcement.

**Derogatory Language:** Every effort will be made to teach students appropriate language and to discourage derogatory language. Students who willfully and repeatedly use derogatory language are subject to disciplinary action.

Derogatory language is language that creates a sense of exclusivity or a sense of hierarchy in the use of language to place one group of people below others, creating or perpetuating negative social stereotypes.

**Harassment:** Is repeated, unwanted actions from one person/group to another. It is not acceptable. We encourage students to report harassment directly and use a harassment form. There are different levels of harassment and each level dictates a different level of response from the Counselors and/or Administrators which may include brainstorming strategies to deal with harassment and finding ways to mediate between the students. In some cases the parents may be involved.

**Sexual Harassment:** Sexual harassment is inappropriate. Unwanted language or touching of a sexual nature by one or more people towards another is sexual harassment, and is not tolerated in the middle school. This type of harassment will be handled directly by the Administrators and may include some type of suspension.

**Threatening:** Any type of bullying or threatening behavior is not tolerated. Derogatory language based on another student's real or perceived race, ethnicity, gender, religion, nation origin, sexual orientation or disability is not tolerated and will be dealt with immediately.

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

**Weapons:** Students may not possess, use or store a weapon or look-alike weapon in or on Verona Area School District property, vehicles, vehicles on school grounds, or at school related activities. Possession will result in suspension, police involvement and possibly expulsion.

**Drugs and Alcohol:** Students may not use, possess, furnish, or sell alcohol, cigarettes/tobacco products, non-prescribed drugs, or drug paraphernalia at any time on school grounds. Students may not appear at school or school sponsored activities under the influence of alcohol or non-prescribed drugs, chemicals, or illegal substances. Possession will result in a suspension, police involvement and possibly expulsion.

### **Suspension**

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

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

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

### **TECHNOLOGY**

Savanna Oaks Middle 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 user name 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 *website* ([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 SOMS, Stephanie Symes at 845-4045.

### **TELEPHONE**

Phone calls are not to be made during class time. The office phone is available to students only for emergency use and only with a pass from their teacher.

### **VISITORS**

All visitors to the middle school must register in the office. **Parents must pre-arrange classroom visits, so please call ahead.** Students who wish to bring **student visitor from other schools must arrange permission in advance** by bringing a note from parents and receive permission from one of the principals. Students may be allowed to bring a friend or family member to school with them for one day if....

- 1) a building principal approves the visit at least one week ahead of time,
- 2) the guest is a middle school student,
- 3) the guest is a visitor from out of state,
- 4) the parent of the host student approves the visit and agrees to pick up both children immediately should any behavioral issue arise.

### **WEATHER ANNOUNCEMENTS**

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

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

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

Prior to the withdrawal or transfer of a student to another school, the student should bring a note to the office. The office will give the student a withdrawal slip for teachers and staff members to sign. When a student transfers to another school, SOMS will send student records to the new school.

Pupil records are confidential. If a parent wishes to view them, they may do so in the presence of a person qualified to interpret them for the parents. A copy of pupil records can be provided to a parent/guardian if they provide a written, signed request for records. The original cumulative file cannot be released to a parent/guardian but will be sent to the child's new school if a student transfers.

**2017-2018**  
**Whom Should I Contact?**  
[www.verona.k12.wi.us](http://www.verona.k12.wi.us)

As hard as we try, schools can be confusing places to parents/guardians and community members.  
 We hope you find the following chart helpful.

Questions/Concerns	First Contact	Second Contact	Third Contact
Academic Progress	Teacher/Class	Counselor	Principal
Alcohol/Drug Use or Abuse	Counselor	Psychologist/Social Worker	Assoc. Principal/Principal
Attendance	Middle School Office	Associate Principal	Social Worker
Behavioral or Emotional Issues	Counselor	Psychologist Social Worker	Assoc. Principal Principal
Busing (Routes and Behavior Issues)	Badger Bus	Associate Principal	
Calendar for School or Co-Curricular Activities	<a href="http://www.verona.k12.wi.us">www.verona.k12.wi.us</a> Middle School Office	Associate Principal	Principal
Class Schedule/Class Selection	Counselor	Learning Resource Coordinator	Principal
Discipline in a Particular Class	Teacher/Class	Associate Principal	Principal
Financial/Resource Assistance	Social Worker		
Food Service- Student Lunch Accounts	Food Service Manager	Middle School Office	
Gifted/Talented Programming	Learning Resource Coordinator		
Grades/Assessment	Teacher/Class	Counselor	Principal
Projects/Field Trips	Teacher/Class	Principal	
Registration Fees, Bus Passes, Lockers	Middle School Office		
School Involvement with Outside Agencies (Community, Mental Health, Human Services)	Counselor Social Worker Psychologist	Associate Principal	Principal
Health Concerns and Medications	School Nurse	Middle School Office	
School Policies/ Procedures	Associate Principal	Principal	
Summer School (Enrichment)	Director Community Education		
Summer School	Principal Counselor	Associate Principal	

**Savanna Oaks Middle School Staff – 845-4000**

Principal:	Sandy Eskrich - 845-4010
Associate Principal:	Pete Christofferson – 845-1011
School Social Worker:	Kathy Garity - 845-4033
School Psychologist:	Mary Ann Ford - 845-4034
Learning Resource Coordinator:	Stephanie Symes - 845-4045
English Language Learners:	Ann Byfield - 845-4055
6 <sup>th</sup> Grade Counselor:	Asa Miura – 4026
7 <sup>th</sup> Grade Counselor:	(A-L) Asa Miura – 845-4026, (M–Z) Sarah Holzum - 845-4027
8 <sup>th</sup> Grade Counselor:	Sarah Holzum – 4027
Main Office Secretary:	Kris Wilbricht - 845-4005
Attendance Secretary:	Rita Wedderspoon – 845-4006
Attendance Hotline:	(608) 845-4003
Student Services Secretary:	Beth Mason - 845-4031
School Nurse:	Rebecca DuCharme - 845-4015
Food Service Manager:	Cindra Magli - 845-4135
Badger Bus Company:	(608) 845-2255



# 2017-2018 Calendar

Note:

**K-5 Late Start =**

- 9:25am
- 10am for CKCS Elementary

**K-12 Late Start =**

- 9:25am for K-5
- 10am for 6-12 & CKCS Elementary

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 5 Late Start K-12
- 12 Late Start K-5
- 19 Late Start K-12
- 22 CKCS No School
- 23 **NO SCHOOL**
- 26 Late Start K-5

- 1 First Day of School
- 4 **NO SCHOOL: Labor Day**
- 11 Late Start K-5
- 18 Late Start K-12
- 25 Late Start K-5

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Late Start K-12
- 12 Late Start K-5
- 19 Late Start K-12
- 26-30 **NO SCHOOL: Spring Break**

- 2 Late Start K-12
- 9 Late Start K-5
- 16 Late Start K-12
- 23 Late Start K-5
- 26 **NO SCHOOL: Parent conferences**
- 27 **NO SCHOOL**
- 30 Late Start K-12

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Late Start K-12
- 9 Late Start K-5
- 16 Late Start K-12
- 23 Late Start K-5
- 27 **NO SCHOOL**
- 30 Late Start K-12

- 6 Late Start K-5
- 13 Late Start K-12
- 20 Late Start K-5
- 21 CKCS No School
- 22-24 **NO SCHOOL: Thanksgiving Break**
- 27 Late Start K-12

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7 Late Start K-5
- 14 Late Start K-12
- 21 Late Start K-5
- 28 **NO SCHOOL**

- 4 Late Start K-5
- 11 Late Start K-12
- 18 Late Start K-5
- 25-29 **NO SCHOOL: Winter Break**

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Late Start K-5
- 7 **EARLY DISMISSAL: Last Day of School**

- 1 **NO SCHOOL: Winter Break**
- 8 Late Start K-12
- 15 **NO SCHOOL**
- 22 Late Start K-12
- 29 Late Start K-5

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Religious Holidays: 2017-2018 (from Board policy)**

Muslim Holy Days:  
Eid Al-Adha-Sept. 1-4, 2017  
Eid al-Fitr-June 15-17, 2018

Baha'i Holy Days:  
Birth of Bahá'u'lláh  
Nov. 12, 2017  
Naw Ruz Baha'i New Year  
March 21, 2018

Jewish Holy Days:  
Rosh Hashanah  
Sept. 21-22, 2017  
Yom Kippur  
Sept. 12, 2017

Christian Holy Days:  
Ash Wednesday  
Feb. 14, 2018



### To Students, Parents and Guardians:

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 & 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 not be allowed to ride a bus different than their assigned route.

**At the Bus Stop:** Walk and wait safely. You should be at the bus stop FIVE MINUTES before the bus arrives. Students need to remain 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 and 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 behavior that jeopardizes safe transportation.

As noted, 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 ear bud but are to keep one ear uncovered so that it remains 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 are allowed. Be respectful to others and their property
- Do not spray perfume, deodorant, and other like substances on the bus
- Keep all body parts and objects to yourself and inside the bus
- Keep all harmful materials (drugs, tobacco, alcohol, matches or lighters, weapons, etc) OFF THE BUS!
- No eating, drinking, smoking, spitting or gum chewing are allowed on the bus
- No fighting, bullying, pushing, tripping or horseplay are allowed on the bus
- Do not write on, litter or damage 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, the student will 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 exist 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 (608-709-7747) 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.

