

# Newsletter

## Boscobel Area Schools



**WELCOME BACK!!**

### **The First Day of School is Friday, September 1st**

Elementary School	7:55 AM - 3:20 PM
Middle/High School	7:50 AM - 3:25 PM

The 2023-2024 school calendar is available at [boscobel.k12.wi.us](http://boscobel.k12.wi.us)

### **Online Registration**

You can find the online registration links on the school website at [boscobel.k12.wi.us](http://boscobel.k12.wi.us) or on the Boscobel Area School's Facebook page. **Online registration is Tuesday, July 18th through Tuesday, August 1st.** Please go online to complete the registration process as soon as possible. Instructions are included in the following pages. **Each student not registered by August 31<sup>st</sup> will be charged an additional \$25 late fee for the 2023-2024 school year (this fee will NOT be waived).** Parents must complete the final step, along with all required steps, of the online registration process, for it to be considered a complete registration by the deadline.

### **In-person registration will be held on Tuesday, August 1st in the Bulldog Café from 10:00 AM– 7:00 PM.**

All student pictures will be held at in-person registration.

Having all students registered within the time period listed above allows us to have accurate numbers of students attending so we can best accommodate class sizes, transportation needs, food service quantities, etc. The online registration process will allow you to update your student/parent information to receive important Skylert messages throughout the school year, as well as pay fees, and fill out other important paperwork (some of which is listed below):

- Free & Reduced Lunch Application (Very important for all families to complete this. Only one form per family needed)
- Transportation/Busing Form
- Health Conditions Form
- Athletic Paperwork
- Registration

School related fees and food service payments can be made online during the registration process. A convenience fee is applied to all payments made online (families with multiple children can pay all fees in one transaction). Please see the registration fees listed on the next page (lunch/breakfast fees can be found on our school website under Families, Fees).

If you do not have internet access or need help registering, please contact the school offices to schedule an appointment.

### **Back to School Open House/Orientation will be Wednesday, August 30th from 5:00-7:00 PM.**

**6th Grade Orientation will be 6:00– 6:30 PM in the Bulldog Café.**

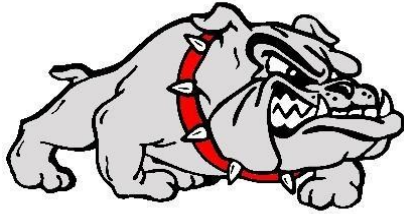
### **CHANGES TO EARLY RELEASE WEDNESDAYS**

Not every Wednesday will be an early release. When a scheduled early release happens on any day other than Wednesday or we have a day off scheduled during the week, there will not be an early release on Wednesday of that week. The Elementary School will be released at 1:15pm, and the Middle/High School at 1:25pm, unless otherwise noted on the approved 2023-2024 School Calendar. The approved calendar can be found on the School Website at [www.boscobel.k12.wi.us](http://www.boscobel.k12.wi.us) under the District drop down menu.

### **IMPORTANT BUS INFORMATION**

Don't forget to register your child(ren) for the bus. The Bus Registration Form is included in this packet and is available on the website or in the offices. You can turn the form in online or you can mail the form back to the district office at 1110 Park Street.





# BOSCOBEL AREA SCHOOLS 2023-2024 SCHOOL FEES

## STUDENT FEES

Elementary School	\$ 20.00
Middle/High School (6-12)	\$ 25.00
Registration Late Fee	\$ 25.00
Reduced/Free Meals	\$ 0.00
Grade 6 Wyalusing Fee	\$ 25.00

*Additional fees will accompany projects associated with 6-12 Vocational Education classes (i.e. Shop and FACE) as well as the Physical Education classes that include bowling and roller skating.  
Any additional fee must have Board approval.*

## HOT LUNCH

Elementary	\$ 2.65
Middle School	\$ 2.90
High School	\$ 2.90
Adults/All Visitors	\$ 4.65
Reduced	\$ .40
Elementary Milk Break (unless free or reduced lunch)	\$ .35
Ala Carte/Extra Milk (cost for all customers regardless of free/reduced status)	\$ .35

## BREAKFAST

Elementary	\$ 1.25
Middle School	\$ 1.50
High School	\$ 1.50
Adults/All Visitors	\$ 2.56
Reduced	\$ .30

## ACTIVITY/EVENT TICKETS

(Purchase at the Middle/High School Office)

Student (per event)	\$ 4.00
Adult (per event)	\$ 4.00
Student Season Pass	\$ 25.00
Adult Season Pass	\$ 25.00
Family Pass	\$115.00

(Family pass include parents and children aged 18 or under –  
once children are graduated from high school, they are no longer included on the family pass)

# Boscobel Area Schools 2023-2024

**Jul-23**

Sun	M	T	W	TH	F	Sat
						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					

**July**  
18 - Online Registration Begins

**January**  
1-2 - No School Holiday Break  
1 - Holiday (New Years)  
15-18- Finals  
18 - End of 2nd Qtr  
19- Teacher Workday

**Jan-24**

Sun	M	T	W	TH	F	Sat
	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			20

**Aug-23**

Sun	M	T	W	TH	F	Sat
		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		

**August**  
1 - In-person Registration Begins/Picture Day ES/MS/HS  
14-18, 25, 28 Floating Work Day  
21- New Hire In-service  
22 - All staff In-service  
23-24, 31- Teacher In-service  
29 - Teacher Workday  
30 - Teacher Workday Open House 5:00 - 7:00 PM

**February**  
16 - Mid-quarter grade checks (MS/HS)  
22- Early Release 1:15 at ES, 1:25 as MS/HS  
22- Parent Teacher Conferences 1:45 PM - 8:30 PM  
23- No School - Mid-winter Break

**Feb-24**

Sun	M	T	W	TH	F	Sat
				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		20

**Sep-23**

Sun	M	T	W	TH	F	Sat
					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

**September**  
1- First Day of School  
4- Labor Day- NO SCHOOL  
13 -Picture Day (MS/HS)  
20 - Picture Retake Day (ES)  
29 - Mid-quarter grade checks (MS/HS)

**March**  
21 - End of 3rd Quarter  
22- Student Early Release (ES at 1:15 PM, MS/HS at 1:25 PM)/Teacher Work Time  
25-29- Spring Break- NO SCHOOL  
29- Good Friday

**Mar-24**

Sun	M	T	W	TH	F	Sat
					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						16

**Oct-23**

Sun	M	T	W	TH	F	Sat
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				21

**October**  
11- Picture Retake Day (MS/HS)  
26- Early Release 1:15 at ES, 1:25 as MS/HS  
26- Parent Teacher Conferences 1:45 PM - 8:30 PM  
27- Fall Break- NO SCHOOL

**April**  
26 - Mid-quarter grade checks (MS/HS)

**Apr-24**

Sun	M	T	W	TH	F	Sat
	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				22

**Nov-23**

Sun	M	T	W	TH	F	Sat
			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		20

**November**  
3- End of 1st Quarter- Student Early Release (ES at 1:15 PM, MS/HS at 1:25 PM)/Teacher Work Time  
10- Veteran's Day  
22 - Early Release (ES at 1:15 PM, MS/HS at 1:25 PM)  
23- Thanksgiving - NO SCHOOL  
24- Fall Break - NO SCHOOL

**May**  
25- Class of 2024 Graduation  
27- No School- Memorial Day  
31- Last day of School, End of 4th Quarter  
(1:15 PM at ES, 1:25 PM at MS/HS)

**May-24**

Sun	M	T	W	TH	F	Sat
			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	22

**Dec-23**

Sun	M	T	W	TH	F	Sat
					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						15

**December**  
8 - Mid-quarter grade checks (MS/HS)  
22 - NO SCHOOL Winter Break  
25-29- Winter Break- NO SCHOOL  
25- Holiday - NO SCHOOL(Christmas Day Holiday)  
26- Holiday - NO SCHOOL (Christmas Eve Holiday)  
29- Holiday - NO SCHOOL (New Year's Eve Holiday)

**June**

**Jun-24**

Sun	M	T	W	TH	F	Sat
						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					0

## INDEX

- Teacher Work Day (No School)
- Teacher In-Service Day
- New Hire In-Service (Floating Teacher Work Day)
- Floating Work Days
- Online Registration
- In-Person Registration

- Student Contact Day
- Early Release for PLC's (1:15 PM at ES, 1:25 PM at MS/HS)
- Early Release (1:15 PM at ES, 1:25 PM at MS/HS)
- End of Quarter (Early Release at 1:15 at ES, 1:25 as MS/HS)
- Parent/Teacher Conferences

**School Day:** 7:55 am - 3:15 pm (ES)  
7:50 am - 3:25 pm (MS/HS)

# **FROM THE DESK OF LISA WALLIN-KAPINUS, DISTRICT ADMINISTRATOR**

Dear Bulldog Community,

The excitement is growing at Boscobel Area Schools as our buildings are busy with summer improvement projects and we have started the design phase for the new 4th-5th grade wing and gymnasium addition.

The district, along with Plunkett Raysich Architects and Findorff construction, have engaged with staff and key stakeholders to gather input on floor plan layouts, exterior and interior design and site development. Recently, a core-group of stakeholders toured Barneveld, Poynette and Milton schools to gather information and schematic design ideas.

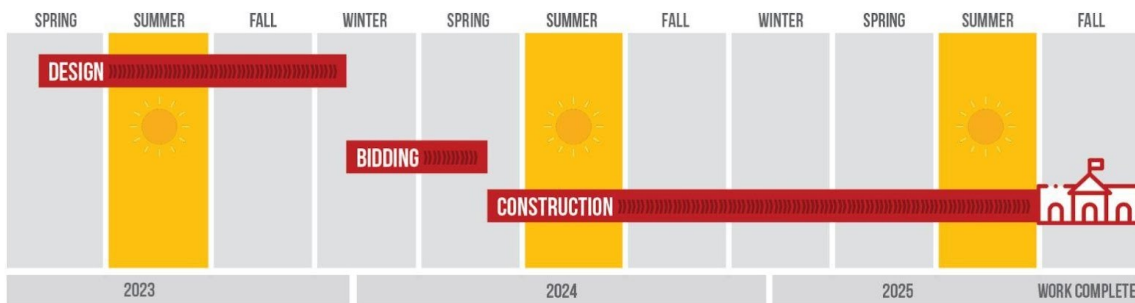
The design phase will last until the end of 2023 and public bidding will begin at the start of 2024. Construction is scheduled to begin in the Spring of 2024 and the project is scheduled to be completed by fall of 2025. I look forward to the next two years as we work together to achieve our referendum goals. I want to thank the community for the support you have provided for this project and our students.



***Lisa Wallin-Kapinus***  
**DISTRICT ADMINISTRATOR**



**Boscobel Area Schools**  
P: 608-375-4164, ext. 2511  
Fax: 608-375-2378  
lisa@boscobel.k12.wi.us



## **Annual Meeting**

Notice is hereby given to the qualified electors of Boscobel Area Schools that the Annual Meeting/Budget Hearing will be held at the Middle/High School cafeteria at 300 Brindley Street on **Monday, October 30, 2023, starting at 6:30 pm.**

## Current Boscobel Students

Students enrolled at Boscobel Area Schools at the end of the '22-'23 school year and returning to our district for the '23-'24 school year.

4K students that already completed the online 4K registration this last spring.

Go to:  
[www.boscobel.k12.wi.us](http://www.boscobel.k12.wi.us)

Choose:  
**Online Registration**

Follow the guide for online registration

Also need to add a new student (Ex: Add a 4K student that was not registered last spring)

## New Students to Boscobel

New 4K students enrolling for the 2023-24 school year that have not already completed online 4K registration.

New students transferring into Boscobel Area Schools for the first time. (Never been enrolled at Boscobel School District)

Go to:  
[www.boscobel.k12.wi.us](http://www.boscobel.k12.wi.us)

Choose:  
**Request Account Access**

Follow the on-screen directions. Once you receive your account information, please follow the guide for "online registration".

## Former Boscobel Students

Students not enrolled at Boscobel Area Schools at the end of the 2022-23 school year but have been enrolled here previously (*regardless of how long ago*).

Ex: Enrolled last fall but withdrew in January 2023 and now enrolling for the '23-'24 school year.  
Ex: Enrolled 4 years ago, withdrew and now enrolling to attend for the '23-'24 school year.

Go to:  
[www.boscobel.k12.wi.us](http://www.boscobel.k12.wi.us)

Choose:  
**Online Registration**

Enter previous login info or choose:  
**"Forgot your Login/Password?"**

Follow the steps in the email to reset your account. If you do not have access to your previous email. Please contact the school office for assistance.

Once logged in, you will be asked to enter your child(ren)'s basic information and submit it. Once the district processes your request, you will receive another email letting you know that you can proceed. Follow the guide for "online registration".

# Online Registration Guide



Use your Skyward family access login and password

If you do not remember your login information, choose

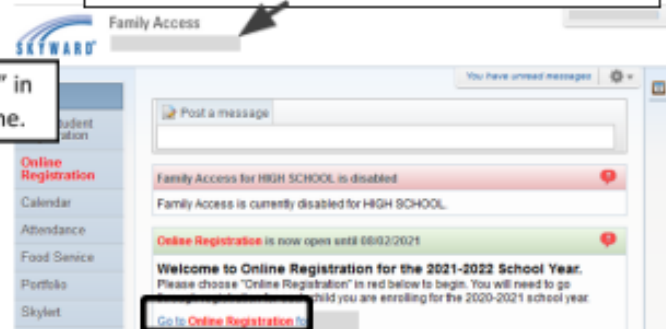
**"Forgot your Login/Password?"**

-You will be emailed a link to reset your account



**Multiple Children:** Choose additional child's name in this menu, to proceed to their registration.

Choose **"Online Registration"** in Red, next to your child's name.



Please read the guide/explanations listed at the top of each screen. There is important information and tips on completing each step.



Make sure to choose the **"Complete Step # and move to Step #"** at the bottom of each screen. This allows you to move to the next step correctly.

You should then see a **green check mark** to the left side of each step you complete. If you complete a food service application, you must choose this button before going to the next step.

**IMPORTANT**

You **must** choose, **"Complete Online Registration"**, (the last step in the right-side menu) and then choose,

**"Submit Online Registration"** at the bottom of the summary page, for your child's registration to be complete and submitted to the school offices.



## **Important Information for Completing Online Registration**

- **Why Is It Important For Families To Fill Out The Food Service Application?** Families that qualify will receive free or the reduced price for meals. Additionally, it can benefit the district as a percentage of completed forms potentially helps to increase district funding opportunities. All information submitted is kept confidential.
  - Only one food service application needs to be filled out per family, not one for each child.
  - An application must be completed and submitted to the school or you must mark,
    - “I do not qualify for benefits or do not wish to complete an application”, By doing this during the online registration process your child will be considered to have completed all forms and will avoid the additional \$25 late fee charged per student for an incomplete registration by August 31<sup>st</sup>.
  - If you have filled one out, you can choose the option, “I do not qualify for benefits or do not wish to complete an application”, for the rest of your children. Your completed application will still be submitted correctly.
- **What If My Child Has A Split Family, Meaning More Than One Family Listed In The Family Address Area?**
  - The first family listed will be the only parent(s)/guardians(s) able to complete the online registration process/forms.
  - Second families are only able to update their family information.
  - As the first family, if you are able to access the forms but not able to access the food service application, it is likely because a parent/guardian in the second family is listed as your child’s food service payor within our software. Unfortunately, this means a paper copy will be the only way for you and/or the second family guardians will be able to submit a food service application.
  - We apologize for any inconvenience in the above scenarios. Unfortunately, there are limitations within the Skyward software that we are unable to change.
- **How Do I Know What Information To Fill Out In The Forms?** As you go through the forms, the data that is required is outlined with a red box to help you quickly see at a glance what information is needed.
- **How Do I Use eFunds To Pay Fees?** A “Step-by-Step Guide for Parents” for starting an e-Funds account was included in the mailing. The guide has a label with your child’s Student ID#. You will need that # to set up your account to pay student related fees or lunch/breakfast fees online.
- **What If My Student Is New To The District?** If you are registering a new/first time student to Boscobel Area Schools, you will not be able to complete step 12, “Verify Skylert Information”.
  - Once your child’s registration is processed by the school office, you will receive an email confirmation so you can then go into Skyward Family Access to update your information for Skylert messages. Note: Use the same place and login information you used for online registration.
- **What Steps Are Required For Registration?** The first 11 steps of the registration process are required. The remaining steps are optional. Every step should have a green check mark when complete. This helps us to know you did not “miss” the step/form but instead ensures that you have seen and acknowledged each step/form.
  - If you leave the online registration to add the food service application, make a fee payment, etc... you must return to the step you were previously on and choose the **“Complete Step # and move to Step #”** button at the bottom of the screen. By doing this the step will be flagged as complete (with a green check mark).



## Step-by-Step Guide for Parents

### Getting started with e-Funds for Schools

If you need your child(ren) ID# to pay for e-funds please email the school office.

- Elementary School– hinetamm@boscobel.k12.wi.us or milesara@boscobel.k12.wi.us
- Middle/High School- braykath@boscobel.k12.wi.us or browlori@boscobel.k12.wi.us



#### CREATING A NEW ACCOUNT

1. Visit the website provided by your school district.
2. Click on **Create an Account**.
3. Provide requested information.
4. Click **Create Account**.

#### ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



#### ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.

#### MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.





# Picture Day



- Preview your pictures before you buy  
*Pre-visualice en línea antes de comprar*
- Buy only what you want  
*Compre únicamente lo que desee*
- Personalize your photos with a variety of backgrounds and add text  
*Personaliza tus fotografías con una variedad de fondos y agregar texto*
- Photos ship directly to home  
*Las fotografías se envían directamente a su hogar*
- High-res digital downloads *Descarga de alta resolución*
- If you have more than one child, you can order everything together and pay only once  
*Si tienes más de un hijo, puedes pedir todo junto y pagar solo una vez*

Our "Green Screen" technology allows you to personalize backgrounds. But it makes green clothing disappear into the background

Don't wear green for picture day please!  
*¡Por favor, no utilice ropa de color verde el día de fotografías!*

**Get ready for Picture Day!**

**¡Prepárate para el día de fotografías!**

## BOSCOBEL ELEMENTARY SCHOOL

EVENTCODE: **FE39323**

código de evento:

**TUESDAY, AUGUST 01, 2023**  
**WEDNESDAY, SEPTEMBER 20, 2023 - RETAKE**

ORDER AT  
**JOSTENSPIX.COM**  
ORDENAR EN JOSTENSPIX.COM  
FOR QUESTIONS, PLEASE CALL 1-877-515-1447

# **IMPORTANT INFORMATION**

***Before shopping for school clothes ...***

## **STUDENT ATTIRE**

Many times our school is judged by the appearance of the students who attend here. Appropriate attire is expected not only during the school day, but also at any school sponsored extra-curricular activity/practice at home or away.

### **Inappropriate attire:**

- Any attire that attracts undue attention to the wearer and thus causes a disturbance in school or is detrimental to the health, safety or reputation of the wearer will not be acceptable. Clothing which advertises, symbolizes, or promotes gang activities, the use of alcohol or drugs, profanity, and sex or sexual innuendoes will not be acceptable. Students must wear shirts while in the school building. Shoes must be worn at all times.
- From 7:30 AM to 3:30 PM in the building during the school day, jackets, backpacks, and hats are not to be worn or carried between classes.
- Pants must be securely worn at the waist.
- Chains are prohibited.

**The Principal and/or the designee will  
make the final decision  
regarding appropriate dress.**

### **Corrections to inappropriate attire will include:**

- a. Student will be asked to change into acceptable attire.
- b. It may be necessary to send a student home to change clothing.
- c. Repeatedly wearing inappropriate attire may result in consequences ranging from detention to suspension.

## **CYBERBULLYING**

The school district is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as *cyberbullying*, by staff, students, or third parties is prohibited and will not be tolerated in the district. *Cyberbullying* is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered *cyberbullying*.

## **COMPUTER NETWORK/INTERNET USE AGREEMENT**

A Computer Network Use Agreement form which explains the terms and conditions of computer network and Internet use and a letter describing the precautions the District has taken to restrict student access to controversial internet materials is sent home to be read by the students and parents. Parental permission is required before students are given access to Internet resources.

## **PERSONAL PROPERTY INSURANCE**

Boscobel Area Schools does not maintain personal property insurance to cover student property loss on or off school grounds. Students are responsible for the safekeeping of their personal property and/or valuables (i.e. calculators, phones, jewelry, clothes, etc.).



# NOTICE OF RIGHTS

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have been transferred are "eligible students." These rights are:

- (1) **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions:
  - School officials with a legitimate educational interest;
  - Other schools to which a student is transferring, upon request by the other school;
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to Wisconsin law

School officials with legitimate educational interests are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

# IMPORTANT INFORMATION

## RELEASE OF DIRECTORY DATA

FERPA permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin pupil records law. Directory information can be disclosed without prior written consent either in school publications or to outside organizations. Two federal laws require the Boscobel Area Schools to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings- unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. **Any parent, guardian or guardian ad litem of a student or any eligible student may notify the District within 14 days of publication of this notice that all or part of the directory data may not be released without the prior consent of the parent, guardian, guardian ad litem or eligible student.**

**NOTICE IS HEREBY GIVEN** that the **Boscobel Area Schools** has designated the following types of information pertaining to students to be "directory information" which will be made publicly available: Student's name, address and telephone listing, grade level, date and place of birth, dates of attendance, photographs, major field of study, name of school most recently attended by the student, participation in officially recognized activities and sports, student's electronic mail address, weight and height of members of athletic teams, and degrees and awards received.

## PUPIL NON-DISCRIMINATION:

It is the policy of the Boscobel Area Schools that no person 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 service, recreational or other program or activity because of the person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Age Discrimination Act of 1975 (age), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990 (disability). Any questions concerning this policy should be directed to the District Administrator.

## ATTENDANCE PROCEDURES

We continue to work to implement the Boscobel School District Attendance Policy in a consistent manner. Listed below are the five categories of absences and the procedures to follow for each:

1. **Professional Appointments** – Doctor, Dentist, Lawyer, Court, etc. These appointments are made ahead of time and the school will require a **pre-excused note from a parent/guardian as well as a confirmation slip from the professional upon return of the students to school.** (Quarantine by county health agency is included in this section, but would only require school notification daily, and written confirmation upon return of the student.)
2. **Parent Excused Absences** – Parent/guardian written excuse within two (2) school days after each student absence. State law specifies that in order for an absence to be excused, **it must have the written approval of the child's parent/guardian.** The excuse must indicate the reason for the absence, the dates covered, and be signed by the parent/guardian.
3. **Special Circumstances** – Circumstances that show good cause, which are **approved in advance** by the Building Administrator or School Attendance Officer. (School related activities during class time are excused.)
4. **Illness** – When a student is not in the proper physical or mental shape to attend school. **The school requires contact by 9:00 a.m. on the day of the absence and written notification within two days after the student absence for the absence to be considered excused.** If not medically excused, this absence counts as one of the 10 absences parents can excuse. A medical excuse will be required for a student to be readmitted to school after five consecutive illness days. After ten illness absences throughout the school year, a medical excuse is required.
5. **Unexcused Absence** – An absence is unexcused when a student is absent with or without the consent of parent/guardian for reasons not recognized by the state of Wisconsin or the Boscobel Area School District. Truant students will be dealt with according to laws of the state and presiding municipality. If you have any questions or need clarification, please contact Peter Schroeder, Middle/High School Principal at 375-4161 or Danelle Schmid, Elementary School Principal, at 375-4165.

**BOSCOBEL AREA SCHOOLS**  
**Medication Authorization Form**

(Return to: Boscobel School Nurse, 200 Buchanan St., Boscobel, WI 53805; Fax # 608-375-4192)

**Student & Medication Information**

Name of student: _____	Grade: _____	Date of Birth: _____
Reason for medication: _____		Allergies: _____
Medication & dosage: _____		Route: _____
Time/Frequency: _____		
Start date @ school: _____		Duration: _____

NOTE: All non-prescription medications must be furnished by parent/guardian, and must be in the original manufacturer's package. Non-prescription medications will be dosed according to package instructions unless accompanied by practitioner approval. Prescription medications must be received in their original container with proper pharmacy label. Medication consents must be renewed each school year. The school requires that some medications be transported home by a responsible adult.

Check box if student may self-medicate    Approval: \_\_\_\_\_  
(School Nurse Signature/Date)

<b>Parent Consent...to be completed for both prescription and non-prescription medications</b>	
♦ I hereby give my permission to the school's designated personnel to give medication to my child according to the directions stated above, and I agree to notify the school when any change in the above order is necessary.	
♦ I give the school and the below-named practitioner permission to exchange information concerning the administration of this medication and the condition for which it is administered.	
Parent/Guardian Signature: _____	Date: _____

**Practitioner Order...to be completed for prescription medication**

Name/location of practitioner: _____	
Phone: _____	Diagnosis: _____
Possible side effects/precautions: _____	
Additional information or requests: _____	
<input type="checkbox"/> Check box if student may self-medicate	
Doctor/Prescribing Authority Signature: _____	Date: _____

## Notes from the School Nurse:

**IMMUNIZATIONS:** The following are the minimum required immunizations for each age/grade level according to Wisconsin's Student Immunization Law. Waivers (medical, religious, and personal conviction) are accepted in place of immunizations. Please contact the school nurse to request a waiver.

If you are unsure whether your child needs a vaccination, please contact the school nurse or go to <https://www.dhfs.wisconsin.gov/pr/clientSearch.do?language=en> to check. **As required by state law, legal notices must be sent by the 15<sup>th</sup> day of school for those students who are non-compliant with immunizations. Continued non-compliance with immunizations may result in exclusion from school.**

### For pre-K students:

- 4 doses of DTaP/DTP/DT
- 3 doses of Polio
- 3 doses of Hepatitis B
- 1 dose of MMR
- 1 dose of Varicella

### For students in kindergarten through 6<sup>th</sup> grades:

- 4 doses of DTaP/DTP/DT
- 3 doses of Polio
- 3 doses of Hepatitis B
- 2 doses of MMR
- 2 doses of Varicella

### For students in 7<sup>th</sup> through 12<sup>th</sup> grades:

- 4 doses of DTaP/DTP/DT
- 1 dose of Tdap (changed from 6<sup>th</sup> grade to 7<sup>th</sup> grade to ensure children are 11 years old at time of vaccination)
- 3 doses of Polio
- 3 doses of Hepatitis B
- 2 doses of MMR
- 2 doses of Varicella

Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.

D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12<sup>th</sup>; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable

DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.

Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.

Polio vaccine for students entering grades Kindergarten through 12<sup>th</sup>; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.

Laboratory evidence of immunity to hepatitis B is also acceptable.

MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1<sup>st</sup> birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1<sup>st</sup> birthday is also acceptable.

Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.



### SNACKS:

Boscobel Area Schools is committed to providing a school environment that promotes overall health. We are making efforts to increase exposure and availability of healthy food options for students at school. Engaging students and families in tasting and marketing healthier foods provides a positive impact on nutrition outcomes. **Therefore, we are requesting that only healthy snacks be brought to school for sharing.** We want to help students make every day a “try day” ...because trying new foods is exciting and fun. We hope to fuel their days with colorful fruits and veggies!



### MEDICATION POLICY:

If your child requires any medication at any time at school, a medication consent form must be completed and signed by the parent/guardian. If your child requires a **prescription** medication at school, the consent form must be signed by the doctor or practitioner as well. Substances that are not FDA approved and natural/herbal products or food supplements will require a practitioner signature. Medication dosages outside of the recommended therapeutic dose or beyond the instructions on the package label must be authorized by a practitioner as well.

Medications need to be in their original packaging and properly labeled. Please do not send medications in a baggie or anything other than the original container or original pharmacy packaging with proper, matching prescription label. **A new medication form is needed each time the medication is changed, and a new one is needed for each school year.** It is best that we have a separate medication form for each medication and for each child/student. Students with a request to self-administer medications (such as rescue or emergency medications) must meet specific requirements in addition to the consent form. In such cases, you will need to contact the school nurse for approval. **The school does not provide any medications for students.** If you feel your child may need any over-the-counter medication, you must supply it and you must complete a consent form. We will not be able to contact a parent for “verbal” permission to administer any medications. Permission must be given in writing, and the medication must be supplied by the parent/guardian. **Please note that almost all substances are considered medications** and will be treated as such. This includes many lip balms, cough or throat lozenges, bug repellants, sunscreens, medicated lotions, etc. These items may be used at school only if the proper procedure is followed. Contact the school nurse if your child needs to take medicine at school, or for any questions regarding our medication policy.

### ILLNESS/INJURY REPORTS:

Parents/guardians may receive injury/illness report forms from the school nursing office. The illness/injury report was developed to keep parents informed. Generally, the form is completed for those students who demonstrate a significant illness or injury. Sometimes a form is completed if a student requests, or as a simple communication device between the school nurse and caregivers. We try to document what we observe, as well as subjective information from the student. This helps us to distinguish between preexisting illness/injuries and those that may have occurred at school. We request that you sign the form and return it to school so that we know you have received the form, & that you are aware of the illness/injury.

## **A NEW LEASE ON LICE:**

Our goal is not to eradicate head lice (since this is impossible), but to keep it at a manageable level and absenteeism at a minimum. Parents, public health officials, school officials, and staff are continuously seeking information and solutions to this annoying problem. In an effort to inform parents, school staff and students, and also to reduce the incidence of head lice, Boscobel Area Schools has developed a plan to manage head lice. This approach has been developed after talking with schools in the county and around the state, as well as looking at DPI and public health recommendations for management of head lice in schools. Important and consistent findings about head lice in schools have prompted changes in head lice procedures. One example of a consistent finding was that lice are spread by very close contact, such as during sleepovers. A thorough head lice screening takes at least 15 minutes/child. School-wide or classroom lice screenings are not recommended because they are very time-consuming and unproductive. The best follow-up at school is to screen siblings and friends who have had close contact.

The school board makes the final decisions regarding head lice policy and procedure. Please note the district's procedure for management of head lice.

1. Students with live head lice, verified by inspection, will be sent home from school for treatment.
2. Repeat cases of live lice will not be readmitted to school. The school nurse will not medically excuse reoccurring or inadequately treated cases. (The parent/guardian will be responsible for absences related to untreated or inadequately treated cases.) Students may be rechecked by school staff to rule out re-infestation.
3. Notification letters will be sent home to alert parents only if a high percentage of children in a classroom are newly infested (no history of head lice).
4. Schools will not perform mass head lice screenings, but will screen on an individual basis by referral. Typically, siblings living in the same household and known close contacts/friends in school will be screened when possible.

### **Helpful Hints for Managing Head Lice**

- Screen your child(ren) weekly. If head lice are present, then screen adults in the household.
- Concentrate less on the environment and more on the child's head, bed linens and child's clothing when treating for lice.
- Recognize that the treatment is a two-week process of regular daily shampooing followed by a conditioner, and then fine-tooth combing of the wet hair to remove nits. Removing the nits that are close to the scalp is of utmost importance to prevent reinfestation! Lice treatment products must be used according to label directions. There are also alternative (non-chemical) treatments, but they are not always as effective. Contact the school nurse or local public health department for those guidelines.

### **Head Lice Checklist for Parents**

Lice-killing treatments are not always 100% effective, especially for nits (eggs). Nits often survive, hatch, and re-infest the child. Therefore, efforts to comb out or remove nits that are close to the scalp are important. A nit comb may help with this process. Vinegar rinses may help loosen nits but will not kill lice. Environmental lice sprays are generally not recommended. Pets do not carry human head lice, therefore it is not necessary to treat pets.





- ◆ Screen all household members for lice and inform close contacts of possible exposure.
- ◆ Treat student (and household members who have lice) with a safe and effective lice-killing shampoo. Follow the package directions. (Consult your health care provider if the child or family members are pregnant, nursing, under 2 years old, have open wounds on scalp/neck, have allergies, or if eyebrows or eyelashes are infested. Some insurances will pay for head lice treatment. Contact your health care provider to inquire about prescription treatment options.)
- ◆ Wash personal belongings (such as bedding, clothing, towels, hats, caps, scarves, coats, etc.) in hot soapy water and dry in the dryer on high for at least 20 minutes. Soak all combs and brushes in hot, soapy water for an hour.
- ◆ Seal items that cannot be washed (stuffed animals, etc.) in plastic bags for 14 days.
- ◆ Vacuum floors, rugs, vehicles, mattresses, and upholstered areas.
- ◆ Instruct child not to share personal items.
- ◆ I will treat my child again with a lice-killing shampoo according to the manufacturer's recommendation (usually 7-10 days after initial treatment).

### **Alternative Head Lice Treatment Plan (Natural and Non-Toxic 2 week process)**

1. Apply an agent to suffocate crawling lice. Consider use of Crisco (easy to remove), vaseline, (difficult to remove), real mayonnaise (not lite or low fat), or olive oil applications. The product should remain on the hair for a minimum of two hours. (A shower cap or stocking cap may be helpful.) Lice can be removed by regular shampooing and conditioner/crème rinse application, and fine tooth combing of wet hair.
2. Efforts to comb out nits/eggs attached to the hair shaft with a "nit comb" will reduce the risk of treatment failure.
3. Repeat daily shampoos followed by conditioner/crème rinse for 2 weeks. Fine tooth combing to remove nits and lice should follow every hair wash. Nits that are more than ¼ inch from the base of the hair shaft (scalp) are almost always non-viable, so don't worry about those.
4. Haircuts may facilitate this process.

### **Additional Head Lice Resources**

- <https://www.cdc.gov/parasites/lice/head/index.html>
- <https://www.dhs.wisconsin.gov/disease/head-lice.htm>
- <https://kidshealth.org/en/parents/head-lice.html>
- <https://www.healthychildren.org/English/health-issues/conditions/from-insects-animals/Pages/Signs-of-Lice.aspx>

**CALL FOR VOLUNTEERS:** Height, weight, vision, and hearing screenings are performed each fall for students in early childhood through 5th grade. If you are interested and able to assist with these screenings, please contact me (Suzanne) at 375-4165 for more information.

### **BACK TO SCHOOL CHECKLIST:**

- \* Make sure your child's immunizations are current and send the dates to school
- \* Alert the school nurse of any health concerns
- \* Provide current (2023-24) signed orders for medications and procedures to the school nurse
- \* Bring medications in proper packaging/bottle and make sure they are not expired
- \* Review hygiene measures for cleanliness to prevent the spread of infection
- \* Establish a bedtime and wake-up time for proper and consistent sleep
- \* Ensure breakfast every day (either at home or at school)
- \* Develop a routine for homework and afterschool activities
- \* Assist with appropriate clothing choices for weather and activities
- \* Keep your contact information current so the school can reach you as needed



# TRANSPORTATION REGISTRATION FORM

## Boscobel Area School District Bus Registration Form 2023-2024

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Primary Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

How will your child get to school? (Check One) Bus \_\_\_\_\_ OR Self Transport \_\_\_\_\_ Start Date: \_\_\_\_\_

How will your child leave school? (Check One) Bus \_\_\_\_\_ OR Self Transport \_\_\_\_\_ Start Date: \_\_\_\_\_

**\*\*If you indicated you need busing above, please fill in below. Only students that live in two households may indicate a secondary address below.**

Primary Bus Pick-Up Address: \_\_\_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ Th \_\_\_ F \_\_\_ Phone# \_\_\_\_\_

Primary Bus Drop- Off Address: \_\_\_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ Th \_\_\_ F \_\_\_ Phone# \_\_\_\_\_

Second Bus Pick-Up Address: \_\_\_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ Th \_\_\_ F \_\_\_ Phone# \_\_\_\_\_

Second Bus Drop- Off Address: \_\_\_\_\_ M \_\_\_ T \_\_\_ W \_\_\_ Th \_\_\_ F \_\_\_ Phone# \_\_\_\_\_

**Please keep in mind that once you have submitted this form, a permanent address change must be made by contacting the school and then the Transportation Office at (608)375-5834. Allow two working days for changes to occur. Parents of students in grades Early Childhood, 4K and KDG must be present at drop off location or your child will be taken back to school for a parent to pick up. Please send this completed copy to:**

Boscobel Area School District  
Transportation Department  
1110 Park Street  
Boscobel, WI 53805  
Fax: (608)375-2378  
Email: paetjohn@boscobel.k12.wi.us  
Contact the district office with any questions at 608-375-4164

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ No Busing Requested: \_\_\_\_\_

Bus # P/U: \_\_\_\_\_ Approx. Pick-Up Time: \_\_\_\_\_ Bus # D/O: \_\_\_\_\_ Approx. Drop Off Time: \_\_\_\_\_

Called Parent \_\_\_\_\_ On Bus Route: \_\_\_\_\_ On Enrolled List: \_\_\_\_\_ Notified Teacher: \_\_\_\_\_

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Boscobel Area Schools. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact:

Boscobel Area School/ Shannan Aspenson; 608-375-4164 or  
aspenshan@boscobel.k12.wi.us.

*If your child attends a Community Eligibility Provision School (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.*

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household’s income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending Boscobel Area Schools (regardless of age)

<p><b>A) List each child’s name.</b> Print each child’s name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children in household than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>B) Enter the grade and the name of the school the child attends or mark n/a if not in school.</b></p>	<p><b>C) Do you have any foster children?</b> If any children listed are foster children, mark the “Foster Child” box next to the children’s names. If you are ONLY applying for foster children, after finishing <b>STEP 1</b>, go to <b>STEP 4</b>. <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, runaway or enrolled in a Head Start program?</b> If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway or Head Start” box next to the child’s name and <u>complete all steps of the application.</u></p>
---	---	--	--

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

<p><b>A) If no one in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Leave <b>STEP 2</b> blank or check “No” and go to <b>STEP 3</b>.</li> </ul>	<p><b>B) If anyone in your household participates in any of the above assistance programs:</b></p> <ul style="list-style-type: none"> <li>• Write a case number and <u>name of the assistance program</u> you or any member of the household participates for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free or reduced price meals.</li> <li>• Go to <b>STEP 4</b>.</li> </ul>
---	---

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled “**Sources of Income for Children**” and “**Sources of Income for Adults,**” printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they “take home” (listed as “net pay” on paycheck stub) and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the boxes to the right of each field.

**3.A. REPORT INCOME EARNED BY CHILDREN**

**A) Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s personal income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

**3.B. REPORT INCOME EARNED BY ADULTS**

List adult household members’ names.

- Print the name of each household member in the boxes marked “Name of Adult Household Members (First and Last).” When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
  - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
  - Infants, children and students already listed in **STEP 1.**

**C) Report earnings from work.** Report all total gross income (before taxes) from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**D) Report income from public assistance/child support/alimony/SSI/VA benefits.** Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

**E) Report income from pensions/retirement/all other income.** Report all income that applies in the “Pensions/Retirement/ Social Security/All Other Income” field on the application.

**F) Fluctuating Income.** For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.

**G) Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**H) Provide the last four digits of your Social Security Number (SSN).** An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled “Check box if no SSN.”

**STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE**

**An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

**A) Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**B) Print or sign your name.** The adult filling out the application must print or sign their name in the signature box.

**C) Return completed form to:**  
**Boscobel Area Schools**  
**1110 Park Street**  
**Boscobel, WI 53805**

**D) Share children’s racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2023-24

Dear Parent/Guardian:

Children need healthy meals to learn. **Boscobel Area Schools** offers healthy meals every school day. Breakfast costs **Elementary- \$1.25 and Middle/High School- \$1.50**; lunch costs **Elementary- \$2.65 and Middle/High School- \$2.90**. Your children may qualify for free meals or for reduced price meals. Reduced price is **.30cents** for breakfast and **.40cents** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. Who can get FREE OR REDUCED PRICE meals?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2023-2024			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Laurie Genz Prien, 608-375-4161 ext. 2516 or genzlaur@boscobel.k12.wi.us**
3. Do I need to fill out an application for each child? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required Information. Return the completed application to: **District Office, 1110 Park St. Boscobel, WI 53805.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact the **district office** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **boscobel.k12.wi.us** to begin or to learn more about the online application process. Contact **Shannan Aspenson, District Office Secretary, 608-375-4164** or **aspenshan@boscobel.k12.wi.us** if you have any questions about the application process.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 13, 2023**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
9. My child(ren) qualifies for BADGERCARE PLUS OR MEDICAID. Can my child get free meals? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.
10. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.
11. If I don't qualify now, may I apply later? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
12. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Lisa Wallin-Kapinus, 1110 Park Street, Boscobel, WI 53805, 608-375-4164**.
13. May I apply if someone in my household is not a U.S. citizen? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
14. What if my income is not always the same? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
16. We are in the military. do we REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
17. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
18. My family needs more help. Are there other programs we might apply for? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call **608-375-4164**.

Sincerely,

Shannan Aspenson  
District Office/Elementary Secretary

# **IMPORTANT FOOD SERVICES INFORMATION**

Boscobel Area Schools offers healthy meals every school day so that children can concentrate on learning. Our food service program is computerized and each family has one account that includes all breakfast, lunch, and milk purchases. **The program operates on a pre-pay basis. Payments will be accepted during registration.** Your child(ren) may qualify for free milk, free meals, or reduced price meals. To apply for free or reduced price meals and milk, complete the enclosed Free and Reduced Price School Meals Application in this newsletter. **Use one Free and Reduced Price School Meals Application for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. Return the application to Shannan Aspenson, District Office, 1110 Park Street, Boscobel, WI 53805. Applications will also be available in the building offices. The application form serves two very important functions: a) assists families in obtaining meals; and b) generates income for our school district.

**It is important that all Early Childhood through High School families complete the paperwork for free and reduced lunch, even if your child does not eat school lunch or your family does not wish to participate in the free and reduced lunch program.** The Department of Public Instruction (DPI) bases certain school funding on the number of students in our District who have completed applications and are eligible for free and reduced lunch. The application information is confidential; only the number of eligible students is reported to the DPI. For food service related questions, please contact the District Office at 608-375-4164.

## **Privacy Act Statement (This explains how we will use the information you give us.)**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a FoodShare, W-2 Cash Benefits or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number.

We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



# ***FOOD SERVICE POLICY***

Book Policy Manual

Section 8000 Operations

Title FOOD SERVICES

Code po8500

Status Active

Adopted August 15, 2017

Last Revised December 21, 2022

## **8500 - FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.



## **Dietary Modifications**

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within five (5) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

## **Meal Charges**

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director and the District Administrator. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Food Service Director. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

## **Bad Debt**

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt.

The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

### **Negative Account Balances**

This food service policy is in place to protect the taxpayers of the District. Parents/Guardians are responsible for maintaining a positive food service account balance.

A student who has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions:

- A. Families with account balances at or below \$20.00 will be notified by an automated system that will run a minimum of two (2) times a week. Families with a negative account balance will be notified daily by the automated system.
- B. All accounts owing \$25.00 or more will be notified of the amount owed. Payment or payment arrangements will be expected. Students will be limited to a first serving of meals until payment is received or payment arrangements have been made with the District.
- C. In accordance with USDA regulations, children receiving free meal benefits will be provided a first serving for breakfast and lunch even if the family account is in arrears. Balances incurred prior to application approval remain the responsibility of the parent/guardian. All students will be provided a meal if they have money in hand to pay for a current days meal even if the food service accounts includes an uncollected amount.
- D. The District Administrator or designee will notify families by mail when their family account is \$50.00 or more in arrears. This mailing will detail further action and steps that will be taken in collection efforts. It is expected that payments or payment arrangements will be established. Families that have made no attempt to pay on their account or the account is at \$100.00 in arrears, the District Administrator or designee will refer the account to the District's legal counsel to secure collection of unpaid debts.
- E. This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

### **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based

on race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 10/8/18  
Revised 5/10/21  
Revised 6/14/21  
Revised 11/8/21  
T.C. 12/21/22  
© Neola 2022

<sup>Legal</sup> SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014) Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq. Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

- 42 U.S.C. 1758
- 15.137, Wis. Stats.
- 93.49, Wis. Stats.
- 115.34 - 115.345, Wis. Stats.
- 120.10(16), Wis. Stats.
- 120.13(10), Wis. Stats.
- 7 C.F.R. Part 15b
- 7 C.F.R. Part 210
- 7 C.F.R. Part 215
- 7 C.F.R. Part 220
- 7 C.F.R. Part 225
- 7 C.F.R. Part 226
- 7 C.F.R. Part 227
- 7 C.F.R. Part 235
- 7 C.F.R. Part 240
- 7 C.F.R. Part 245
- 42 U.S.C., Chapter 13

## ***PETE SCHROEDER, MS/HS PRINCIPAL***



Dear Bulldog Community,

I hope your summer is off to a great start. I'm really enjoying prepping for everyone's return in the fall, attending some professional development, getting caught up from the spring, and, of course, relaxing and rejuvenating.

Before I talk about next year, I would like to thank the entire community for welcoming and supporting me during my first year. It was such an amazing experience of learning. I enjoyed getting to know the students, staff, and community members of the district. You will see some changes right away when you return. First, the heating system is being updated. You will definitely notice some differences when you walk into the gyms. This update should make our classrooms more comfortable this winter. Next, the new math curriculum, Illustrative Math, for the middle/high school has arrived, and I can't wait to see it in action in our classrooms.

Let's make the 2023-2024 school year the best of your life!!

Have a great summer,

Pete Schroeder, Middle/High School Principal

## ***DANELLE SCHMID, ELEMENTARY PRINCIPAL***

Happy summer to our Bulldog families!

As the new school year is right around the corner, with the time that is left, please enjoy the thrills of summer. I am excited for another year of learning, growth, and experiences that will mold our students as they lead, engage, and discover. Let us embark on this new school year with enthusiasm, curiosity, and a commitment to excellence; together, we will continue to make a difference and celebrate achievements with anticipation for the 2023-24 school year!



## ***LAURIE GENZ PRIEN, PUPIL SERVICES DIRECTOR***



As an administrator for the Boscobel Area Schools I wear many hats and have varied roles and responsibilities. The largest of those is assuring that the special education paperwork and programs meet the highest standards set forth by both the Wisconsin Department of Public Education and the Federal Government.

I am also the Homeless Liaison and the English Learning Coordinator for the district. As the homeless liaison I am here to identify and report students who fall under the guidelines for The Education for Homeless Children and Youth (EHCY). The purpose of this law is to remove barriers so the student is able to maintain educational stability. As the English Learner Coordinator, I report out on students who are identified as English not being their first language. There are services that support a English Learning student and their family that I assist in coordinating.

With the start of the 2023-2024 school year it will be my 32<sup>nd</sup> year in Education and my 7<sup>th</sup> year in Boscobel. I will continue to work for continuous improvement within the district to ensure our students have the knowledge in academic content areas along with values skills and habits to be good adults.

# ***SPECIAL EDUCATION PROGRAM***

The Boscobel Area Schools offers special education program(s) as required by state and federal statutes. Programs providing supplemental services, which would enable a child to participate fully in the school environment, are available for students with mental, physical, emotional or learning disabilities. Children with the following conditions **may** require special education:

*Autism, Intellectual Disabilities, Emotional Behavioral Disabilities, Hearing Impairments, Orthopedic Impairments, Other Health Impairment, Significant Developmental Delay, Speech/Language Impairments, Specific Learning Disabilities, Traumatic Brain Injury, Visual Impairments AND the need for special education.*

Special education programs serve children from ages 3-21. All students involved in special education classes have their needs identified by an individual educational planning team (IEP). Please contact the Special Education Department at 375-4164 if you have any questions or need more information at anytime throughout the school year.

## **CHILD FIND**

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the District will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting the **Special Education Department, at 375-4164, or by writing at Boscobel Area Schools, 1110 Park Street, Boscobel, WI 53805.**

**Annually the school district conducts developmental screening of preschool children.** Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the 4-k screening this coming Spring. Watch for the dates at Boscobel Elementary.

**A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides.** Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the Boscobel Area Schools may be sent to Laurie Genz Prien, Pupil Services Director.

**The school district maintains pupil records, including information from screening and special education referrals.** All records directly related to a student and maintained by the school district are pupil records. (Continued on next page)



## ***SPECIAL EDUCATION PROGRAM (cont...)***

They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records. The school district maintains several classes of pupil records including the following:

- **“Progress records”** include grades, courses the child has taken, the child’s attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- **“Behavioral records”** include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil’s behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers’ records, and other pupil records that are not “progress records”. Law enforcement officers’ records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child’s parents, the school district destroys the information that is no longer needed.
- **“Directory data”** includes the students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and name of the school most recently previously attended by the student.
- **“Pupil physical health records”** include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision, or scoliosis, and any follow-up to test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil’s physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.



# ***HOMELESS CHILDREN AND YOUTH***

**The McKinney-Vento Act defines homeless children and youth as:** Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Boscobel Area School District provides the following assurances to parents and guardians of homeless children and unaccompanied homeless youth:

- ◆ The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- ◆ Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- ◆ Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- ◆ Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- ◆ Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

**Please contact Laurie Genz Prien, Pupil Services Director, for the Boscobel Area School District, at 608) 375-4164 ext 2516 or [genzlaur@boscobel.k12.wi.us](mailto:genzlaur@boscobel.k12.wi.us) for additional information about the rights and services described above.**



# ***FROM THE DESK OF EDWIN BONESKE, DISTRICT ASST. PRINCIPAL/ATHLETIC DIRECTOR***

Dear Boscobel School Community,

I am thrilled to be here as the new Assistant Principal and Activities Director for the district. It was wonderful to be able to meet the entire staff on the 31st. I hope to build on the strengths and assets of staff, students, and community members as we work to ensure that all students reach their full potential.

I wanted to take this opportunity to thank everyone involved in my selection process. Between administrative staff, Middle and High school staff, coaches, board members, community members, and students, I counted at least 25 people and every single person made the process friendly, relaxed, and inviting. That's a testament to the entire school community and speaks volumes about the values of everyone involved.

This year marked my 12th year in education. During those years I have served primarily as an Instrumental Music Teacher and District Assessment Coordinator mostly in Potosi and Grantsburg Wisconsin. I have also taken on the roles of Coach, Musical Director, District Implementation Team member, Baseball Announcer, and numerous other small roles. I completed my undergraduate degree in Music Education at UW-Stevens Point and my degree in Educational Leadership & Curriculum and Instruction at Carroll University.

I currently live in Platteville with my wife Kirstin, our daughter Hazel, and our two cats Al & Felix. In my spare time I enjoy spending time with my family, watching and attending games of the Milwaukee Bucks, Brewers, and Badger Football, traveling, golfing, boating, reading, and attending concerts and live theater.

Top word associations colleagues have for me are Dedicated, Analytical, Funny/Humor, Reflective, Leader, and Humble.

Ed Boneske





# ACTIVITIES CORNER

## FALL SPORTS UPDATE

### FOOTBALL - CROSS COUNTRY - VOLLEYBALL



### IMPORTANT DATES

**Thursday, July 20<sup>th</sup> All Sports & Activities Code of Conduct Meeting- 6:00 pm.** All Middle and High School students that plan to participate in fall, winter, or spring activities need to attend this meeting. Parent/Guardian **MUST** attend. The meeting will be held in the Bulldog Café. If you are unable to attend, please contact Edwin Boneske, Activities Director, by email: [boneedwi@boscobel.k12.wi.us](mailto:boneedwi@boscobel.k12.wi.us)

Friday, August 18<sup>th</sup> -**Annual Tailgate Party** (4pm-6pm)

Friday, August 18<sup>th</sup> - Football Game vs Royall (Home)

Tuesday, August 22<sup>nd</sup> - Cross Country @ Blackhawk Lake (Iowa-Grant)

Tuesday, September, 12<sup>th</sup>- HS Volleyball vs Iowa-Grant (Home)

Thursday, September 7<sup>th</sup> - MS Volleyball vs Riverdale (Home)

Thursday, September 14<sup>th</sup>- MS Cross Country (Home)

Tuesday, September 12<sup>th</sup> - MS Football vs Wauzeka-Steuben (Home)

Friday, September 22<sup>nd</sup>– Homecoming Football Game vs Ithaca

Saturday, September 23<sup>rd</sup>– Homecoming Dance

**For questions contact the High School at 375-4161**

For schedules, please visit [www.swwal.org/](http://www.swwal.org/)



# Boscobel Elementary School

## 2023-2024 Supply List

### **4K**

- Backpack (large enough to fit a folder in and please label with child's name)
- 2 folders (please label with child's name)
- 1 wide ruled spiral notebook (please label with child's name)
- A change of clothing (including socks/underwear and please put in a gallon size bag with your child's name on it)
- 1 box of primary color markers
- 1 bottle of Elmer's school glue
- 1 box of Kleenex tissue
- 1 vinyl rest or yoga mat
- 1 box of quart size Ziploc bags
- 1 box of gallon size Ziploc bags
- 1 package of large plain white paper plates
- 1 package of small plain white paper plates

### **KINDERGARTEN**

- 2 4 oz. bottles of glue
- 2 large Elmer's glue sticks
- 2 boxes of 24 count Crayola crayons
- Fiskars sharp point scissors
- 2 wide rule spiral notebooks
- 4 Expo dry erase markers (skinny black)
- 1 box of tissue
- 3 boxes of Crayola markers
- 2 two-pocket folders
- 1 box of quart size Ziploc bags (zipper top)
- Headphones (no earbuds)

### **FIRST GRADE**

- 24 plain #2 Ticonderoga pencils
- 2 boxes of 24 count Crayola crayons
- 1 box of Crayola markers
- 1 soft pink eraser
- 1 4 oz. bottle of glue
- 2 large glue sticks
- 1 pair of scissors
- 2 plastic pocket folders (one with prongs)
- 2 boxes of tissues
- 1 box of crackers
- 1 spiral notebook
- 1 pair of headphones
- 1 black Sharpie Marker
- 4 Expo dry erase markers

### **SECOND GRADE**

- 24 plain #2 pencils
- 1 box of 24 count crayons
- 2 soft pink erasers
- 1 pad of post-it notes (any size)
- 1 pair of scissors
- 4 glue sticks
- 1 bottle of white glue
- 4 folders (1 red)
- 2 highlighters
- 1 box of crackers per semester
- 1 box of tissues per semester
- 1 pencil box or pouch
- 1 composition notebook
- 2 wide ruled spiral notebooks
- 1 pair of earbuds or headphones
- 1 pack of napkins
- 1 clean, old sock
- 5 Expo dry erase markers
- 1 box of zip top plastic bags (boys bring gallon size, girls bring snack/sandwich size)

### **THIRD GRADE**

- 24 #2 pencils (per semester)
- 1 box of colored pencils
- 1 soft pink eraser
- 2 wide rule spiral notebooks
- 1 basket 6 x 9 x 2 1/2" for supplies storage
- 1 pair of scissors
- 4 Expo dry erase markers
- 1 box of tissue per quarter
- 2 glue sticks (not colored)
- 1 4 oz. bottle of glue
- 3 pocket folders
- 1 box of crackers
- 1 pair of earbuds or headphones

### **FOURTH GRADE**

- 36 plain #2 Ticonderoga pencils
- Handheld pencil sharpener
- Zipper pencil bag
- 2 large pink erasers
- 1 ruler (with inches & centimeters)
- 3 large glue sticks
- 1 pair of scissors
- 1 box of colored pencils
- 1 box of 24 count Crayola crayons
- 2 highlighters (any color)
- 2 boxes of tissues
- 5 wide ruled notebooks (red, blue, green, yellow, and purple)
- 5 pocket folders (red, blue, green, yellow, and purple)
- 2 boxes of crackers
- 1 pair of earbuds or headphones
- 2 Expo dry erase markers (wide)

### **FIFTH GRADE**

- Pencils
- Handheld sharpener
- Erasers
- 4 folders
- 1 package of loose-leaf paper
- 4 composition notebooks
- 1 pair of scissors
- 1 large bottle of glue
- 1 box of colored pencils
- 1 highlighter
- 1 black Sharpie marker (fine point)
- 2 large boxes of tissues
- 1 package of 3" x 5" ruled index cards
- 1 small holder for index cards
- Earbuds or headphones
- 4 Expo dry erase markers
- Sandwich or gallon size Ziploc bags
- 1 box/package of snacks for class to share

**Also available on our Facebook page and Website**



[Boscobel Area School District](#)

**Middle School/High School Supply List \*\* Please put your name on all supplies. \*\***



#2 pencils	6 notebooks-college ruled (It is helpful to try to match colors to folders)
1 red pen	6 folders with pockets
1 blue pen	2 composition notebooks (6th grade)
1 black pen	1 box of colored pencils
1 fine tip black Sharpie marker	pencil case
erasers	scissors
glue stick	headphones or earbuds
ruler	tennis shoes and gym clothes for phy ed class
(2) 3 ring binders (1 or 1.5 in)	Art sketchbook with blank pages (9"x 12" or smaller)



**MS/HS - Afterschool Academic Support Program**

**Objective:** The goal of this program is to provide academic support for students to improve learning and to provide support for students needing assistance or tutoring with course work. Students that are struggling or students who need a space to work should take advantage of this free program.

**Monday-Thursday 3:30 pm – 6:00 pm**

Student-athletes and students in extra-curricular activities are encouraged to attend. They should notify the afterschool teacher of dates and times they are available to attend.

***Snacks for Students Who Participate!***

**SKYWARD**

You can view your child's grades, lunch balance, and attendance online. Visit the school website ([www.boscobel.k12.wi.us](http://www.boscobel.k12.wi.us)) and click on student data.



# BULLDOG STAFF

## **District Office**

Lisa Wallin-Kapinus– District Administrator  
Shannan Aspenson– District Office Secretary  
Jarrett Roethke-Director of Business Services  
Theresa Wunnicke- Business Services Assistant  
Laurie Genz Prien- Pupil Services Director  
Shayla Pickett- Special Ed Admin Asst & Tech Support Asst.

## **Transportation**

John Paetz– Head of Transportation  
Jason Sparrgrove  
Thomas Belz  
Jeremy Faust  
Timothy Jones  
Gary Kjos  
Steve Pendleton  
Dean Ward  
Terry Watters– Van Driver/Project Search

## **Food Service**

Sarah Ashmore-Oler– Head of Food Service  
Debbie Ashmore  
Jenna Childs  
Nancy Hach  
Peter Kraack

## **Custodial/Maintenance**

Nate Copsey– Director of Facilities and Grounds  
Arnie Burgus  
Brent Childs  
Sue Guernsey  
Theresa Pendleton  
Bernie Faulkner  
Emerald Faulkner  
Jim Trumm

## **Reading Specialist/Instructional Coach/DAC**

Sara Richter

## **Technology Assistant**

Darlene Bloedow

## **Library Media Specialist**

Jamie Van Haren

## **School Nurses**

Suzanne Brinkman

## **School Psychologist**

Kayla Gibson

## **Middle/High School Principal**

Pete Schroeder

## **Athletic Director/District Asst. Principal**

Edwin Boneske

## **Secretaries**

Lori Brown  
Natalie Volberding

## **Guidance Counselor**

Rhonda Scallon

## **Middle School Teachers**

Susan Beck  
Chelsea Beinborn  
Jamie Feye  
Ingrid Fry  
Amy Seguin  
Denise Thompson

## **High School Teachers**

Shaeden Carlin  
Marc Chiefari  
Cindy French  
Taylor Halverson  
Timothy Honer  
John Moran  
Luke Olsson  
Jeff Ostheimer  
Jean Salzgeber  
Julie Schellhorn  
Jennifer Wheeler  
Megan Yeomans

## **Music**

Emily Blackbourn  
Charlie Calabria

## **Art**

Ben Johnston

## **Physical Education**

Matthew Fritz

## **Special Education Teachers**

Sarah Dalton  
Kyle Kinney  
Allie Marks  
Kerry McCabe  
Kasie Moran

## **Paraprofessionals**

Kari Brown  
Shannon Brownlee  
Jo Sommers

# BULLDOG STAFF

## Elementary School Principal

Danelle Schmid

## Secretaries

Shannan Aspenson

Tammy Hines

## Teachers

Bridget Bender

Penny Bohringer

Rich Buchholz

Tabitha Devine

Emily Drone

Jacqui Entenza

Michelle Erickson

Daniel Griesel

Dawn Kendrick

Amanda King

Erik Kinney

Jana Lenz

Patti Olund

Krista Sierzant

Judy Stalsberg

Lisa Stewart

Hannah Swenson

Heather Weiland

Katie Williams

Shaun Wittrig

Natasha Young

## Title I

Maureen Brisbois

Michelle Mueller

## Special Education Teachers

Pamela Hellwig

Robyn Muller

Jessica Norland

Sarah Pegram

Kelli Yonker

Lauren Young

## Speech and Language Pathologist

Jennifer Lund

## Music

Jon Herbers

## Art

Anna Jenson

## Physical Education

Patrick Marfilius

## Guidance Counselor

Sharyl Kay

## Paraprofessionals

Shelley Baumeister

Penny Biba

Rozilen Bollman

Sue Cashman

Sheila Davis

Linda Dilley

Lindsay Frazier

Angie Harrell

Vicki Nahas

Abbie Prinz

Heather Puckett

Julie Rosauer

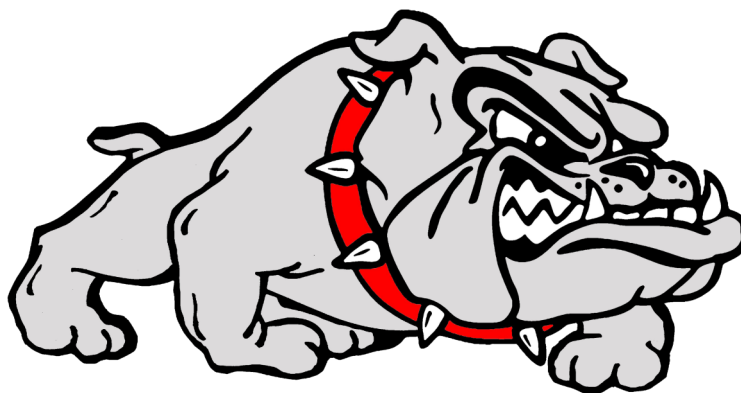
Angela Russell

Katie Swatek

Anne Walker

Mary Weigel

Brandy Wellner



## SCHOOL BOARD OF EDUCATION

Monthly School Board meetings are scheduled for the 2nd Monday of each month at 6:30 PM in the District Office, Board Meeting Room, 1110 Park Street, Boscobel, WI. The public is welcome to attend.

- Todd Miller, President
- Wendi Stitzer, Vice President
- Kaye Woodke, Clerk
- Casey Updike, Treasurer
- Sarah Capel Roth, Director
- Greg Loos, Director
- Jimmie Kaska, Director

## ADMINISTRATION

District Administrator Lisa Wallin-Kapinus	608-375-4164 ext. 2511
Middle/High School Principal Pete Schroeder	608-375-4161 ext. 2314
Elementary School Principal Danelle Schmid	608-375-4165 ext. 2134
Pupil Services Director Laurie Genz Prien	608-375-4164 ext. 2516
District Asst. Principal/Athletic Dir. Edwin Boneske	608-375-4161 ext. 2315

## REGULAR OFFICE HOURS

7:30 AM - 4:00 PM

## Website

[www.boscobel.k12.wi.us](http://www.boscobel.k12.wi.us)

## FOLLOW US



[@boscobelareaschools](https://www.facebook.com/boscobelareaschools)



[@boscobelsd](https://www.instagram.com/boscobelsd)



[@boscobelsd](https://twitter.com/boscobelsd)



[@weareboscobel \(Live stream\)](https://www.youtube.com/weareboscobel)

*This issue will be the only newsletter mailed out to your home.  
Digital monthly newsletter can be found on our school website home page.*

Boscobel Area  
Schools  
1110 Park Street  
Boscobel, WI 53805

Non-Profit  
Organization  
U.S. Postage  
**PAID**  
Permit 5

Postal Customer