

BOSCOBEL ELEMENTARY SCHOOL STUDENT HANDBOOK

2021-2022



**Ms. Danelle Schmid
Principal**

**Mrs. Lisa Wallin-Kapinus
District Administrator**

**200 Buchanan Street
Boscobel, WI 53805
(608) 375-4165**

CLASSES START AT 7:55 A.M. AND END AT 3:15 P.M.

It is the policy of the Boscobel School District that no person shall, on the basis of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity and in employment. All education programs follow the district's policies of non-discrimination on the basis of race, color, national origin, sex, age, or handicap.

ABSENCES

Students are allowed 10 ill days per year. All absences due to illness beyond the 10 days will require a doctor's excuse, otherwise they are deemed unexcused and will be subject to truancy procedures. A student is deemed truant when he/she is absent from school for one or more days (part or all of a regularly scheduled school day) during which the school has not been notified in writing of the legal course of such absence by the student's parent/guardian. The only legal course for absence is in situations where the student is not in proper physical or mental condition to attend school, where a student has been exempted from school for good cause by the school board, or where instruction approved by the State Superintendent of Public Instruction is being substituted. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Truant students will be dealt with according to legal procedures and law of Wisconsin. Habitual truancy means a student who is absent from school without an acceptable excuse for any of the following:

1. Part or all of five (5) or more days per semester on which school is held.
2. The responsibility for regular school attendance of a student rests upon the student's parent/guardian.
3. Student absences requires:
 - a. Parent/guardian written excuse within two 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.
 - b. Parental contact with the school by 9:00 a.m. on the day a student is absent. A call prior to 7:30 a.m. will be recorded and accepted on the night service. On student's return to school, he/she will submit a written statement signed by his/her parent/guardian explaining the reason for the absence. On the basis of this statement, the Building Administrator or School Attendance Officer will determine whether the absence is excused or unexcused and if credit for the make up work will be granted.

A. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper or mental condition to attend school or an education program; a medical excuse may be requested. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days. Every effort should be made to schedule appointment during non-school hours (an appointment confirmation slip will be required for medical, dental, chiropractic, optometry, psychological, or other valid medical appointments). Without this confirmation, the absence will be entered into the computer as "parent excused."
2. Five or more consecutive days of absence requires a written statement from a licensed physician, dentist, chiropractor or other licensed practitioner. The Attendance Director or Designee may request a written statement from a licensed practitioner for frequent student absences even if they are not consecutive.
3. A court appearance or legal procedure.
4. A quarantine as imposed by a public health officer.
5. Approved school activities during class time.

6. Special circumstances that show good cause which are approved in advance by the Building Administrator or the School Attendance Officer.
7. A child may be excused by his/her parent/legal guardian (PARENT EXCUSED DAYS) by state statute for not more than ten days in a school year. This excuse shall be made in writing prior to the absence. All absences beyond the ten days will be deemed unexcused and treated accordingly. The School Board requires a child excused under the above to complete any coursework missed during the absence.

B. Unexcused absence occurs when a pupil is voluntarily absent with or without the consent of his/her parent/guardian for reasons not recognized by Wisconsin Statutes and/or school board policy. Credit will not be given for class work missed during an unexcused absence. Students have the obligation to understand, retain for future reference and use all materials presented during their unexcused absence. All students with an unexcused absence will be permitted to make up an examination missed during an unexcused absence.

C. Parent/Guardian shall contact the school on the day of the student's absence by 9:00 a.m. Failure to contact the school may result in a telephone call to the home or place of work of the parent/guardian.

D. Teacher responsibility. Classroom procedures and grading requirements shall stress the importance of class attendance, daily assignment, classroom discussion and examinations in grading students. Teachers are required by law to take daily attendance and maintain a record of absences, which are kept daily on the Skyward Student Attendance program.

E. Truant students will be dealt with according to legal procedures and laws of Wisconsin.

*Students must be in attendance for the afternoon session of school in order to participate in after school activities at the Elementary or High School, unless excused in advance of the activity by the Building Administrator or designee.

ALL arrivals after 8:25 a.m. are considered an absence.

ACADEMIC INFORMATION

Student report cards are standards based to reflect a continuum of learning.

ACTIVITIES CODE OF CONDUCT

The Activity Code of Conduct for Boscobel Elementary School, Grades, 4 – 5, will apply to the following activities:

1. Safety Patrol
2. Student Council
3. Any other contests/activities that may be added or substituted during the school year as determined by the Activities Director and/or Elementary Principal.

Participating Elementary students and their parents are required to sign the Activity Code of Conduct.

Behavioral infractions could result in suspension from an activity.

BELLS/DAILY SCHEDULE

7:45 – Line-up on playground

7:48 – Enter the building

7:55 – Classes begin

10:45 – 4K AM Lunch in the Gym

11:30 – 4K PM Lunch in the Gym

10:40 – 11:00 – KDG Recess

11:00 – 11:30 – KDG Lunch

11:10 – 11:30 – 1st Recess

11:30 – 12:00 – 1st Lunch

11:00 – 11:20 – 2nd Recess

11:20 – 11:50 – 2nd Lunch

11:30 – 11:50 – 3rd Recess

11:50 – 12:20 – 3rd Lunch

11:30 – 12:00 – 4th Recess

12:00 – 12:30 – 4th Lunch

11:20 – 11:40 – 5th Recess

11:40 – 12:10 – 5th Lunch

3:15 – School dismissed

BICYCLES/SCOOTERS

Students may not ride bicycles or scooters on the school grounds during the school day. Bicycles must be walked onto and off school property. All bikes and scooters should be parked in the bike racks upon arrival at school. It is advised that each child lock his/her bike while at school.

BOARD POLICIES

Board Policies can be obtained/viewed on the school website, at the Elementary School, High School or District Office upon request.

BULLYING/HARASSMENT

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of bullying and harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of bullying and/or harassment.

Definitions:

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

Policy Reference: 5517 – Student Anti-Harassment and 5517.01 – Bullying

The Board designates the following individuals to serve as the District's "Compliance Officers"

Danelle Schmid
Elementary Principal
1110 Park Street
Boscobel, WI 53805
608-375-4165
schmdane@boscobel.k12.wi.us

Wally Byrne
Middle/High School Principal
1110 Park Street
Boscobel, WI 53805
608-375-4161
byrnwall@boscobel.k12.wi.us

BUS TRANSPORTATION

In accordance with state statutes, the Boscobel Area Schools provides free transportation for students living two or more miles from the school. All students must accept the authority of the bus driver to direct student behavior. This may include assignment of seats for individual students for the purpose of maintaining order. Students should remain in their seats, be quiet and orderly, and respect the rights of the other passengers. Aisles should be kept clear and heads, arms, and legs kept inside of the bus at all times. Balloons are not allowed on busses.

Parents/guardians will be notified of continuous misbehavior and continued misbehavior may lead to suspension of bus transportation privileges.

In a case where a child has been suspended from the bus, the parent/guardian is responsible for transporting the child to/from school.

BUS DISCIPLINE GUIDELINES

The following guidelines will consist of but are not limited to the following:

1. 1st infraction – warning, detention and a phone call to parents.
2. 2nd infraction – 2 – 5 days suspension, parents called.
3. 3rd infraction – 1 – 2 weeks suspension, meeting with parents.

Anything beyond a 3rd infraction or an action that is of a serious nature can be considered for dismissal from the bus for the rest of the quarter, semester, or school year.

Any concerns or problems with transportation should be referred to
Head of Transportation at 375-5834

EMERGENCY REQUESTS TO RIDE BUSES

Kindergarten children will not be let off at points other than their regular stops unless the drop location is on the regular bus route. Deviation from the regular route is not permitted without written permission. Written permission from the parent/guardian must be provided for students to ride the bus home to visit a friend or relative. In addition, permission from the bus driver to ride the bus must be secured in advance. Call the Head of Transportation at 375-5834 to obtain permission.

In emergency situations, death in a family, or illness, the Head of Transportation may allow bus drivers to pick up and drop off students at a parents/guardians designated home other than the students' home. Such

emergencies will be less than two weeks in duration and would be subject to seating space being available on the bus.

CELL PHONES/ELECTRONICS

The possession of cellular phones or other personal portable electronic equipment (such devices as iPod, mp3, etc) on school grounds is not permitted.

CHEATING

Honesty and integrity are values that are stressed as an important part of the learning process in our school. Copying other students' assignments or tests is not allowed. Allowing another student to copy your work is also not allowed. Students involved in any form of cheating will receive a lower grade, be referred to the office for disciplinary action, and may be asked to redo the assignment to support their understanding and mastery of the material.

CLASSROOM DISCIPLINE

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher. Regardless, teachers are to administer disciplinary measures resulting from incidents in their own classroom. Expectations will reinforce a safe and effective learning environment. Behavior guidelines are taught to students through PBIS and posted on the school website.

CODE OF CONDUCT

The elementary school staff has adapted a Code of Conduct to implement Wisconsin Act 335 that allows licensed teachers to remove a student from class if that student violates the code of classroom conduct, is dangerous, unruly, disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively. The elementary Code of Conduct will be distributed under a separate cover and is accessible on the school website.

CORPORAL PUNISHMENT PROHIBITED

"Corporal punishment," under this new law, means the intentional infliction of physical pain, which is used as a means of discipline. "Corporal punishment" includes, but is not limited to paddling, slapping or prolonged maintenance of physically painful positions, when used as a means of discipline.

"Corporal punishment" does not include actions consistent with an individual educational program developed under s. 115.80 (3) (e) or reasonable physical activities associated with athletic training. No official, employee or agent of a school board may subject a pupil enrolled in the school district to corporal punishment; except, an official, employee or agent of a school board is not prohibited by law from:

- a. Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.
- b. Using reasonable and necessary force to obtain possession of a weapon or other dangerous object within a pupil's control.
- c. Using reasonable and necessary force for the purpose of self-defense or the defense of others under s.939.48.
- d. Using reasonable and necessary force for the protection of property under s.939.49.
- e. Using reasonable and necessary force to remove a disruptive pupil from a school premises or motor vehicle, as defined in s.125.09 (2) (a) 1 and 4, or from school sponsored activities.
- f. Using reasonable and necessary force to prevent a pupil from inflicting harm on himself/herself.
- g. Using reasonable and necessary force to protect the safety of others.
- h. Using incidental, minor or reasonable physical contact designed to maintain order and

control.

DETENTION:

Students who choose to consistently misbehave in class and/or disobey school rules will serve after school detentions. Parent/guardians will be notified in writing or by phone as to the reason, date, and time of the detention. Students who choose to continue to misbehave may be assigned longer detentions and parents/guardians will be requested to meet with the principal and teacher.

DRESS CODE:

Appropriate attire is expected not only during the school day, but also at any school-sponsored events. The principal and/or his/her designee will make the final decision as to whether a student's attire is appropriate.

Inappropriate attire:

1. 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 i.e., short skirts (no shorter than mid-thigh), short shorts, bare midriff, spaghetti straps will only be allowed for student's in 4K - 2, low-cut necklines, other revealing or indecent style clothing, headwear - including caps and bandannas, roller blade shoes.
2. 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.
3. Jackets, backpacks, or hats are not to be worn in the building or in class during the school day.
4. Pants must be securely worn at the waist.
5. Chains are prohibited.
6. 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.

DROPPING-OFF/PICKING-UP STUDENTS/WAITING FOR STUDENTS

Safety patrols are located at all crosswalks in the vicinity of the elementary school. Students are expected to follow the direction of the patrols. Parents/guardians, who drive their children to school, or pick them up after school, should use Park or Bluff Street to reduce traffic at Grove and Buchanan Streets. When school is in session Buchanan Street is closed off to traffic for student safety. Parents/guardians are requested to wait outside for students however **waiting for students under the canopy or along the sidewalk where buses park is prohibited.**

DRUG ABUSE POLICY

The primary goal of the Boscobel Area Schools is to educate all students. This goal is based on the broadest possible definition and philosophy of education. The Boscobel Area Schools also have an obligation to provide protection for all students. Drug use and abuse poses a serious threat to the academic, social, and emotional well being of all students in the Boscobel Area Schools. It is the responsibility of the Boscobel Area Schools to make every effort to reduce the threat of drug use and abuse. It is also the responsibility of the Boscobel Area Schools to help those students involved with drugs who want or need specific education and/or counseling. The Boscobel Area Schools recognizes harmful involvement with drugs can be a major reason for the lack of success of students in our school system. The use and abuse of drugs is harmful and detrimental to the welfare of the user, other students, and staff. Primary responsibility for eliminating student's abuse and use of drugs rests on the student and the student's parent/guardian.

The Boscobel Area Schools cannot ignore a student's involvement with drugs. The Boscobel Area Schools have a legitimate concern and obligation to the student involved with drugs. This concern and obligation extends to other students whose educational opportunities are affected by student involved with drugs. The Boscobel Area Schools have a goal of eliminating the problem of drug abuse and use.

RESTRICTIONS

Students and staff of Boscobel Area Schools shall not possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogen drugs, amphetamines, marijuana, alcoholic beverages or intoxicants of any nature at a school function on or off the school grounds. If a student of the Boscobel Area Schools possess, use, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage, or intoxicant of any nature at a school function on or off the school grounds and such is a violation of criminal law the following will be notified: principal, superintendent, parents/guardians, and the proper law enforcement authorities. Student use of a drug authorized in accordance with a medical prescription or a patent medicine used under administrative supervision shall not be considered a violation of this policy provided the school nurse and/or respective principal is notified that the student will be taking an authorized drug/medicine prior to the time the student is required to take the drug or medicine.

PENALTY FOR DRUG ABUSE

Any student suspected of violating the drug abuse policy will be referred to his/her respective principal who shall investigate the incident and determine if a violation exists. If the investigation by the principal determines a violation has occurred, the student(s) will be suspended from school immediately. As soon as the suspension is imposed the student's parent/guardian and the local police will be notified of the situation. A conference between the student's parent/guardian, the student and the respective principal will be required before the student will be allowed to return to school.

During the above conference, a rehabilitation program may be established by school administration officials allowing the student to be reinstated in school. If the student refuses to participate in the recommended rehabilitation program once it has started without approval of the parent/guardian, counselor, and the school principal, the student shall be suspended immediately from school pending a hearing before the Boscobel School Board for possible expulsion from school. An outside resource may be included in all or part of the conference.

If a student is found guilty of violating the Boscobel Area School's Drug Abuse Policy a second time, the student will be suspended from school immediately, the student's parent/guardian, superintendent and the proper law enforcement authorities will be notified and the student will be brought before the Boscobel Area School Board for possible expulsion proceedings. If a student is found guilty of possessing or having under his/her control any of the chemical substances described in this policy with the intent of selling, giving away, or otherwise distributing the same on school grounds or at any school function or activity, the student's parent/guardian, local law enforcement officials, superintendent, and any counselor involved with the student will be notified, and the student will be suspended from school immediately and referred to the Boscobel School Board for an expulsion hearing.

STUDENT SELF-REFERRAL

A student who is involved with drug use and abuse and who voluntarily seeks assistance may receive help without parental contact if the student so desires. A student so involved who desires assistance should make this desire known to any member of the teaching and administrative staff. Confidentiality will be maintained and respected. The student will be referred to a counselor who is qualified to give assistance in correcting the problem. If the student voluntarily requests assistance with his/her drug problem and cooperates with the counselor and complies with the prescribed rehabilitation program, that student can do so without fear of incriminating himself/herself. The counselor involved will make the determination when the student has completed the prescribed rehabilitation program and can be released.

Employees of the Boscobel Area Schools are not legally liable for removing a student from the school grounds, activities, or referring that student to the police for suspicion of possession, distribution, or consumption of the drugs described in this policy.

ELEMENTARY HEALTH

The school nurse provides care for illnesses and injuries and is available for health consultation. Health screenings (vision, hearing, height, and weight) are completed each fall for students in ECH-5 grades. Follow-up screenings are completed for students who fail, and referrals are sent as indicated. Scoliosis information is sent home with sixth grade female students. With parent/guardian consent, a weekly (usually November-May) fluoride mouth rinse is offered. If available, parents may take advantage of a dental hygienist's services by signing a consent. The school nurse meets with 1st grade students for a dental health visit annually, usually in February. Human Growth & Development presentations are provided to 4th grade girls and to 5th grade boys, usually in the spring.

Emergency cards are to be completed each year and signed by the parent/guardian. The information is used to identify current health issues, and to locate the parent/guardian or designated individual if a child is ill or injured at school. No student will be sent home without a responsible person being notified of the situation. The school district has authorized school personnel to take a student to the Boscobel Clinic for emergency care if parent/guardian authorizes on the emergency card. School staff may call 9-1-1 whenever they feel emergency care is needed for a student.

Wisconsin's Student Immunization Law requires students to be vaccinated according to the vaccination schedule. Please check the newsletter or contact the school nurse for current immunization requirements. The school nurse is required by law to send legal notices for non-compliant students and to enforce immunization compliance. If a parent/guardian chooses not to vaccinate their child, they must submit a medical (with health care provider signature), a religious, or a personal conviction waiver in place of immunization(s).

If your child requires any medication 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 the original packaging and properly labeled or they will not be given. 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 permission to administer 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 not be used at school unless the proper procedure is followed. A new medication form is needed when a medication or dose changes, and a new form is needed for each school year.

The district's procedure for management of head lice complies with public health recommendations. Students with live head lice, verified by inspection, will have the option of remaining in school until the end of the day FOR THE FIRST OCCURRENCE. Staff will attempt to reach the parent/guardian and the child may be picked up early if the parent/guardian chooses. (Exceptions may be made for very young students or those who have close contact with staff or others at school.) Repeat cases of live lice will not be readmitted to school. The school nurse will not medically excuse reoccurring or inadequately treated cases. Students may be rechecked by school staff to rule out re-infestation. Notification letters will be sent home to alert parents only if a high percentage of children in a classroom are infested. (Notification may be sent home for classrooms with very young students where there may be a risk of classroom transmission.) 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.

The nurse will follow Department of Health Services, Bureau of Communicable Diseases and/or public health guidelines for management of contagious illnesses or communicable diseases (both suspected or confirmed). Generally, if your child has a fever (of 100 degrees F or greater), they should remain home until fever-free for 24 hours without the use of a fever-reducing medication.

EXPULSION

Expulsion means the removal of a student from school for the remainder of the school term. Wisconsin State Statute 120.13 empowers the school board to expel a pupil from school whenever it finds the pupil guilty of any of the following:

- a. Repeated refusal or neglect to obey the rules, or
- b. That a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or
- c. That a pupil engaged in conduct while at school or while under the supervision of school authority which endangered the property, health or safety of others, or
- d. That a pupil while not at school or while not under the supervision of school authority engaged in conduct, which endangered the property, health or safety of others at school or under the supervision of school authority.
- e. Conduct endangering property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled.

The expulsion by the school board shall be based on the board's satisfaction that the interest of the school demands the pupil's expulsion. Prior to such expulsion, the school board shall hold a hearing. Not less than five days written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school of the expulsion of the pupil, the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the state superintendent. An appeal from a decision of the state superintendent may be taken within thirty days to the Circuit court of the county in which the school is located. This information shall be printed in full on the face or the back of the notice. (Board Policy 502.12)

FLOWERS/BALLOONS

Flowers, balloons, stuffed animals/toys for students may not be delivered to and/or carried into the elementary buildings.

GUIDANCE AND COUNSELING PROGRAM, K-5 PHILOSOPHY:

The guidance philosophy is developmental in nature and revolves around the premise that each student is a unique individual. It is the responsibility of the school counselors to assist in the development of each child's potential to mature into a self-understanding young person and eventually into a responsible adult. Guidance is a total school effort monitored by the counselor involving pupils, staff, community, and parents/guardians. It seeks to assure a safe accepting school environment in which each child may grow and learn. Guidance is an integral part of the total educational program. The guidance counselor is assigned full time at the elementary.

HEAT POLICY

Should the heat index in either the high school and/or the elementary school reach a level where sunstroke or heat exhaustion is a possibility, consideration for school dismissal will be given. Notice of any decision will be broadcast over the designated radio and television stations.

HOMEWORK

Homework will be minimal in the lower grades and increase in the upper grades. Assignments are designed to supplement and support classroom instruction. Homework is to be completed as assigned. Teachers may plan modifications to meet the individual learning needs of each student. The amount of homework will vary according to the unit of instruction. Homework guidelines are set by district policy (Board Policy 2330)

INCLEMENT WEATHER

If the weather necessitates an emergency closing before regular dismissal time, school not opening for the entire day, or starting two hours late, it will be announced on the following radio and television stations:

WDMP-Dodgeville	WGLR-Lancaster	KDTH-Dubuque	
WJTY-Lancaster	WIZM-LaCrosse	WPVL-Platteville	
WVRQ-Viroqua	WRCO-Richland Center	WPRE-Prairie du Chien	
NBC TV-Madison	WISC TV3-Madison	WKOW TV27-Madison	WKBT TV8-LaCrosse

WIND CHILL FACTOR SCHOOL PROCEDURE

0 to - 35	Regular day
- 36 to - 49	2-hour delay
- 50 and colder	School closed entire day

Parents/guardians should recognize that there might be early closings and make necessary arrangements for their children.

INSURANCE

The Boscobel Area Schools does not provide any accident or health insurance for students enrolled in the Boscobel school district. This applies to injuries incurred during school hours, after school hours, or any injuries on school property. Parents/guardians will be able to participate in an insurance program at their own expense. Further information about this is available at registration.

LEAVING SCHOOL EARLY

Students will not be allowed to leave school early unless a parent/guardian excuses them with the office.

LINING UP

Students will line up by classes in designated areas on the playground at the beginning of the school day and at the end of lunch recess. Students are expected to enter the building in an orderly manner. Students are expected to treat others with respect while in line. Pushing, hitting or other inappropriate behaviors are not allowed.

LOST AND FOUND

Many items of clothing are left at school and are unclaimed. These items are stored in a box in the hallway outside the gym doors. Please mark all clothing with your child's name. All unclaimed items will be discarded one-week after the last day of school.

LUNCHROOM

Students may bring their lunch or participate in the hot lunch program. They may buy milk in the lunch line. There is a program to provide free or reduced price lunches for children who are eligible (based on family income). Breakfast and a nutritious lunch are served daily. Weekly menus are published in the local newspaper to provide information on daily selections and a monthly menu is published in the district newsletter. A separate daily milk break is also provided for those who choose to participate.

For further information, please contact the food supervisor at 375-4161

Sack lunches/lunch boxes should be marked with student's name (please read "Pop" on page 13). Common courtesy and manners should prevail in the lunchroom. Students who misbehave in the lunchroom or on the playground may have the privilege of lunch recess suspended. Supervision is provided during the breakfast and lunch periods in the gym.

NOON HOUR IS CLOSED

Boscobel Elementary School observes closed campus for lunch.

NEWSLETTER

A district wide newsletter is available each month on line at www.boscobel.k12.wi.us. It contains an activity calendar, lunch menu, and short articles of events or programs. Please refer to this publication for timely information.

OUT-OF-SCHOOL SUSPENSION

The Wisconsin Statute 120.13 gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

In the event that a student's conduct while at school or while under the supervision of a school authority endangers the property, health, or safety of others or for non-compliance with school rules/regulations or school board policy may suspend a pupil for not more than three school days under the provisions of State Statute 120.13

The building administrator or designee may temporarily suspend a student for a period not to exceed three days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notices of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason(s) therefore. The suspended student or his/her parent/guardian may, within five school days following the suspension, have a conference with the school district administrator or his/her designee who shall be someone other than the building administrator or other professional in the suspended student's school. If the school district administrator or his/her designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's record shall be expunged. Such findings shall be made within fifteen days of said conference. A student suspended under these provisions shall not be denied the opportunity to take quarterly, semester or grading period examinations missed during the suspension period. However, all absences are considered unexcused and may affect the student's grades. A special education student should not be suspended for a behavior that is directly related to his/her handicapping condition. However, a special education student may be suspended if his/her behavior presents an immediate danger to the student or others and if they are in violation of school or district rules. After a short-term suspension, re-admission of the student will be done by the building administrator. Re-admission after extended suspension may occur following a hearing conducted by the district administrator. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the board for expulsion. The informal hearing shall be attended by the district administrator, building administrator, the student, the parent/guardian, and any other persons deemed appropriate by the district administrator or requested by the parent/guardian and/or student.

Parent(s)/guardian(s) and student(s) should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student. A suspended student may not participate in any school activity or in extra-curricular activities during the duration of his/her suspension. (Board Policy 5610)

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for all children are held at the end of the first quarter. Notices are provided so parents can indicate time preferences. Every effort will be made by the school staff to try and schedule these conferences at a convenient time for the parents/guardians. All parents/guardians are urged to attend the conference, since it is one of the best ways a teacher has to provide parents/guardians information about their child's progress. Additional conferences can be scheduled at any time. Teachers will contact parents throughout the year with positive and informative comments about their child(ren).

PHYSICAL AGGRESSION/VIOLENCE/FIGHTING

Students are expected to treat all staff and adults with respect. Students who display aggression or violence towards adults or staff members will be given an immediate out-of-school suspension and law enforcement authorities may be called in. The suspension can be from three to fifteen days in length. Student's who engage in fighting with other students may result in a suspension or expulsion depending on the severity of the action. Physical aggression/violence/fighting is any action, which may include but is not limited to: pushing, shoving, hitting, slapping, pinching, biting, etc. either out of anger or with the intent to cause harm.

PHYSICAL EDUCATION REQUIREMENTS

All students are required to wear athletic shoes (rubber-soled shoes such as jogging or tennis shoes) during physical education classes. If a child has been ill, he/she may be excused by presenting a written excuse from the parent/guardian to the teacher. Weather permitting, physical education may be held outdoors.

PLAYGROUND

Students are asked to use good judgment when on the playground and in use of the equipment. Respect for fellow students is expected at all times. Supervision is provided during recess periods. The school district will not be responsible for accidents that happen at any other time beyond the regular school day (3:15 p.m.). It is requested that children not arrive at school before 7:45 a.m.

Student misbehavior on the playground will be dealt with in an appropriate manner. Students may have the privileges of lunch recess and afternoon recess suspended.

POP

Pop is not permitted in the lunchroom. Students are allowed to bring pop to school only at the discretion of their classroom teacher (for parties, trips, etc.)

PROGRESS REPORTS AND REPORT CARDS

Four weeks into each quarter, progress reports are mailed to parents indicating student work since the last report card. They are sent if a student is failing to work to his/her ability, to indicate improvement, or if the level of work is exceptional. Daily and weekly progress reports are used on occasion to support a child where needed.

Report cards are issued at the end of each quarter, showing grades earned during the nine-week period. Report cards are given to parents at parent-teacher conferences at the end of the first quarter. All other report cards are sent home with students.

SAFETY PATROL

The purpose of the safety patrol is to help protect students in bus lines, on street corners and other areas around our school.

Fifth grade safety patrol students have an assigned area or serve in a substitute capacity. To keep their patrol status, they must maintain acceptable behavior, grades and service. They must also abide by the Boscobel Area Schools Activities Code of Conduct. The faculty advisors will distribute and review the Activities Code of Conduct with students at the beginning of the school year. Students who accomplish this throughout the school year are eligible to attend the annual Wisconsin Safety Patrol Congress in Wisconsin Dells in May.

SCHOOL PICTURES

Boscobel Schools each year has a portrait studio come in to take school pictures of all students. Students may not wear hats for their student picture.

FIFTH GRADE RECOGNITION

At the end of fifth grade, students are recognized for having completed their elementary education at an evening assembly attended by their families. Academic Awards are given to those students who have maintained academic excellence in language arts, math, reading, science and social studies in fourth grade and through the 1st semester of fifth grade.

STUDENT COUNCIL

The Boscobel Elementary Student Council is a service organization that consists of students in grades 4 – 5. Council members serve the student body by attending meetings that are held approximately twice a month. The Student Council members select their own projects to promote school spirit and to serve the community. One advisor oversees the activities.

TELEPHONE

The office telephone is for business. Students will not be allowed to make personal calls from the office phone. Parents/guardians are urged to discuss plans with their child/children before they leave home so that telephoning will not be necessary. Students will not be called from classes to answer calls unless it is an emergency. Messages to students and/or faculty will be put to the teachers' voicemail.

TOYS

Students are allowed to bring toys to school with permission of their classroom teacher. Toys that can cause injury to others will not be allowed in school (ex. Laser light pens). Toys are not permitted in the classroom or lunchroom. The school assumes no responsibility for theft or loss or traded items. Any toy used in an inappropriate manner that causes potential physical harm or creates a disruption of normal playground activity will not be allowed (including but not limited to: toy guns, knives, sling shots, etc.).

VISITORS - ADULTS

All visitors are to report to the school office to obtain permission to be in the building. Upon arrival to the office, visitors are to sign in on the visitor register and wear a **VISITOR** badge before entering the hallways. Student's are not to be contacted by visitors unless the office grants permission. Parents/guardians are welcome to observe their child at work in the classroom at any time. When possible, advance arrangements are encouraged.

VISITORS – STUDENTS

Student's wishing to bring a visitor to their classroom/school will be allowed according to the following: one visitor per student, per year with one-week prior approval of their classroom teacher.

WINTER CLOTHING

During the winter months, children should be dressed according to the weather conditions. Students are to play outside at the recess periods. It is recommended that during the winter months students keep a light pair of shoes (marked with the child's name) in the classroom to change into upon entering school. Gym shoes can be

used for this purpose. Snow boots are too warm to wear all day in class. All students in grades K-5 are required to wear snow boots.

WITHDRAWAL FROM SCHOOL

Parents/guardians are asked to contact the school when transferring to another school or school district. Student records will be forwarded upon receipt of a written request from the school district in which the student has enrolled. Once the semester has started, no refund will be given for that period. Lunch/milk money will be refunded upon request.