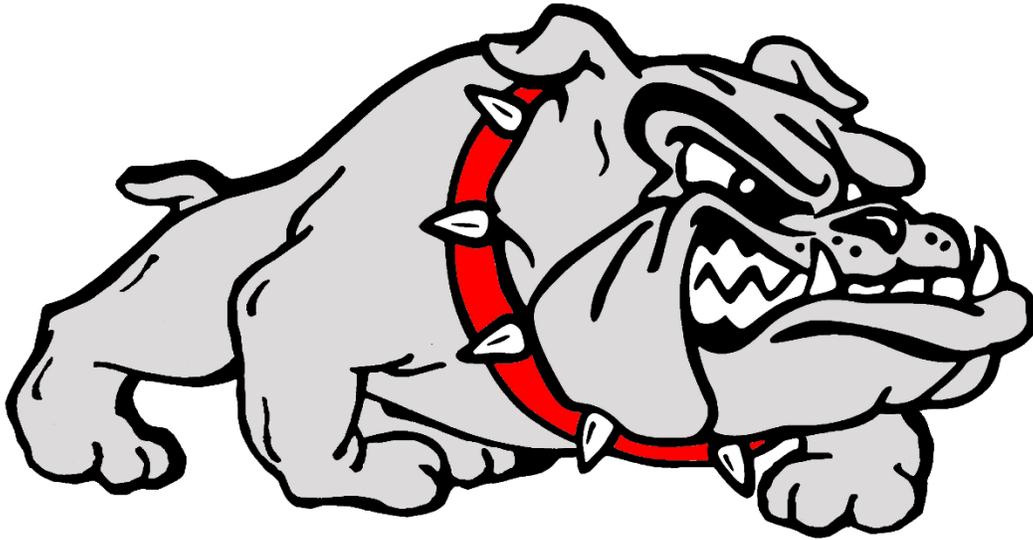


# **BOSCOBEL MIDDLE/HIGH SCHOOL STUDENT HANDBOOK**

2021-2022



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**Boscobel School District Strategic Plan**  
**Lead. Engage. Discover.**  
 Developing today's child for tomorrow's world.

**Effective Personal:**

- Implement evidence-based teaching practices
- Recruit and retain student centered staff

**Excellence in Academics:**

- Provide a guaranteed and viable curriculum
- Prepare all student for college and career readiness

**Efficient Operations:**

- Ensure fiscal responsibility
- Develop a transparent and sustainable financial plan

**Engagement of Community:**

- Connect with stakeholders through effective communication
- Promote the district through collaboration

We deliver an inclusive curriculum that is consistent, rigorous, and viable that fosters student growth through innovative instruction.

We partner and collaborate with families and the community to build trust in an effort to engage in lifelong learning.

We support all levels of learning and diversity while encouraging student individuality through differentiation of instruction in a respectful, safe educational environment.

We are fiscally responsible through implementation and utilization of long-term planning that will improve the operational efficiency for the sustainability of the district.

We strive for academic excellence through rigorous course offerings enhanced through fine arts and co-curricular activities in order to develop the whole student.

We support professional development opportunities that provide evidence-based, best practice, teaching, and data-driven strategies that improve student outcomes.

We cultivate academic excellence through a culturally responsive multilevel system that encompasses the whole child.

We integrate higher level skills: problem solving, critical thinking, and intellectual risk taking.

We effectively communicate and partner with the community to develop informed and responsible citizens.

**SCHOOL SONG**

Onward to victory, Boscobel High.  
 We'll show this other team  
 That we are shooting high, high, high, high.  
 Red, white our banners fly, Boscobel's pride.  
 Not many know us now  
 But wait until we give our foe a slide.  
 U-RAH-RAH  
 Onward to victory, fight for the goal.  
 You've got the pep Bulldogs,  
 So make that ball just roll, roll, roll, roll.  
 Roll out the score Bulldogs,  
 We'll rise to fame.  
 You've never let us down,  
 So carry on just carry on our name.

## **SCHOOL SPIRIT**

School spirit accompanies every phase of school activities, whether it is sports, music events, academic contests or daily schoolwork. School spirit is a feeling of loyalty to our school. Each of us must contribute to it to possess it, and, because we are a part of it and have helped to make it what it is, we have a common bond – a feeling of togetherness and of belonging.

School spirit is that feeling which will keep the memories of our high school days precious to us throughout the years. At all times – in the classroom, in the halls, at the games – school spirit is teamwork. Let's strive to make each year at BHS/BMS a better year than the one before.

## **NON-DISCRIMINATION POLICY**

Boscobel Area Schools does not discriminate against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political or religious affiliation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non-working hours.

## **AT BAS WE BELIEVE:**

1. Everyone in the community, including students, should be involved in the decision-making process, with the needs of students foremost.
2. Educating the whole child is a shared responsibility of the child, family, school and community.
3. The learning experience should be valued as a lifelong process.
4. Every individual is valued and entitled to an equal educational opportunity that develops individual potential.
5. All children are entitled to a safe, caring and positive environment in which to learn and live.
6. The uniqueness of the district and all available resources should be the driving force behind present and future direction.
7. A successful educational system is based on clear, open and frequent communication.
8. Change is a dynamic process and the child, family, school and community must understand and meet this challenge.
9. Every child shall be afforded opportunities and be expected to meet his/her full potential.

## **SCHOOL EXPECTATIONS**

Boscobel High School is an educational institution. Every student, from the time he/she gets on a school bus or comes on school property, is expected to meet the behavior standards set by the school district. Actions that injure others, damage private or public property, or which impede or obstruct the learning process and/or operation of the school are not characteristic of a responsible citizen. These actions will not be tolerated.

Students are expected to do their best on all assignments, tests, and projects. They are expected to meet all requirements for each course in order to receive a passing grade.

## **ADULT STATUS OF EIGHTEEN-YEAR-OLD STUDENTS**

All Boscobel High School students, regardless of age, must abide by the rules of the school district and the school. This includes regular school attendance. Students emancipated from parental authority can assume responsibility for their attendance by completing the eighteen-year-old adult status form and meeting with the high school principal. Forms may be obtained from the high school office.

## **RECORDS AND REPORTS TO PARENTS**

Permanent records are kept for all students who attend the Boscobel Public Schools. These records are kept in the office of the Principal. A copy of the records will be mailed when a student transfers to another school. A refund of one-half of the student fee will be made when a student transfers during the first semester. No refunds will be made for a student transferring during the second semester.

Parents are informed of a student's progress by report cards every nine weeks. Parents are urged to confer with the teacher whenever there is a question regarding the student's progress. Reports of unsatisfactory work are sent to the parents each mid-nine week period. Failure to receive a mid-nine week report does not guarantee that you will pass for a particular grading period. With proper photo ID, parents/guardians may sign up to access their child's student records over the internet through Family Access in Skyward.

The School Board may disclose personally identifiable information from the pupil records of an adult pupil to the parents or guardian of the adult pupil without the written consent of the adult pupil, if the pupil is a dependent of his or her parents or guardian. The adult pupil may, however, inform the school in writing that the information may not be disclosed. Most everything you do during your time in school goes on your permanent records (attendance, grades, test scores, tardiness).

### RELEASE OF DIRECTORY DATA

As per state statute 118.125 (2) (J) certain personally identifiable information contained in a student's record is "directory data" and may be disclosed without prior written consent.

Directory information-directory data means those student records, which include:

1. The student names
2. Address
3. Telephone listing
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Photograph
9. Degrees and awards received
10. The name of the school most recently previously attended by the student

Directory data may be disclosed to any person provided parents, adult students, legal guardian or guardian ad litem have been notified of the intent to release information and have been given a reasonable time to deny release of all or part of directory information. Annually, within the first two (2) weeks of school, the District Administrator shall publish in the Boscobel Dial and the student handbook a notice to release directory data. **Parents, adult students, legal guardians or guardian ad litem may deny release of directory data if they inform, in writing, the Building Administrator or District Administrator within two (2) weeks of the publication of the notice.** For the students enrolling after the notice is published, the list will be given to the students' parents at the time of enrollment.

### ACADEMIC INFORMATION

Grade Points/Grade	
4.0 – A	1.5 – C/D
3.5 – A/B	1.0 – D
3.0 – B	.5 – D/F
2.5 – B/C	0 – F
2.0 – C	

Incomplete – Required work has not been completed due to extenuating circumstances.

### GRADE POINT AVERAGE

Grades 9-12: All high school coursework will be included in grade point average. (Includes high school coursework from a Wisconsin approved accredited high school completion program and distance learning courses from another high school.) Coursework from a non-accredited high school, technical college, college/university, correspondence, teacher aide, tutor, and all courses included in the work-based learning program will apply toward high school credit only and will not be included in GPA.

LAUDE SYSTEM: The Laude System is a way to recognize academic honors in graduates. The BHS proposed Laude System is a point based system that combines honor points (based off of designated honors courses taken) and cumulative grade point average to create a Laude Score.

Grades 6-8: All coursework will be included in GPA.

**BOSCOBEL HIGH SCHOOL - LAUDE POINTS SYSTEM GRAPH**

GPA	4	3.9	3.8	3.7	3.6	3.5	3.4
25	100	97.50	95.00	92.50	90.00	87.50	85.00
25	98	95.55	93.10	90.65	88.20	85.75	83.30
24	96	93.60	91.20	88.80	86.40	84.00	81.60
24	94	91.65	89.30	86.95	84.60	82.25	79.90
23	92	89.70	87.40	85.10	82.80	80.50	78.20
23	90	87.75	85.50	83.25	81.00	78.75	76.50
22	88	85.80	83.60	81.40	79.20	77.00	74.80
22	86	83.85	81.70	79.55	77.40	75.25	73.10
21	84	81.90	79.80	77.70	75.60	73.50	71.40
21	82	79.95	77.90	75.85	73.80	71.75	69.70
20	80	78.00	76.00	74.00	72.00	70.00	68.00
20	78	76.05	74.10	72.15	70.20	68.25	66.30
19	76	74.10	72.20	70.30	68.40	66.50	64.60
19	74	72.15	70.30	68.45	66.60	64.75	62.90
18	72	70.20	68.40	66.60	64.80	63.00	61.20
18	70	68.25	66.50	64.75	63.00	61.25	59.50
17	68	66.30	64.60	62.90	61.20	59.50	57.80
17	66	64.35	62.70	61.05	59.40	57.75	56.10
16	64	62.40	60.80	59.20	57.60	56.00	54.40
16	62	60.45	58.90	57.35	55.80	54.25	52.70
15	60	58.50	57.00	55.50	54.00	52.50	51.00
15	58	56.55	55.10	53.65	52.20	50.75	49.30
14	56	54.60	53.20	51.80	50.40	49.00	47.60
14	54	52.65	51.30	49.95	48.60	47.25	45.90
13	52	50.70	49.40	48.10	46.80	45.50	44.20
13	50	48.75	47.50	46.25	45.00	43.75	42.50
12	48	46.80	45.60	44.40	43.20	42.00	40.80
12	46	44.85	43.70	42.55	41.40	40.25	39.10
11	44	42.90	41.80	40.70	39.60	38.50	37.40
11	42	40.95	39.90	38.85	37.80	36.75	35.70
10	40	39.00	38.00	37.00	36.00	35.00	34.00
9.5	38	37.05	36.10	35.15	34.20	33.25	32.30
9	36	35.10	34.20	33.30	32.40	31.50	30.60
8.5	34	33.15	32.30	31.45	30.60	29.75	28.90
8	32	31.20	30.40	29.60	28.80	28.00	27.20
7.5	30	29.25	28.50	27.75	27.00	26.25	25.50
7	28	27.30	26.60	25.90	25.20	24.50	23.80
6.5	26	25.35	24.70	24.05	23.40	22.75	22.10
6	24	23.40	22.80	22.20	21.60	21.00	20.40
5.5	22	21.45	20.90	20.35	19.80	19.25	18.70
5	20	19.50	19.00	18.50	18.00	17.50	17.00

## HONOR ROLL

High honors are awarded to students whose grade average in coursework is between 3.5 & 4.0. Honors are awarded to students whose average in course work is between 3.0 & 3.49.

## ACADEMIC AWARDS

A scholastic school letter will be awarded to students who attain 3.0 average or better for each of two consecutive semesters (grades 9-12). A metal insert will be given for each subsequent qualifying period, no semester grade to be D or below. Other academic awards may include the following:

Middle School academic award: Student must have a 3.0 scholastic average or better for each of three semesters, with no semester grade of D or below.

National Honor Society: Open to juniors and seniors with at least a 3.25 scholastic average. Faculty members make recommendations for membership based on scholarship, service, leadership, and character.

## GRADE ADVANCEMENT

### Grades 6-8:

As per revised Board Policy 502.05, effective September 2008, students in grade 6 will be promoted to grade 7, grade 7 will be promoted to grade 8, and students in grade 8 will be promoted to grade 9 when he/she passes all five core classes (Language Arts, Mathematics, Science, Social Studies, and Reading) and has a 1.67 grade point average for ALL 7<sup>th</sup> & 8<sup>th</sup> grade course work.

Students in grade 6, 7 or 8 who fail one or two core classes may make up the failures by successfully completing summer school. The student will meet with the building administrator on or before the first day of summer school to develop a plan allowing the student an opportunity to successfully complete summer school. The building administrator may use the District/State assessment scores, report cards, and other indicators in determining a plan for the student, which may or may not include retention.

### Grades 9 – 12:

Per Board Policy 5460: To encourage students to make normal progress toward graduation, credit requirements have been established for determining grade level status. Credits earned will determine the grade level status for each student during high school years. Status will be based on the following guidelines:

- Freshman: A student in his/her first year of high school will be considered a freshman.
- Sophomore: Students in their second year of high school will be considered sophomores upon successful completion of 7 credits. They will be considered credit-deficient sophomores if they have not successfully completed at least 7 credits.
- Junior: Students in their third year of high school will be considered juniors upon successful completion of 14 credits. They will be considered credit-deficient juniors if they have not successfully completed at least 14 credits.
- Senior: Students in their fourth year of high school will be considered seniors upon successful completion of 20 credits. They will be considered credit-deficient seniors if they have not successfully completed at least 20 credits.

A student identified as credit-deficient at the beginning of a school year will have the opportunity to move from credit-deficient status to sophomore, junior, or senior status during the school year upon completion of necessary credits. In some cases, credit deficiencies may be made up during summer school.

## REQUIREMENTS FOR GRADUATION

A total of 28 credits earned in grades 9-12 are required for graduation with the Block 8 schedule. A credit represents one 86-minute class period that meets every other day for one school year (1/2 credit issued for semester-long classes). Students are expected to be enrolled in eight (8) periods of coursework, and attending all classes regularly. The 28 credits shall include the following minimum requirements, but do not guarantee college admission:

English: 4 credits English (English 9,10,11 & 1 credit elective)

Social Studies: 3.5 credits (U.S. History I & II, World History, and Government and Law)

Mathematics: 3 credits

Science: 3 credits (1 Biological, 1 Physical, (1) credit of Chemistry/Intro to Chemistry is required)

Health: .5 credit

Physical Ed.: 1.5 credits

Each student is responsible for making certain all graduation requirements have been met. Students who drop out of school, have excessive unexcused absences, or have fewer than the required credits for graduation at the end of their senior year will not participate in graduation exercises. Students who are credit deficient will have the option of taking part in graduation exercises the year in which they complete the required credits for a high school diploma.

### **SCHEDULE CHANGES**

Through the guidance department, schedules are set in the Spring for the next school year. Schedule changes will only be considered in extenuating circumstances.

### **EARLY GRADUATION**

A student who wishes to graduate in less than the normal four years of instruction may do so by fulfilling the following requirements (Board Policy 5464):

1. Attend high school in grades 9-12 and complete seven semesters.
2. Earn the required credits including all required classes.
3. Write a letter to the Principal requesting early graduation and indicate in the letter of application: credits earned after 6 semesters, grade average to date (6 semesters), age, and immediate future plans. Parent(s) must attach letter of application giving approval for student's early graduation.
4. Application is to be submitted by the July 31<sup>st</sup> prior to the start of the student's senior year.
5. Other information:
  - a. Personal hardship cases where the requirements listed above could not be met may be approved at the discretion of the building administrator.
  - b. Mid-year completions will officially be included with the class of graduates in the spring, and will receive the official diploma at the regular spring graduation program, in person or in absentia.
  - c. Students must be enrolled for the full day during this final semester.
  - d. Students who complete mid-year graduation will not be permitted to participate in extra-curricular activities during the second semester.
  - e. Final class rank will be determined with the graduating class at the end of the seventh semester.
  - f. The student must be responsible for keeping in touch with the high school Principal's office after leaving school in order to facilitate graduation plans.
  - g. If a student fails to complete requirements for early graduation during the seventh semester, the student must meet with the principal and guidance counselor and gain approval for a course of study needed to complete required work.

### **YOUTH APPRENTICESHIPS**

A Youth Apprenticeship is a two-year program beginning in the 11th grade, offering students guided learning and work experience within an industry. The student will acquire the high skills necessary for the jobs of tomorrow and a linkage between secondary and post-secondary education. Apprenticeships are available in a number of fields, such as Agriculture, Health, and Finance. To be eligible and/or for further information, contact the school counselor during your sophomore year. Failure to successfully complete the coursework or work experience may result in denial of future youth apprenticeship requests, **and the student/parents will be required to reimburse the district for the costs.**

### **YOUTH OPTIONS**

Students in Grades 11-12 are provided the opportunity to enroll at an institution of higher education in Wisconsin and take courses that lead to credit granted toward high school graduation. Applications for enrollment for obtaining high school credit courses must be made by March 1 for the fall semester, and by October 1 for the spring semester. Contact the school counselor for further information. Failure to successfully complete youth options coursework may result in denial of future youth options requests, **and the student/parents will be required to reimburse the district for the costs.**

### **CollEdge Up Courses**

Distance learning courses are available to students as a supplement to course offerings at Boscobel High School. Students may not enroll in courses currently offered at BHS.

### **COLLEGE REQUIREMENTS**

Entrance requirements vary with different colleges and universities. If you know you are going to attend a certain college or university when you graduate from high school, you should check the catalog of the college (which you will find in the school counselor's office), and then plan your high school program accordingly. By selecting your courses from college curriculums listed in the guidance office, you should fulfill requirements for any college or university you might want to attend. Most colleges now require a minimum of 17 basic credits (English, science, math, history, and a foreign language) for entrance.

### **SCHOLARSHIPS**

Academic scholarships are available annually to seniors who have achieved excellence in studies or co-curricular activities. Complete information for applications may be obtained from the school counselor's office.

### **SCHOOL COUNSELOR**

The guidance and counseling program at Boscobel High School/Middle School assists all students in career choices and in making informed and individually appropriate social, educational and vocational choices. Students are encouraged to make an appointment with a counselor to become acquainted and learn about the services available. This can be an introduction to future visits as needs arise. Students who wish to see a counselor during class or homeroom are to obtain a pass from the counseling office before class begins.

### **STUDENT INSURANCE**

**The school district does not carry insurance that covers students.** Families may purchase commercial student insurance that covers student participation in school activities. The District will continue to select an insurance provider for parent/guardian option. Information will be available during registration.

### **ORGANIZATIONS**

You are invited to become involved in any of the school's clubs or activities. All school events must be scheduled in the office. Work with your advisors to secure office sanction for events to be scheduled by your class or organization.

\*Performances and competitions require eligibility under the Activities Code.

#### ***Student Council (6-12)***

Purpose: To coordinate school social activities, cooperate with the faculty and administration in dealing with school problems. It is also the function of the council to develop good citizenship among the students.

Contact Person: Mrs. Jen Wheeler 9-12 & Mrs. Susan Beck 6-8

#### ***Forensics (9-12)***

Purpose: To stimulate interest in forensics.

Contact Person: Ms. Shaeden Carlin

#### ***Spanish Club***

Purpose: To educate about the Spanish culture

Contact Person: Ms. Wheeler

#### ***National FFA Organization (6-12)***

Purpose: To develop competent leaders, create interest in agriculture, develop farming programs, develop character, and improve scholarship.

Contact Person: Mr. Ostheimer

### **Cheerleaders (9-12)**

Purpose: To help direct spectators in cheers and songs. To encourage school and community support of BHS athletic programs. Contact Persons:

### **Drama Club (9-12)**

**Purpose: To promote the dramatic arts.**

Contact Persons: Mr. Calabria

## **SCHOOL LUNCH PROGRAM**

1. The school provides a state approved hot lunch program.
2. All lunches must be prepaid.
3. Students in grades 6-8 may go home for lunch with written permission from parent/guardian and a pass from the office.

## **LOCKERS/LOCKS**

Student lockers are assigned for student convenience for storage of school materials and coats. All lockers are the property of the school and **NOT** the students' private property and may be randomly searched. (Board Policy No. 501.15) The Building Administrator or other faculty members designated by him/her are authorized to open lockers and search their contents including personal belongings of students when there is reasonable cause to believe that the search will provide evidence that the student has violated or is violating the law or school rules that may threaten the safety, health or welfare of students. Students maintain the decision to keep their lockers locked or unlocked but **THE SCHOOL WILL NOT BE RESPONSIBLE FOR MISSING OR STOLEN ITEMS.** Only school locks are to be used on lockers. The school will rent locks for \$2.00 each year. Combinations are kept on file in the office.

All lockers should be kept neat and clean at all times. Students who damage lockers will be held accountable.

## **Academic Support Period**

Students will meet in a ASP daily. If it becomes necessary to leave the ASP, a pass must be obtained in advance.

## **ASSEMBLIES**

High school assembly programs are at irregular intervals depending entirely upon the need for an assembly meeting. Special assemblies may be called for extension programs, Veterans' Day and holidays. The programs will be selected with your interests in mind. A student asked to leave the auditorium because of misbehavior may not be allowed to attend any auditorium program for the balance of the year.

Outsiders and visitors judge the high school by the conduct of students when attending school programs or listening to assemblies. Every student owes a visitor, speaker or entertainer a courteous hearing.

## **PHYSICAL EDUCATION**

All students in grades 6-11 are required to take physical education. In case of inability, a doctor's statement must be presented to the Building Administrator. Students who are participating in athletics must also take physical education. It is an elective the senior year. Street shoes should not be worn on either gym floor. Other rules will be given by the instructors in charge. All valuables, such as money, watches, etc., put in the students' lockers is at their own risk. **Valuables should be locked in the P.E. office during class/athletic activities.**

## **EMERGENCY PROCEDURES**

### **FIRE DRILL**

Fire drills will be held periodically during the school year. Their purpose is to give you practice in the most efficient procedure for vacating the building in case of a real fire. For your own safety and the safety of others, please follow these procedures whenever the fire alarm rings.

1. Cease work immediately!

2. Pass quietly in an orderly manner out of your classroom by rows. All windows should be closed. The last person out should close the door.
3. Proceed in a single file along the right-hand side of the hallways quickly and quietly. Directions for the fire drills are posted in every classroom near the exit door of the various rooms.
4. All students and teachers must leave the building: go across one-way street or parking lot, or to athletic field depending on exit used.
5. Remain outside the building until directed to return to your room. Return to your class in an orderly manner.

### **TORNADO AND OTHER DISASTERS**

The following plan has been established for survival in the event of a disaster. The school has a disaster alert network operating continuously to afford the maximum warning time in the event of a tornado or other disaster.

1. If a warning is provided, instructions will be given over the public-address system.
2. If there is no advance warning, all personnel will move away from windows and glassed-in areas, and assume the safety position: kneeling, head to knees and hands on back of head.
3. Students should move quickly, quietly and orderly to the assigned areas.
4. Upon reaching assigned areas assume safety position and remain quiet so instructions can be heard.
5. Teachers should place themselves in strategic positions and take charge.
6. Doors should be left open.
7. Avoid second floors if at all possible.
8. Tornadoes usually approach from the west or southwest.

### **BUS TRANSPORTATION**

In accordance with state statutes, the Boscobel Area Schools provides free transportation for students living two (2) or miles from the school. The authority of the bus driver to direct student behavior must be accepted by all students. This can 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.

1. Bus drivers must keep written records of bus rules, violators and their violations.
2. Parents/guardians will be notified of continuous misbehavior.
3. 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 may be responsible for transporting the child to/from school.
4. High School/Middle School students are not to board the bus at the grade school.
5. Extra-curricular Activity Trips:
  - a) Pupils shall respect the wishes of the adult advisors/coaches, chaperones and bus driver at all times.
  - b) It is recommended that all students ride school vehicles to and from school sponsored activities. However, if the need arises for a parent to transport his/her child to the activity, written permission signed by the Building Administrator must be secured and submitted to the coach/advisor prior to the activity. Parents/guardians who wish to transport their children home from an away activity must see the coach/advisor to sign them out. **(Permission will only be granted to ride with parent/guardian.)**
  - c) Emergency Bus Transportation: In emergency situations, death in family or illness, the District Administrator or the Head of Transportation may allow bus drivers to pick up and drop off students at parent and/or guardian designated home other than the students home. Such emergencies will be less than two (2) weeks in duration and would be subject to seating space being available on the bus.

Any concerns or problems with transportation should be referred to the Transportation Supervisor at the bus garage, 375-5834.

### **LIBRARY MEDIA CENTER**

The Media Center is maintained for the use of students and faculty. It is serving its purpose best when you are taking advantage of its facilities. Suggestions for new materials are welcome.

The Media Center is open from 7:30 a.m. until 3:30pm.

1. The Library Media Center is to be used for research, reference work, reading and computer use. Students wishing to access the LMC must have a written pass from the teacher assigning the work or the homeroom teacher.
2. A quiet atmosphere must be maintained in the LMC. Student conduct must not interfere nor infringe upon the rights of others. The Media Center is not to be used as a commons area to visit with friends.

3. Please return all materials on time or have them renewed, as others may need the materials. There is no charge for overdue materials; however, no additional items may be checked out until the overdue materials are returned. Students will be charged for lost materials. Reference material may be checked out for a single class period and must be returned at the end of that period.

**SCHOOL NURSE**

Available in the high school/middle school on an as needed basis.

**INCLEMENT WEATHER**

Listen to the following radio or TV stations for school delays or cancellations, or check school website & social media outlet.

**Radio Stations**

WDMP-Dodgeville	WVRQ-Viroqua	WGLR-Lancaster
WIZM-La Crosse	WPRE-Prairie du Chien	WJTY-Lancaster
WPVL-Platteville	WRCO-Richland Center	KDTH-Dubuque

**TV Stations**

WKOW TV27	WISC TV3	NBC 15	WXOW TV19
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**HOT WEATHER POLICY**

Should the heat index in either the high school and/or 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.

**Heat Index Scale** (At 105° sun stroke or heat exhaustion are likely.)

	85°	90°	95°	100°	105°	
	0%	78°	83°	87°	91°	95°
H	10%	80°	85°	90°	95°	100°
U	20%	82°	87°	93°	99°	105°
M	30%	84°	90°	98°	104°	113°
I	40%	86°	93°	101°	110°	123°
D	50%	88°	96°	107°	120°	135°
I	60%	90°	100°	114°	132°	149°
T	70%	93°	106°	124°	144°	
Y	80%	97°	113°	136°		
	90%	102°	122°			
	100%	108°				

**WIND CHILL FACTOR PROPOSED GUIDELINES**

These are guidelines, not meant to be as a rigid rule. The Administrator does have discretionary power to determine if and when conditions require closure due to cold weather.

0° to -35°	Regular day
-36° to -49°	2 hour delay

-50° to colder                      School closed entire day

No late buses (if provided) or practice below 9th grade on days of school closing/delayed start or early dismissal if wind chill stays at -36° or below.

### **VOTER REGISTRATION NOTIFICATION**

Registration for voting is completed at the same time as voting. You must be 18 years old and have lived in the Boscobel community for 10 days. Wisconsin Statute 6.28(2)(b)

### **ATHLETICS**

Boys' activities sponsored are football, basketball, track, cross-country, baseball and wrestling. Basketball, volleyball, softball, track, and cross-country are sponsored for girls, who may also participate in wrestling. Boscobel is a member of the SWAL, which includes Boscobel, Cuba City, Darlington, Fennimore, Iowa-Grant, Mineral Point, Riverdale, and Southwestern. Training rules for athletics are governed by the WIAA, and the Boscobel School District. All athletic and dance team participants must have physical exams and all other athletic paperwork completed before being eligible to practice or compete in activities.

### **ACTIVITY CODE – See Activity Code Handout**

Rules and discipline policies: The administration retains the right to deal with any action not covered by the rules outlined in the following sections. Administrators may vary from the discipline offense procedures whenever the act(s) deem necessary.

### **STUDENT FEES**

Students in grades 6-12 will pay their fees at the office. Athletic season tickets are available for purchase. Students are not to write in books, to fold pages or to mutilate them in any way. Fines will be assessed for books damaged and lost textbooks will have to be paid for. The teachers will issue books to students and collect them at the end of the year.

### **SCHOOL VISITORS**

All visitors are to report to the school office to obtain permission to be in the building. Students are not to be contacted by visitors unless permission is granted by the office. Students who attend another middle or high school are not permitted to attend classes on the BMS/HS campus at any point during our instructional day.

### **FLOWER/BALLOON POLICY**

Flower deliveries for students will not be accepted before 3:00 pm. No balloons will be accepted. Special occasions such as parent nights, Homecoming flowers (cheerleader sponsored) or others may be approved by the Building Administrator or designee.

### **DANCE CODE**

1. Those who wish to attend Prom or Homecoming Dances, and are not students at our high school, must be registered and approved at the high school office at least three days in advance of the dance.
2. Dances have a closed-door policy. Once you leave, you cannot re-enter the dance.
3. Prom is a formal, and students are to wear formal or semi-formal attire. This means dresses, skirts, dress slacks and blouses or sweaters for the girls and tuxedos (for Prom) or dress slacks, dress button-down shirts or dress sweaters for the boys.
4. Recommend that students (including the court) wear semi-formal attire for Homecoming.
5. After game dances may be held providing the sponsoring class or club:
  - a) Arranges for the dance in advance so that chaperones may be notified.
  - b) Prepare the gym for the dance; clean up after the dance.
  - c) Invite parents or adult supervisors.
6. 7th and 8th grade students may attend Homecoming and Prom dances as spectators only until the completion of the grand march.
7. Faculty supervisors have the authority to regulate behavior, to deny admission, to require leaving and such necessary responsibilities as may be needed to supervise the dance.

## TELEPHONE

The telephone in the lobby is a free local phone for students' use with a pass from a teacher or before school, after school, or during lunch. Students may use the office phone with permission from the office staff.

## BOMB THREATS

Bomb threats are a violation of state and federal law, and if convicted violators would be guilty of a Class E felony. Individuals responsible for making bomb threats will be prosecuted to the fullest extent permitted by law and recommended to the School Board for expulsion. School time missed due to threats shall be made up on a subsequent Saturday or day of vacation as stipulated by Wisconsin State Statutes.

## GANG ACTIVITY

No gang related insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds, in school vehicles, or at school related activities at any time. Students are not permitted to send gang signs either through body language or in the manner in which they wear their clothing. (Board Policy 502.15)

## AUTOS, MOTORBIKES, BIKES

1. Students park in the far north and northwest or southeast parking lots.
2. Student's vehicles are not to be parked next to the building. Student vehicles should not be parked in restricted areas such as handicap parking spaces, fire lanes, or areas designated for staff/visitors unless displaying appropriate permits on the vehicle.
3. Bicycles are to be kept in the bike stands provided. Students are encouraged to padlock bikes to the bike stands.
4. Students are to use extreme caution when entering/leaving the parking lot.

### Consequences for Violations:

1. Student vehicles that are parked illegally could be towed at owner's expense and could lose parking privileges.
2. The school reserves the right to deny any or all parking privileges.

## COMPUTER/NETWORK USE

Computer networks, including the Internet, offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to staff and students is to promote learning by facilitating resource sharing, innovation, and communication.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources for academic purposes only. The user is ultimately responsible for her or his actions in accessing network services, and for adhering to district use policies, procedures and guidelines. Detailed Computer Network User Agreements will be distributed to students and parents/guardians annually. References: Wis. Statutes Sections 118-13, 120-18, 120.49, & 121.01(l)(H) Wis. Admin. Code PI 8.01(2)(h) and PI 9.03 School Board Policy 502.16 & 502.16A. **Parent/Guardian written permission is required for student use of the Internet.**

### Consequences for Violations:

1. If a Boscobel School District user violates these provisions, his or her account may be terminated and future access could be limited or denied.

## RULES FOR BEHAVIOR AT ATHLETIC EVENTS

The policy on crowd behavior is to provide participants, citizens and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal.

1. All fans are expected to be in the designated spectator area during the extra-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior are not allowed. The possession of any type of projectile is prohibited; i.e., toilet paper.
5. Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking and/or the use of any tobacco product is not allowed on school district grounds or at school events.

6. Any cheers that ridicule, insult or use profanity are prohibited.
7. All types of noisemakers are prohibited in the gymnasium.
8. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited, i.e., whistle.
9. Any action that endangers the safety of participants, spectators or officials is prohibited.

**Consequences for Violations:**

1. Immediate ejection from the event.
2. Referral to law enforcement when necessary.
3. Suspension from school (for students).
4. Further suspension as determined by Athletic Director and Principal. This could range from one event to total ban from all further events.
5. Any packages containing noisemakers, beverages, projectiles, etc. will be confiscated.

Appeal to any decisions as determined by Activities Director and Principal would follow the established method as published in this handbook.

**STUDENT ATTIRE (DRESS CODE)**

Many times, our school is judged by the appearance of the students who attend here. People concerned about their appearance are generally concerned about the way they act. Appropriate attire is expected not only during the school day, but also at any school sponsored extra-curricular activity/practice at home or away. The principal and/or his/her designee will make the final decision as to whether a student's clothing is acceptable.

Examples of inappropriate attire include, but are not limited to:

**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 shorts, bare midriff, spaghetti straps, low-cut necklines or other revealing or indecent style clothing, ripped and tattered clothing, headwear - including caps and bandannas, roller blade shoes).
2. Clothing or items which advertises, symbolizes, or promotes gang activities, the use of alcohol or drugs, profanity, and sex or sexual innuendoes is not acceptable (i.e., "boobie bracelets"). Students must wear shirts while in the school building. Shoes must be worn at all times.
3. Jackets, backpacks, hats, and gloves are not to be worn or carried between classes from 7:30 am to 3:30 pm in the building during the school day.
4. Pants must be securely worn at the waist.
5. Chains are prohibited.

**Consequences for Violations:**

1. Student will be asked to change into acceptable attire.
2. It may be necessary to send a student home to change clothing and parent/guardian will be notified.
3. Repeatedly wearing inappropriate attire may result in consequences ranging from detention to suspension, or Saturday school. Parent/guardian will be notified.

**NOON HOUR**

Grades 6-8: Closed - no one is to leave without permission from the office. Students may go to their own home for lunch with written permission from a parent/guardian, however they must return in time for homeroom.

Grades 9-12: Open noon hour.

**Open Noon Hour** - The Board of Education continues to support the open noon hour for grades 9-12. Students are expected to act responsibly. Individuals observed abusing the noon hour through illegal behaviors, i.e.: smoking, littering, reckless driving, loitering on streets/alleys, etc. may be subject to loss of open noon hour. Senior High Students who are repeatedly late to their first class after lunch may lose the privilege of leaving school grounds for lunch.

## CELL PHONES/ELECTRONICS

The use of cell phones/communication devices/electronic devices by students will be for educational purposes as granted by teachers in the classroom. No device shall be used for social media purposes during scheduled learning/class time. Such devices are not allowed to be used in school restrooms, lockers rooms, or other dressing areas at any time.

Students who use a cell phone/communication device/electronic device in unauthorized areas will have it confiscated and turned into the office. Refusing to turn a phone/communication/electronic device over to school personnel, making changes or appearing to make changes to the contents after the device is asked for, or removing a part of the device before handing it to the school personnel is not acceptable.

Law enforcement and school administration may search the contents of a student's phone/communication device/electronic device if it is deemed there is reasonable suspicion it was being used for illegal purposes or for the purpose of cheating.

### Consequences for Violations:

1. 1<sup>st</sup> violation: Device will be taken to the office and the student may pick up the device at the end of the school day.
2. 2<sup>nd</sup> violation: Device will be taken to the office and parents may pick up the device at the end of the school day. Student will serve a detention.
3. 3<sup>rd</sup> violation and beyond: Device will be taken to the office and parents may pick up the device at the end of the school day. Parent meeting required. Student will serve a Saturday school.
4. If a student is using the device for illegal purposes, or purposes of cheating the device may be turned over to law enforcement. Parents will be called and parents will need to pick up the phone. If a student is using the device for illegal purposes they could serve detention, suspension, Saturday school, or recommendation for expulsion.

## ABSENCE/ATTENDANCE/TRUANCY

A student is deemed truant when he/she is absent from school for one (1) 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 cause of such absence by the student's parent/guardian. The only legal cause 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 laws of Wisconsin. The responsibility for regular school attendance of a student rests upon the student's parent/guardian.

1. Student absence requires:
  - a.) 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.
  - b.) **School policy: 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 voice mail.** 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
  - c.) Students are not permitted to leave the building without a pass. When students are sent home ill with a pass, no additional written note will be needed upon return unless the student is absent beyond the date on the pass.
2. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:
3. **Medical:** Evidence that the student is not in proper physical or mental condition to attend school or an educational program; a medical excuse will be required. 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 appointments during non-school hours. **(An appointment confirmation slip will be required for medical, dental, chiropractic, optometry, psychological, or other valid appointments.) Without this confirmation, the absence will be entered into the computer as “parent excused”.** Five (5) 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.

4. A court appearance or legal procedure.
5. A quarantine as imposed by a public health officer.
6. Approved school activities during class time.
7. Special circumstances that show good cause, which are approved in advance by the Building Administrator or the School Attendance Officer.

**By state statute, parent(s)/guardians(s) may excuse a child for reasons other than those listed above not more than ten (10) times in a school year. If for reasons other than illness, this excuse shall be made in writing, prior to the absence. Parent requests beyond the ten (10) absences will be deemed unexcused and treated accordingly. The School Board requires a child excused under the above to complete any coursework missed during an excused absence.**

Release during school hours. Student(s) in grades 9-12 may be granted permission by the Building Administrator or Attendance Officer to leave the school premises during the school day with a written pass signed:

- a. To receive instruction at another site;
- b. To participate in a cooperative work experience program;
- c. To work at places of employment as part of a work/study program if they meet the requirements as stated in the student handbook.

A written request by the parent/guardian for such absence must be filed with the high school Building Administrator. Students 18 years of age and above must still attend all assigned classes, homerooms, advisory periods, assigned assemblies, and follow all school rules. Reaching the age of majority does not imply any specific rights.

8. **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. Absence is considered unexcused unless appropriate notification procedures have been followed (telephone call and/or written excuse). Unexcused absence is considered truancy. The Attendance Director/Designee will issue make-up slips for student admittance to class. 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, for full credit, an examination missed during an unexcused absence. Regular assignments or daily work grades may be made up for no more than 70% credit.

#### **Consequences for an unexcused absence from class or homeroom:**

1. Truant one (1) class period or less – One (1) hour detention.
2. Truant two (2) class periods or more – Saturday School.
3. Student will be referred to law enforcement officer for truancy as appropriate. Other consequences include possible referral for Activity Code violation.
4. Seniors with excessive unexcused absences may lose the privilege of participating in the graduation ceremony.

#### **LEAVING/RETURNING TO SCHOOL**

1. No student may leave school during the regular school day without receiving permission/pass from the office. A written request or a telephone call by the parent/guardian will be necessary prior to receiving a pass. Students are encouraged to obtain passes from the attendance director/designee prior to 1<sup>st</sup> hour.
2. If taken ill during school hours, report to the office.

Upon returning to school after an absence, report to the office to receive an admit slip. Students are responsible for seeing that work missed is made up by the next scheduled class period, not the next day. No system of make-up work ever devised can satisfactorily replace the original presentation by the teacher.

## **TARDINESS**

A student is considered tardy if they are late by ten (10) minutes or less. Students tardy to any class hour will be sent to the office for a tardy pass. Any faculty member who keeps a student late is to issue a pass for admittance to the next hour class.

### **Consequences for Violations (per semester):**

- 1<sup>st</sup> tardy – no consequences
- 2<sup>nd</sup> tardy – Verbal Warning
- 3<sup>rd</sup> tardy – 30 minute detention
- 4<sup>th</sup> tardy – Saturday School
- 5<sup>th</sup> tardy – truancy warning & Saturday School
- 6<sup>th</sup> tardy & beyond - Truancy Citation

### **ALTERNATIVE TO BMS/BHS ATTENDANCE OPTIONS:**

Student withdrawal from school (age 16) may be excused under the following conditions upon the approval of the building administrator:

1. Attendance at a technical school in lieu of high school or on a part-time basis.
2. Modifications within current academic program.
3. A Boscobel District work training or work study program.
4. Enrollment in an alternative public school or program within the Boscobel School District.
5. Enrollment in any non-sectarian private school.
6. Home-bound study in an approved program meeting the required classroom contact hours and in the core subjects as stipulated by the Department of Public Instruction's standards.
7. Enrollment in any public educational program outside the school district.

### **STUDENT RESPONSIBILITIES AND DUE PROCESS**

A student referred to the Principal's office for violating a rule or regulation of Boscobel High School will be notified of the unacceptable behavior. It shall be recorded and the appropriate corrective action will be given at that time. Reasonable effort will be made to notify parent/guardian prior to any disciplinary action being taken.

Further violations of rules and regulations will necessitate the individual being notified of the unacceptable behavior, the behavior being recorded, the appropriate corrective action, and a letter being sent home to the parent/guardian stating that any further violation of school rules/regulations may result in suspension.

Continued failure to comply with any rules or regulations may result in formal suspension for the purpose of bringing the pupil, parent/guardian, and school official together in the hopes of resolving the pupil's academic and disciplinary problems. Repeated refusal or failure to follow school rules or regulations may result in expulsion if that proceeding is in the best interest of school property and in maintaining a safe and orderly school environment.

### **APPEAL PROCESS**

Any alleged act of unfairness or any decision made by school personnel that students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules is subject to appeal. This procedure is not designed to hear appeals related to penalties. Any such attempt will result in a denial for an appeal hearing. The following guidelines are established for the presentation of student appeals:

1. The student will meet with the person against whom he/she has the appeal within five (5) school days of the alleged offense in an effort to resolve the problem.
2. If the appeal is not resolved to the satisfaction of the student, the student must request a conference with the appropriate Principal within five (5) school days. All statements concerning the appeal and any information previously concerning the appeal and any information previously obtained shall be reviewed by the Principal. The student's parent/guardian may be involved. The decision of the Principal shall be delivered in writing, within five (5) school days after conference with Principal to the student and/or his/her parent/guardian, if appropriate.
3. If the appeal remains unresolved to the satisfaction of the student, the student may appeal to the District Administrator by submitting his/her appeal and all reasons for the appeal in writing, within five (5) school days of the Principal's decision. The District Administrator/Designee shall review the written documentation of the preceding steps and conduct interviews as he/she deems appropriate. The student and his/her parent/guardian

shall be informed of the District Administrator's decision, in writing within five (5) school days after the hearing before the District Administrator.

4. In the event the matter is not resolved to the satisfaction of the student through the preceding steps, he/she may appeal the decision of the District Administrator/designee to the Board of Education. The student will submit a written request to the Board of Education within thirty (30) days of the District Administrator's/Designee's decision. A written decision shall be rendered by the School Board at the next regularly scheduled school board meeting, but not later than twenty (20) days after a request for a hearing.
5. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL.

### SUSPENSION

Wisconsin State Statute s.120.13 (1) (b) permits the suspension of students for noncompliance with school rules, school board policy, or state laws. "Suspension" means an action taken by the school administration prohibiting a pupil from attending classes or school. Suspension from classes or school may be in or out of school for a period of not more than five (5) consecutive school days. If notice of an expulsion hearing has been set, the suspension shall not exceed more than a total of fifteen (15) consecutive school days. Prior to any suspension, the pupil shall be notified of the reason for the proposed suspension. (See Student Responsibilities/Due Process.)

A student suspended under this policy shall be given the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period for full credit. Regular assignments or daily work grades may be made up for no more than 70% credit. If the student chooses not to do the work the grade earned will be a "0". During the suspension, students are not permitted to participate in or attend school-sponsored activities either at school or away from school, or to be on school property if the suspension is out of school.

No teacher is to suspend or expel a student from school. All decisions to suspend a student will be made by the Building Principal/Designee. A suspension is not an "unexcused absence", but it is an absence governed by Sec. 120.13 (1) (b).

### 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:

1. Repeated refusal or neglect to obey the rules, or
2. 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 (**includes Bomb Threats – Class E felony**), or
3. That the 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
4. 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.
5. Conduct endangering property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled.
6. If the pupil is at least age 16, conduct repeatedly engaged in while at school or while under supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under subs 1-5 above.

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 (5) 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. And appeal from a decision of the state superintendent may be taken within thirty (30) 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.

## CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable and necessary force to:

1. quell a disturbance threatening physical injury to self or others;
2. obtain possession of weapons or other dangerous objects upon or within the control of the student;
3. use self-defense or defend others;
4. protect property;
5. remove a disruptive student from school premises, a school-related activity, or a District vehicle;
6. prevent a student from inflicting harm on himself/herself;
7. protect the safety of others.

In addition, staff members may use or apply incidental, minor, or reasonable physical contact designed to maintain order and control within the scope of employment.

In accordance with State law, corporal punishment shall not be permitted. If any staff member, full-time, part-time, or substitute intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgements made by District employees or agents.

## UNACCEPTABLE BEHAVIOR & CONSEQUENCES

**STAFF AUTHORITY** - Students must courteously and respectfully comply with reasonable requests of any teacher, staff member or administrator, in or out of the classroom. Students are also expected to give their names, if asked for them by any staff member. In addition, the following behaviors may be referred to the Activities Director for violation of extra-curricular good conduct code:

**Insubordination:** Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordinate.

### Consequences for Violations:

1. May range from detention to suspension, Saturday school, or expulsion if the act(s) deem necessary.

**Vandalism:** is defined as damaging and/or defacing school property. A Student may be referred to law enforcement. In instances, students must pay for repair or replacement (this includes homecoming, prom, or other school related vandalism). Failure to compensate for damages will result in student referral to civil authorities. Parents will be notified by telephone and/or letter of each incident.

It is understood that a lesser/greater penalty may be imposed if, in the judgment of the administration, the situation warrants. The severity of the punishment will depend upon the circumstances and the severity of the offense. The administration has the right to invoke any disciplinary measure necessary to insure the safe and positive operation of the school.

### Consequences for Violations:

1. 1<sup>st</sup> Violation (and/or less grave act): One (1) day out of school suspension
2. 2<sup>nd</sup> Violation (and/or more grave act): Three (3) days out of school suspension. Student may be referred to law enforcement.
3. 3<sup>rd</sup> Violation (and/or severe act): Five (5) days of out of school suspension and/or immediate recommendation to the District Administrator for the consideration of expulsion. Student may be referred to law enforcement.

**Impertinent language:** Is the use of profanity, obscenities, name calling or other abusive language.

### Consequences for Violations:

1. Profanities, obscenities, or name calling can result in detention, suspension, or Saturday school. Student may be referred to law enforcement.
2. Abusive language or obscenities directed at any adult involved in the operation of the school will result in an immediate suspension and for the following three (3) consecutive out of school days. Parent will be notified by telephone and letter. Student will be referred to law enforcement.
3. A subsequent violation may result in immediate recommendation to the District Administrator for the consideration of expulsion. Student may be referred to law enforcement.

**Impairing the health, safety or welfare of teachers, pupils or other persons:** Verbal and/or physical action involving pushing and/or shoving, or throwing objects, without intent to cause physical injury.

### Consequences for Violations:

1. 1<sup>st</sup> violation - Detention or One Saturday School
2. 2<sup>nd</sup> violation - Saturday school
3. 3<sup>rd</sup> violation - Three (3) days out of school suspension, parent/guardian notified, and referral to the District Administrator.

**Fighting** - mutual combat in which both parties intentionally cause or attempt to cause physical injury to another person or intentionally behaving in such a way as could cause physical injury to another person.

### Consequences for Violations:

1. Up to five (5) days in or out of school suspension and may be referred to law enforcement authorities. Situations involving physical injury will be referred to law enforcement. (A person who provokes others to attack him/her is not entitled to claim self-defense unless the attack is such that he/she is in imminent danger of death or great bodily harm.) 939.48 (2) (a)

**Assault** - The use of physical force or threatening the use of physical force against another person, including the use of a weapon or other instrument for the purpose of inflicting harm. (940.19)

### Consequences for Violations:

1. Five (5) days out of school suspension and referral to law enforcement.
2. **A subsequent violation may result in** recommendation to the District Administrator for the consideration of expulsion **and the student is to be suspended until the expulsion hearing before the Board not to exceed fifteen (15) consecutive school days.**

**Weapons:** "Weapon" means any firearm whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death. (This includes look-alike weapons, Policy 502.14.) Selling, distribution, possession or use of any firearms, weapons, firecrackers, smoke bombs or any form of fireworks in school, on school grounds, at school sponsored events, or in school owned vehicles is prohibited.

### Consequences for Violations:

1. Will result in out-of-school suspension for a minimum of three (3) days or up to fifteen (15) days and recommendation to the District Administrator for the consideration of expulsion.
2. The student will be referred to law enforcement authorities. Permission from a school administrator must be obtained to use real or fake weapons for a speech project, class demonstration, or tech ed class.

**Forgery:** the act, written or spoken, of misrepresenting the facts (i.e. forged passes, parent signatures, false phone calls, etc.) by the student or others.

### Consequences for Violations:

Can range from detentions, suspensions, or Saturday school.

**Theft** (school and/or personal property).

**Consequences for Violations:**

1. 1<sup>st</sup> Offense: Parent notified. Compensation or the return of the property must be made. Saturday school will be assigned. Referral may be made to law enforcement authorities.
2. 2<sup>nd</sup> Offense: Parent will be notified. Compensation must be made. Law enforcement authorities may be notified. One (1) to three (3) days out of school suspension.
3. 3<sup>rd</sup> Offense: Parent will be notified. Law enforcement authorities may be notified. Three (3) days out of school suspension. Parent to accompany student to school for a conference with the Principal. Expulsion hearings may be started with immediate recommendation to the District Administrator for the consideration of expulsion.

**Cheating** - cheating is

1. copying someone else's work (assignment, quiz, or test) and submitting it as your work;
2. allowing another student to copy your work (assignment, quiz, or test);
3. Talking during a quiz or test
4. utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized.

**Consequences for Violations:**

1. 1<sup>st</sup> Offense – Saturday School, zero on assignment, parents notified, and referred to the Athletic Director.
2. 2<sup>nd</sup> Offense – 1 day in/out of school suspension, zero on assignment, parent notified, and referred to the Athletic Director.
3. 3<sup>rd</sup> Offense – 3 day in/out of school suspension, zero on assignment, parents notified and referred to the Athletic Director.

**Public Displays of Affection** - The expression of feelings of affection towards others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward a boyfriend/girlfriend. Being overly affectionate in school is not in good taste.

**Consequences for Violations:**

1. Can range from warning, detention, suspension, or Saturday school.

**Food & soda consumption in the classroom** by students is inappropriate unless for a pre-scheduled project as determined by the instructor.

## **HARASSMENT & BULLYING**

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.

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.

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 Ext 2134  
[schmdane@boscobel.k12.wi.us](mailto:schmdane@boscobel.k12.wi.us)

Wally Byrne  
MS/High School Principal  
300 Brindley Street  
Boscobel, WI 53805  
608-375-4161 Ext 2314  
[byrnwall@boscobel.k12.wi.us](mailto:byrnwall@boscobel.k12.wi.us)

## **PROHIBITION**

Harassment/Bullying is prohibited. Individuals who, upon investigation, are determined to have engaged in harassment/bullying under the provision of this policy may be subject to disciplinary action. In the case of employees, this action may include, but not limited to, reprimand, suspension, or termination. In the case of students, this action will be consistent with student discipline. In the case of others engaged in the conduct at District programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

## **RETALIATION**

Retaliatory or intimidating conduct against any individual who has made a harassment/bullying complaint or who has testified or assisted in any manner in an investigation are specifically prohibited and may provide grounds for a separate harassment/bullying complaint.

The initiation of a complaint of harassment/bullying will not reflect negatively on the student or staff who initiates the complaint nor will it affect the individual's status, rights or privileges.

Retaliation for harassment/bullying complaints, such as disciplining, changing classrooms or work assignments, providing inaccurate working information to, or refusing to cooperate or discuss school or work-related matters with any student or employee because that student or employee has complained about or resisted harassment/bullying.

**RETALIATION FOR HARASSMENT OR BULLYING COMPLAINTS WILL BE TREATED AS A VIOLATION OF THIS POLICY THAT IS EQUALLY SERIOUS AS THE HARASSMENT OR BULLYING ITSELF.**

## **FALSE COMPLAINTS**

The intentional filing of a complaint a person knows to be untrue or unfounded may also be deemed to be harassment/bullying. Nothing in this policy prohibits the taking of disciplinary action against any person knowingly filing a false, malicious or unfounded complaint.

## **APPLICABILITY**

This policy applies to all off-site school activities such trips and athletic events, or through the use of school equipment in the case of cyber bullying, etc. and at all times on school premises. This policy applies to all employees, students, and those participating in any and all programs in any manner.

## **Consequences for Violations:**

1. Can range from detentions suspension, Saturday school, or expulsion.

## CLASSROOM DISCIPLINE

### Code of Conduct – Wisconsin Statutes 118.164 and 120.13

The Boscobel School District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally, the Boscobel School District owes its students, as a group, the opportunity to attend school as free as reasonable possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the Boscobel School district's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long-term removal may, but need not always, be for disciplinary purposes.

A teacher employed by the Boscobel School District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the Boscobel School District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

### REASONS FOR REMOVAL

1. Violates behavioral rules & expectations set forth in the Student Handbook.
2. Is disruptive, dangerous, unruly
  - a. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, punching, shoving, poking, pinching or grabbing.
  - b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
  - c. Behavior that may constitute sexual or other harassment.
  - d. Repeated or extreme verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
  - e. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
  - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
  - g. Destroying the property of the school or another student.
  - h. Loud, obnoxious or outrageous behavior.
3. Interferes with the ability of teachers to teach effectively
  - a. Open defiance of the teacher, manifest in words, gestures or other overt behavior (insubordination).
  - b. Open disrespect of the teacher, manifested in words, gestures, or other overt behavior.
  - c. Other behavior likely or intended to sabotage or undermine instruction.
4. Is inconsistent with class decorum and ability of others to learn

- a. Sleeping in class
- b. Blatant inattention
- c. Overt or passive refusal or inability to engage in class activities

## **DETENTION**

Students who violate certain school rules may be issued a detention notice by a staff member. The student will then be required to bring work materials and serve the detention period as assigned.

1. Detention procedures.
  - a. A student shall begin serving detention the day following notification. Having to work, taking the bus, having appointments, etc., are not acceptable excuses for missing a detention, although adjustments are possible in cases of urgent need.
  - b. Failure to comply with the requirements to serve detention may result in a Saturday school.
2. Detention will be assigned by the principal/designee for infractions stated in this policy. Students and/or parents are to be given at least a one-day notice of the detention in order to arrange for the student's transportation home.
3. Teachers shall keep students in their room for detention for circumstances directly related to the individual classroom. The teacher must contact the parent and give at least a one-day notice.

## **SATURDAY SCHOOL PROCEDURES**

Saturday school will be held at the high school on Saturdays from 8:00-11:00 a.m. Students may be assigned to Saturday school due to truancy, missing detentions, excessive tardiness, and violations of school rules and regulations. Students will be assigned Saturday detention on or before the Wednesday that precedes the assigned Saturday.

If a student fails to serve Saturday detention or is asked to leave because of unacceptable behavior:

1. 1st Violation: One (1) day in school or out of school suspension, to be determined by principal or designee and make up Saturday School.
2. 2nd Violation: Up to three (3) days in school or out of school suspension, to be determined by principal or designee and make up Saturday School.
3. 3rd Violation: Up to five (5) days in school or out of school suspension, to be determined by principal or designee and make up Saturday School.

The Building Administrator or designee may excuse a student from Saturday school in extraordinary situations. Student is then assigned to the next scheduled Saturday school.

## **STUDENT CONTROLLED SUBSTANCE 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. Alcohol and other drug abuse pose 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 alcohol/other drug abuse. It is also the responsibility of the Boscobel Area Schools to help those students involved with alcohol/other drugs that want or need specific education and/or counseling.

The Boscobel Area Schools recognize harmful involvement with alcohol/other drugs can be a major reason for the lack of success of students in our school system. Some students may be using controlled substances in such a manner as to cause problems for themselves, other students and the school system in general. This use and abuse of alcohol/other drugs is harmful and detrimental to the welfare of the user, other students and staff. Primary responsibility for eliminating a student's abuse and use of alcohol/other drugs rest on the student and the student's parents or guardian.

The Boscobel Area Schools cannot ignore a student's involvement with alcohol/other drugs. The Boscobel Area Schools have a legitimate concern and obligation to the student involved with alcohol/other drugs. This concern and obligation extends to other students whose educational opportunities are affected by a student involved with drugs. The Boscobel Area Schools have a goal of eliminating the problem of alcohol/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, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage or intoxicant of any nature at a school function on or off the school grounds. If a student of the Boscobel Area Schools possesses, uses, 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 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.

### **STUDENT SELF-REFERRAL**

A student who is involved with alcohol/other 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 alcohol/other 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 alcohol/other drugs.

### **PENALTY FOR ALCOHOL AND OTHER DRUG ABUSE**

Any student suspected of violating the controlled substance 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 parents, counselor and 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 controlled substance 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 in possession of or having under his/her control any of the chemical substances described below 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. Furthermore, the student will be suspended from school in accordance with the interventions listed below.

## **INTERVENTIONS**

### **Drugs**

Possession, distribution, consumption (however large or small in amount and regardless of level of impairment), or use of any tobacco/nicotine product, alcoholic beverage, controlled substance, associated paraphernalia, vaping device, and/ or counterfeit drug, on all school grounds, inclusive of all school buildings and school vehicles, is prohibited. (This includes school events/activities held at other sites; violations of this policy are cumulative from grades 6-12.) Students who intentionally distribute any substance (over the counter and/or illegal drug) under a false pretense will also be held to the following interventions:

1. 1<sup>st</sup> Violation: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol, tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.
2. 2<sup>nd</sup> Violation: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol, tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School
3. 3<sup>rd</sup> Violation: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol, tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Student will be recommended to the District Administrator for the consideration of expulsion from Boscobel Middle/High School. Referred to law enforcement authorities.

### **Tobacco/Nicotine Products – Possession Only**

Student possession of tobacco/nicotine products (dip, chew, vaping devices and associated paraphernalia, cigarettes) will result in the following (NOTE: use of tobacco products will result in the interventions listed in above):

1. 1<sup>st</sup> Violation: Parent Notified; Two (2) Saturday School Detentions; Referred to law enforcement authorities
2. 2<sup>nd</sup> Violation: Parent Notified; Two (2) days of out of school suspension; Referred to law enforcement authorities. Provide literature to families regarding community agencies that assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services.
3. 3<sup>rd</sup> Violation: Parent Notified; Five (5) days out of school suspension; Referred to law enforcement authorities Provide literature to families regarding community agencies which assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services.
4. 4<sup>th</sup> Violation: Parent Notified. Five (5) days out of school suspension; Referred to law enforcement authorities Provide literature to families regarding community agencies which assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School; Referred to law enforcement authorities.

In addition, students may not possess lighters on school grounds. Students found in possession of lighters will be given a Saturday School.