

BOSCOBEL AREA SCHOOLS ELEMENTARY SCHOOL

STUDENT HANDBOOK & CODE OF CONDUCT 2022-2023



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Principal

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Boscobel Area Schools 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 students 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

AT BOSCOBEL AREA SCHOOLS WE BELIEVE:

- 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 implantation 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
 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

INCLEMENT WEATHER

A SKYLERT will be sent out with information about inclement weather. You can also listen to the following radio or TV stations for school delays or cancellations, or check school website & social media outlets.

Radio Stations

WDMP-Dodgeville
WIZM-LaCrosse
WPVL-Platteville

WVRQ-Viroqua
WPRE-Prairie du Chien
WRCO-Richland Center

WGLR-Lancaster
WJTY-Lancaster
KDTH-Dubuque

TV Stations

WKOW TV27

WISC TV3

NBC 15

WKBT TV8

NON-DISCRIMINATION POLICY (POLICY 2260)

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

SCHOOL EXPECTATIONS

Boscobel Elementary 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 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 and expected to meet all requirements set forth by the district.

PROGRESS REPORTS AND REPORT CARDS

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. Progress reports are sent home on an as needed basis to inform parents of student growth and progress.

GUIDANCE AND COUNSELING PROGRAM

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.

BELLS/DAILY SCHEDULE

7:45am - line up on playground

7:48am - enter the building

7:55am - classes begin

3:15pm - end of school day

10:40-11:00 - KDG recess

11:00-11:30 - KDG lunch

11:10-11:30 - 1st grade recess

11:30-12:00 - 1st grade lunch

11:20-11:40 - 2nd grade recess

11:40-12:10 - 2nd grade lunch

11:30-11:50 - 3rd grade recess

11:50-12:20 - 3rd grade lunch

11:40-12:00 - 4th grade recess

12:00-12:30 - 4th grade lunch

12:35-12:55 - 5th grade recess

12:05-12:35 - 5th grade lunch

*4K will eat lunch at 10:45am

ATTENDANCE (POLICY 5200)

Students must be in the classroom by 7:55 am and remain in school until dismissal in order to be counted as present for the full day. **Unexpected absences should be phoned into the school by 9:00 am on the day of the absence. If notice is not received by 9:00 am, the absence will be considered unexcused.**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays accepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence; prolonged absence; or repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.

- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition** - The student is temporarily not in proper physical or mental condition to attend a school program.
- B. **Obtaining Religious Instruction** - To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. **Permission of Parent** - The student has been excused by their parent(s) before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.
- D. **Religious Holiday** - For observance of a religious holiday consistent with the student's creed or belief.
- E. **Suspension or Expulsion** - The student has been suspended or expelled.
- F. **Program or Curriculum Modification** - The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. **High School Equivalency – Secured Facilities** - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent(s) agrees that the student will continue to participate in such a program.
- H. **Child at Risk** - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.
- I. **Election Day Official** - A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed schoolwork and responsible for making appropriate arrangements to do so.
- J. **Virtual Access** - The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or their designee, for quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall address unexcused absences.

Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c)

The school attendance officer must notify the parent(s) and direct the parent to return the child to school or provide an excuse. Notification must occur by the end of the second school day after receiving a report of the unexcused absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given, Wis. Stat. sec. 118.16(2)(c).

If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is "habitually truant" and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5), to the juvenile court intake worker or municipal court.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
 3. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
 4. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Students with unexcused absences shall be permitted to make-up coursework.

LEAVING SCHOOL EARLY

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

ACTIVITIES

Students in grades 4 & 5 can participate in the following activities:

1. Safety Patrol
2. Student Council

Other contests/activities may be added or substituted during the school year as determined by the administration. Participating elementary students and their parents are required to sign a code of conduct put forth by each organization. Behavioral infractions could result in suspension or removal from an activity.

CELL PHONES

The possession of cellular phones or other personal portable electronic equipment (such devices as iPods, mp3, etc.) on school property is not permitted during the school day.

UNACCEPTABLE BEHAVIOR & CONSEQUENCES

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Principal, Assistant Principal, or their designee shall apply consequences for infractions of the rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for their actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Principal, Assistant Principal, or designee shall have the authority to assign discipline to students, subject to the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to apply consequences to control the misconduct of students. Serious student misconduct shall be reported to the District Administrator for further action in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

DISCIPLINARY INFRACTIONS AND GUIDELINES

The following unacceptable behaviors have been identified as "absolutes" and will not be tolerated in any school setting including gymnasium, athletic fields, buses, classrooms, etc.

1. Destruction of property/stealing
2. Deliberate harm to another.
3. Sexual/Racial, or other forms of harassment or taunting.
4. Possession of any type of weapon, such as pocket knife or other knives, toy or real guns, numb-chucks, etc.

5. Deliberate endangerment of self through inappropriate use of equipment, rocks, and sticks and wood chips, or leaving the premises.
6. Excessive physical contact, i.e. tackle football, play fighting/wrestling, etc.
7. Chronic insolence or disrespect to supervising adults.
8. Use/possession of alcohol and/or drugs.
9. Serious classroom disruptions.
10. Foul language. Identified behaviors will be addressed by prompt action which may include:
 - Removal from the setting
 - Referral to the Principal, Assistant Principal, or their designee
 - Detention
 - Referral to law enforcement

DETENTION:

Students who choose to consistently misbehave in class and/or disobey school rules may 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.

Referral to Principal, Assistant Principal, or their Designee

When a child is referred to the principal for discipline, the child and the principal collaborate on a plan for subsequent success and restitution (fixing the problem). This can include but is not limited to:

1. Written and/or verbal contact with the parent if deemed necessary.
2. Plan for restitution.
3. Temporary suspension from activities and/or the classroom, and/or school.

Extreme or repeated misconduct or misbehavior may result in:

1. In-school detention or suspension
2. Referral to law enforcement
3. Out-of-school suspension (1-10 days per school board policy 5610)
4. Expulsion (per school board policy 5610)

Parents are always encouraged to dialogue with their children's teachers and with the principal whenever there is a concern regarding behavior and/or consequences.

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
200 Buchanan Street
Boscobel, WI 53805
608-375-4165 Ext 2134
schmdane@boscobel.k12.wi.us

Pete Schroeder
Middle/High School Principal
300 Brindley Street
Boscobel, WI 53805
608-375-4161 Ext 2314
schrpetel@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 as 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, expulsion, law enforcement referral

CORPORAL PUNISHMENT (POLICY 5630)

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 judgments made by District employees or agents.

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 patient medicine used under administrative supervision shall not be considered a violation of this policy provided the school nurse and/or respective Principal is notified using the Medication Authorization Form.

PENALTY FOR ALCOHOL AND OTHER DRUG ABUSE

Any student suspected of violating the controlled substance policy will be referred to their 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.

CONSEQUENCES

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. 1st 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. 2nd Violation and Beyond: 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.

Tobacco/Nicotine Products

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

1. 1st Violation: Parent Notified; One (1) day in school suspension; Referred to law enforcement.
2. 2nd Violation: Parent Notified; Two (2) days of out of school suspension; Referred to law enforcement. 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. 3rd Violation: Parent Notified; Five (5) days out of school suspension; Referred to law enforcement. 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. 4th Violation: Parent Notified. Five (5) days out of school suspension; Referred to law enforcement. 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.

In addition, students may not possess lighters on school grounds.

SUSPENSION AND EXPULSION (POLICY 5610)

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying 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; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the

remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; 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; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c) 4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

BICYCLES AND 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.

BUS TRANSPORTATION

Any concerns or problems with transportation should be referred to the Transportation Director at 375-5834.

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. Middle/High 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.

DRESS CODE

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Such guidelines shall apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial as the arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

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.**

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.

HOMEWORK (POLICY 2330)

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The District Administrator shall ensure the assignment of homework follows these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated and feedback provided.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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 after 1st semester and one-week after the last day of school.

LUNCH

Boscobel Elementary School observes closed campus for lunch; likewise, outside visitors are prohibited from eating lunch with students unless designated for a specific purpose by a school official. Students may bring their lunch or participate in the hot lunch program. They may buy milk in the lunch line - pop/soda/energy drinks/lit teas/etc. are prohibited. 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. 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

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.

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 or behavioral incidents that happen at any other time beyond the regular school day (7:55am to 3:15pm). **Students should not arrive at school before 7:45 a.m.**

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 safety patrol Code of Conduct; safety patrol advisors will distribute and review the Code of Conduct with students at the beginning of the school year. Students who are in good standing are eligible to attend the annual Wisconsin Safety Patrol Congress in Wisconsin Dells in May.

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.

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.

TELEPHONE USE

A phone is available in the office for students to make calls if absolutely necessary. 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 the permission of their classroom teacher. Toys that can cause injury or be a distraction 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 school activity will not be allowed (including but not limited to: toy guns, knives, sling shots, etc.).

VISITORS/VOLUNTEERS

For safety and security, visitors will be limited and need to be approved by administration. Student visitors that do not attend Boscobel Schools are not permitted to visit during the day. Boscobel Elementary realizes the importance and assistance with community volunteers that are willing to help support our school community. Volunteers may help in the classroom under the following conditions:

1. A successful background check.
2. The health of the school is not compromised or the school is not under protocol for illness or a pandemic.
3. Volunteers must understand they are there to support the school and not discipline, take charge, or cause disruption in the day. Confidentiality is also important to keep when volunteering in the school community.

WINTER CLOTHING

During the winter months, children should be dressed according to the weather conditions. Students are outside during recess as much as possible during the winter months. It is recommended 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.

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.

CODE OF CONDUCT

In being committed to maintaining an orderly and safe class environment, conducive to the teaching and learning process, a positive behavioral system (PBIS) will support proper order within the learning environment.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class. In addition, the student may be subject to other appropriate disciplinary action, including but not limited to detentions, suspension, expulsion, or the involvement of appropriate outside agencies, for the conduct which the student displayed.

Student removal from class:

A student may be removed from class for the following reasons:

1. Dangerous, disruptive, or unruly behavior
2. Behavior that interferes with the ability of the teacher to teach effectively
3. Behaviors that violate District policies, rules, and expectations outlined in the Student Handbook, or individual classroom rules.

Examples of such behavior may include, but are not limited to:

- *Possession or use of a weapon or other items that might cause bodily harm to persons*
- *Being under the influence or in possession of, alcohol, tobacco, illegal or controlled substances, or otherwise in violation of district policies regarding alcohol, tobacco, or controlled substances*
- *Behavior that interferes with another person's work or school performance*

- *Behavior that creates an intimidating, hostile or offensive classroom environment*
- *Fighting, pushing, striking, or other actions involving inappropriate physical contact or the threat of physical harm*
- *Inappropriate verbal conduct and profanity*
- *Insubordination through defiance or refusal to follow reasonable requests by staff*
- *Repeated disruptions or violations of classroom rules*
- *Throwing objects in the classroom or common spaces*
- *Destroying or stealing the property of the school, other students, or staff members*
- *Disrespect toward students or staff as demonstrated by words, gestures, graphic material, or other overt behaviors*

Procedures for Removing a Student From Class:

After measures have been taken to redirect or cease disruptive, unruly, or disrespectful behavior, when the teacher determines that removal is necessary the following course of action will be taken:

- Instruct student to go to another area where they can receive assistance (this can be a buddy room, the self-care center, or the office)
- Seek assistance from the office
- Obtain coverage for the class and escort the student to the office

Every attempt will be made to determine the root cause of the incident and student actions so that the student may return to class. Documentation of the incident will occur and parents will be notified of egregious behavior. If the student removed from class is also subject to disciplinary action for the particular conduct (i.e. suspension or expulsion), the student’s parent or guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Legal Reference: Wisconsin Statute 118.164
Wisconsin Statute 120.13

District Reference: Board Policy 5500

The PBIS matrix outlining general expectations for student behavior is located on the Elementary School webpage by clicking on the “Elementary PBIS in Action” tab.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

