
First Day of School is September 3rd, 2024



BACK TO SCHOOL NEWSLETTER

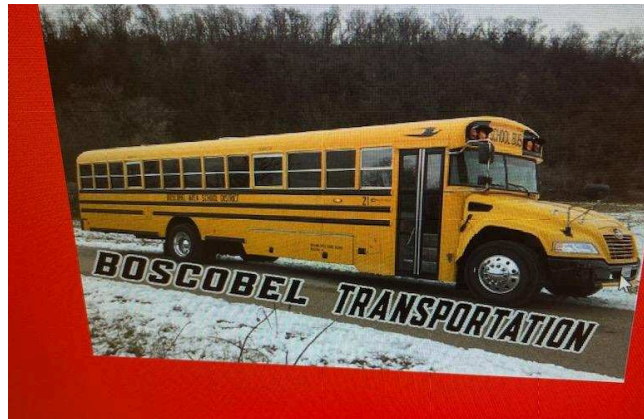
REGISTRATION



Online registration will be open **July 23rd through August 6th**. The link is on the school website at boscobel.k12.wi.us. Please go online to complete registration. **Each student not registered by August 31st will be charged an additional \$25 late fee for the 2024-2025 school year.** If you do not have internet access or need help registering, contact the school offices to schedule an appointment.

DO NOT FORGET

Does your child(ren) ride the bus? The bus registration form is included in this packet and is available on the website. You can turn the form in online during registration or you can mail the form back to the district office at 1110 Park Street. If you have questions call John at the bus garage (608)375-5834.



EARLY RELEASES

Not every Wednesday will be an early release. On the early release days the elementary school bell will ring at 1:15pm, and the Middle/High School at 1:25pm.
Refer to school calendar
www.boscobel.k12.wi.us

ELEMENTARY SCHEDULE

First Bell at 7:45am
Classes start at 7:55am
(Students are to be in their room in their seats at this time.)
School Ends at 3:20pm

MIDDLE/HIGH SCHOOL

First Bell at 7:45am
Classes start at 7:55am
(Students are to be in their room in their seats at this time.)
School Ends at 3:25pm



BOSCOBEL AREA SCHOOLS 2024-2025 SCHOOL FEES

STUDENT REGISTRATION FEES

Elementary School \$ 20.00

Middle/High School (6-12) \$ 25.00

Registration Late Fee \$ 25.00

Reduced/Free Meals \$ 0.00

(Eligibility Forms Must Be Completed To Verify If Student Qualifies-forms at boscobel.k12.wi.us)

Grade 6 Wyalusing Fee \$ 25.00

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

HOT LUNCH

Elementary \$ 2.75

Middle/High School \$ 3.00

Adults/All Visitors \$ 4.65

Reduced \$0.40

Elementary Milk Break \$0 .35

Ala Carte/Extra Milk \$0 .35

(cost for all customers regardless of free/reduced status)

BREAKFAST

Elementary \$ 1.35

Middle/High School \$ 1.60

Adults/All Visitors \$ 2.60

Reduced \$0.30

ACTIVITY/EVENT TICKETS

Student **FREE**- Boscobel Students Only

Adult & Visitors \$5.00

(5 and Under Free)

Adult Season Pass \$75.00

Senior Citizen Season Pass is available at no charge.

** During WIAA tournament play all spectators will pay ticket price per WIAA fee schedule.**

2024-2025 Boscobel Area Schools District Calendar

Jul-24

Su	M	T	W	TH	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

23-31- Online Registration

Aug-24

Su	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

1-6 Online Registration
12-15,19, 29 Floating work days
20- New Hire Inservice
21,22,27 &28- Inservice Days

27- Open House

Sep-24

Su	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

2 Labor Day Holiday
3 First Day of School

Oct-24

Su	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

24 ER - P/T Conferences

25 Fall Break- NO SCHOOL

Nov-24

Su	M	T	W	TH	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

1 ER - End of 1st Quarter
27 Early Release
28 Thanksgiving Holiday
29 Fall Break

Dec-24

Su	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

23-31 Winter Break
24 Christmas Eve
25 Christmas
31 New Year's Eve

January

1 New Year's Day
16 End 2nd Qtr
17 No School

Jan-25

Su	M	T	W	TH	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

20 ER - P/T Conferences
21 Mid-Winter Break
21-If needed- Snow Make-up Day

Feb-25

Su	M	T	W	TH	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

21 ER - End 3rd Qtr
24-28 Spring Break

Mar-25

Su	M	T	W	TH	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

18 Good Friday
20 Easter

Apr-25

Su	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

24 Graduation
26 Memorial Day Holiday
30 Last Day of School
30 -Early Release

May-25

Su	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Jun-25

Su	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

INDEX

	Full School Day
	Registration
	No School
	Holiday- No School
	Early Release Day (ES @ 1:15, MS/HS @ 1:25)

ES School Day: 7:55-3:20

MS/HS School Day: 7:50-3:25

2 Floating Work Days
8 Teacher Work Day - No School
Teacher PD Day -Inservice

Total Student Contact Days	174
Total Inservice Days	3
PTC	2
Total Teacher Work Days	4
Holidays	3
Total	186

Current Boscobel Students

Students enrolled at Boscobel Area Schools at the end of the '23-'24 school year and returning to our district for the '24-'25 school year.

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

Go to:

www.boscobel.k12.wi.us

Choose:

Online Registration

Follow the, "Online Registration Guide"

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

New Students to Boscobel

New 4K students enrolling for the 2024-25 school year that have not already completed online 4K registration.

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

Go to:

www.boscobel.k12.wi.us

Choose:

Request Account Access

Follow the on-screen directions. Once you receive your account information, please follow the, "Online Registration Guide".

Former Boscobel Students

Students not enrolled at Boscobel Area Schools at the end of the 2023-24 school year but have been enrolled here previously (*regardless of how long ago*).

Ex: Enrolled last fall but withdrew in January 2024 and now enrolling for the '24-'25 school year.

Ex: Enrolled 4 years ago, withdrew and now enrolling to attend for the '24-'25 school year.

Go to:

www.boscobel.k12.wi.us

Choose:

Online Registration

Enter previous login info or choose:

"Forgot your Login/Password?"

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

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

Online Registration Guide



Use your Skyward family access login and password

If you do not remember your login information, choose "Forgot your Login/Password?"

-You will be emailed a link to reset your account

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

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

*On your mobile device you may need to choose a "+" sign in the upper left, to open the menu.

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

Make sure to choose the "Complete Step # and move to Step #"

at the bottom of each screen. This allows you to move to the next step correctly. You should then see a green check mark to the left side of each step you complete. If you complete a food service application, you must choose this button before going to the next step.

IMPORTANT

You must choose,

"Complete Online Registration", (the last step, in the right-side menu)

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

Submit Online Registration

Important Information for Completing Online Registration

Why Is It Important For Families To Fill Out The Food Service Application? Families that qualify will receive free or the reduced price for meals. Additionally, it can benefit the district as a percentage of completed forms potentially helps to increase district funding opportunities. All information submitted is kept confidential.

- Only one food service application needs to be filled out per family, not one for each child.
- An application must be completed and submitted to the school or you must mark,
 - “I do not qualify for benefits or do not wish to complete an application”, by doing this during the online registration process your child will be considered to have completed all forms and will avoid the additional \$25 late fee charged per student for an incomplete registration by August 31st.
 - If you have filled one out, you can choose the option, “I do not qualify for benefits or do not wish to complete an application”, for the rest of your children. Your completed application will still be submitted correctly.

What If My Child Has A Split Family, Meaning More Than One Family Listed In The Family Address Area?

1. The first family listed will be the only parent(s)/guardians(s) able to complete the online registration process/forms.
2. Second families are only able to update their family information.
3. As the first family, if you are able to access the forms but not able to access the food service application, it is likely because a parent/guardian in the second family is listed as your child’s food service payor within our software. Unfortunately, this means a paper copy will be the only way for you and/or the second family guardians will be able to submit a food service application.
4. We apologize for any inconvenience in the above scenarios .Unfortunately, there are limitations within the Skyward software that we are unable to change.

How Do I Know What Information To Fill Out In The Forms? As you go through the forms, the data that is required is outlined with a red box to help you quickly see at a glance what information is needed.

How Do I Use eFunds To Pay Fees? A “Step-by-Step Guide for Parents” for starting an e-Funds account was included in the mailing. You can find your child’s Student ID# in the step named, “Student ID# for Making a Payment” in online registration or you can contact the school office. You will need that ID# to set up your account or login to pay student related fees or lunch/breakfast fees online.

What If My Student Is New To The District? If you are registering as a new/first time student to Boscobel Area Schools, you will not be able to complete the step labeled, “Verify Skylert Information”.

- Once your child’s registration is processed by the school office, you will receive an email confirmation so you can then go into Skyward Family Access to update your information for Skylert messages. Note: Use the same site and login information you used for online registration.

What Steps Are Required For Registration? The first several steps of the registration process are required. The remaining steps are optional. Every step should have a green check mark when completed. This helps us to know you did not “miss” the step/form but instead ensures that you have seen and acknowledged each step/form.

- If you leave the online registration to add the food service application, make a fee payment, etc... you must return to the step you were previously on and choose the **“Complete Step # and move to Step #”** button at the bottom of the screen. By doing this, the step will be flagged as complete (with a green check mark).



Step-by-Step Guide for Parents

Getting started with e-Funds for Schools

If you need your child (ren) ID# to pay for e-funds please look at Student ID step in the online registration.

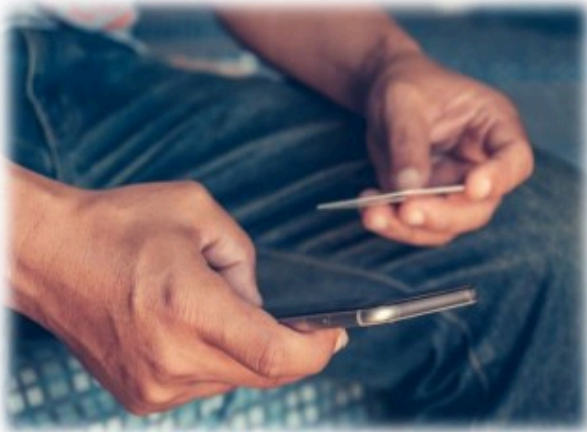


CREATING A NEW ACCOUNT

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

ACCOUNT MANAGEMENT – STUDENTS

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



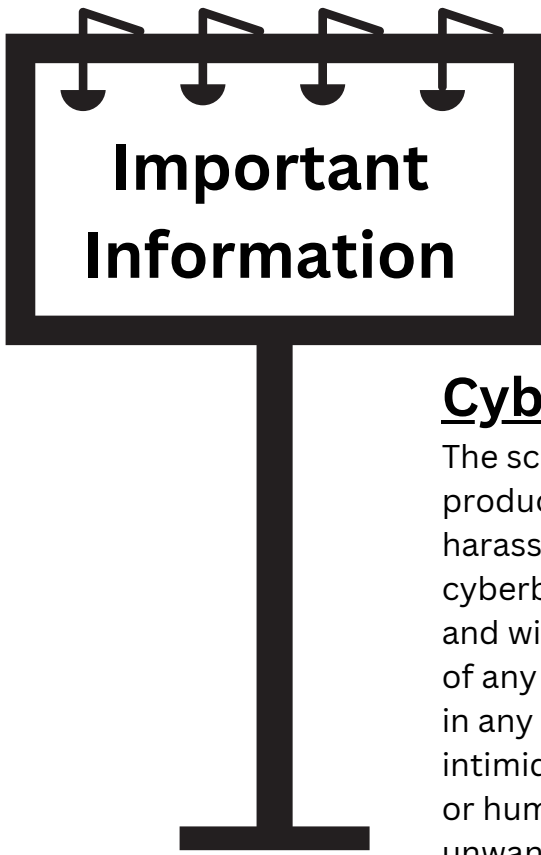
ACCOUNT MANAGEMENT - PAYMENT INFORMATION

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

MAKE A PAYMENT

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





Important Information

Annual Meeting

Notice is hereby given to the qualified electors of Boscobel Area Schools that the Annual Meeting and Budget Hearing will be held at the Middle/High School cafeteria at 300 Brindley Street on **Monday, October 28, 2024, starting at 6:30pm.**

Cyberbullying

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

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:

- the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- 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.

Dress Code continued...

Expressive dress may not be protected speech if it involves:

1. Obscenity
2. 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, or the student refuses to change attire, the student may be sent home after contact is made with the student's parent/guardian.

Public Records Notice

Public Records Policy 8310

Public notice is hereby given that public records may be requested from the Boscobel Area School District in accordance with Board policy po8310 - Public Records. The District may also impose fees upon the requester in accordance with the Wisconsin Public Records Law. All records requests should be submitted in writing to the office of the District Administrator by email or in person during business hours at the District Office located at 1110 Park Street, Boscobel, WI 53805.

Local Public Office Holders at the Boscobel Area School District include Board of Education Members, the District Administrator, the Director of Curriculum & Instruction, the Director of Business Services, the Director of Student Services, Principals, and Assistant Principals.

Personal Property Insurance

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



Skyward

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

Release of Directory Data

FERPA permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin pupil records law. Directory information can be disclosed without prior written consent either in school publications or to outside organizations.

NOTICE IS HEREBY GIVEN that the Board of Boscobel Area Schools has designated the following types of information pertaining to students to be "directory information" which will be made publicly available: Student's name, photographs, participation in officially recognized activities and sports, height and/or weight if members of athletic teams, date of graduation, and degrees and awards received.

Annually, within the first two (2) weeks of school, the District Administrator shall publish in the July/August Back to School Newsletter and the student handbook a notice to release directory data. These publications can be found on the district website at boscobel.k12.wi.us. **Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.**

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. **A secondary school student or parent of the student may request in writing that the student's name, address, district-assigned e-mail addresses (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student.** The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Computer Network/Internet Use Agreement

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

Nondiscrimination

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266. Throughout this policy, unless expressly stated otherwise, reference to “Title IX” includes and incorporates the 2024 Title IX regulations (also known as the “2024 Final Rule”). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as “Title IX (Statute).” In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

Overview:

The Board of the School District of Boscobel Area Schools (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education program or activity.



Attendance Procedures

We continue to work to implement the Boscobel School District Attendance Policy 5200 in a consistent manner. Listed below are the five categories of absences and the procedures to follow for each:

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

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day

BOSCOBEL AREA SCHOOLS
Medication Authorization Form

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

Student & Medication Information

Name of student: _____ Grade: _____ Date of Birth: _____

Reason for medication: _____ Allergies: _____

Medication & dosage: _____ Route: _____

Time/Frequency: _____

Start date @ school: _____ Duration: _____

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

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

Parent Consent...to be completed for both prescription and non-prescription medications

- I hereby give my permission to the school's designated personnel to give medication to my child according to the directions stated above, and I agree to notify the school when any change in the above order is necessary.
- I give the school and the below-named practitioner permission to exchange information concerning the administration of this medication and the condition for which it is administered.

Parent/Guardian Signature: _____ Date: _____

Practitioner Order...to be completed for prescription medication

Name/location of practitioner: _____

Phone: _____ Diagnosis: _____

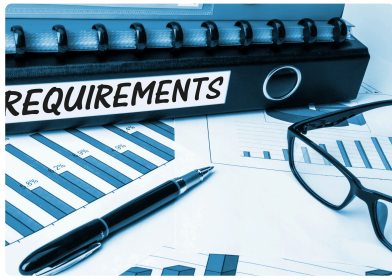
Possible side effects/precautions: _____

Additional information or requests: _____

Check box if student may self-medicate

Doctor/Prescribing Authority Signature: _____ Date: _____

Newsletter Notes from the School Nurse:



IMMUNIZATIONS:

Current immunization requirements for immunizations can be found on the **WI Department of Health Services** website. Please check to see that no changes have been made to the following **NEW REQUIREMENTS** over the summer!

- Starting with the 2024-25 school year, students entering 7th grade and 12th grade will need to provide documentation of receiving the MenACWY-containing vaccine. **Students entering 12th grade will need two MenACWY vaccines and those entering 7th grade will need one MenACWY.** Those 12th graders who received their first dose of a MenACWY-containing vaccine at age 16 or older are not required to have a booster-only the first MenACWY-containing vaccine.
- Starting with the 2024-25 school year and moving forward in subsequent years, any new enterer who are is **claiming an exception to the varicella vaccination requirement because they had chickenpox disease will need to meet the verification requirement of such disease.** This verification must be provided by a qualified health care provider (M.D., D.O., N.P, or P.A.). A new enterer means any student enrolling in a Wisconsin school for the first time. This typically means all pre-K and kindergarten students, and students transferring from an out of state (non-Wisconsin) school. The Student Immunization Record form can be used to provide verification of past chickenpox disease.

Parents and guardians can still self-report vaccination dates or choose a waiver option using the Student Immunization Record.

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



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

Medications need to be in their original packaging and properly labeled. Please do not send medications in a baggie or anything other than the original container or original pharmacy packaging with proper, matching prescription label. A new medication form is needed each time the medication is changed, and a new one is needed for each school year. It is best that we have a separate medication form for each medication and for each child/student.

Students with a request to self-administer medications (such as rescue or emergency medications) must meet specific requirements in addition to the consent form. In such cases, you will need to contact the school nurse for approval. **The school does not provide any medications for students.** If you feel your child may need any over-the-counter medication, you must supply it and you must complete a consent form. We will not be able to contact a parent for “verbal” permission to administer any medications. Permission must be given in writing, and the medication must be supplied by the parent/guardian. **Please note that almost all substances are considered medications and will be treated as such.** This includes many lip balms, cough or throat lozenges, bug repellants, sunscreens, medicated lotions, etc. These items may be used at school only if the proper procedure is followed. Contact the school nurse if your child needs to take medicine at school, or for any questions regarding our medication policy.

BACK TO SCHOOL CHECKLIST:

- Make sure your child’s immunizations are current and send the dates to school
- Alert the school nurse of any health concerns
- Provide current (2024-25) signed orders for medications and procedures to the school nurse
- Bring medications in proper packaging/bottle and make sure they are not expired
- Review hygiene measures for cleanliness to prevent the spread of infection
- Establish a bedtime and wake-up time for proper and consistent sleep
- Ensure breakfast every day (either at home or at school)
- Develop a routine for homework and afterschool activities
- Keep your contact information current so the school can reach you as needed.

Lisa Wallin-Kapinus, District Administrator



As we gear up for another exciting school year, I want to extend a warm welcome back to all our Bulldog students and families. We are thrilled to embark on another journey of learning and growth as we LEAD. ENGAGE. DISCOVER. These three words embody our commitment to fostering leadership, encouraging active engagement, and sparking the joy of discovery in every student.

I am also thrilled to update you on the exciting progress of our building addition at the Middle/High School. This expansion will provide our students with state-of-the-art facilities that enhance their learning environment and support their academic and

extracurricular pursuits. Each month Findorff publishes an Executive Summary of the project's completed work and upcoming work. You can find these summaries and updates on our website page at [boscobel.k12.wi.us](https://www.boscobel.k12.wi.us) or follow us on Facebook, at <https://www.facebook.com/boscobelareaschools/>.

In our administrative team, you'll find some new faces this year. Our team is dedicated to fostering academic excellence, promoting inclusivity, and prioritizing the well-being of each student. We eagerly anticipate the opportunities ahead and are eager to collaborate with you to ensure a successful year for your child.

We look forward to welcoming your child back to school and embarking on a year filled with growth, exploration, and achievement. I am deeply honored to serve as District Administrator of Boscobel Area Schools and I extend my heartfelt gratitude to the community for their unwavering support of our district and school community.

Jacquelyn Goetzke, Elementary Principal



Greetings to all Bulldog Families! I am thrilled to introduce myself as the new principal of Boscobel Elementary School. This year marks my 34th year in education, a journey that has been both fulfilling and inspiring. Earlier in my career, I had the joy of teaching students about the amazing world around them as we explored topics in biology, chemistry, food science, and anatomy and physiology. In recent years I have served as an administrator at the elementary, middle, high school, and district levels, most recently as the Director of Curriculum for the Dodgeville School District. A fan of the Arts, I've also been a Drama Director in two different school districts.

After years in curriculum leadership, I craved the opportunity to return to the heart of education—working closely with students and staff. When I discovered Boscobel's commitment to fostering Professional Learning Communities and enhancing student achievement outcomes, I knew this was where I could make a meaningful impact. I believe in the power of collaboration and community involvement in shaping a supportive learning environment. With our dedicated staff and supportive families, we will create opportunities that empower every student to lead, engage, and discover.

Personally, I value family deeply, sharing 33 years of marriage with husband, Ron, and cherishing moments with our two adult children, their partners, and an amazing and adventurous grandchild.

As I assume the role of principal, I look forward to building upon Boscobel's strengths and fostering a culture where every student can achieve their full potential. It is an honor to join this wonderful community, and I am looking forward to an exciting and successful school year ahead.

Edwin Boneske, Asst. Principal/Athletic Director

Happy Summer everyone!

I hope everyone is taking this time to enjoy family, friends, and have a few adventures. After filling in as Interim Elementary Principal this Spring and taking some time for the birth of my son, I will be back in my "Normal" role as Assistant Principal and Activities Director for the district. I've been busy getting schedules ready, meeting with coaches, booking officials, and getting ready for the start of our fall seasons. This will be my 14th year in education and my 2nd year as a Bulldog. Let's have a fantastic year!



Jordan Wood, Pupil Services Director



On July 1st, I will be the Director of Special Education and Pupil Services for the Boscobel Area School District. I am coming to BASD from my position as the Assistant Director of Student Services for the Hudson School District in Hudson, WI. Before my adult career in education, I began as a student attending St. Charles and Cassville Public Schools. I attended UW La Crosse where I earned both my Bachelor's in Secondary Education - Broad field Social Studies and later my Master's Degree in Special Education while working as regular and special education teacher. I followed my Master's degree with earning my administration licenses (Principal and Director of SpEd/Pupil Services) from Viterbo University; this school year will be my 19th year in education. I was raised on a dairy farm between Cassville and North Andover and I am excited to return back to the area from River Falls where I currently reside.

Holly Jones, Middle/High School Principal

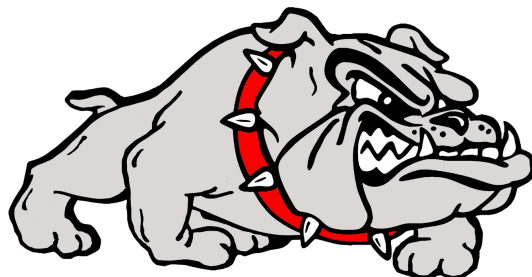
Dear Bulldogs,

My name is Holly (Roth) Jones and I am excited to take this opportunity to introduce myself as the MS-HS Principal for Boscobel Area School District! I am thrilled to join the dedicated staff that make Boscobel a great place for students to learn and grow. I plan to continue to build upon the culture of excellence and achievement that is already present in our schools. I believe in having high expectations and creating an environment of deep learning for all, while helping our students become good humans who understand respect and kindness. Each and every student and staff member possess unique talents that contribute to creating an amazing place to be and learn.



I firmly believe in open communication and collaboration. Our parents and guardians are the most important educators in the lives of our students and we need you on our team! Always feel welcome to reach out if you have any questions or concerns. To come back and work at the school where my educational journey began, is such an honor and I am looking forward to meeting all of you. If you need anything, have questions or concerns, or just want to introduce yourself, please feel free to reach out at the school office or email at joneholl@boscobel.k12.wi.us. GO BULLDOGS!

-Miss Holly



TRANSPORTATION REGISTRATION FORM

Boscobel Area School District Bus Registration Form 2024-2025

Student Last Name: _____ Student First Name: _____ Grade: _____
Student Last Name: _____ Student First Name: _____ Grade: _____
Student Last Name: _____ Student First Name: _____ Grade: _____
Student Last Name: _____ Student First Name: _____ Grade: _____
Parent Name: _____ Parent Cell Phone: _____
Primary Home Address: _____ City: _____
Emergency Contact Name: _____ Emergency Phone: _____

How will your child get to school? (Check One) Bus ___ OR Self Transport ___ Start Date: _____
How will your child leave school? (Check One) Bus ___ OR Self Transport ___ Start Date: _____

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

Primary Bus Pick-Up Address: _____ M__T__W__Th__F__ Phone# _____
Primary Bus Drop- Off Address: _____ M__T__W__Th__F__ Phone# _____
Second Bus Pick-Up Address: _____ M__T__W__Th__F__ Phone# _____
Second Bus Drop- Off Address: _____ M__T__W__Th__F__ Phone# _____

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

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

FOR OFFICE USE ONLY

Date Received: _____ Approved: Yes _____ No _____ No Busing Requested: _____
Bus # P/U: _____ Approx. Pick-Up Time: _____ Bus # D/O: _____ Approx. Drop Off Time: _____
Called Parent _____ On Bus Route: _____ On Enrolled List: _____ Notified Teacher: _____



NOTICE OF RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring, upon request by the other school;
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Wisconsin law

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

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

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Boscobel Area Schools. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact: Boscobel Area School/ Shannan Aspenson; 608-375-4164 or aspenshan@boscobel.k12.wi.us.

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

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

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

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

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

A) List each child's name.

Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children in household than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Enter the grade and the name of the school the child attends or mark n/a if not in school

C) Do you have any foster children?

If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing step 1, go to step 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, runaway or enrolled in a Head Start program?

If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.

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

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

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

A) If no one in your household participates in any of the above listed programs:

Leave Step 2 blank or check "NO" and go to Step 3

B) If anyone in your household participates in any of the above assistance programs:

Write a case number and name of the assistance program you or any member of the household participates for Food Share, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and Badger Care case numbers do NOT qualify for free or reduced price meals.

Go to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

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

2024-25 Household Application for Free and Reduced Price School Meals

APPLY ONLINE: Boscobel.k12.wi.us
RETURN TO (School/District Name): Boscobel Area School District
ADDRESS: 1110 Park Street, Boscobel, WI 53805

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP), receipt of free meals does not depend on returning this application; however, this information is necessary for other programs.

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDIPIR?

NO → Go to STEP 3. YES → Write case number here and proceed to STEP 4.

PROGRAM NAME: _____ Write only one case number in this space.

CASE NUMBER (NOT EBT NUMBER): _____

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	How often received?			How often received?			How often received?		
	Weekly	Every 2 Weeks	Monthly	Weekly	Every 2 Weeks	Monthly	Weekly	Every 2 Weeks	Monthly
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

Public Assistance, Child Support, Alimony: \$ _____

Earnings from Work: \$ _____

Child Income: \$ _____

Check Box if No Social Security Number:

Pensions, Retirement, Social Security, VA Benefits, All Other: \$ _____

Please see application's back for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income. Include the TOTAL Income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income: \$ _____

How often received? Weekly Every 2 Weeks Monthly Annual

STEP 4 Contact information and adult signature.

RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Print Name of Adult Signing the Form: _____ Today's Date: _____

Required: Signature of Adult: _____

Mailing Address (if available): _____ City: _____ State: _____ Zip: _____

Phone (optional): _____ Email (optional): _____

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		Examples of Income for Children
<p>Earnings from Work</p> <ul style="list-style-type: none"> Salary, wages, cash bonuses, tips, commissions Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	<p>Public Assistance/Alimony/Child Support</p> <ul style="list-style-type: none"> Unemployment benefits Workers' compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans benefits Strike benefits 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits A friend or extended family member regularly gives a child spending money A child receives regular income from a private pension fund, annuity, or trust
<p>Pensions/Retirement/All other sources of income</p> <ul style="list-style-type: none"> Social Security/Disability (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household 		

OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) Not Hispanic or Latino

Race (check one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT

For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income Eligibility: Free Reduced Denied

Household size Categorical Eligibility

Determining Official's Signature Date Verifying Official's Signature Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, check if no Social Security Number. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation prior to civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: program.mtmake@usda.gov

*Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school.

This institution is an equal opportunity provider.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

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

3.A. REPORT INCOME EARNED BY CHILDREN

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

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

3.B. REPORT INCOME EARNED BY ADULTS

List adult household members’ names.

Print the name of each household member in the boxes marked “Name of Adult Household Members (First and Last).” When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.

Do NOT include:

- People who live with you but are not supported by your household’s income AND do not contribute income to your household.
- Infants, children and students already listed in Step 1.

<p>C) Report earnings from work. Report all total gross income (before taxes) from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.</p> <p>What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p>	<p>D) Report income from public assistance /child support/alimony/SSI/VA benefits Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.</p>	<p>E) Report income from pensions/retirement/all other income. Report all income that applies in the “Pensions/Retirement/ Social Security/All Other Income” field on the application.</p>
<p>F) Fluctuating Income. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; example, school staff.</p>	<p>G) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.</p>	<p>H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have an SSN. If no adult has an SSN, leave this space blank and mark the box to the right labeled “Check box if no SSN”</p>

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

<p>A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p>B) Print or sign your name. The adult filling out the application must print or sign their name in the signature box.</p>	<p>C) Return completed form to: Boscobel Area Schools 1110 Park Street Boscobel, WI 53805</p>	<p>D) Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.</p>
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FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS FOR SCHOOL YEAR 2024-25

Dear Parent/Guardian: Children need healthy meals to learn. Boscobel Area School District offers healthy meals every school day. Breakfast costs **\$1.35** at the elementary and **\$1.60** at the middle/high school. Lunch costs **\$2.75** at the elementary and **\$3.00** at the middle/high school. Your children may qualify for free meals or for reduced price meals. **The reduced price is \$0.30 for breakfast and \$0.40 for lunch.** This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

WHO CAN GET FREE OR REDUCED PRICE MEALS?

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

FEDERAL ELIGIBILITY INCOME CHART For School Year 2024-25			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	27,861	2,322	536
2	37,814	3,152	728
3	47,767	3,981	919
4	57,720	4,810	1,110
5	67,673	5,640	1,302
6	77,626	6,469	1,493
7	87,579	7,299	1,685
8	97,532	8,128	1,876
Each additional person:	9,953	830	192

HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Jordan Wood, 608-375-4164 ext. 2516 or woodjord@boscobel.k12.wi.us**

Do I need to fill out an application for each child? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required Information. Return the completed application to:
District Office, 1110 Park St. Boscobel, WI 53805.

SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact the **district office** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit boscobel.k12.wi.us to begin or to learn more about the online application process. **Contact Shannan Aspenson, District Office Secretary, 608-375-4164 ext. 2510 or aspenshan@boscobel.k12.wi.us if you have any questions about the application process.**

MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, **through October 14, 2024**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.

My child(ren) qualifies for BADGERCARE PLUS OR MEDICAID. Can my child get free meals? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.

Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.

If I don't qualify now, may I apply later? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.

What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Lisa Wallin-Kapinus, 1110 Park Street, Boscobel, WI 53805, 608-375-4164.**

May I apply if someone in my household is not a U.S. citizen? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

What if my income is not always the same? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

We are in the military. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.

WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

My family needs more help. Are there other programs we might apply for? To find out how to apply for Food Share or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

IMPORTANT FOOD SERVICES INFORMATION

Boscobel Area Schools offers healthy meals every school day so that children can concentrate on learning. Our food service program is computerized and each family has one account that includes all breakfast, lunch, and milk purchases. **The program operates on a pre-pay basis. Payments will be accepted anytime.** Your child(ren) may qualify for free milk, free meals, or reduced price meals. To apply for free or reduced price meals and milk, complete the enclosed Free and Reduced Price School Meals Application in this newsletter. **Use one Free and Reduced Price School Meals Application for all students in your household.**

We cannot approve an application that is not complete, so be sure to fill out all required information. Return the application to Shannan Aspenson, District Office, 1110 Park Street, Boscobel, WI 53805. Applications will also be available in the building offices. The application form serves two very important functions: a) assists families in obtaining meals; and b) generates income for our school district.

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

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

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

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

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

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



FOOD SERVICE POLICY

Book Policy Manual
Section Vol. 33, No. 2
Title FOOD SERVICES
Code po8500
Adopted August 15, 2017

8500 - FOOD SERVICES

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

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction United States Department of Agriculture (USDA) School Breakfast Program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA's Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing foodborne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons. The Board shall approve and implement nutrition standards governing the types of food and beverages that may be provided and sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

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

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines. The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards.

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

Dietary Modifications

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator (Sarah Ashmore, 903 Wisconsin Avenue, Boscobel, WI 53805, (608)375-4164 EXT# 2308, ashmsara@boscobel.k12.wi.us

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) or upon request to the District's Food Service Director.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Building Principal and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision may be appealed to the District Administrator whose decision is final.

B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

A. Fluid Milk Substitution

The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

B. Religious Reason

The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

C. General Dietary Preference

The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Food Service Director may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

Meal Charges

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

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

A periodic review of the food-service accounts shall be made by the Food Service Director. Any surplus funds from the National School Lunch Program shall be used to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the District Administrator. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. 210.15(b).

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R.

Negative Account Balances

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

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

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

A. Families with account balances at or below \$20.00 will be notified by an automated system that will run a minimum of two (2) times a week. Families with a negative account balance will be notified daily by the automated system.

B. All accounts owing \$25.00 or more will be notified of the amount owed. Payment or payment arrangements will be expected. Students will be limited to a first serving of meals until payment is received or payment arrangements have been made with the District.

C. In accordance with USDA regulations, children receiving free meal benefits will be provided a first serving for breakfast and lunch even if the family account is in arrears. Balances incurred prior to application approval remain the responsibility of the parent/guardian. All students will be provided a meal if they have money in hand to pay for a current day's meal even if the food service accounts includes an uncollected amount.

D. The District Administrator or designee will notify families by mail when their family account is \$50.00 or more in arrears. This mailing will detail further action and steps that will be taken in collection efforts. It is expected that payments or payment arrangements will be established. Families that have made no attempt to pay on their account or the account is at \$100.00 in arrears, the District Administrator or designee may refer the account to the District's legal counsel to secure collection of unpaid debts.

E. This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

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

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-proceduretemplate.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 10/8/18

Revised 5/10/21

Revised 6/14/21

Revised 11/8/21

T.C. 12/21/22

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

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act,

42 U.S.C. 1751 et seq. 42 U.S.C. 1758

15.137, Wis. Stats. 93.49, Wis. Stats. 115.34 - 115.345, Wis. Stats. 120.10(16), Wis. Stats. 120.13(10), Wis. Stats.

7 C.F.R. Part 15b 7 C.F.R. Part 210 7 C.F.R. Part 215 7 C.F.R. Part 220 7 C.F.R. Part 225 7 C.F.R. Part 226

7 C.F.R. Part 227 7 C.F.R. Part 235 7 C.F.R. Part 240 7 C.F.R. Part 245 42 U.S.C. Chapter 13

SPECIAL EDUCATION PROGRAM

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

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

Special education programs serve children from ages 3-21. All students involved in special education classes have their needs identified by an individual educational planning team(IEP). Please contact the Special Education Department at 608-375-4164 ext. 2516 if you have questions or need more information at anytime throughout the school year.



Child Find

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the District will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting the **Special Education Department, at 608-375-4164, or by writing at Boscobel Area Schools, 1110 Park Street, Boscobel, WI 53805.**

Annually the school district conducts developmental screening of preschool children. Each Child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the 4-k screening this coming spring. Watch for the dates at Boscobel.k12.wi.us for Boscobel Elementary.

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

SPECIAL EDUCATION PROGRAM(cont...)

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

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



HOMELESS CHILDREN AND YOUTH

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

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

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

The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.

Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.

Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.

Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

Written explanation of any decisions related to school selection or enrollment made by the school, the local education agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Jordan Wood, Pupil Services Director, for the Boscobel Area School District, at (608)375-4164 ext. 2516 or woodjord@boscobel.k12.wi.us for additional information about the rights and services described above.



Boscobel Elementary School

General Supply List

4K

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

KINDERGARTEN

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

FIRST GRADE

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

SECOND GRADE

- 24 plain #2 pencils
- 1 box of 24 count crayons
- 2 soft pink erasers
- 1 pad of post it notes (any size)
- 1 pair of scissors
- 4 glue sticks
- 1 bottle of white glue
- 4 folders (1 red)
- 2 highlighters
- 1 box of crackers per semester
- 1 box of tissues per semester
- 1 pencil box or pouch
- 1 composition notebook
- 2 wide ruled spiral notebooks

SECOND GRADE

- 1 pair of earbuds or headphones
- 1 pack of napkins
- 1 clean, old sock
- 5 Expo dry erase markers
- 1 box of zip top plastic bags (boys bring gallon size, girls bring snack/sandwich size)

THIRD GRADE

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

FOURTH GRADE

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

FIFTH GRADE

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

Boscobel Middle/High School Supply List

please put your name on all supplies

#2 pencils	6 notebooks-college ruled (It is helpful to try to match colors to folders)
1 red pen	6 folders with pockets
1 blue pen	2 composition notebooks
1 black pen	1 box of colored pencils
erasers	pencil case
glue stick	headphones or earbuds
ruler	tennis shoes and gym clothes for phy ed classes
(2) 3 ring binders (1 or 1.5 inch)	art sketchbook with blank pages (9"X12" or smaller)



MS/HS - Afterschool Academic Support Program

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

Monday-Thursday 3:30pm - 6:00pm

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

Snacks for Students Who Participate!



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



BOSCOBEL AREA SCHOOL DISTRICT

FACILITIES PROJECT *Up date*

Construction of the Facilities Project is in full swing! Crews have made significant progress on the site work, including installing utilities and pouring the concrete foundation for the addition to the Middle-High School building. The transformation of the East Kronshage Park baseball diamond is also well underway. The fence and light pole have been removed and workers have started site work, including stripping and grading on the field.

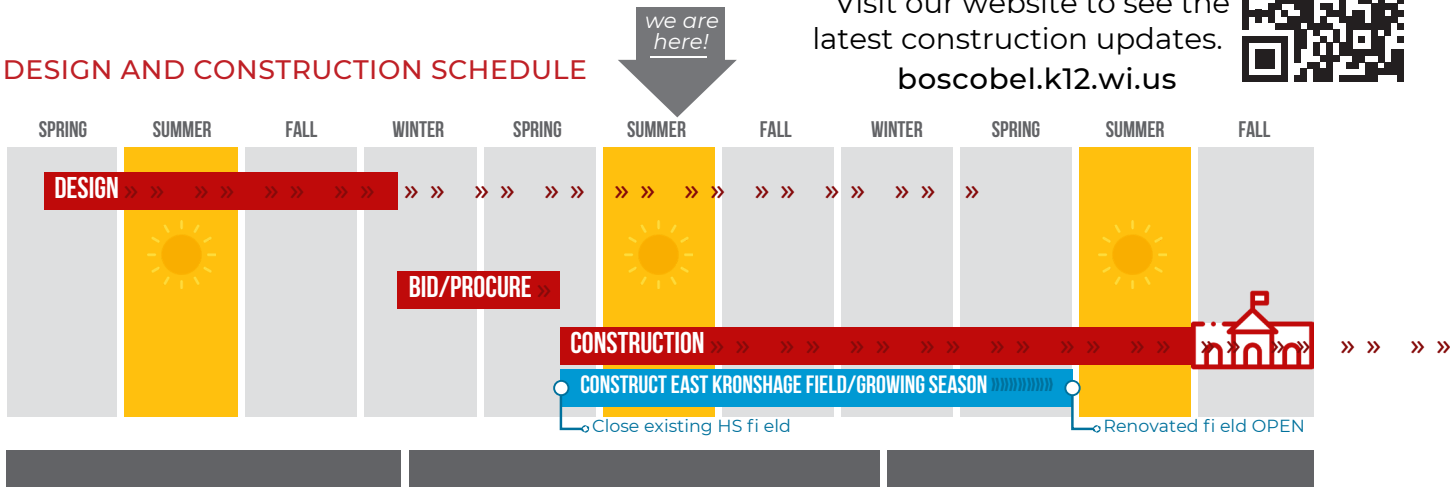


**STAY UP TO DATE
ON OUR PROGRESS!**

Visit our website to see the latest construction updates.
boscobel.k12.wi.us



» DESIGN AND CONSTRUCTION SCHEDULE



EVENTS *and* STUDENT ENGAGEMENT

» GROUNDBREAKING CEREMONY

We celebrated the official start of construction at the Boscobel Middle-High School campus on May 9 with the help of district staff, students, community members, and our design and construction partners from Plunkett Raysich Architects (PRA) and Findorff.



» APPRENTICESHIPS

Job Wetter, a junior, and Alex Trumm, a 2024 graduate, joined Findorff construction crews as a youth apprentice and carpenter pre-apprentice respectively to assist in building the addition to our Middle-High School. As a youth apprentice, Job will gain hands-on experience in the trades while still in high school. Through the carpenter apprenticeship program, Alex will receive on-the-job training and develop skills in carpentry and related trades.





Sports Corner

Tuesday, July 23rd All Sports & Activities Code of Conduct Meeting at 6:00pm.

All Middle and High School students that plan to participate in fall, winter, or spring activities need to attend this meeting. Parent/Guardian **must** also attend. The meeting will be held in the Bulldog Café. If you are unable to attend, please contact Ed Boneske, Activities Director, by email: boneedwi@boscobel.k12.wi.us

Friday, August 23rd - **Annual Tailgate Party** (4pm-6pm)

Friday, August 23rd - Football Game vs Hillsboro (Home)

Saturday, August 31st- Cross Country @ Onalaska

Tuesday, September 10th- HS Volleyball vs. Riverdale (Home)

Tuesday, September 10th- MS Volleyball vs. Riverdale (Home)

Tuesday, September 10th- MS Cross Country (Home)

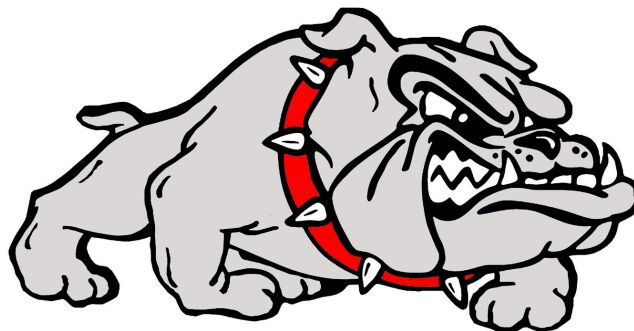
Thursday, September 5th- MS Football Game vs. Iowa-Grant (Home)

Friday, October 18th- Homecoming Football Game vs Wauzeka-Steuben

Saturday, October 19th- Homecoming Dance

For questions contact the High School at 375-4161

For schedules, please visit www.swwal.org/



SCHOOL BOARD OF EDUCATION

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

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

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weareboscobel (Live stream)



www.boscobel.k12.wi.us

ADMINISTRATION

Lisa Wallin-Kapinus - District Administrator
608-375-4164 ext. 2511

Holly Jones - Middle/High School Principal
608-375-4164 ext. 2314

Jacquelyn Goetzke - Elementary School Principal
608-375-4165 ext. 2134

Jordan Wood - Pupil Services Director
608-375-4164 ext. 2516

Edwin Boneske - Asst. Principal/Athletic Director
608-375-4161 ext. 2315



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

Boscobel Area Schools
1110 Park Street
Boscobel, WI 53805

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