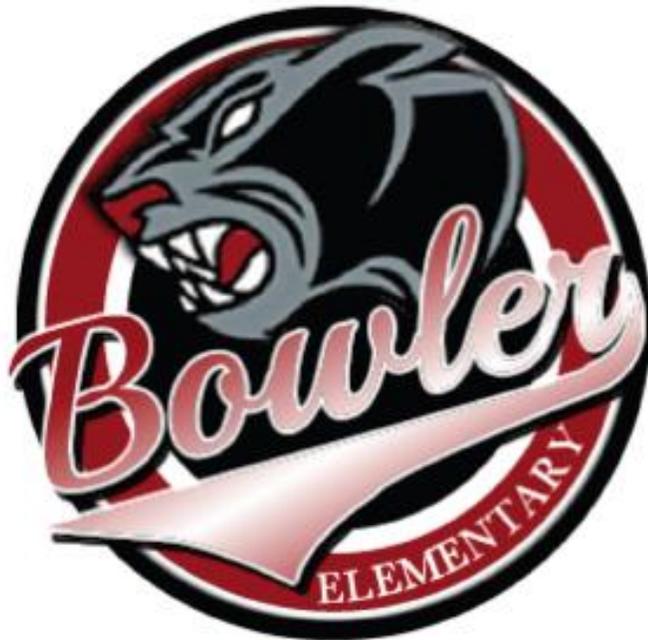




**BOWLER ELEMENTARY SCHOOL**

**STUDENT HANDBOOK**

**2017-18**



**Home of the  
Bowler Panthers**

*"We provide access to success in an  
ever-changing world"*

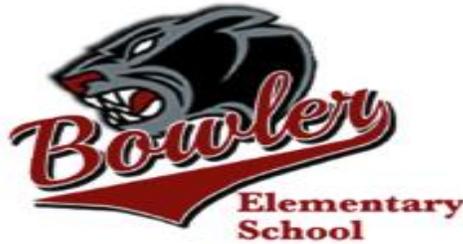
[www.bowler.k12.wi.us](http://www.bowler.k12.wi.us)

**B.O.E. Approved 8/10/17**

# **Bowler Elementary School**

500 S. Almon Street, P.O. Box 8, Bowler, WI 54416 Phone: 715-793-4101  
Fax: 715-793-1302 [www.bowler.k12.wi.us](http://www.bowler.k12.wi.us)

August 21, 2017



Dear Parents and Guardians,

Welcome to the 2017-18 school year at Bowler Elementary School. The start of a new school year is an exciting event for everyone. It is a chance to begin again and pursue new hopes and dreams!

**A minor change in the school day to accommodate the high school schedule is your child's day begins at 8:05 a.m. (not 8:10 a.m.) and ends at 3:20 p.m. (not 3:15 p.m.). I appreciate your flexibility in this matter.**

We begin the year with some other minor changes. I invite you to drop in and reconnect with Bowler Elementary School and encourage you to invest your time and effort to improve student learning. You will observe our continued commitment to partnering with our children, families and community in providing an excellent well-rounded education for each child. We look forward to your continued support in the education of your child.

In an effort to address many procedural issues, this handbook is provided as a resource for you. Please take the time to review its contents with your child/children so that expectations and building procedures are clearly communicated. As a staff, we will continue to stress high expectations to our students in all academic and behavioral areas as they continue their lifelong education journey here at Bowler.

We ask for your continued support as together we strive to build a community that encourages a climate of respect, responsibility and safety for all individuals involved in our collaborative environment.

I look forward to working closely with you and your student throughout the upcoming school year. You are always more than welcome in our school community, and I hope you are able to visit our building frequently.

If you have any questions and/or concerns throughout the school year, don't hesitate to contact me at school at 715-793-4101, Ext. 1. I look forward to a great school year with your child!

Sincerely,

*Wade Turner, Elementary Principal*

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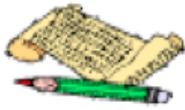
\*Please note: The Bowler School District Policy Committee has updated its policy manual, and it has subsequently been approved by the School Board. Please reference these policies which are cited throughout this handbook for your convenience.

### **ABSENCES**

Students are expected to be at school on a daily basis to maximize their learning. **The school day is from 8:05 a.m. to 3:20 p.m.** Regular and prompt attendance is the responsibility of

the student and parent/guardian. If the student is absent due to illness or other reason, the parent or guardian must call the elementary office at 715-793-4101 Ext. 1 before 9:00 a.m. If there is no notification - either by telephone or by a note from a parent or guardian given to a sibling - upon the student's return to school, the absence will be marked as unexcused.

**Please Note:** If the school does not hear from a parent/guardian, a staff member will be calling home.



### **ADVANCE MAKE-UP WORK**

If your child is scheduled to miss school for an extended period of time due to a family vacation or other reason, please contact the elementary office at 715-793-4101 Ext. 1 to arrange for class assignments. Prior to leaving on vacation, your child will receive the necessary schoolwork from his/her classroom teacher. The completed schoolwork must be returned to the classroom teacher before it can be considered an excused absence. Recognize that there is limited work for prearranged vacations that parallel the activities in the classroom



### **ATTENDANCE/TRUANCY**

The school day begins promptly at 8:05 a.m. Students are expected to be in their assigned seat at this time. Attendance will also be taken by the classroom teacher no earlier than 8:05 a.m. If students are being dropped off at school, they are not expected to arrive before 7:45 a.m. Supervision is not available until then. Upon arrival, all K-2nd grade students will report to the playground area. At 7:55 a.m. all K-2 students will proceed directly to the cafeteria for breakfast until 8:30 a.m. Upon arrival, 3rd- 6th grade students who would like to eat breakfast report to the cafeteria while those students who do not choose to eat breakfast at school are expected to report to the elementary gym. Students may go to their classrooms beginning at 8 a.m. Students who arrive after 8:05 a.m. are to report directly to the elementary office. They will receive a slip that needs to be brought to their classroom teacher. (~~District Policy JEDA~~)

By Shawano county Ordinance, "habitual truant" means a pupil who is absent from school without an acceptable excuse under sub.(4) and s. 118.16(1)(a) and (c) states for part or all of 5 or more days on which school is held during a school semester. If a student is going to be absent please call to notify the school office of the absence. Unless the absence had prior approval (planned and approved absence) parents/guardians are expected to provide an explanation of absences at the time the student returns to school. If parent/guardian contact has not been made within 5 school days the absence is recorded as unexcused. The elementary office telephone number is 715-793-4101 Ext. 1. (Board Policy 5200)

### **BUS SERVICE**

Bus service within the district is provided by North Branch Bus Company of Bowler. Please contact the bus garage at **715-793-4234** if you have any bus changes, questions or concerns.

If your child has an emergency bus change in the afternoon, please call the elementary office at 793-4101 Ext. 1.

### **Student Rules:**

Students will follow the Bowler Elementary School's PBIS (Positive Behavioral Interventions and Supports) plan:

**Be Responsible, Respectful and Safe** while riding the school bus. Students will:

- Be respectful and listen to the bus driver.
- Go directly to bus when being dismissed by the classroom teacher.
- Realize that playing and socializing near the buses are dangerous and not allowed.
- Remember safety is the first concern. Keep hands, feet and all objects inside bus.
- Always stay in designated seat and keep the bus aisles clear.
- Respect yourself and others by using appropriate language and behavior.
- Keep the buses clean and in good condition. **Parents will be responsible for any damage to the bus by their child.**
- Have written permission to give to the bus driver to get off at any location other than the usual destination.
- Not be allowed to use cell phones or any other devices (audio or visual) to record on school buses. (Board Policy 5136)

When disruptions occur on the bus, the driver will stop the bus and deal with the problem. If the problem persists, the driver will talk to the student and file a written Bus Conduct report with the building principal.

### **CONSEQUENCES:**

- **1st Offense:** Written Report: Warning (depending on offense)
- **2nd Offense:** Written Report: Student may have his/her bus riding privileges suspended for up to three days. Principal will notify the parent prior to the bus suspension.
- **3rd Offense:** Written Report: Student may have his/her bus riding privileges suspended indefinitely by the principal. Principal will arrange a meeting with parent and bus driver.

**Note:** A bus driver has the right to impose any other reasonable rules for the safety of his/her bus. The principal also has the right to take disciplinary measures that are deemed appropriate when a student misbehaves on the bus. If the misbehavior occurs during the last week of school, riding privileges for the student may be denied at the start of the next school year.

- 1 4oz. bottle glue
  - 1 box of Kleenex
  - 1 box 8 count CRAYOLA crayons
  - 1 extra large backpack
  - 1 large package of napkins
- 

### KINDERGARTEN

- 1 small pencil box to hold crayons, scissors, pencils, etc.
  - 10-15 pencils
  - 2 large erasers
  - 1 box of crayons
  - 1 Fiskars scissors (blunt point)
  - 2 bottles of Elmer's glue (Do not get no-run glue)
  - 2 clear glue sticks (not purple)
  - 1 set thin colored pencils
  - 1 set thin markers
  - 1 rest mat
  - 1 backpack
  - 2 large boxes of Kleenex
  - 1 big old T-shirt used for painting smock
  - 1 box of Ziplock bags (boys-gallon, girls-quart)
  - 1 pair of tennis shoes for gym class
- 

### GRADE ONE

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>20 No. 2 pencils</li> <li>2 erasers (large)/pencil top erasers</li> <li>2 large boxes of Kleenex</li> <li>1 Fiskars scissors</li> <li>4 glue sticks</li> <li>1 bottle Elmer's glue</li> <li>2 pocket folders – heavy plastic</li> <li>1 set colored markers (washable/non-toxic)</li> <li>1 box of 16 crayons</li> <li>2 highlighters</li> </ul> | <ul style="list-style-type: none"> <li>1 set colored pencils (8 colors)</li> <li>1 school box</li> <li>1 book bag or backpack</li> <li>1 pair of tennis shoes for gym class</li> <li>1 box gallon Ziplock bags (boys)</li> <li>1 box quart Ziplock bags (girls)</li> <li>2 notebooks (wide lined)</li> <li>1 4-pack black dry erase markers</li> <li>1 pair earbuds /small headphones</li> <li>1 container of hand sanitizer (to share)</li> </ul> |
|---|--|



### GRADE TWO

- ❖ 24 No. 2 pencils – sharpened
- ❖ 3 large erasers
- ❖ 2 heavy plastic pocket folders with fasteners

- ❖ 2 large boxes of Kleenex
- ❖ 1 Fiskars scissors
- ❖ 1 large bottle of white school glue
- ❖ 4 glue sticks (clear or white)
- ❖ 2 pkg. loose-leaf paper – wide-ruled
- ❖ 3 composition notebooks
  
- ❖ 1 ruler (metric & traditional)
- ❖ 1 box of 16 crayons

- ❖ 1 box colored pencils
- ❖ 1 large school box
- ❖ 1 large backpack
- ❖ 3 pens of each color: red, blue, and black
- ❖ 1 pair of tennis shoes for gym class
- ❖ 1 4-pack black dry-erase markers
- ❖ earbuds or small headphones

### **GRADES THREE & FOUR**

- ❖ 36 No. 2 pencils, sharpened, plain, wooden
- ❖ pencil sharpener with catch basin
- ❖ 1 pkg. pencil-top erasers
- ❖ 1 box colored pencils, **NO MARKERS**
- ❖ 2 yellow highlighters
- ❖ 2-4 thin black dry erase markers
- ❖ 1 pair pointed scissors
- ❖ 2 composition notebooks (Not spiral notebooks)
- ❖ 1-4 pack of glue stick
- ❖ 1 pair of headphones/child-sized earbuds
- ❖ 1 box of quart/gallon Ziplock bags (If your last name starts with A-L)

- ❖ 1 package of wide-rule, loose-leaf paper
- ❖ 1 plastic folder
- ❖ 4 plain folders
- ❖ 1 1 ½ - 2" binder, sturdy with pockets
- ❖ 1 art box
- ❖ 1 school bag or backpack
- ❖ 3 large boxes of Kleenex
- ❖ 1 pair of tennis shoes for gym class
- ❖ 1 bottle hand sanitizer
- ❖ 1 container of disinfecting wipes (If your last name starts with M-Z)
- ❖ **NO TRAPPER KEEPERS!**

### **GRADES FIVE & SIX**

- ❖ 100 No. 2 sharpened pencils
- ❖ 2 large 2" binders **w/sturdy pockets**
- ❖ 1 3-ring zipper pencil case for binder
- ❖ 3 glue sticks
- ❖ 1 pencil sharpener with lid/cover
- ❖ 3 erasers-preferably the white vinyl ones or container of pencil-top erasers
- ❖ 2 notebooks – any color
- ❖ 4 folders to fit in binder
- ❖ 2 packs of loose-leaf paper

- ❖ 3 boxes of Kleenex
- ❖ 1 large bottle of hand sanitizer
- ❖ 3 composition notebooks, wide ruled
- ❖ 1 4-pack of dry erase markers
- ❖ 1 pair of tennis shoes for gym class
- ❖ 1 plastic folder 5<sup>th</sup> grade (red or yellow), 6<sup>th</sup> grade (green or blue)
- ❖ 1 pair of headphones or earbuds
- ❖ **NO TRAPPER KEEPERS – NO EXCEPTIONS!**

- ❖ 1 pack of colored highlighters

## CHAPERONE POLICY

If you wish to chaperone a field trip, please be sure to fill out a **Bowler School District volunteer application**. All chaperones also must submit an application for a background check. Chaperones will be notified by the classroom teacher, and we will try to give everyone interested a chance to help. This is a very important responsibility, so please understand that we cannot allow others (ex: younger siblings) to accompany you when chaperoning. (Board Policy 8120)

## DRESS CODE

In an effort to maintain an atmosphere conducive to learning, all students are expected to dress themselves in a manner suitable for school functions that do not distract from teaching and learning or contradict the philosophies and policies of the school. Clothing items that are controversial and/or cause a distraction or disruption in the school, is sexually harassing in nature, pertains to alcohol, tobacco, controlled substances, gangs, profanity or sexual innuendoes or have obscene symbols are not permitted.

More examples of inappropriate attire will include, but not limited to, tops short enough to expose the bare midriff or too low cut and revealing, any clothing which does not cover undergarments (bras, bra straps, boxers and underwear of any type should not be showing), pajamas, slippers, tube or tank tops without over blouses or shirts, backless dresses, halters, spaghetti-string tops or tops that are tied at the shoulders without outer cover shirts, mini-skirts or mini-dresses, shorts that are shorter than mid-thigh, and clothing, which is not worn appropriately, not properly fastened or with tears that are indecent. Shorts, pants, skirts, etc. should be worn at the waist so undergarments are not being exposed.

Coats, jackets, hoods on heads, hats, caps, scarves, bandanas and gloves are not to be worn in the school building. Shoes must be worn in the building, and as a rule, boots and shoes used for outside wear are not appropriate in the classroom. Furthermore, any articles of clothing or jewelry that may cause injury or that may be considered a health or safety hazard are not allowed.

Students who arrive at school inappropriately dressed will be removed from class and offered an alternative article of clothing. Students may return to class when they are appropriately dressed.

This policy is in effect during the school day, in school vehicles and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities where appropriate. If there is a disagreement between staff and students and/or their parents or guardians regarding the appropriateness of a student's attire, the principal has the authority to make this decision and determine actions that will be taken to deal with the matter. (Board Policy 5511)

## EARLY SCHOOL DISMISSAL

Deteriorating weather conditions or other unforeseen events may occasionally result in early dismissal from school. Bowler School will provide prior notification to the radio and television stations and the Bowler School District app to the maximum extent possible. You should fill out an early school dismissal form for your child at the beginning of the school year. We will use this information in determining where your child needs to go. Please make sure this information is current. Parents are advised to discuss child-care arrangements so students will be prepared for any changes.

**\*Please Note:** We recommend that you refrain from calling school, if possible, during this time as phone lines must remain open for parents needing emergency arrangements for their children. (Board Policy 8220)

## **ELECTRONIC DEVICES/CELL PHONES**

Students are **prohibited** from carrying or using any personal electronic devices such as cell phones, radios, iPods, iPads or remote control objects during the normal school day, including school buses and school vehicles. If observed during these times, staff members will remove the device. The following consequences may apply for inappropriate possession or use of a cell phone or electronic device during the school day:

- **First Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device.
- **Second Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device, and the student will serve a noon detention.
- **Third Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device, and the student will serve an after-school detention.

**\*Please Note:** Any subsequent offenses, or refusal by the student to turn over the device to a staff member making the request, may be subject to further disciplinary action as deemed appropriate by administration. Such consequences may include, but are not limited to, in-school suspensions, out-of-school suspensions or police referrals. (Board Policy 5136)

## **EMERGENCY DRILLS**

Each month elementary students will practice a fire evacuation drill as required by law. In addition, severe weather drills (tornado) will be practiced twice per year. The purpose of these drills is to ensure that students can follow safe and orderly procedures if the need arises. Students may also be asked to practice "crisis" security procedures for a safe evacuation or "lock-down" situation in the building. Students will be forewarned of these occurrences to understand that these are only drills.

## **FIELD TRIPS**

Field trips are an important activity within our educational programs. These events provide real-life application of classroom learning. Permission slips will be sent home in advance of a scheduled field trip and must be signed and returned in accordance with teacher preparations. No student will be allowed to participate on a field trip without prior parent/guardian approval. Students who do not go on school-sponsored field trips will be expected to attend school that day.

**Note:** All students attending field trips must be transported to and from this activity on the school bus. Parents are allowed to take their child directly home from the field trip if teacher instruction has ended, and a written request was granted by the teacher prior to the day's event. (Board Policy 2340)

## GRADING SCALE

Listed below is the grading scale that has been adopted by the Bowler School Board of Education to be used in grades 3-12. This scale helps to maintain consistency in our grading system. Please contact your child's teacher if you have any questions.

A+: 99-100	B+: 88-89	C+: 78-79	D+: 68-69	F: 59 or below
A : 93-98	B : 83-87	C : 73-77	D : 63-67	
A- : 90-92	B- : 80-82	C- : 70-72	D- : 60-62	

## HOMEWORK GUIDELINES

These are only time estimates for homework and assignments that are to be completed outside of the classroom. Times will vary per teacher and the length of time it takes your child to complete an assignment. Please consult with your child's teacher and school district policy for further information and/or expectations. (Board Policy 2330)

- Grades 1-2 (15 minutes twice a week for 30 minutes total)
- Grades 3-4 (30 minutes twice a week for 60 minutes total)
- Grades 5-6 (30 minutes three times per week for 90 minutes total)

## HOT LUNCH

A nutritionally-balanced breakfast and lunch are prepared each day by our food service staff. Breakfast in the district is **free** to all students. Our food service program will also accommodate students who participate in the free or reduced lunch option. Interested individuals should contact the district accountant at 715-793-4101 Ext. 7 for an application. If your lunch account reaches \$5 or less during the school year, a reminder note will be sent to you in the mail. (Board Policies 8500 and 8531)

**NOTE:** Lunch prices are subject to change after October's annual meeting.

## 2017-18 Lunch Prices

### Daily Lunch

Reduced Cost: \$0.40

K-3: \$2.00

4-6: \$2.10

7-12: \$2.25

### Semester (Cost savings of 15 meals)

Reduced Cost: \$36.00

K-3: \$150.00

4-6: \$157.50

7-12: \$168.75

## Cafeteria Rules:

Consistent with our school-wide mission of student accountability, all students are expected to be **Responsible**, **Respectful** and **Safe** while in the cafeteria by demonstrating acceptable manners and behavior during the breakfast and/or lunch period. Students are expected to clean up after eating by returning their tray and silverware and properly disposing of all paper and garbage. Students will exhibit these behaviors in the cafeteria:

- Speaking softly
- Remaining seated at one table
- Eating only their own food and not playing with food or throwing it
- Remembering that food and beverages must **remain** in the cafeteria
- After cleaning up, waiting for permission to leave

## INTERNET POLICY



Bowler Elementary students utilize the Internet as a valuable learning tool. We recognize the need to monitor student Internet use consistently but realize that we do not have complete control of information students may access. Classroom teachers approach the issue through shared responsibility and will discuss this in class.

**Please Note:** Any parent/guardian who would **not** like their child to have access to the Internet should provide a written note to the building principal stating this request. (Board Policies 7540 and 7540.03)

## LIBRARY



Students are allowed to borrow library books from our elementary school library throughout the school year. Students will be charged a replacement cost for library materials that are lost or damaged beyond repair. Students will be reminded to treat library materials with the utmost care and responsibility.

## LOST AND FOUND

An area directly across from the elementary office is designated for clothing items found on the school premises. Students are asked to check this location if they are searching for a lost article of clothing. Items of value will be kept in the office until claimed. If you have questions regarding a lost item, please call the elementary office at 715-793-4101 Ext. 1.

## MEDICATION



No medication of any kind will be given without written parental permission. If a student is required to take a prescription medication at school, it must be accompanied by a medication consent form, which includes the physician and parent signature, contact information and directions for medication usage. Written parental permission is also needed for all non-prescription medication given at school. Please call the elementary office at 715-793-4101 Ext. 1 to obtain a medication form or if you have any questions/concerns. (Board Policies 5330, 5340 and 5341)

## NON-DISCRIMINATION EDUCATIONAL STATEMENT

The Bowler School District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability. (Board Policy 2260)



## PETS IN SCHOOL

Interactions with pets in school can enhance a child's learning. However, safeguarding the health and well-being of our students and staff is a major responsibility of our school. Thus, only with prior principal permission, may a pet be brought to our school.



## PLAYGROUND EXPECTATIONS

As part of our PBIS (Positive Behavioral Interventions and Supports) school initiative, we expect our students to be **Respectful**, **Responsible** and **Safe** on the playground. Our playground is a learning environment where children can develop and practice social, physical and language skills. Recess is an important part of an elementary school setting, and we encourage students to make positive choices on the playground. (Board Policy 5600)

- Lunch recess for 6th grade: 11:10 a.m.-11:40 a.m.
- Lunch recess for K-2 grades: 11:40 a.m.-12:10 p.m.
- Lunch recess for 3rd grade: 11:45 a.m.-12:15 p.m.
- Lunch recess for 4th grade: 11:45 a.m.-12:15 p.m.
- Lunch recess for 5th grade: 11:50 a.m.-12:20 p.m.
- Afternoon recess for grades K-2: 2:00-2:15 p.m.

### Student Recess Rules:

- Walking quietly out to recess. When leaving the building, remaining quiet so other classes are not disturbed.
- Demonstrating respectful, cooperative and courteous behavior at all times on the playground.
- Remembering to be responsible by bringing in any equipment.
- Only playing in the assigned grade-level areas. Students are not allowed to play in the woods. If a ball goes in the woods or outside a designated play area, an adult should be notified.
- Always acting respectfully by using appropriate language on the playground as well as in the building.
- When recess is over and the bell rings, lining up immediately in the area designated for your class. Entering the building quietly, keeping hands to yourself and walking in a single file.



### **Winter Weather Clothing Expectations:**

All students need to be properly dressed for winter weather conditions. The following guidelines are provided to assist parents in having their son/daughter properly attired for the winter conditions.

- Outdoor recess will occur unless the temperature or wind chill drops below zero degrees Fahrenheit.
- When the playground is covered with snow, students must wear boots and snow pants to leave the blacktop.
- If your child does not wear boots when there is snow on the playground, they will not be allowed off the blacktop but will still be expected to be outdoors.

**Please Note:** Fourth- through sixth-grade students are not required to wear snow pants or boots but must remain on the blacktop for recess if not wearing appropriate footwear.



### **PLEDGE OF ALLEGIANCE**

Bowler Elementary staff will offer the Pledge of Allegiance each school day to our students during morning announcements. No student will be compelled to participate if that is his/her parent/guardian's intention. Please contact your child's teacher if you **do not** wish for your child to participate.



### **REPORT CARDS/PROGRESS REPORTS**

Students in grades K-6 are issued quarterly report cards every nine weeks. Students in grades 3-6 are also issued mid-quarter progress reports. All report cards/progress reports are sent through the mail. Please review this information together with your child. If you have any questions or concerns, please contact your child's teacher or the office.

### **REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT**

Wisconsin statute requires that all school personnel who have a reasonable suspicion that abuse or neglect of a child has occurred, or will occur, must report this possibility to the county/tribal department of social services. It is the responsibility of this county/tribal agency to assess and determine what action is most appropriate to protect this child. Bowler School staff members are informed of their obligations annually to abide by this law as mandatory reporters. (Board Policy 5540.01)

### **SCHOOL LOCKERS**

Lockers are provided for students from pre-kindergarten through sixth grade. The locker space is to be used for school-related items such as jackets, books, lunches, etc. The student who is assigned the locker is solely responsible for the condition of the locker — both inside and out.

Bowler Elementary school retains ownership of all school lockers. The contents of the lockers may be inspected and searched when deemed appropriate by school staff.

#### **Locker Rules:**

- Students are not to share or exchange lockers with anyone.
- **Students are not to write, glue or paste stickers or other items on the locker. Tape is not allowed. Magnets are recommended.**
- Students are encouraged **not** to bring personal valuables and leave them in their locker. Students are inviting a risk similar to leaving items in any other public building. The school is not responsible for lost or stolen items.
- It is the students' responsibility to manage their lockers as they would their assigned desk or storage area. Please keep it neat and organized! (Board Policy 5771)

#### **SPECIAL EDUCATION SERVICES**

Elementary school staff members provide a number of special education services to children and parents. Individuals who are concerned about the physical, emotional, learning, speech or language development of their child are encouraged to discuss this with the principal, classroom teacher and/or special education teacher. A full range of services is available to any student who qualifies as having a disability. (Board Policy 2460)

#### **STUDENT BEHAVIOR IN SCHOOL**

Students are expected to behave in a manner that does not interfere with the learning or safety of others. Toward this goal, Bowler Elementary stresses a consistent, fair and firm discipline approach. Each classroom teacher develops, with their students, a classroom management plan and matrix consisting of class rules and consequences. These are posted in each classroom for student review. These expectations coincide with our Paw Laws observed throughout the building (hallways, cafeteria, playground, buses, etc.):

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

(Board Policy K-6/5500 and 5600)

#### **INAPPROPRIATE LANGUAGE**

In order to follow statewide PBIS (Positive Behavioral Interventions and Supports) initiatives and to generate an atmosphere conducive to learning and feelings of safety, respect and comfort for all students at Bowler Elementary, here is a list of "inappropriate language" that will not be allowed or tolerated at school. Such examples include, but are not limited to, the following:

- Swearing or cursing
- Comments of a sexual nature
- Inappropriate innuendoes
- "Inside jokes" as indicated by laughing after the comment or words

- Repeating others in a deliberate or patronizing way
- Speaking in a condescending or mocking manner, such as sarcasm
- Using variations of inappropriate words and phrases
- Using words in an insulting or joking manner, such as "retarded" or "gay"
- Using racial, stereotypical or culturally insensitive words

Although this language may permeate outside of the school through television, music, etc., here within Bowler Elementary, we want to teach and practice positive, community building and effective communication between staff and students.

## STUDENT BEHAVIOR REWARDS & INCENTIVES

Bowler Elementary School has also adopted the PBIS system as a framework for encouraging high expectations and rewarding good behavior. Students are awarded Paw Law tickets for good behavior and rewards may be earned throughout the school year.

**Please Note:** Information regarding PBIS is available in the elementary office or from our school guidance counselor.

## TELEPHONES



All classrooms are equipped with telephones and voice mail to accommodate efficient communication. If you have any questions or concerns, feel free to contact your child's teacher. Since the phone ringers are normally turned off during the school day, please leave a message and your call will be returned promptly.

**Please Note:** Please do **not** leave emergency phone messages on a teacher's voice mail. Please contact the elementary office directly at 715-793-4101 Ext. 1.

## TOYS FROM HOME



If children bring toys from home to play with at recess, please realize that the school is not responsible for any that are lost, broken or stolen. These things do happen, so you may want to discuss this with your child before he/she brings items to school.

**Please Note:** Bowler Elementary staff discourages students from bringing toys to school.

## VISITORS: DROP-OFF, PICK-UP PROCEDURES

Children should be dropped off in the morning at the high school doors in the front of school between 7:45-8:00 a.m. Parents, guardians, visitors or late students arriving during the school day should also enter through the high school doors. (You will need to be buzzed in by school personnel since the doors are locked after 8 a.m. This is done as a safety precaution so the school controls who enters the building during school hours.) You will proceed to the **HS Office** to sign in and receive a **visitor's pass**. Parents or guardians picking up their children during the school day should pick them up in the elementary office. Upon arrival, the elementary secretary will call the classroom where the student is located and have the student sent to the office. Elementary students must be signed in and signed out in the elementary office by a parent or guardian when coming late (after 8:05 a.m.) or leaving early (before 3:20 p.m.).

The school day ends at 3:20 p.m. Buses leave the parking lot at 3:25 p.m. If you have a change in your child's normal routine, the student must have a written permission slip signed by a parent or guardian brought to school and shown to the bus driver and teacher. Please only contact the elementary office during the school day for emergency transportation changes. Students with prior parental/guardian authorization can be picked up at the end of the school day in the parking lot at the doors in the K-2 wing. Please be prompt. Supervision is not available after 3:30 p.m.

**\*Please Note:** Students are not allowed to remain after school waiting for games/activities or their siblings unless under direct supervision of a staff member. (Board Policy 8220 & 9150)

### **WEBSITE (and APP):**

Information of interest is posted on the Bowler School District website. Here you will find the Board of Education proceedings, curriculum and assessment information, district forms and general information for parents. Stay informed by regularly checking the Bowler home page at:

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

**Copies of individual district policies are available upon request.**

Information can also be found on the school district's app, which can be downloaded free on a mobile device to find out the latest school information.

### **SCHOOL DISTRICT OF BOWLER**

#### **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of any characteristic protected under state or federal law including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, state defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the Bowler School District's premises during non-working hours, or any other characteristic protected by law in its employment practices except as permitted by law.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that federal and state regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/he shall also ensure that proper notice of nondiscrimination for Title II, Title VI, Title VII, Title IX, Section 504, and the Age Act is provided to students, their parents, staff members, and the general public. (Board Policies AC/1422)

111.31, 118.20, Wis. Stats.

42 U.S.C. 2000e et seq.,

Civil Rights Act of 1964 42 U.S.C. 12112,

Americans with Disabilities Act of 1990 29 U.S.C. 701 et seq.,

Rehabilitation Act of 1973 20 U.S.C. 1681 et seq., Title IX

## SCHOOL DISTRICT OF BOWLER

### 2017/2018 SCHOOL CALENDAR (Board Approved April 24, 2017)

August 2017				
Mon	Tues	Wed	Thur	Fri
(28) <b>MM</b>	(29) <b>I</b>	(30) <b>I</b>	(31) <b>I</b>	
0 contact days		3 contract days		

September 2017				
Mon	Tues	Wed	Thur	Fri
				(1)
(4) <b>H</b>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
19 contract days		19 contract days		

October 2017				
Mon	Tues	Wed	Thur	Fri
2	3	4	5	(6) <b>I</b>
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
21 contract days		22 contract days		

November 2017				
Mon	Tues	Wed	Thur	Fri
		1	2 <b>Q1 end</b>	(3) <b>I</b>
6 <b>Q2</b>	7	8	9 <b>PT</b>	10
13	14 <b>PT</b>	15	16	17
20	21	(22)	(23) <b>H</b>	(24)
27	28	29	30	
Q1 42 Days		18 contact days		20 contract days

December 2017				
Mon	Tues	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25) <b>WB</b>	(26) <b>WB</b>	(27) <b>WB</b>	(28) <b>WB</b>	(29)
16 contact days		16 contract days		

January 2018				
Mon	Tues	Wed	Thur	Fri
(1) <b>WB</b>	2	3	4	5
8	9	10	11	12
15	16	17	18 <b>Q2end</b>	(19) <b>I</b>
22 <b>Q3</b>	23	24	25	26
29	30	31		
Q2 45 Days		21 contact days		22 contract days

February 2018				
Mon	Tues	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 <b>PT</b>	23 <b>I</b>
26	27 <b>PT</b>	28		
19 contract days		21 contract days		

March 2018				
Mon	Tues	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27 <b>Q3end</b>	(28) <b>I</b>	29 <b>SB</b>	30 <b>SB</b>
Q3 46 days		19 contact days		20 contract days

April 2018				
Mon	Tues	Wed	Thur	Fri
2 <b>SB</b>	3 <b>Q4</b>	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
20 contract days		20 contract days		

May 2018				
Mon	Tues	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25 <b>Grad</b>
(28) <b>H</b>	29	30		
22 contract days		22 contract days		

June 2017				
Mon	Tues	Wed	Thur	Fri
				1
4	5	6	7 <b>Q4end</b>	8
Q4 46.5 Days		4.5 contact days		5 contract days

TOTAL DAYS      179.5 student days      190 teacher days

- WB** Winter Break
  - SB** Spring Break
  - H** Holiday
  - ( )** No School
  - Q#** End of Quarter
  - ER** Early Release
  - I** Teacher Inservice
  - OH** Open House (4:00 p.m. – 6:00 p.m.)
  - M/M** Mentor/Mentee Inservice
  - PT** Parent/Teacher Conferences
- November Parent/Teacher Conferences 3:30 p.m. to 7:15 p.m.  
 February Parent Teacher Conferences 3:30 p.m. to 7:15 p.m.  
 Snow days will be made up as needed in April and/or June.

