



### Lunchroom

The Boswell Elementary lunchroom staff works very hard to meet your child's nutritional needs with daily hot breakfast and lunch. All students at our school are each provided breakfast & lunch daily. Children have 25 minutes for lunch. If lunch is sent from home *please* send a nutritious drink or allow the child to purchase one at school. **No carbonated beverages are allowed.** Each classroom of students eat at assigned tables. Good table manners and quiet conversation is expected from all.



### Transferring to Another School

Please notify the school office ahead of time if you are moving to another school zone. The teacher must check in all textbooks and library books. The secretary will prepare papers for the child to enter the new school.



### School Calendar

Orientation	Aug. 9, 2018
First Day of School	Aug. 13, 2018
Labor Day Holiday	Sept. 3, 2018
Student Holiday	Sept. 17, 2018
Report Card 1	Oct. 29, 2018
Vetern's Day - Holiday	Nov. 12, 2018
Holiday (Thanksgiving)	Nov. 19-23, 2018
Holiday (Winter)	Dec. 24-Jan. 6, 2019
Report Card 2	Jan. 18, 2019
Martin Luther Holiday	Jan. 21, 2019
Student Holiday	February 15, 2019
President's Day Holiday	Feb. 18, 2019
Holiday (Spring Break)	Mar. 25-29, 2019
Report Card 3	Apr. 5, 2019
Holiday	Apr. 19, 2019
Memorial Day Holiday	May 27, 2019
Last Day of School	May 30, 2019



### Parent Teacher Organization

Boswell Elementary is very proud to have a supportive **Parent Teacher Organization**. They sponsor many programs through out the year. The class with the most membership wins a party!

#### 2018-2019 Officers

- President ..... Cotina Owens
- Vice President ..... Yuly Ravelo
- Secretary ..... Brittany Parsley
- Treasurer ..... Nancy McClung
- Staff Rep & Fund Raiser... Sabrina Reel
- Welcoming Rep. .... Chris Neff
- Membership ..... Cheri Rainer



### Early Release

The following dates have been chosen as the seven student Early Dismissal days for school year 2018-2019:

- Wednesday, September 12, 2018
- Wednesday, October 3, 2018\*
- Wednesday, November 7, 2018\*
- Wednesday, January 16, 2019\*
- Wednesday, February 6, 2019
- Wednesday, March 13, 2019
- Wednesday, April 24, 2019

\* Designated as Staff Development

Your child(ren) will be dismissed at 12:30 p.m.

### Volunteer Meetings

All parents are invited to attend the volunteer meetings. The meetings will be held at 8:30 am in the Media Center. Watch school marquee and school news paper for important dates and meetings.

#### NOTE:

**Parents MUST volunteer** a set number of hours each 9 weeks in order to chaprone school events or field trips.



### NOTES

*our school vint us on the web!*

# Boswell Elementary



## HANDBOOK School Year 2018 • 2019

*"...Pursuing Opportunities of Learning & Knowledge..."*

**Martin G. Young,**  
Principal

**Sheila Scott,**  
Assistant Principal



**863•499•2990**

**boswell.polk-fl.net**

#### Boswell Elementary

2820 K-Ville Avenue  
Auburndale, FL 33823

863.499.2990 FAX 863.284.4251

**boswell.polk-fl.net**

Welcome to Boswell Elementary School, home of the Bobcats. We have prepared this brochure to be of a help to you as you enter our doors.

## Visiting the School

EVERYONE COMING TO THE SCHOOL CAMPUS MUST CHECK IN AT THE SCHOOL OFFICE. Teachers cannot interrupt their classes for unscheduled visits. A visitor to the classroom or other areas of the school will be given a pass. Visitors without passes will be directed to the office to obtain one. Older brothers and sisters picking up our CBE students must wait in the assigned areas in the office. They will not be allowed in the hallways or classrooms.

## School Hours

Our school hours are 7:55 - 3:00. The school office is open from 7:30 to 4:00 daily. Teachers' hours are 7:30 to 3:15. Our teachers will be happy to schedule conferences before/after school or by special appointment. The school phone number is 863.499.2990.

## Attendance

Regular attendance is most important for success in school. Please make every effort to have your child here every day. A note or telephone call is required to document every absence. Absences are excused when a doctor's note or funeral notice is presented. It is also very important that students be in the classroom ready to begin the day on time. If a child is tardy, s/he must be signed in by a parent or have a note of explanation.

## Arrival and Dismissal

Children are to report directly to the PE Pavillion when they arrive in the morning. Any student eating breakfast should go to the lunchroom first, and then go directly to the designated waiting area. On rainy, cold days (temperature below 50°) students will go directly to their classroom. Teachers will pick up students when the first bell rings. Dismissal is at 3:00 p.m.. For security, **NO transportation changes will be made over the phone.** You may come in and check your child out from the office.

## School Bus

Bus Students • Dismissed at 3:00 p.m.. Students riding the bus must follow contract:

1. Keep their seat at all times.
2. Keep arms and head inside bus at all times.
3. Avoid unnecessary conversations with the driver.
4. Observe classroom conduct.
5. Avoid talking while dome light is on.
6. Refrain from eating or drinking.
7. Be on time.
8. Be silent at all railroad crossings.
9. Avoid blocking aisle.

Breaking these rules can result in a referral and/or disciplinary action from the principal.

## Bicycles

Students are permitted to ride their bicycles to school. Bike racks are located behind the cafe. All bikes should have a lock. Bicycles are not to be ridden in the hallways or on school grounds.

**BIKE RIDERS MUST WEAR BIKE HELMETS.** Please plan ahead of time for rainy afternoons and be sure your child knows what to do.

## Dress Guidelines

The principal reserves the right to require appropriate dress for students coming to school. Parents will be called to bring a change of clothing or extra shoes if children are not dressed properly.

1. Students must dress in school uniform colors - black, navy or khaki - shorts, pants, skirts, skirts & jumpers (without trim or embroidery); with a **white, navy, or hunter green** shirt. School T-shirts may be purchased at school.

Note: Plain Denim will also be acceptable

### NO overalls

2. Shirts must be tucked in at all times, and clothing with belt loops must be secured with a belt.
3. Clothing or accessories should not interfere with school work or create a classroom disturbance. Please help us keep the children safe by not wearing hoop earrings to school.
4. All clothing or accessories should be in accordance with the county mandated policy.
5. Short shorts, revealing blouses, or extremely tight clothing may not be worn.
6. Students should dress neat and clean.

## Clinic

Any child with an illness or accident will be sent to the clinic. Our Nurse will try to contact the parent if the child needs to go home. A note from the clinic will be sent home with any child visiting the clinic.

Students sent home with LICE must be cleared by our nurse, the health department, or physician and the child must not have NITS\* when returning to school. \*School Board has **NO nits** policy

## Prescription Medicines

*All medicine must be stored in and administered from the school clinic.*

The parents **must** obtain an Authorization for Medication form to be completed by the doctor.\*

1. Prescription drugs brought (by an adult - do not send with student) to school must be in pharmacy labeled bottle with dosage on label.
2. Over the counter drugs must be in original container labeled with child's name and dosages listed by doctor on form.

**\*No medication can be given without the signed authorization form from your doctor.**

## Emergency Information

It is important to keep your child's emergency information up-to-date at all times through Parent Portal. Let the office know of any address or phone number changes. Every child must have at least two (2) phone numbers to call in the case of an emergency. The name of the person picking up a student must be on the emergency card and show valid identification for a child to be released.

## Parent & Teacher Communication

1. The classroom teachers encourage a parent conference anytime there is a question about a child's progress. A conference may be scheduled before/after school with a 24 hour notice. Parents may request a conference on the side portion of the report card, by writing a note to the teacher, or by calling the school (499.2990).
2. Students' agendas will come home daily requiring your signature. Please take the time to read and respond to the information sent.

## Report Cards

Students in grades K-5 will receive report cards every nine weeks. A schedule of those dates is included with the school calendar. The report card is our tool to advise you of your child's progress. If a child is in danger of being retained, it will be noted on the report card. The side portion of the report card should be signed and returned.

## Homework

Homework is assigned as an extension of the classroom lesson. This is a very important way to develop long term memory of new ideas and facts. Please ask to see your child's homework assignments on a regular basis.

Approximate length of a daily homework assignments is 20 minutes. Don't forget...*Success for All* requires reading Monday though Thursday nights!

Grades 1-2 • 20 - 30 minutes  
Grades 3-5 • 45 - 60 minutes

## Book Review

Each child is responsible (FS 233.47) for assigned textbooks. Any lost textbooks must be paid for. The media center checks out books to all students. Any book not returned in a timely manner will be considered lost and must be paid for.

## Physical Education

Physical Education is a required part of the curriculum. Every child must participate on a regular basis. A parent can write a note to the coach to excuse a child for 1-3 days. To be excused for more than a week, a note from a doctor is required.

Appropriate clothing for physical activity should be worn to school every day. Girls wearing jumpers or skirts should have shorts underneath. Tennis shoes are the best for running and playing. Sandals and high heel shoes can be dangerous and should not be worn to school.