

2019-2020

COCHRANE – FOUNTAIN CITY



# STUDENT – PARENT MANUAL

*Pirate Pride*



The Cochrane-Fountain City School District is committed to working and communicating as a team to provide a safe and positive environment for ALL students. By providing a quality education that promotes optimal academic and emotional growth, we empower individuals to become caring, competent, responsible citizens enabling them to succeed in an every-changing world.

C-FC Board Policy 110.



**W**elcome to the Cochrane-Fountain City Schools Student-Parent Manual. We have endeavored to provide a comprehensive, consistent, and efficient manual that covers our school district 4K-12.

The purpose of this manual is to provide a source of information to the families of the C-FC School District. This manual contains information regarding the operation of your school. C-FC Board Policy 253.3. We would like for you to acquaint yourself with the contents of this manual and keep the manual to serve as a future reference.

May we extend a warm welcome to you as we all work together toward the same goal – to provide your children with the educational and citizenship tools necessary to be lifelong learners.

### **SCHOOL DISTRICT PHILOSOPHY**

The Cochrane-Fountain City School District is committed to provide an educational program in which each student can develop to his/her fullest potential intellectually, emotionally, socially and physically.

### **SCHOOL DISTRICT GOALS**

(C-FC Board Policy 112.1)

- o To provide each student with an opportunity to gain a strong foundation in the basic skills through a developmental program in each curricular area.
- o To foster in students a desire to learn.
- o To instill in students an appreciation of aesthetics.
- o To develop in students responsibility and self-discipline for personal and social relationships.
- o To provide students with educational challenges to stimulate independent thinking.
- o To teach problem-solving and inquiry as strategies for applying what has been learned.
- o To help students deal with technical and social change.
- o To help students develop a sense of self-confidence and self-worth.
- o To instill in students an open-minded attitude toward people, cultures and ideas which are different than their own.
- o To help students achieve skills necessary to enter the job market or advanced study upon graduation from high school.

### **SCHOOL SONG**

We are the mighty Pirates from C-FC. And we will always strive for victory.  
Our colors, black and white, we wear with pride. In all we do we stand together side by side.  
A winning score is always in our sight. In unity we strive to win the fight.  
So, come and cheer our team to Victory, Victory! C-FC! Hey!

The School District of Cochrane-Fountain City does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as contained in the American Disabilities Act. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap as contained in the American Disabilities Act. C-FC Board Policy 411.

The district encourages informal resolution of complaints under this policy. If any person believes that the C-FC School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wisconsin Stats, and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to District Superintendent, C-FC Schools, S2770 State Highway 35, Fountain City, WI 54629, 608-687-7771

# STUDENT-PARENT MANUAL

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Cochrane-Fountain City School District  
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# 2019-20 Cochrane Fountain City School Calendar

Adopted March 20, 2019

**JULY**

S	M	T	W	T	F	S
	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**

S	M	T	W	T	F	S
				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

**SEPTEMBER**

S	M	T	W	T	F	S
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					

**OCTOBER**

S	M	T	W	T	F	S
				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

**NOVEMBER**

S	M	T	W	T	F	S
					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

**DECEMBER**

S	M	T	W	T	F	S
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				

**JANUARY**

S	M	T	W	T	F	S
				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**

S	M	T	W	T	F	S
						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**

S	M	T	W	T	F	S
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				

**APRIL**

S	M	T	W	T	F	S
				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**

S	M	T	W	T	F	S
					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**

S	M	T	W	T	F	S
					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

- August 26-29 Staff Days **No Students**
- September 2 Labor Day – No School
- September 3 – First Day of School for Students
- October 11 - Staff Development No Students
- November 1 - Staff Development No Students
- November 12 & 14 - P/ T Evening Conferences PreK-12
- November 15 – No School
- November 27 – 29 Thanksgiving Break - No School
- December 13 – Staff Development – No Students
- December 23 - January 1 Winter Break - No School
- January 22 - End of First Semester

- January 23 & 24 - Staff Development **No Students**
- February 14 - Staff Development **No Students**
- February 17 - President’s Day - No School
- March 20 - Staff Development **No Students**
- April 7 & 9 - P/T Evening Conferences PreK-12
- April – 10 - Spring Break - No School
- April 13 – No School
- May 25 – Memorial Day – No School
- May 30 - Graduation
- June 4 - End of Second Semester, Last Day of School
- June 5 - Staff Day - **No Students**

Gray shaded areas are non- school days for students. Gray shaded areas outlined with a box are staff days only.

- \*The calendar may be revised during the school year depending on emergency days missed or other circumstances.
- \*Inclement weather make-up days may be added to the end of the school year.
- \*The calendar has 175 student contact days, 2 PT Conferences, 12 scheduled staff days totaling 189.
- \* The calendar contains 1,094 hours of instruction for K-6 students and 1,178 hours of instruction for 7-12 students.

# COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT

## STUDENT - PARENT MANUAL

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### DISTRICT INFORMATION

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#### ASSEMBLIES

Assemblies, whether entertaining or educational, are a privilege. Students are required to attend all school assemblies. A student who misbehaves at an assembly may be subject to disciplinary action. C-FC Board Policy 431.

#### ATTENDANCE and TRUANCY

Unless a child is excused or has graduated from high school, any person having under control a child who is between the ages of five and 18 years shall cause the child to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen years of age. See Wis. Stat. §118.15 and C-FC Board Policy 431.

Instruction in a home-based private educational program that meets all the criteria under section 118.165(1) may be substituted for attendance at a public or private school. See Wis. Stat. §118.15(4).

#### The 5/10 Day Rule

As per Wisconsin Statute 118.16, parents are allowed to excuse their child five (5) times during each semester with a maximum of ten (10) days per year. All unexcused absences will fall under this rule. Excused absences in excess of the 5/10 rule may be determined as unexcused. Students with unexcused absences in excess of the 5/10-day rule will be referred for truancy.

#### Excused Absences

The following absences are considered excused with proper notification and **may** be excluded from the five-day rule. This determination is made based on the student's overall attendance and is made at the discretion of the administration.

1. Bona fide religious holiday with proper advanced notice to the office;
2. a written statement from proper medical persons stating the child is not in the proper physical or mental health to attend school;
3. medical appointments with proper notification from a medical person (appointment card or note);
4. a death in the immediate family;
5. a court appearance or other legal procedure which requires the attendance of the student (court document);
6. emergencies beyond the control of the student with proper notification from a parent;
7. illness with proper notification from a parent (within two school days of the illness absence);
8. pre-arranged absence (see definition);
9. family business requiring the attendance of the student with proper notification from a parent;
10. severe weather conditions, in the guardian's reasonable judgement, are a danger to the welfare of the student;
11. up to three (3) college visits per year for Juniors and Seniors (evidence required);
12. suspension from school;
13. reasonable, non-discretionary circumstances approved by the school attendance office.

#### Unexcused Absences

Unexcused absences are those absences that do not fall under the above definition of *excused*. Students in grades 7-12 who receive an unexcused absence will be issued a discipline referral.

Students in grades 7-12 who are unexcused due to not providing parent/guardian clearance of an absence within two school days of returning to school will be issued a discipline referral until the parent/guardian makes contact with the office.

Students whose absences have exceed the 5/10 Day Rule will need to submit documentation within two (2) days of returning from the absence otherwise the absence will be recorded as unexcused.

#### Absence Notification

Parents/guardians are to call the school office to excuse their child **prior** to 9:00 AM the morning of an absence to report the absence. A message can be left on the answering machine at any time during non-school hours. If it is not possible to call, a note explaining the student's absence should be presented to school office staff immediately upon return to school. All absences must be cleared within two (2) school days. No parent/guardian contact will result in an unexcused absence until the parent communicates with the office.

Parents/guardians may call to leave a message, send a written note or email one of the office staff regarding their child's absence. If you choose to use email notification, please be sure you get a reply from staff confirming receipt of the email notice.

The office will not issue a written admit slip for students who are absent. Teachers will determine excused/unexcused absences by checking their Infinite Campus Attendance Module. Parents/guardians may check the online portal for a student's attendance. Attendance is updated on the portal the day following the student's return to school. Students are required to provide written documentation or have parent/guardian contact with the office following an absence.

**Truancy**  
School officials will proactively involve parents/guardians if a student's attendance is of concern. If a student begins to develop a pattern of unexcused or excessive absences, the school will communicate with the parent/guardians to discuss the causes of the absences and try to arrange for a solution. The school does not distinguish between unexcused and truant. Thus, all absences not covered under the excused absence list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. Students who have excessive absences may also be determined to be truant.

Truancy is defined as any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the state's compulsory attendance law. Wis. Stat. §118.16(1)(c).

**Habitual Truancy**  
A habitual truant is defined in Wis. Stat. §118.16 (1) (a) as a student who is absent from school without an acceptable excuse under the school's written attendance policy and under Wis. Stat. §118.15 and C-FC Board Policy 423 for part or all of five or more days in which school is held during the school semester.

A student who is absent from school without an acceptable excuse for part or all of five (5) or more school days per semester will be declared habitually truant. The student may be referred to Buffalo County Social Services for truancy.

**Permission to Leave During the School Day**  
Occasionally events such as medical appointments necessitate a student leaving school during the school day. In such an event, we ask the student to report to the office BEFORE school in the morning. A phone call, note or email from the parent or a doctor or dentist's appointment card must be presented. Such appointments are to be kept to a minimum. We do expect students to be present in the morning of an afternoon appointment or to return to school after the appointment is finished. Students must have a pass from the office to leave school building. Students leaving school without office notification will be subject to discipline for truancy.

Parents are encouraged to notify the office in advance whenever they need to pick up a child during the school day. Parents are not to go directly to the classroom to pick up a child. The office will notify the teacher or page the student to come to the office to check out prior to leaving.

**Pre-Arranged Absence**  
Under circumstances such as an out-of-town trip, a student may need to miss a whole day or several days of school. It is required that parental requests for such pending absences be called in to the main office at least **1 day prior** to the absence. The office will issue an advance make-up slip on which the teachers will assign work that needs to be done in the student's absence. Failure to make arrangements for a pending absence may result in an unexcused absence. Schoolwork from this absence must be completed at the time of returning to school.

High school attendance is taken at the beginning of each class period, including study halls. Absence from a class without the teacher's permission will be unexcused and subject to discipline. Skipping will not be tolerated under any circumstances.

**Tardy to School**  
When students are late to school, they are to report to the office to receive a tardy slip before reporting to their first period class. All school personnel have authority over all students, on school premises, BEFORE, AFTER, and DURING school hours.

### **BOOKS and MATERIALS**

Students are responsible for the care of the books and school materials that are assigned to them. If a book or other school issued material is lost or damaged, the student will be assessed the replacement cost or a fine. It is recommended that books be covered.



## **BUS TRANSPORTATION and PASSES**

Bus transportation is provided for all students. The school establishes bus routes yearly. Students wishing to ride other than an assigned bus must have a written request from a parent or guardian and then obtain a pass from the office. Bus passes should be phoned in during morning hours and NOT left on voice mail. The office is to be notified of all bus pass requests by 2:15 p.m. to facilitate delivery to the student prior to the end of the day.

Transportation outside of the regular routes will be determined by availability. Efforts will be made to meet transportation requests; however, buses operate at nearly full capacity and will not deviate from designated routes.

## **CELL PHONES and ELECTRONIC DEVICES**

Personal electronic devices may be used before and after school, between 7-12 classes and during 7-12 lunch but at no time should the volume be offensive to others. Cell phones and electronic devices may be kept in lockers, backpacks, pockets, and purses but must be TURNED OFF during class and study hall and not be visible to others, per Wis. Stat. §118.258. Cell phones may never be on or used in a locker room or restroom. Cell phones and personal electronic devices are not to be used in classrooms without teacher approval. C-FC Board Policy 443.5.

During 7-12 lunch, personal electronic devices may be used in the commons area but must be turned off prior to the student entering the classroom following lunch. Students who fail to adhere to powering down or discontinuing use of electronic devices in class and study hall may have their device confiscated and face other disciplinary actions. The school district is not responsible for lost, stolen or damaged items.

Students may not use headphones/earbuds/beats during passing time.

The school administration reserves the right to revoke the privilege of using personal electronic devices/cell phones. Students who have an electronic device/cell phone confiscated will be subject to the following:

First Incident: The student may pick up the device/phone from the office at the end of the school day.

Second Incident: A parent/guardian will be required to pick up the device/phone from the office.

Third Incident: Parent/guardian will be required to pick up the phone from the office. The student will not be allowed to have a phone in school for the remainder of the school year.

Further Incidents: May result in more consequences.

## **COMMUNICABLE DISEASES**

Parents or guardians are requested to report immediately any knowledge of communicable diseases to office personnel or the school nurse in an effort to prevent further spread of the disease to the student body. C-FC Board Policy 453.3.

## **COMMUNICATIONS**

In addition to the newsletter, the district will use the website [www.cfc.k12.wi.us](http://www.cfc.k12.wi.us) and social media site to post calendars and other school information. The district will also use the announcement portal on Infinite Campus (Appendix L) to post class/sports announcements and information. C-FC will use Infinite Campus Messenger with Voice to send out messages regarding attendance and/or possible school delays or closings.

## **DISCLOSURE STATEMENTS: CLASSROOM and GRADE LEVEL**

At the beginning of a course, each teacher will provide a classroom disclosure statement to each student. This statement will provide students and parents with a guideline of classroom rules, consequences, grading policies and testing procedures. This statement is to be reviewed in class, at home and signed by the parent/guardians as well as the student. Signed disclosure statements will be kept on file with the teacher for the duration of the course.

## **EMERGENCY DRILLS**

State law requires schools to conduct emergency drills to ensure the safety of all students and personnel. During fire drills, all students are expected to proceed as follows when the continuous blast is sounded. Leave the room quickly and quietly in single file and orderly fashion. Students are to move away from the building through exits designated by the faculty and administration. Students are to report to their grade level teacher or to their period teacher once outside the building at a pre-assigned spot. A poster is hung in each classroom indicating the route to leave the building.

The tornado warning is a loud siren tone. When this warning is sounded, students are to report to the area designated by the poster in the room they are currently in. Sit on the floor with your back to the wall and your hands on your head. Should you not have time to report to the assigned area in the case of a tornado, try to get to an interior wall and sit in that manner. Students who are outdoors and may not have time to return to the building should huddle in a near-by ditch or low area or lay down as flat to the ground as possible using your hands to cover your head.

C-FC staff are trained and practice responses to emergencies. Each staff member is issued an Emergency Response Procedure annually.

Any student who does not cooperate with staff during a drill will be subject to disciplinary action. Any student suspected of activating a false fire alarm will be referred to Buffalo County law enforcement.

### **ENTERING THE BUILDING**

All students and visitors must enter the building through the main entrance.

### **FAMILY NIGHT**

Wednesday has been designated as Family Night. No elementary or junior high activities are scheduled for after school on Wednesdays. Senior high activities must conclude by 6:00 p.m. on Wednesdays with any exceptions approved by the activities director, administrator or designee.

### **FIELD TRIP PERMISSION DISCLAIMER**

Field trips are an extension of classroom learning. Therefore, all field trips are governed by all school rules. This includes any scheduled athletic event, class trip, extra-curricular event or any chaperoned school-sponsored activity.

It is understood that each student on a school-sponsored activity will have the protection, supervision, and insurance coverage that would be entitled to any student in school.

Signing of the Student-Parent Manual Acknowledgment form indicates your permission for your student to attend all school-sponsored activities. It is understood that as a parent or guardian you may rescind permission for any activity by written notification to the high school office prior to the event/trip-taking place.

### **GUIDANCE AND COUNSELING**

The C-FC school system recognizes that every individual student may have a need at some time to discuss personal concerns with someone. The function of our counseling department is to serve student needs in the area of personal concerns and in the areas of educational and vocational planning.

The high school counselor's primary responsibility is to assist students with course selection and ensure that all graduation requirements are met. Additionally, the counselor advises students and parents on vocational and educational opportunities beyond high school.

The counselor is also generally responsible for ensuring that educational requirements are met at the junior high level and that appropriate future course selection is made by seventh through twelfth grade students.

To see a counselor, students should secure a pre-signed pass from the counselor. Students are to present this pre-signed pass to the assigned teacher before seeing the counselor. Students are not to use class time to see a counselor unless it is an emergency, or the counselor has approved the meeting with the teacher involved.

### **HEALTH SERVICES (C-FC Board Policy 453)**

#### **Illness**

There may be times when students become ill or injured during the school day. Ill students are to report to the nurse's office located next to the main office and may not leave the building without nurse/office permission.

All injuries are to be reported to the staff member in charge. If there is not a staff member in charge, report the injury to the office.

#### **Immunizations**

The State of Wisconsin requires a base immunization plan for students attending Wisconsin schools. All students attending Cochrane-Fountain City School must meet this law. If individual immunization compliance is not met, the cases will be sent to the district attorney. The immunizations must be complete at entry and verified on the immunization form with parent/guardian signatures and dates. If your child may not be immunized for medical, religious or personal conviction reasons, a waiver must be signed.

#### **Medications**

Students needing to take medications during school hours will need to comply with the following procedure: All medications must come in a prescription labeled container that can remain at school. A parent permission form and a physician order form must accompany each medication. Medications for chronic illness, which must be time dispensed, and four-time-a-day antibiotics are acceptable (three-time-a-day antibiotics may be scheduled around school hours.)

### **INSURANCE**

The school does not provide students with insurance. However, accident insurance is available for students through an independent company. Application forms are sent home with students the first week of school. Applications can be made at any time during the school year by contacting Student Assurance Services. An enrollment packet can also be found on our website.

### **MEALS (See Appendix M for the complete meal policy)**

Please refer to the annual fee schedule for costs for school meals. Meal accounts are credited each day and should contain enough money to cover the meal for the day. Students can purchase an extra 1/2-pint of milk at each meal. Students are not to bring soda to drink with their lunch. During lunch, students must report to the commons and remain there until dismissed. Food is not to be taken from the commons area unless students are going to a scheduled meeting in another area/room.

### **OFFICE HOURS**

The office opens at 7:30 a.m. and closes at 4:00 p.m. Messages (absences, requests for homework - not bus passes) may be left on the office answering system before and after these hours.

### **ONLINE GRADING (See Appendix L for more information)**

Parents and students may view grades and meal account information online by using the Infinite Campus link on the C-FC homepage. Parents/students need only register once for access. There will be a reasonable time period that passes between work being submitted to the teacher and the time it takes to show up in the on-line grade book.

### **PERSONAL ITEMS**

Students are advised not to bring personal items to school. The school is not responsible for such items being broken, lost or stolen. Student hall lockers are to be locked. Phy Ed lockers should be locked at all times. Only school-issued locks are permitted to be used on lockers.

### **PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM**

The C-FC School District may offer the Pledge of Allegiance at the beginning of the school day. No student shall be compelled, against his/her objections or those of his/her parents or guardian, to recite the pledge.

At any event where the National Anthem is played, spectators will be asked to stand and remove any headwear while the song is being played. Spectators may sing along or remain silent, without talking, to show respect for the flag.

### **PROHIBITED ITEMS**

School authorities have the right to search students, bags, packs, purses or lockers whenever there is reasonable suspicion of someone having a weapon or illegal substance. A student refusing to allow a school search and seizure under the policy can be disciplined. A pat down search will be conducted in private by a school authority of the same sex, with an adult witness present, when feasible. Strip searches are forbidden. School authorities may do a more "intrusive" search if there is reason to believe any danger is present.

#### **Weapons** – C-FC Board Policy 443.6

The weapons policy bans the possession of guns, knives, razors, brass knuckles, and look-alike firearms while on school premises. Students caught carrying or storing guns, knives, martial arts devices or look-alike toy guns like water pistols, cap guns and souvenir guns may face disciplinary action. Anyone caught with a firearm will be referred to authorities.

#### **Flame Producing Products**

Lighters, matches or any other flame producing articles are not allowed in student possession at school. A student found in possession or in use of any of these devices will have the device confiscated and will be subject to disciplinary action.

#### **Alcohol and Drug Use** – C-FC Board Policy 443.4

Students are prohibited from using, being under the influence of, possessing or distributing alcohol or other controlled substances in school, on school grounds, at school-sponsored activities, or in school-owned or contracted for vehicles.

The district will cooperate with law enforcement personnel to enforce state and federal laws pertaining to alcohol and other drugs.

A student may be required to submit to a form of drug test to determine the presence of a foreign substance if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of a foreign substance in violation of this policy. A student may be disciplined for refusal to submit to such a test.

Prescription medications are construed as exceptions to this policy when used by the individual for whom they are prescribed and, in the manner, prescribed. The school nurse should be notified of any prescription medication a student is taking.

#### **Tobacco Use** – C-FC Board Policy 443.3

State law prohibits all persons, adults and minors, from using tobacco anywhere on school grounds, in vehicles on school grounds, or in the school building, including when attending athletic contests. Tobacco products include smoking, chewing, electronic cigarettes, vape devices, look-a-likes, or JUUL vapor products.

### **REQUIRED FORMS**

Students are given a Student-Parent Manual Acknowledgment form and an emergency form when school begins. These forms must be turned in by the fifth day school is in session. After that time, students who have not turned in forms will not be allowed to participate in school and co-curricular activities until the forms are turned in.

### **RESIDENCE/PHONE CHANGES**

If a student's residence or phone number changes during the school year, the change should be reported to the office as soon as possible in order to keep contact information accurate.

### **SCHOOL VISITORS**

C-FC is a closed campus. No student visitors are allowed during the school day. Parents are welcome to visit school; however, all visitors must check in and out of the main office and wear a visitor badge. Due to data and student privacy, parents may not visit with their child during class time.

### **SEASON ATHLETIC PASSES**

Athletic season passes are available in the school office or at the first couple of home games. The price for an adult season ticket is \$40.00 and a student season ticket is \$20.00. Family season tickets cost \$85.00 and allow the parents and all school-age children in grades PK-12 of a family to use the pass. Children not yet in school and senior citizens are admitted free. Children in grade 6 and below must be accompanied by an adult to use the pass. The pass would not be honored at away games or tournament games.

### **STUDENT PRIVACY and CONFIDENTIALITY**

Cochrane-Fountain City School District respects each student's right to the confidentiality and privacy of their educational information. Consistent with our commitment and as required by Federal law, we will make every attempt to protect the privacy of student information so that such information is not heard, read or otherwise shared with others for any reason other than to promote the best educational outcomes for our students.

C-FC publishes a school newsletter and uses student/staff pictures on school web and social media pages. Parent(s)/guardian(s) who wish to revoke permission to have their child's photo or other personally identifiable information used for school purposes must submit a letter in writing declaring such by September 15, each year. Letters should be sent to the main office.

### **VOLUNTEERS**

C-FC encourages parents and adults to volunteer in our schools. To assist you and to maintain a safe and orderly environment for our students, we have created the C-FC Volunteer Manual. All volunteers are required to obtain a copy of the Volunteer Manual from the office, complete a School Volunteer Registration Form and pass a background check. Once these steps have been completed, we welcome you to volunteer at C-FC.

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## **ELEMENTARY SCHOOL SPECIFIC INFORMATION**

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### **ELEMENTARY ATTENDANCE AWARDS**

Each quarter, elementary students are eligible to earn recognition for perfect attendance. Perfect attendance is awarded to students who are in school or attending school functions each school day, for the entire day, with no tardies. A student is tardy if not in class when instruction is scheduled to begin or when leaving school early for reasons such as appointments. School related excuses/passes are acceptable excuses for late/tardy students and would not count as a tardy for the purpose of the Perfect Attendance Award. There is also Perfect Attendance Recognition for students who do not have any absences or tardies for the complete school year.

### **INVITATIONS**

Invitations to private (i.e., birthday) parties are not to be handed out in school. Students are not to travel as a group to a party using school bus transportation

### **MILK BREAK (Grades 4K-6)**

Milk break is offered to all elementary students from preschool through grade 6. Students may choose white milk or chocolate milk. Students can participate only after paying. Families may pay either by the year or by the semester. Please refer to the annual fee schedule issued at the start of school each year for the cost of the milk break program.

## ELEMENTARY SCHOOL SCHEDULE/RULES/CONSEQUENCES

C-FC Board Policy 443

### **General School Rules:**

- Follow the Pirate Code: Be Respectful, Be Responsible, Be Ready to Learn.
- Walk quietly in the building
- Be polite and respectful to others
- Keep our building clean
- Keep hands and feet to yourself
- Wear closed-toe shoes for recess and Phy Ed
- All visitors must report to the office. You may be asked for your pass.

### **Outdoor Rules:**

- Line up quickly when the bell rings
- Listen to the staff
- Be safe: throwing rocks, wood chips, or snowballs are not allowed
- Stay in the schoolyard boundaries
- Get permission to leave the playground
- Wear boots when it is snowing or muddy
- Play football, soccer, and kickball in designated areas only
- No hard balls are allowed on the playground
- Stay off any ice formations
- Do not hang on the basketball hoops, play tag on equipment, or sled

### **Indoor Recess Rules:**

- Quiet voices
- Be safe and respectful
- Follow all classroom rules
- Play designated games only
- Be kind and respect the property

### **Lunchroom Rules:**

- Use the bathroom & wash hands before coming to the cafeteria.
- Use quiet voices
- Use your manners
- Pick up after yourself
- Eat before you visit
- No throwing of food, wearing hats, running or yelling

If a student is asked to follow a rule, they are given a reminder and a verbal warning, unless the offense is harmful to another child. Should a child continue to exhibit inappropriate behavior then a disciplinary meeting will be held with the principal to determine consequences that fit the problem.

### **Consequences:**

Students who choose to break the rules may be required to miss a recess and complete a plan to fix their mistake.

Students who repeatedly break rules and miss recess up to four times may receive one of the following consequences:

- Loss of recess for an extended period as determined by the principal or designee.
- Work with the principal or the designee to establish a contract of behavior.
- Be assigned to an alternate activity off the playground.
- May be suspended for repeated refusal to cooperate or correct behavior.
- Suspension: A student may be suspended from school for extremely violent acts against another person.

### **GRADES 4K-6 DAILY SCHEDULE**

7:45-8:10 – Breakfast Served

8:20 – Class Schedule Begins

3:15 – Dismissal Begins

3:28 – Approximate time buses leave grounds

Students are not to be in the building prior to 7:45. Students who do arrive prior to 7:45 will remain in the commons until that time.

Outside doors are locked and the Security Buzz-In system at the main door is activated at the beginning of the school day.

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# **JUNIOR & SENIOR HIGH SCHOOL SPECIFIC INFORMATION**

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## **ABSENCE DISQUALIFICATION FOR CO-CURRICULAR EVENTS**

All absences (other than those pre-arranged or excused by the office) including any part of the day missed due to illness will disqualify a student from participation in any practices or competitions. A violation of this rule will subject the student to disciplinary action. Band and choir students are allowed to participate in an evening concert as this is a graded academic event.

## **ACADEMIC AWARD (Grades 9-12)**

Students qualify for the Academic Award by maintaining a cumulative GPA of 3.5 through their freshmen year and sophomore year, a 3.25 GPA through their junior year and a GPA of 3.00 through their senior year. Any grade below a C- would disqualify a student from receiving this award. The award consists of a chenille C-FC letter with a lamp of knowledge sewn on. Students who maintain their average in subsequent years receive a red bar for their letter. Students who have received a letter for a sport will receive the chenille lamp of knowledge to attach to their letter.

Students who receive a 4.0 grade point at least once during the school year's grading periods will receive a 4.0 medal at the awards program held in the spring. C-FC Board Policy 345.11.

## **ACTIVITIES AND FEES**

### **Co-Curricular Participation Fees**

Fees are charged for participation in co-curricular activities. Co-curricular activities include the following activities and any other activities that the C-FC Board of Education considers to be a co-curricular activity.

Category I - Athletics, Trap Team, Dance Team

Category II - FBLA, FFA, Forensics, Drama, \*Math Team, \*International Club, \*Extra Choirs, \*Pep Band, \*Student Council, \*National Honor Society, \*Class Officers.

\*Academic co-curricular programs are not charged an activity fee. All fees must be paid prior to the student participation in the selected activity. Students/families eligible for free and reduced lunch may have the activity fee waived.

\$35.00 per activity

\$105.00 student maximum activity charge per year

\$150.00 family maximum activity charge per year

### **Club/Class Dues/Fees**

Clubs may collect dues for membership in their clubs. Classes assess \$10 dues to help support their activities. Class and club dues and fees are assessed **in addition** to the district participation fee and state/national club dues.

Some fees (i.e. registration, travel) are paid by the school district for a student to participate in an activity. Should a participant not attend the activity due to choice, academic ineligibility or disciplinary action, the participant must reimburse the school district for the amount of the fee paid on his/her behalf.

## **ADULT STUDENTS**

All Cochrane-Fountain City junior-senior high school students, regardless of age, shall comply with the school policies as outlined in this manual and as established by the C-FC School Board. The high school staff will communicate as necessary with the parents of all students, even though a student may have reached the age of 18 unless the student gives the office a written statement requesting no communication with the parents. Students must abide by the attendance policy as outlined in this book.

## **BACKPACKS/PURSES/CARRYALLS**

Students may use backpacks to transport school materials to and from school. Backpacks are not to be used during the school day to transport school materials from class to class.

All backpacks, purses, any types of carryalls should be stored in the student's locker during the school day.

## **BEHAVIOR STANDARDS**

### **C-FC Board Policy 443**

The behavior and conduct of students attending C-FC Schools shall reflect the standard of good citizenship, self-discipline, responsibility for one's own actions and respect toward others.

ALL students attending Cochrane-Fountain City Schools, regardless of age, are subject to school rules. Due process, as required by law, will be afforded all students.

At Cochrane-Fountain City Schools, we believe that students should know what the school expects of them and the consequences for their behavior. Therefore, the following list of behavior standards references common and major violations and their consequences. The high school administrative team is responsible for dealing with any situation that occurs, not just those addressed in this code. Such situations will be dealt with in a fair and just manner consistent with board policies as they arise.

1. Students will engage in behavior that is not disruptive to classroom learning or school activities.
2. Students will use language that is not verbally, physically or sexually harassing to others.
3. Students will behave in a respectful, non-defiant manner.
4. Students will use appropriate and non-profane language in the school environment.
5. Students will respect school property and personal property of others.
6. Students will not engage in violent or harmful physical behavior such as fighting, biting, hitting.
7. Students will not possess weapons or objects that are harmful to themselves or others.
8. Students will not endanger others; this includes bomb threats and false fire alarms.
9. Students will not possess items which are illegal for them to possess at school.
10. Students will not cheat or plagiarize (see Appendix E).
11. Students will agree to adhere and follow classroom rules.

#### **Due Process**

To ensure that students are afforded due process, each student facing the imposition of disciplinary measures shall be informed orally or in writing of the facts and the nature of the conduct that has been challenged and shall be given an opportunity to explain his/her version of the facts or conduct which has been challenged prior to being disciplined.

In all cases where disciplinary action is necessary, reasonable efforts will be made to contact a parent/guardian as soon as practicable.

#### **Corrective Measures for Behavioral Offenses**

Infractions that occur at school, at school activities (home or away) or on school grounds are subject to these consequences. A student violator may be subject to any penalty for any infraction or misconduct that has the effect of substantially and materially interfering with the educational process, adversely affecting the health or safety of others, or constitutes a crime if committed by an adult.

Corrective measures used will depend upon the nature of the behavior, the past history of the individual, and the degree to which the student is willing to try to correct undesirable behavior. These measures may include but are not limited to:

1. Warning
2. Student Conference
3. Parent Contact/Conference
4. Lunch Detention
5. After School Detention
6. In School Suspension
7. Out of School Suspension
8. Alternative Program
9. Pre-Expulsion Hearing
10. Expulsion
11. Referral to law enforcement authorities
12. Removal from class (see Appendix D)

- Teachers may remove a student from class and send them to the office if:
  - a. the student has exhausted teacher warnings and is refusing to be cooperative;
  - b. the student has engaged in behavior that could compromise the safety or learning environment of others.

### **Detentions**

*Teacher's Detention:* A teacher may detain a student during lunch or after school to correct unacceptable behavior. Any student who is told by a teacher to report after school, and for any reason cannot report, must first clear this with the teacher. Failure to do so is insubordination and may result in a disciplinary referral. Students who have detention are not to participate in co-curricular activities on any given day *until* the detention assignment has been completed.

*Administrator's Detention:* Students may be detained by an administrator for the following reasons: excessive tardiness, unexcused absence from school or class, disrespect, insubordination or any other violation of the behavior standards. Detentions may be assigned at the discretion of the administrator.

*After-School Detention:* Thursday's from 3:30 to 5:30. Parents are responsible for promptly picking up students from detention.

*Lunch Detention:* A student on lunch detention will take his/her lunch to an assigned area away from the cafeteria. No student may attend school activities such as games or dances if he/she has more than two un-served after school detentions.

### **Suspensions**

*In-School Suspension:* Assigned only by administration. Dates and location of suspension will be determined by the administration. Time will be 8:00 a.m. to 3:23 p.m. Students will have homework provided and will be required to work the entire day. Lunch will be eaten in the in-school suspension room. All breaks will take place at different times than the student population.

*Out-of-School Suspension:* Assigned only by administration. An action taken by the administrator prohibiting a student from attending school of a period of not more than five consecutive school days. The suspension period may be extended an additional ten days when an expulsion hearing has been set and it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct. During the suspension, the student is NOT to be on school grounds and cannot attend school functions or events. Being on school grounds will result in contacting local law enforcement.

A student may be suspended from school for repeatedly violating the rules of the school or immediately for any reason that may cause harm or danger to self or others. Prior to the suspension, the student has the right to be informed why he is under the threat of suspension and to present an account of the incident. When an administrator suspends a student, the parents will be notified either by phone or mail. The suspended student has the right to a hearing with the principal within five days of the suspension at which time the suspension may be reversed if it is determined the suspension was unjust.

Parents/guardians have complete custody and jurisdiction of their child during a suspension. A suspended student will be re-admitted to school after a parent/guardian meeting with the administration.

The period during which a student is absent from school due to a suspension is neither an absence without an acceptable excuse under the statutory definition of truancy or an absence without legal cause under the statutory definition of habitual truant. See Wis. Stat. §118.16 (1m). Suspension from school is an excused absence and students will be allowed to make up work missed. Such schoolwork missed due to suspension will be handled in the same fashion as work missed due to illness. {See Wis. Stat. 118.16 (4)(b)}

### **Alternative Program**

An "Alternative Program" means that educational opportunities are made available within the school district but may be at a site different from a student's originally assigned school or schedule. Alternative programs are unique to each situation and will be considered on a case-by-case basis. All State and Federal regulations will be complied with during a student's alternative program placement.

### **Referral to Police or Juvenile Authorities**

In incidents where criminal activity is alleged to have taken place, the sheriff's department may be notified. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter regarding the student's removal from the building.

### **Parent/Guardian Notification**

Parent(s)/Guardian(s) will be notified as soon as practicable of any behavior incidents which resulted in their child being referred to the office. This notification may include a phone call, an electronic notification and/or a USPS mailing.



## COURSE LOAD AND REQUIREMENTS / FAILING GRADES

A total of 24 credits are required to graduate. To stay on schedule, a student should pass a minimum of six credits per year. Upon completion of a class, one-half credit will be issued for each semester passed successfully.

Students have five days after the start of a semester to drop/add classes. Changes to the original schedule require parent contact and authorization. A student who drops a class after ten days into the semester will receive a failing grade for that class unless there are extenuating circumstances.

Grades 9 - 12: Courses listed in the graduation requirements section that are failed must be repeated and completed successfully in order to graduate.

Students who are two or more credits behind in their current grade level may not be promoted to the next higher-grade level. To become a sophomore, a student must be beginning his/her second year of high school and have earned 4 or more credits. To become a junior, a student must be beginning his/her third year of high school and have earned 10 or more credits. To become a senior, a student must be beginning his/her fourth year of high school and have earned 16 or more credits.

Grades 7-8: To advance to the next grade level, a junior high student must pass 20 total quarter credits per year with 10 of those credits earned in the core areas of Language Arts, Math, Science and Social Studies. Also, a student must achieve a 2.0 GPA or receive passing scores on the state standardized tests. Failure to meet these standards will require that the student be presented to the Grade Advancement Committee for evaluation.

## DANCES

**Grades 7-8** combined may schedule one dance during September/October/November, one during December/ January/February and one during March/April/May. The Junior High Student Council advisor will determine times for the dances. All scheduled dances must conclude by 9:00 p.m. at the latest. Senior high students may not attend junior high dances. No out-of-school guests are permitted at junior high dances.

**Grades 9-12** “soc hops” are to be concluded by 11:00 p.m. unless there is prior administrative approval to run later. Prom and Homecoming are to conclude by 12:00. The sponsoring group is responsible for cleaning up and returning all equipment to its proper places. Junior high students may not attend senior high dances.

### Court Participation

A junior student who is a court member for Prom will not be eligible for Homecoming court during his/her senior year. Should a student wish to hold the opportunity to serve on a future dance court, he/she must inform the coordinator for the upcoming dance prior to voting taking place that he/she does not wish to be on the ballot for that dance.

### Out -of -School Guests

Any guest (non-C-FC student) attending a C-FC high school dance will be required to complete an information form prior to being allowed to attend a school dance. Refer to Appendix L for more information.

## DRESS CODE

C-FC Board Policy 443.1

Time and place dictate appropriate dress. Specific wear, though fashionable, may prove to be unacceptable in the school setting. Students are expected to be appropriately dressed and acceptably groomed for school at all times. Student dress should comply with reasonable standards of cleanliness and safety, be non-restrictive in movement, and should not be disruptive to the operation of the school or inappropriate for students. Clothing that is disruptive to the learning environment, as determined by the administration, will not be acceptable.

### Clothing Guidelines

- \*Hats, hoods, sunglasses and coats are not to be worn during the school day.
- \*Gang-related signing, insignia, colors, tattoos, paraphernalia or clothing shall not be worn. This includes but is not limited to gloves, wristbands, chains and jewelry (i.e. dog collars) that are likely to cause others to feel intimidated.
- \*Attire sexually, racially or religiously offensive in nature shall not be worn.
- \*Attire referencing alcohol, illegal drugs, tobacco, nudity, vulgarity, weapons or violence shall not be worn.
- \*Attire that does not provide adequate coverage shall not be worn.
- \*Tops should cover from armpits to knuckles and adequately cover the chest area without exposing chest/cleavage.
- \*Shorts, skirts, dresses and rompers must be long enough to reach the knuckles of the hand when hanging extended on the side.
- \*Holes in pants must fall below the knuckle measurement and must not expose any undergarments.

The administration will be the final arbiter in all decisions.

Students who violate these clothing guidelines will be asked to change or cover any clothing deemed inappropriate. While students are generally warned on the first offense, more serious consequences will be issued for repeat offenses or excessive violation of the policy on their first offense. The office has an assortment of t-shirts that may be used to replace an inappropriate shirt. Students who cannot change or cover the inappropriate clothing may be sent home. Repeated violations may result in disciplinary action.

### **GRADING SCALE**

Letter grades are recorded on report cards and permanent record cards. Semester grades are used in determining scholastic averages and rank in class for grades 9-12. Assigning the listed numerical values to each letter grade and averaging for each grading period will determine class rank and honor roll. All teachers will abide by the standard grading scale.

<b>Score</b>	<b>Grade</b>	<b>Grade Points</b>
100-95	A	4.0
94-93	A-	3.668
92-91	B+	3.334
90-87	B	3.0
86-85	B-	2.668
84-83	C+	2.334
82-79	C	2.0
78-77	C-	1.668
76-75	D+	1.334
74-72	D	1.0
71-70	D-	.668
69-below	F	0

P - Pass - Credit earned - No grade points given.

I - Incomplete - Student is receiving a failing grade in the class due to incomplete or missing work. The student will have one week from the end of the quarter to complete work for a grade.

Make-Up Work for Absences

- 1) Excused Absences (including suspensions)
  - a) One day immediately following the absences will be given for each day absent.
  - b) Failure to turn in work on time will result in a zero (0).
- 2) Unexcused Absences
  - a) Major tests must be made up the day returning to school.
  - b) No credit given for assignments for that day.

Daily participation points count as a part of the grade in every class.

Cheating, including plagiarism, is not acceptable and will result in a zero (0) on the assignment or test cheated on.

### **GRADUATION (See Appendix I)**

C-FC Board Policy 460, 461, 462

#### **Honors**

Graduating seniors who maintain a 3.6 or better GPA through the first seven semesters of high school shall receive Class of Distinction Honors at graduation and will receive an honor cord to wear for the ceremony.

#### **Valedictorian/Salutatorian**

The student who has the highest cumulative grade point average based on 7 semesters of grading will be named valedictorian of his/her class. To be eligible for Valedictorian/Salutatorian, the student must also have been enrolled as a full-time student for three consecutive semesters at C-FC.

In the situation where two or more students tie their cumulative grade point average (to the thousandths position), the student with the highest ACT composite score (from the ACT test taken on or before June 30<sup>th</sup> of Junior/Senior summer) will be named valedictorian. In the event that two or more students have the same ACT composite score, the student with the highest total of the standard scores of the sub-tests will be selected valedictorian.

In the rare event that standard scores of the sub tests are tied, a one-page typed essay will be submitted to an academic committee organized by the C-FC Guidance Office. The topic of the essay will be determined by the Guidance Office. The committee will select a winning essay, and this will serve as the tie breaker.

The above tiebreakers are only to determine who will be named valedictorian. Once the valedictorian is determined, the student with the second highest cumulative grade point average based on 7 semesters of grading will be named salutatorian. If there are multiple students with the same GPA, they will all be named salutatorians.

### **Wisconsin Higher Education Scholarship Selection**

To be eligible for the Wisconsin Higher Education Scholarship, a student must be considered a senior (16 or more credits and in his/her fourth year of high school) and have been enrolled as a full-time student for three consecutive semesters at C-FC prior to the awarding of the scholarship. Credits transferred for grade point computation must be from a public or private high school that would be eligible in Wisconsin to select a student for the Academic Excellence Higher Education Scholarship. Students transferring from a school outside of Wisconsin must earn credits from a high school comparable to a school in Wisconsin that is eligible for the Academic Excellence Higher Education Scholarship. All subjects for which a student has been enrolled and a grade has been issued, as indicated by the transcript, are included in the grade point average. All grades are un-weighted. Any pass/fail grades are not included in the GPA.

In the event that two or more students at C-FC High School are tied with the highest grade point average, the following criteria will be used to select the one pupil as the recipient of the scholarship:

1. If, at the time the winner is to be designated, one of the students has committed to attend a college in a state other than Wisconsin, the scholarship shall be awarded to the student who plans to attend a Wisconsin school.
2. If more than one of the students tied for the award plans to attend a Wisconsin school, the award will be given to the student with the highest ACT composite score (from the ACT test taken on or before June 30<sup>th</sup> of Junior/Senior summer).  
regular ACT test taken by each student will be the qualifier.
3. In the event that two or more students have the same ACT composite score, then the student with the highest total of the standard scores of the sub-tests will be selected as the recipient.
4. In the rare event that standard scores of the sub tests are tied, a one-page typed essay will be submitted to an academic committee organized by the C-FC Guidance Office. The topic of the essay will be determined by the Guidance Office. The committee will select a winning essay, and this will serve as the tie breaker.

### **Scholarships**

Financial aid and scholarships are available to graduating seniors for education beyond high school. Members of the community and the high school sponsor several scholarships. The guidance office posts applications for sponsored scholarships as they become available.

### **LOCKERS**

Students are provided with an assigned locker and are expected to use the locker for personal belongings. Each student is responsible for the condition of his/her locker, both inside and out. Students are not allowed to write, mar, deface, paste, or tape on locker doors. Magnets may be used to hang items on and in lockers.

Students are to keep the locker assigned to them. Students may not move to an empty locker or trade lockers without permission.

Lockers have locks on them. The school is not responsible for lost, damaged or stolen items. Students are not to prevent lockers from locking. Students who decide to "jam" a locker may be assigned a different non-locking locker and will be responsible for the costs of any repairs.

As lockers are the property of the school district, school personnel may search them if it is believed that the lockers might contain illegal substances, stolen property, or articles that might endanger the lives or welfare of other students in the school.

### **NATIONAL HONOR SOCIETY**

Cochrane-Fountain City High School is a charter member of the National Honor Society and each year inducts members into its chapter. Membership is determined by scholastic achievement, service to school and community, citizenship and character. A faculty council will make determinations based on information provided by candidates on a scale of 4-1.

C-FC's selection procedure:

- 1) Student must have at least at 3.15 grade point average.
- 2) Eligible students will be given a Student Activity Information Form to complete and to be returned to faculty advisors.
- 3) C-FC faculty will be informed who is eligible for NHS and asked to submit any positive and/or negative comments about eligible students.
- 4) Faculty council will meet to discuss each candidate.
- 5) Faculty council will vote on each candidate. A candidate must have a minimum of 2.5 each in character, leadership and service and an overall 2.5 minimum average when scholarship is included.

## **PARKING**

All students MUST park in the designated Student Parking Lot.

Reckless driving of any type by a student which creates endangerment when entering, leaving or while on school grounds may result in disciplinary action.

## **PASSES**

Students leaving an assigned area are to have the teacher/supervisor of the area sign and note the time in writing prior to leaving the area for another destination. Students returning to the classroom/study hall are to have the signature/time stamp of the teacher/supervisor of the designated assigned area. Passes may not be issued to any unsupervised area. Students going to an area other than the library must have a pre-signed pass from the teacher they wish to see. Students leaving/entering a classroom with a pass should be signed out/in on the log in the classroom.

## **SCHEDULE OF CLASS PERIODS – GRADES 7-12**

1	8:00-8:47
	8:47-8:55 – Breakfast Break
2	8:55-9:42
3	9:46-10:33
4	10:37-11:24
	<u>Grades 9-12</u>
5	11:28-12:15
6	12:15-12:45 – Lunch
	<u>Grades 7-8</u>
5	11:24 -11:54 – Lunch
6	11:58-12:45
7	12:49-1:36
8	1:40-2:27
9	2:31-3:18

## **STUDENT COUNCIL**

The senior high Student Council is comprised of representatives from each grade 9-12, and every officially recognized club on campus. It is the purpose of the C-FC Student Council to experience the democratic process, to give students more of a voice in school matters, to share in the responsibilities to the community in which we live, and to promote better communication between all levels of the school.

The junior high Student Council is comprised of elected representatives from grades 7 and 8 who meet regularly to discuss and assess the needs of the junior high students.

## **TARDY TO CLASS**

Students are given adequate passing time between classes and are expected to arrive on time prepared for class. Each classroom teacher has a tardy rule and will maintain a list of students who are tardy to class. The teacher determines the tardy rules for their classroom that may include requiring students to be in their seats when the bell rings.

The 5<sup>th</sup> unexcused tardy per semester and each one thereafter may result in an office referral and disciplinary action.

## **UNPAID DUES AND FEES**

A student wishing to participate in co-curricular activities must have assessed school-issued equipment and property fees and class and club dues paid in order to continue participation in co-curricular competitions and performances.

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# C-FC CO-CURRICULAR CODE

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## PHILOSOPHY

It is the philosophy of the Cochrane-Fountain City Co-Curricular Activities to provide a learning experience of the activity that will enhance the classroom teaching of the district. Coaches are to be teachers of the activity rather than participant selectors of the activity. C-FC Board Policy 370.

- a. Cochrane – Fountain City School District offers a wide range of co-curricular activities and athletics for students to participate in at the junior high through high school level. If you would like more information on any of these activities, please contact the activities office.

### Athletics

Football\*  
Girls' Volleyball\*  
Boys' and Girls' Cross Country\*  
Boys' and Girls' Golf\*  
Boys' and Girls' Track\*  
Wrestling\*  
Boys' and Girls' Basketball\*  
Baseball  
Softball  
Dance\*  
Trap Shooting\*

### Clubs/Other Activities

Student Council\*  
Future Business Leaders of America (FBLA)\*  
Yearbook  
National Honor Society  
FFA\*  
Forensics\*  
Drama\*  
Choir\*  
Band\*  
International Club  
Math Team  
Class Officers  
Robotics (Jr. High only)\*

\*Indicates Junior High Offering as well

## ACTIVITY AWARD (Grades 9-12)

The advisor of each activity listed below assigns points up to a maximum of five points for each activity for each year based on the amount of effort of each student in the activity. The Activity Award consists of a plaque with a plate with the student's name engraved on it. Students receive the award after they have accumulated 30 points. Students receive a certificate for each additional 15 points that they earn in subsequent years. Activities that students can earn points for include FFA, FBLA, Drama, Forensics, Math Team, Solo/Ensemble, Pep Band, Accompanist, International Club, Student Council, Class Officers, National Honor Society, Teen Court, Buffalo County Partnership Council.

## PARTICIPANT PRIVILEGES

Participants have the following opportunities:

1. To participate in C-FC co-curricular/athletic programs as long as the minimum eligibility requirements of C-FC Schools, WIAA, and group governing policies are met.
2. To compete interscholastically.
3. To learn good habits of health, personal grooming, and participation safety.
4. To develop new skills and improve those already gained.
5. To develop friendship with teammates and opponents.
6. To develop personal and team responsibility toward C-FC Junior-Senior High School.
7. To represent C-FC Schools.
8. To receive awards for achievements through school activities.
9. To receive a sound personal background in physical and social fitness.
10. To change sports within a two-week grace period at the beginning of each sport season with the approval of the coaches *of the sports* involved.
11. To join an activity late, athletes must complete team/WIAA practice protocol before they are eligible to compete.

### ACADEMIC ELIGIBILITY

1. A participant must maintain passing grades in *ALL* subjects each grade reporting period. Grade reporting periods will be at mid-semester and at the completion of each semester for grades 9-12 and at the end of each quarter for grades 6-8. A participant receiving a failing grade in any subject for a reporting period will be ineligible to participate in competition until he/she has met the requirements for reinstatement. Grades will be checked at regular intervals throughout the season. Failing grades will be reported to the coach/advisor of the activity/sport. Grades are checked the Wednesday after each grade reporting period.
2. A participant who fails one or more classes at a designated reporting period is ineligible for 15 consecutive *school* days and nights. If the student is passing in *ALL* classes after 15 consecutive *school* days, the eligibility is reinstated on the 16<sup>th</sup> scheduled school day. If the student is not passing all classes, he/she is ineligible until the next grade reporting period.
3. Fall activity participants who fail one or more subjects at the previous grading period prior to the first day of practice will be ineligible for competition for 21 *calendar weekdays* (M-F) from the first day of practice, or for a number of contests as dictated by WIAA Regulations. Participants will serve the lesser of the two penalties.
4. Students in grades 6, 7 and 8 with one or more failing grades at the end of the fourth quarter grading period will be ineligible for competition for the *first two fall contests* they participate in.
5. A student may erase ineligibility status for fall sports by successfully completing summer school classes for not less than the same courses that caused the ineligibility.
6. The Activities office will notify coaches of the status of their players at the beginning of the ineligibility period and on the 16<sup>th</sup> day of the ineligibility period.
7. Participants in a performance activity which has rehearsed and prepared prior to grading check period may remain eligible by recommendation of advisor, director or coach for upcoming performance. The participant will meet with Activities Director/Administrator prior to participation in any future performance-based activities. Future participation will be at discretion of Activities Director and Administration.
8. Participants will practice with their team during the 15-day ineligibility period and travel with their team for away contests, except in instances where early dismissal is required. In this instance, students on academic ineligibility status will be required to remain in school for the entire day.
9. Any WIAA policy or directives with greater restrictions will supersede the district policy.

### ATHLETIC TRAINER

Winona Sports Medicine will provide an athletic trainer for all football games and wrestling meets. The trainer will also visit the school two days each week. If your coach would like you to see the trainer, you are to notify the activities office. You will be called to see the trainer when the trainer is present and ready to see athletes.

### BUS TRANSPORTATION TO AND FROM EVENTS

Every participant must ride to and from activities using school-provided transportation unless the participant has written permission from his/her parent guardian that includes signing out on a form provided by the coach/advisor. Unusual circumstances must be cleared with the Activities Director by the end of the school day prior to the activity.

Returning co-curricular participants are to be picked up in a timely manner following arrival back at school. We recommend that rides be here ten minutes prior to the return time from an activity.

### COACH/PARENT/ATHLETE PRE-SEASON MEETINGS & DISCLOSURES

At the beginning of each sports season, coaches will hold a parent/athlete information meeting and send home a Team Rules Disclosure to review team and coach requirements, policies and expectations. It is recommended that parents and athletes attend these meetings. Roles of coaches, athletes and parents will be clearly defined in the expectations/disclosure packet.

At the beginning of each school year, advisors will send home with all members of their group a Rules Disclosure sheet that covers club/activity requirements, policies and expectations.

## **PARTICIPATION TIME**

Participation time will vary depending on the co-curricular activity. Advisors and coaches are to use the following guidelines relevant to participation. Athletic participation playing time rationale will be presented to the administration upon request from the administration.

**Attendance: Students must be on time for and attend school for the entire school day to participate in any activity that evening, including practice, games, performances, etc.** Pre-excused absences or medical appointments with documentation are the only exceptions. Attendance is reviewed daily.

**Varsity:** Participation is based on, but not limited to, years of participation in the activity, coachability, attitude, practice habits, practice/game attendance, game knowledge and game skills. While competition is a strong consideration, coaches will consider all elements in player participation.

**Jayvee, C-Squad or other levels 9-12:** Emphasis on skills development and those criteria listed in the Varsity section.

**Junior High Sports:** The purpose of Junior High Sports is to provide an opportunity to experience and discover if the activity is something students would like to pursue. Emphasis will be on teaching skills and teamwork complexities. All players will participate. The levels of competition may include separate 7<sup>th</sup> grade, 8<sup>th</sup> grade or a combination of both.

If a student is assigned a detention, the detention will supersede all scheduled athletic/activity events on the assigned night. If a student skips a detention, he/she will become ineligible to participate in athletic/activity events until the detention is served. This includes both after-school and lunch detentions.

## **STATE/NATIONAL COMPETITION**

Any student who plans to attend a state or national competition must secure an advance make-up slip from the high school office or advisor and arrange with classroom teachers for schoolwork before leaving for the competition.

Arrangements for necessary meals and lodging for participants will be made by the athletic director or advisor of the activity for motel/hotel rooms under the direct supervision of a C-FC faculty member. Lodging, meals, and transportation will be provided by the C-FC School District. The head and first assistant coaches or advisor will attend the competition as chaperones.

Participants of athletic teams and activity groups who compete in state or national competition will be provided meal money in accordance with the school's policy for reimbursement of meals, currently: breakfast/\$7.00; lunch/\$7.00; dinner/\$9.00. The number of meals will be determined by the administration.

## **STATE AND NATIONAL ORGANIZATION RULES AND BYLAWS**

C-FC is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and therefore shall uphold and enforce the Constitution, By-Laws, Rules of Eligibility, and Sports Regulations of the WIAA. Complete copies of WIAA rules and regulations can be viewed in the Activities Office or online at [wiaawi.org](http://wiaawi.org).

A national organization's rules and bylaws may supersede the provisions of this manual.

## **PARTICIPANT CONDUCT/DUE PROCESS/DISCIPLINE**

### **Conduct**

Students participating in co-curriculars at Cochrane-Fountain City School District are held to standards of both the C-FC Co-Curricular Code and the C-FC Behavior standards, as referred to on page 9 of this manual and in Appendix D.

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program.

Upon initial signature of the code authorization, all provisions of the Junior & Senior High Manual and C-FC Co-Curricular Code will be enforced year-round throughout a student's tenure at C-FC Junior-Senior High School. Periodic revisions of the code will be presented to parents and students for signatures.

Coaches and advisors of each activity shall establish standards of grooming, curfew, dress, and general conduct. A coach or advisor may establish rules that are stricter than this manual's rules.

Participants will attend all practice sessions and activities or present the coach or advisor with a note written by a parent/guardian or a phone call from a parent/guardian to explain the reason for non-attendance.

**All absences (other than those pre-arranged with the office) will disqualify a student from participation in practice, competition, or activities for that day.**

To protect the health of the student, illness will disqualify the student from practice and/or competition on that day. **Students must attend school the ENTIRE day in order to participate in practices or contests unless excused by the office for an unusual/emergency circumstance.** Students are to schedule appointments such as doctor or dentist on days when there is no competition scheduled. Students violating these rules may be subject to suspension from extra-curricular activities for two weeks.

Any student suspended from school for administrative disciplinary reasons will not practice or participate in athletic contests or co-curricular events during the suspension.

C-FC provides the safest and best equipment available. Each participant is expected to take care of equipment and return it at the end of the activity. The participant will be held responsible for any lost or misplaced equipment and materials as well as for deliberate abuse of equipment and materials.

### **Co-Curricular Code Violations**

A member of any athletic or co-curricular activity at C-FC will be issued a code violation if one or more of the following rules are broken.

Participants may not:

- Drink any alcoholic beverages.
- Smoke or chew tobacco products.
- Use any vape devices, electronic cigarettes, JUUL electronic vape devices or look-a-likes.
- Use any drugs other than those prescribed by a doctor or common over the counter (OTC) drugs.
- Knowingly or unknowingly possess, handle, purchase or transport alcoholic beverages, tobacco products, or other drugs.
- Participate in any hazing activities. “No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S. 948.51 (2), Wisconsin Statutes] “In this section ‘forced activity’ means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.” [S. 948.51 (1), Wisconsin Statutes]
- Be involved in any other immoral or unacceptable conduct contrary to the ideals, principles and standards of the school and the state governing body.

In the case of suspected drug use at school, law enforcement will be notified, and their procedure will be followed. Every effort will be made to call parents immediately after law enforcement notification, or as soon as reasonably practicable. Failure to cooperate with law enforcement’s procedures will result in a code violation being issued.

\*A parent may not provide or condone any of the above; doing so will NOT release a student/athlete from a violation.

### **Due Process**

All disciplinary actions will be based on the following steps:

#### STEP I - Methods Used to Identify Students Who May Have Violated the Co-Curricular Code

- A. A written report signed by an individual who has witnessed the violation. The initial report should be made to appropriate school personnel within ONE WEEK of the infraction.
- B. A student’s admission of the violation: student initiates the admission or admits to the violation upon being questioned by school personnel, which allows the student to be eligible for a Reduced Option Discipline.
- C. To be eligible for the Reduced Option Discipline, a student after violating the co-curricular code must report to appropriate school personnel within the following time frame indicating that he / she has violated the co-curricular code.
  - a) Weekday Violation: notify appropriate school personnel within 24 hours.
  - b) Weekend Violation: notify appropriate school personnel before noon on the next school day.
  - c) Extended School Vacation (i.e. Christmas, summer): notify appropriate school personnel within 72 hours.



- D. A student's self-referral: a student who refers himself to the counselor and who is making satisfactory progress in following the counselor's recommendations is not liable to formal suspension from school, athletics, or co-curricular activities for undocumented violations prior to self-referral.
- E. A referral by student's parent.

STEP II - Determination for Further Procedures Will Be Made by the Principal and Activities Director

STEP III - Appeal to Activity Council

- A. Must be filed within one school day of notification in Step I.
- B. The co-curricular committee will be made up of one teacher and one coach drawn by lot, the ATOD Coordinator, the District Administrator, and one board member. This council may make further inquiries, as they deem necessary to make their decision within three school days. The student violator will be under penalty of infraction during this process. The decision of the Activity Council may be appealed to the School Board.

STEP IV - Appeal to School Board

An appeal may be made to the school board by the athletic director, principal, alleged violator and his/her parents/guardians. Written notice of the appeal shall be given to the Clerk of the Board within 14 days after notification of the decision in Step II. The appeal shall be heard within 30 calendar days and the Board will conduct a hearing and render a decision according to its own rules and procedures. The student will follow disciplinary actions pending the School Board's decision.

### **Disciplinary Action**

The activities offered by the C-FC School District are listed in two categories - athletic and non-athletic co-curriculars - with the disciplinary actions for violations listed below them.

Should the violation take place during the sport season or co-curricular calendar year, the suspension will be prorated on a percentage basis to be completed in the next sports season or co-curricular calendar year in which the student has previously participated. The student must complete that next sports season or co-curricular calendar year in order to meet the requirements of the disciplinary action.

Should the student's violation occur while the student is not involved in a sport or activity, the student is suspended from participation in the next athletic or co-curricular calendar season in which he/she had participated previously.

Please refer to the charts that follow.

## VIOLATIONS

### **CATEGORY I: Athletics, Dance Team, Trap Team**

#### FIRST VIOLATION

OPTION I: Athlete is suspended from **33% of the athletic contests** in his/her current sport season. If violation occurs within the last one-third of the season, the penalty is prorated into the next season in which the athlete participates and completes. Students must complete **8 hours of community service** and **4 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within two weeks** from the date the school is notified of the violation.

OPTION II: Athletes who are eligible for the Reduced Option Discipline program will be suspended for **20% of the athletic contests** in his/her sports season. The athlete must complete **6 hours of community service** and **2 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within two weeks** of the date the school is notified of the violation. Failure to complete the requirements will revert the penalty back to Option I.

- √ Athletes who incur their first violation during a sport season shall not be eligible to receive any award for that sports season other than a letter, numeral or participation certificate.
- √ Should an athlete incur his/her first violation out-of-season, he/she will not be eligible for any award other than a letter, numeral or participation certificate during his/her next sports season.

### **CATEGORY II: FBLA, FFA, Forensics, Math Team, Drama, Student Council, NHS, Class Officers, Extra Bands/Choirs, Solo/Ensemble, Robotics**

#### FIRST VIOLATION

OPTION I: The student will be suspended from participating in **all co-curricular activities, including club meetings held during the day for 9 weeks** from the school's date of notification. The student must complete **8 hours of community service** and **4 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within two weeks** from the date the school is notified of the violation.

OPTION II. Students who are eligible for the Reduced Option Discipline program will be suspended from co-curricular activities, including club meetings held during the day, for **5 weeks** from the point of notification. The student must complete **6 hours of community service** and **2 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within two weeks** of the date the school is notified of the violation. Failure to complete the requirements will revert the penalty back to Option I.

- √ Students who incur their first violation shall not be eligible to receive any award from the school year other than a school-issued participation certificate. (Awards given by non-school organizations may be given to the student but not at the Awards Program or with any other recognition of the award.)
- √ Should a student incur his/her first violation during the summer break, he/she will not be eligible for any award other than a school-issued participation certificate during the next calendar year.

**CATEGORY I: Athletics, Dance Team, Trap Team**

SECOND VIOLATION

OPTION I: Athlete is suspended for **one full sports season**. Should the violation occur while the student is not involved in a sport, the athlete is suspended from participation in the next athletic season in which he/she has participated previously. The athlete must complete **8 hours of community service** and **4 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within four weeks** from the date the school is notified of the violation.

OPTION II: Athletes who are eligible for the Reduced Option Discipline program will be suspended for **50% of the athletic contests** in his/her sports season. The athlete must complete **6 hours of community service** and **2 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within four weeks** from the date the school is notified of the violation. Failure to complete the requirements will revert the penalty back to Option I of Second Violation.

- √ Athletes who experience two violations during their career shall not be eligible for consideration of any award other than a letter, numeral or participation certificate for the remainder of his/her career.
- √ Other awards include but are not limited to All Conference, MVP, Captain, Outstanding Leadership, Class or Activity Officer, Activity Plaque or any other honorary awards.

**CATEGORY II: FBLA, FFA, Forensics, Math Team, Drama, Student Council, NHS, Class Officers, Extra Bands/Choirs, Solo/Ensemble, Robotics**

SECOND VIOLATION

OPTION I: The student will be suspended from participating in **all co-curricular activities including club meetings held during the day for 18 weeks** from the school's date of notification. The student must complete **8 hours of community service** and **4 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within four weeks** from the date the school is notified of the violation.

OPTION II. Students who are eligible for the Reduced Option Discipline program will be suspended from **co-curricular activities, including club meetings held during the day, for 12 weeks** from the point of notification. The student must complete **6 hours of community service** and **2 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be **completed within four weeks** from the date the school is notified of the violation. Failure to complete the requirements will revert the penalty back to Option I of Second Violation.

- √ Co-curricular participants who experience two violations during their career shall not be eligible for consideration of any school-issued award other than a participation certificate for the remainder of their career.
- √ Other awards include but are not limited to All Conference, MVP, Captain, Outstanding Leadership, Class or Activity Officer, Activity Plaque or any other honorary awards.

### **CATEGORY I: Athletics, Dance Team, Trap Team**

#### THIRD VIOLATION

The student is suspended from athletic activities for **one calendar year** from the date of notification. The student must complete **8 hours of community service** and **4 hours of counseling** before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be completed within four weeks from the date the school is notified of the violation.

#### FOURTH VIOLATION

The student is suspended from athletic activities for **the rest of his/her high school career** or until he/she has had two violation-free calendar years from the date of the last violation. The student must complete 8 hours of community service and 4 hours of counseling with the school guidance counselor before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator.

### **CATEGORY II: FBLA, FFA, Forensics, Math Team, Drama, Student Council, NHS, Class Officers, Extra Bands/Choirs, Solo/Ensemble, Robotics**

#### THIRD VIOLATION

The student is suspended from **all co-curricular activities, including club meetings held during the day, for one calendar year** from the date of notification. The student must complete 8 hours of community service and 4 hours of counseling with the school guidance counselor before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator and must be completed within four weeks from the date the school is notified of the violation.

#### FOURTH VIOLATION

The student is suspended from co-curricular activities for **the rest of his/her high school career** or until he/she has had two violation-free calendar years from the date of the last violation. The student must complete 8 hours of community service and 4 hours of counseling with the school guidance counselor before being reinstated. Community service and counseling must be arranged by the student and approved by the activities director or building administrator.

#### ADDITIONAL VIOLATION PROVISIONS

- √ Violations of a student in seventh or eighth grade will not follow to the high school (9-12) level. The eighth-grade student will, however, complete any discipline assigned due to a code violation before participating in any sports in ninth grade.
- √ In the event of student conduct that is unacceptable in or out of school that makes that student unqualified to represent the ideals, principles and standards for C-FC Schools, penalties will be at the discretion of the administration.
- √ Dance court participation: Students who have violated the student or co-curricular code shall be ineligible to serve by vote, by invitation, or any other process and in any manner, on a court activity (i.e. Homecoming Court, Prom Court, etc.) for one year following the date of the violation. A second violation shall make the student permanently ineligible for court participation.
- √ Class officers, student council members, FBLA officers and FFA officers who are in violation of the co-curricular code will become ineligible for participation as an officer for the remainder of the current school year for which they were elected to serve and for the following school year.
- √ NHS members who violate the co-curricular code or demonstrate conduct unbecoming to the ideas, principles or standards of C-FC Schools, will be permanently ineligible to participate in activities of the NHS, however, current members will retain the status as club members because membership is based on academic standing.

## APPENDIX A

### ACCEPTABLE USE POLICY FOR NETWORK AND INTERNET ACCESS

#### C-FC Board Policy 363.2

The Cochrane-Fountain City School District recognizes that computers are used to support learning and to enhance instruction. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Access is a privilege, not a right.

The District has the right to restrict or terminate internet/computer access at any time for any reason. The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

The Cochrane-Fountain City School District declares irresponsible, unethical, illegal and unacceptable behavior as just cause for taking disciplinary action, revoking internet, network and computer access privileges, and/or initiating legal action. It is impossible to completely define unacceptable use; however, for the purpose of illustration, some examples are:

- √ Violating School Board Policy, District Administrative Rules, or any provision in the Student Manual.
- √ Damaging or disabling the network's or an individual computer's security system.
- √ Damaging equipment or networks by
  - Creating or placing a computer virus or malicious software program on the network or on a computer;
  - Intentionally disrupting, degrading or crashing internet or network traffic or connected systems.
- √ Bypassing the proxy server or any other method of avoiding filtering.
- √ Intentionally wasting resources, such as ink, toner, paper, bandwidth or using network resources for personal use.
- √ Listening to online music, watching online non-educational videos and playing online non-educational computer games.
- √ Installing software without the teacher's permission.
- √ Revealing your personal address, phone numbers, or photographs or those of a colleague unless class assigned.
- √ Using Internet tools such as discussion boards, chat rooms, social networking, blogs and instant messaging for non-educational purposes.
- √ Posting anonymous messages.
- √ Using the network or internet for illegal, inappropriate, or obscene purposes, or in support of such activities. This would include:
  - Using network resources to commit plagiarism.
  - Using network resources to access, possess, view or transmit material that is of a sexually explicit nature, advocates violence, harasses, discriminates, or is disrespectful to others.
  - Using profanity, obscenity or other language that may be offensive to another user.
  - Using the network or internet for fraud, political lobbying, financial gain, commercial activity, gambling, junk mail, chain letters, jokes, raffles, fundraisers, or religious activities.
  - Forging electronic mail messages or using an email account owned by another user.
  - Gaining or seeking to gain unauthorized access to a file or network (hacking).
  - Vandalizing the data or files of another user.
  - Stealing data, equipment, or intellectual property, which includes the downloading/copying of commercial software, clipart, photographs, music, or video in violation of federal copyright laws.
  - Invading the privacy of individuals.
  - Using another person's network account. Passwords should never be shared with another person and should be changed frequently. Users should log off the network when leaving a workstation.

The school will attempt to control access to inappropriate sites, but it is impossible to filter all inappropriate sites. If you are aware of sites that should not be available to students, call the IT office so that the site can be evaluated, and a filtering decision made. Outside of class, priority is given to the use of the computers for legitimate homework. (Recreational browsing of the Internet is a legitimate educational activity but one of much lower priority than working on class assignments.)

Users of the Cochrane-Fountain City School District network must be aware that information accessed, created, sent, received or stored on the network or on individual computers is not private. It is subject to review by network system administrators. Pirate network folders may be accessed by authorized teachers, administrators, or district technology staff members.

Use of the school's network or Internet resources will not provide unauthorized disclosure, use, or dissemination of personal information or photographs of minors.

The school district is not responsible for loss of data caused by student negligence, errors or omissions.

## APPENDIX B

### **BULLYING POLICY**

C-FC Board Policy 411.1

#### **Definition**

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.

Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying is a form of victimization and is not necessarily a result or a part of an ongoing conflict.

Bullying can also be characterized by teasing, put downs, name-calling, cruel rumors, false accusations, and hazing.

#### **Prohibition**

The Cochrane Fountain City School District prohibits bullying as characterized per the adopted definition, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment in the case of cyberbullying. Additionally, C-FC prohibits a student bullying an adult staff member, an adult staff member bullying other adult staff members or students using the same criteria.

#### **Complaint Procedures**

Any student or staff member who believes he/she is a victim of bullying shall report the situation in accordance with the following procedures:

- Step 1: A written complaint shall be submitted to the Principal. If the Principal is the subject of the complaint, the complaint shall be filed with the District Administrator. Bullying complaints can also be submitted online via the Bullying Report Form link located on our school webpage ([www.cfc.k12.wi.us](http://www.cfc.k12.wi.us)).
- a. The School Administration shall investigate the complaint, meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, upon completion of the investigation.
  - b. Any witnesses to the alleged bullying will be asked to submit a report of what happened.
- Step 2: If the complainant is not satisfied with the Step 1 decision, he/she may appeal to the District Administrator within five school days of the decision by submitting a written statement of appeal. The District Administrator shall further investigate the complaint and make a decision upon completion of the investigation.
- Step 3: If the complainant is still dissatisfied with the decision, he/she may appeal to the Cochrane – Fountain City School Board by submitting a written statement of appeal within five school days of the District Administrator’s decision. The Board shall conduct an investigation and respond upon completion of the investigation.

Nothing in these procedures shall preclude a person from pursuing other avenues afforded by law in addition or in lieu of these procedures. The School Board may at its discretion, waive the appeal timelines contained herein. C-FC Board Policy 411.1.

## APPENDIX C

### **BUS RULES and GUIDELINES**

Safe transportation of school students is a joint responsibility. Bus drivers, school authorities, parents, and students must all cooperate in order to assure safe, comfortable transportation. These regulations are to be used as a guide in determining proper operation and behavior on the school buses.  
C-FC Board Policy 443.2.

1. Students who ride to school on the bus must ride home on the bus unless permission is given by the parents in writing or by a personal phone call to the building offices. A student who rides to any school sponsored activity must ride home on the bus unless permission is given by the parents to do otherwise.
2. Upon entering the school bus, students will immediately find their seats. They will remain in their seats. No one will be standing while the bus is moving.
3. Two students in a seat must make room for a third then necessary.
4. The last row of seats shall be used only when necessary according to capacity.
5. Use decent language. Loud boisterous talking or laughing which distracts the driver is prohibited.
6. No snow or water shall be intentionally brought onto the bus.
7. Every student will get on and off at the bus stop assigned unless he/she has a bus pass to do otherwise.
8. No fighting, scuffling, pushing, tripping, or teasing shall be permitted on the bus.
9. Nothing shall be thrown or otherwise propelled on the bus or through the windows.
10. Do not stand or extend your head, arms, or hands out of the bus window. Do not move about or leave or enter the bus while it is in motion.
11. There is to be no littering on the bus and in the event that eating causes littering, the driver will suspend the eating privilege.
12. No student shall open the emergency door without being directed to do so by the driver except in an emergency in which the driver is unable to do so.
13. Knives, sharp objects, weapons, alcohol, tobacco, or other illegal substances are prohibited on school buses.
14. Unreasonable conduct or any action that could endanger safe busing is not tolerated.
15. Any students suspected of being under the influence or in possession of alcohol, drugs, or tobacco, or any illegal substance will be reported by the bus driver to the principal and the appropriate authorities will be notified.
16. Students will be held responsible for any damages that they may do to any school bus.
17. Refusal to obey these listed rules or any order given by the bus driver shall be sufficient cause for disciplinary measures to be taken (see below).

#### **DISCIPLINE FOR BUS MISBEHAVIOR**

1. Minor behavior problems will be handled at the discretion of the bus driver. Each driver will maintain a behavior record of these offenses.
2. Unresolved offenses or offenses of a more serious nature will result in the driver submitting a Discipline Report form to the administration. The administration will develop a behavior record. The administration will notify the parent of the offense(s) in writing. The administration may call to give preliminary notice of the impending letter. (Optional).
3. Continuous unresolved offenses or offenses of a serious nature will result in one of the following:
  - a. Suspension of bus riding privileges for a specific period of time.
  - b. Conditional busing established at a conference with consequences for any continuing misconduct determined by the principal and conveyed to all parties.
  - c. Expulsion from riding the bus.Serious offenses may include, but are not limited to, disrespect or disobedience of the driver, damage to the bus, use or possession of an illegal substance, physical violence, vulgar language, harassment, and endangering self or others.

#### **PARENT RESPONSIBILITY**

1. Read and discuss the bus rules and procedures with your children.
2. Encourage appropriate bus behavior.
3. Accept liability for damage done to buses by children under your legal guardianship.
4. Provide alternative transportation to and from school for your child if he loses riding privileges.

#### **STUDENT RESPONSIBILITY**

1. Read and discuss bus rules and procedures with your parents.
2. Cooperate with your driver to ensure a safe, pleasant, anxiety-free ride for all students.
3. Comply with all rules and procedures and obey your driver promptly and courteously.

#### **PROCEDURE FOR PARENT/STUDENT TO FOLLOW TO RESOLVE BUS PROBLEMS**

1. The student tries to resolve the problem on his own using positive actions.
2. The student discusses the problem with the bus driver.
3. The student discusses the problem with his parents, who may contact the driver to discuss the problem.
4. The student or parent contacts the Assistant Principal or Transportation Supervisor to discuss the problem.
5. Parent contacts the Principal to discuss the problem.
6. Parent contacts the Superintendent to discuss the problem.
7. Parent contacts the School Board president regarding the problem.

## APPENDIX D

### **CLASSROOM CONDUCT RULES** **(Pursuant to 118.164 Wisconsin Statutes "Removal of Pupils from Class")** C-FC Board Policy 443

#### STATEMENT OF PRINCIPLE

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

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

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

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

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

#### GENERAL SCHOOL CONDUCT EXPECTATION STATEMENT

In order to maintain a positive, proactive climate in our school, students are responsible to respect the rights, property and feelings of themselves and others. Behavioral expectations will be clearly communicated to all members of the school community however it is neither possible nor necessary to specify every type of improper or inappropriate behavior or every inappropriate circumstance. The teachers' primary responsibility is to maintain an appropriate educational environment for the class as a whole and if the teacher, in exercising his or her best judgment, has made a determination that a student should be removed temporarily from class because that student is disruptive to the learning environment; that teacher's decision to temporarily remove a student will stand.

#### GROUND FOR DISCIPLINARY REMOVAL

A student may be removed from class for conduct and behavior which:

1. Violates District policies regarding suspension/and or expulsion.
2. Violates Conduct Expectations as set forth in the C-FC Student-Parent Manual.
3. Is disruptive, dangerous or unruly.
4. Interferes with teaching and learning.

Explanations of 1, 2, 3, and 4 are as follows:

1. Violation of District Policies

This includes District Policies regarding suspension and expulsion as set forth in other areas of Board Policy. A teacher's decision to remove a student from class for behavior that violates District policies regarding suspension and expulsion may, but does not automatically, mean the student will also be suspended or expelled.

2. Violation of Conduct Expectations, Rules and Consequences as specified in the C-FC Student-Parent Manual.

The Student Manual contains specific behavioral expectations for each student. These expectations and rules are reviewed, explained and discussed with all students and staff at the beginning of each school year. Further, each parent or guardian is required to indicate by signature that the Student Manual, specifying



Conduct Expectations, Rules/Consequences and Removal Procedures has been received. Parental signatures indicating receipt of the Student Manual are retained by the District.

3. Behavior that is disruptive, dangerous or unruly.

The following behavior is identified that further clarifies the Classroom Conduct Expectations detailed in C-FC Student-Parent Manual. These identified behaviors are given as an example of behavior that is disruptive, dangerous, or so unruly as to warrant removal from class and depending on the severity of the offense suspension or expulsion. These examples are not meant to be an exhaustive list to cover every behavior.

#### Inappropriate Physical Contact

That physical contact which is intended or likely to hurt, cause pain and suffering, annoy, or distract. This physical contact may include hitting, biting, pushing, shoving, poking, pinching, or grabbing.

#### Inappropriate Verbal/Non-verbal Conduct

Those spoken words and gestures that are intended to or by their nature likely to upset, annoy, belittle, or defame others such as name calling, teasing, baiting, or non-verbal signals, signs, facial expressions that are intended to do the same. This may constitute sexual or other harassment.

Repeated or inappropriate verbal conduct or physical gestures that occur when others are talking (example: lecture or demonstration by teacher, responses to questions by another student or another student asking a question, presentations, and may include those by a visitor) or during quiet reading/study time.

#### Throwing or Displaying Objects/Signs/Placards

Inciting other students to act inappropriately or to disobey the teacher, school or class rules. This includes inciting others to walk out. Displaying anything that may be offensive or cause disorder interfering with learning climate.

#### Destroying, Vandalizing, or Mutilating Property

Any disrespect for property will be considered as grounds for removal.

4. Behavior that interferes with the ability of the teacher to teach effectively and/or is inconsistent with the class decorum necessary for others to learn.

Students at Cochrane-Fountain City are required to cooperate with the teacher in the learning process. This means that in addition to Classroom Conduct Expectations listed in the C-FC Student-Parent Manual; students are to:

- a. Cooperate with the teacher by listening attentively.
- b. Obey all instructions promptly.
- c. Respond appropriately when called upon.
- d. Open defiance of the teacher manifested in words, gestures, or other overt behavior will not be permitted.
- e. Open disrespect of the teacher manifested in words, gestures, or other overt behavior will not be permitted.
- f. Other behavior likely or intended to sabotage or undermine instruction will not be permitted.
- g. Behavior that is inconsistent with basic classroom decorum, such as, but without limitation, sleeping in class, blatant inattention or other overt or passive refusal or inability to engage in learning activities or class. Any loud, obnoxious or outrageous behavior that is likely to disrupt the educational environment.

When the teacher determines that removal is appropriate and after the teacher has warned the student; except in zero tolerance behaviors as defined in the C-FC Student-Parent Manual, the following must be adhered to:

#### Teacher Responsibilities The teacher shall:

1. Instruct student to go to the office, send the student with a note and a pass, and/or call the office to indicate student has been directed to the office.
2. Obtain coverage for the class and escort the student to the main office, if necessary.
3. Seek assistance from the Principal's office and/or Superintendent's office, if necessary.
4. Complete Disciplinary Removal from Class form as soon as practicable but not less than 24 hours after removal.

#### Principal's Responsibilities The Principal shall:

1. Notify parent(s) of the student's removal.
2. Send a copy of the Disciplinary Removal from Class form to the parents, within two (2) business days.
3. Designate a "short-term removal area" and take steps to ensure students are supervised while in the short-term removal area.
4. May at his/her discretion send student to another appropriate class, program or education setting.
5. Require students to do academic work while in short-term removal area. Students' time in removal area shall not be recreation or other free time.
6. May elect to suspend a student, depending on severity of the offense.

#### Time Frame of Removal

1. Short-term removal shall be at least forty-five (45) minutes.
2. Long-term removal will be considered after repeated incidents; in extreme circumstances, or zero tolerance behaviors as defined in the C-FC Student-Parent Manual.

The teacher may make long-term removal request in writing to the Principal. The statement must include:

- a. Basis for removal request.
- b. Alternatives, other steps taken to avoid removal.
- c. Impact of removal (both positive and negative) on the student and the rest of the class.

Upon receipt of written removal request by the teacher, the Principal shall consult with ALL related parties and at his/her discretion take one or more of the following steps:

- a. Place student in alternative education program.
- b. Place student in another instructional setting.
- c. Return the student to class from which he/she was removed or proposed to be removed.

STATE STATUTE PROVISION FOR RIGHT OF REMOVAL

Long-term removal decision made by District Administrator is not subject to a formal right of appeal. The parents may request a meeting to review the decision however nothing in this policy shall prevent the District Administrator from implementing removal prior to this meeting and notwithstanding the objection of the parent or student.

Students identified as requiring special education services under the IDEA or Section 504 may, in general be temporarily removed from class under the same terms and conditions as non-disabled students.

## APPENDIX E

### PLAGIARISM

According to the Meriam-Webster Online Dictionary, “plagiarize” means “to steal and pass off [the ideas or words of another] as one’s own, to use [another’s production] without crediting the source, to commit literary theft, and/or to present as new and original an idea or product derived from an existing source.”

In other words, plagiarism is an act of fraud that involves both using someone else’s work and then lying about it by trying to pass it off as your own.

According to U.S. law, the expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions.

ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:

- Turning in someone else’s work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words, but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Most cases of plagiarism can be avoided simply by citing sources and refusing to share your own work with others.

“Plagiarism 101” Plagiarism.org. iParadigms, 2014. Web 20 Mar. 2017

## APPENDIX F

### EXTENDED TRIP GUIDELINES

#### FFA Trip

The following are required in order for a student to participate in the FFA Senior Trip:

1. At least three years of agricultural education enrollment (6 semesters), including senior year. This requirement is waived for transfer and foreign exchange students.
2. At least three years of FFA Membership, including senior year.
3. Have maintained a SAE program and submitted at least one state-level proficiency application.
4. Actively participate in all trip fundraisers and have all ticket money or sales accounted for.
5. Final discretion to participate left to the FFA Advisor in charge of the trip.

#### FBLA Trips

For all non-qualifying events, such as the Wisconsin (or National) Fall Leadership Conference, members need to meet eligibility requirements based on the co-curricular policy and submit all paperwork and payments by the required date.

State Leadership Conference: FBLA members may attend state competition if they meet the qualification set by Wisconsin FBLA. On the local level, practices are required with the advisor for members who are in performance and team events before attending state. Written events require that the member complete a study packet.

National Competition: FBLA members need to qualify at state or earn a national level award in order to attend the National Leadership Conference. On the local level, practices are required for members who are in performance and team events before attending nationals. Written events require that the member complete a study packet.

If a student fails to meet the above criteria after committing to attend a conference, he/she will be responsible for any costs incurred.

## APPENDIX G

### **FIELD TRIP PERMISSION DISCLAIMER**

Field trips are an extension of classroom learning. Therefore, all field trips are governed by all school rules. This includes any scheduled athletic event, class trip, extra-curricular event or any chaperoned school-sponsored activity.

It is understood that each student on a school-sponsored activity will have the protection, supervision, and insurance coverage that would be entitled to any student in school.

Signing of the Student-Parent Manual Acknowledgment form indicates your permission for your student to attend all school-sponsored activities. It is understood that as a parent or guardian you may rescind permission for any activity by written notification to the office prior to the event/trip taking place.

## APPENDIX H

### GRADE ADVANCEMENT AND RETENTION PK-8

#### C-FC Board Policy 345.4

The philosophy of the Cochrane-Fountain City School District is for all students to achieve optimal learning based on high expectations and considerations of their abilities and needs. The Board recognizes that students have diverse capabilities, interests, and individual patterns of growth and learning.

Because the promotion of students from the fourth grade to the fifth grade and from the eighth to the ninth grade is affected by State Statutes [ss. 118.33(6)(a)], this grade advancement policy applies to such promotions. Other district policies relating to the promotion of students apply if they are not in conflict with this policy.

The district administrator shall be responsible for the general supervision and management of the promotion of students under this policy. The district administrator or, if assigned the responsibility by the district administrator, the building principal shall determine whether a student has satisfied the criteria in this policy. This policy is designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent/guardians regarding the final decision in the spring of the year.

Parental involvement is encouraged in the retention decision; however, the final decision rests with the School Board. Parents may appeal the decision within 10 days of notification by filing written notice to the building principal or district administrator; who upon review of the Grade Advancement Committee decision will notify the parents within 30 days of the decision. Parents will then have the option of appeal to the Board of Education, who will review the promotion or retention decision. This appeal to the Board of Education must also be in writing. Notification will be made within 30 days of the final Board decision.

#### **GRADES PK – 6**

##### **Test or Check List Criteria**

###### **PK-2**

Students in grades PK-2 must be Basic or better on the Outcomes Checklist for Reading and Math or have met the goals as set forth in their IEP.

###### **3-6**

Students in grades 3-6 must obtain a passing grade on the state standardized tests or meet the goals as set forth in their IEP.

*OR, if the student in grades 4-6 does not meet the above criteria,*

##### **Student Academic Performance**

###### **4-6**

Grade of C or better in Language Arts and Math.

*OR, if the student does not meet the state standardized test criteria or the academic criteria,*

##### **Teacher Recommendations**

The Grade Advancement Committee appointed by the district administrator or his designee will consider criteria on the Promotion Checklist (see policy 345.4) and recommend retention or promotion based on the criteria specified in the checklist;

*OR, the student may be promoted based on completing remedial work determined by the Grade Advancement Committee.*

##### **Remedial Opportunities**

Promotion decision may be made contingent on the student's participation in remedial opportunities; as determined by the Grade Advancement Committee and subsequent review by the administrative staff.

## GRADES 7 – 8

Students will be promoted from seventh grade to eighth grade and eighth grade to ninth grade upon meeting the requirements of this policy.

### **Credit Requirement**

In order for a student to advance, 20 quarter credits must be earned per academic year. Of these, 10 quarter credits must be in the core subjects of Language Arts, Math, Science, Social Studies. A seventh or eighth grade student who has failed four consecutive quarters of a core class shall be required to attend summer school class to make up the credit.

*In addition to the credit requirement, seventh and eighth grade promotion decisions will be based on the four descending criteria below:*

### **Student Scores on State Standardized Tests**

Receive a score of passing on the state standardized tests or as specified in the Individual Education Plan (IEP);

*OR, if the student does not meet the test requirements,*

### **Student Academic Performance**

By achieving a cumulative grade point average of 2.0 in all subjects.

*OR, if the student does not meet the test requirements or the academic requirements,*

### **Teacher Recommendation**

The Grade Advancement Committee appointed by the district administrator will consider criteria on the Promotion Checklist (see policy 345.5) and recommend retention or promotion based on the criteria specified in the checklist.

*OR, if the student does not meet any of the above requirements, the committee may promote after completion of*

### **Remedial Opportunities**

Promotion decision may be made contingent on the student's participation in remedial opportunities; as determined by the Grade Advancement Committee and subsequent review by the administrative staff.

## APPENDIX I

### GRADUATION REQUIREMENTS

In order to participate in graduation exercises and receive a diploma from Cochrane-Fountain City School District, a student must meet the following guidelines for graduation. C-FC Board Policy 345.6.

#### C. ACADEMIC GUIDELINES

A total of 24 credits is required for graduation. In this total, the following required courses must be taken. The balance is made up of electives.

##### Required Courses (16 credits)

1. Four (4) credits of English
2. Four (4) credits of Social Studies
3. Three (3) credits of Science
4. Three (3) credits of Math
5. One and one half (1 ½) credits of Phy Ed - .5 credit each year
6. One half (1/2) credit Health
7. Eight (8) credits of Electives

#### II. FAILURES IN REQUIRED COURSES, INCOMPLETE GRADES OR INSUFFICIENT CREDITS

Students falling into this category will not be allowed to participate in commencement activities. Their diploma will be sent to them when they have satisfactorily met the requirements for graduation.

#### III. FINANCIAL OBLIGATIONS

All monies owed for fines, damages, class fees, etc., must be paid prior to graduation practice.

#### IV. MISCELLANEOUS

The following miscellaneous items must be completed prior to a student receiving his diploma:

- A. Locker must be emptied and cleaned
- B. All school equipment, materials and books must be returned.
- C. Other

#### V. Final approval for the awarding of the diplomas and participation in commencement exercises will be made by the school board.



## APPENDIX J

### HARASSMENT POLICY

#### C-FC Board Policy 411.1

The Cochrane-Fountain City School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

“Harassment” includes but is not limited to, striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to unwelcome physical contact or attempting or threatening to do the same; name calling; or repeatedly committing acts which intimidate, cause discomfort, humiliate, or which interfere with the recipient’s academic performance. “Intimidate” includes but is not limited to, make timid or fearful, by actual or implied threats or gestures. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of sex, race, religion, national origin, or physical, mental or emotional conditions or characteristic, or learning disability.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been harassed shall make it clear to the person harassing that the behavior is offensive to him/her. The student may also report the matter in accordance with established procedures. All reports shall be investigated in a timely manner.

#### Retaliation

Every effort will be made to protect individuals reporting incidents of harassment from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

#### Policy Dissemination

1. Every student and student’s parent/guardian will receive a copy of the policy each year and acknowledge receipt of said policy in writing.
2. Discussion of harassment will be included at an age appropriate level through the district’s developmental guidance program and in student orientation activities.
3. The complaint procedure and associated form will be given to any individual choosing to file a complaint.
4. The policy and procedures will be reviewed annually with students/employees.

#### Consequences

1. Warning and counseling provided to change behavior
2. Conference with student and parent
3. Suspension
4. Expulsion proceedings begun or alternative educational placement.
5. Any harassment governed by Wisconsin state laws may be referred to the proper authorities for prosecution.

#### STUDENT HARASSMENT COMPLAINT PROCEDURES

Any student who believes he/she has been the subject of harassment shall report the situation as follows:

- Step 1: A written complaint shall be submitted directly to the principal or to any staff member, who shall then promptly file the complaint with the principal. If the principal is the subject of the complaint, the complaint shall be filed with the district administrator and step a. shall be omitted. Complaint forms are available in the counseling office.
- a. The principal shall investigate the complaint, meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, upon completion of the investigation.
  - b. Any witness to the alleged harassment shall be asked to complete a “Witness Disclosure Form.” This form will be used in the investigation process.
- Step 2: If the complainant is not satisfied with the decision made in Step 1, he/she may appeal to the District Administrator within five (7) school days of the decision in Step 1 by submitting a written statement of appeal. The District Administrator shall further investigate the complaint, meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, upon completion of the investigation.
- Step 3: If the complainant is still dissatisfied, he/she may appeal to the School Board by submitting a written statement of appeal within five (7) school days of the decision in the preceding step. The Board shall meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, upon completion of the investigation.

Nothing in these procedures shall preclude persons from pursuing other avenues afforded by law to deal with a harassment complaint in addition to or in lieu of these procedures. The School Board may at its discretion, waive the appeal timelines contained herein.

## APPENDIX K

### INFINITE CAMPUS PARENT/STUDENT PORTAL

Cochrane-Fountain City School uses the Infinite Campus student information portal. Parents and/or students may register with the office to access the portal.

#### Registration

To register for an account, stop in the school office. There you will be given your log-in information/password.

To access the Parent Portal log in screen, use this web address or the link on our homepage under Parent & Student Links.  
[https://wicloud1.infinitecampus.org/campus/portal/cochrane\\_fountain.jsp](https://wicloud1.infinitecampus.org/campus/portal/cochrane_fountain.jsp)

You will need a code to access the portal from a portable device such as your phone. The district code is LPRHGX.

#### The Parent Portal contains information on the following:

##### Family Window:

Messages – from the principal or school office.

Household Information – address, phone number – please update with us if the information has changed.

Family Members – a listing of the children in the family who are in school.

Fees – any fees that are owed by your child(ren) that have yet to be paid.

Food Service – shows each student's name and balance in their lunch account as well as transactions for when a student purchased school food items/meals.

##### Student Window:

Dropdown list of students in your family – select the student whose information you wish to view.

Calendar – a monthly calendar that will display assignments due.

Course Schedule – each child's course schedule

Attendance – each child's attendance – this is updated the following day.

Grades – each child's grades from the last reporting period; junior-senior high students will show in progress grades (yellow) as well as end of grading period grades (green.)

Behavior – all recorded instances of behavior infractions will be listed here.

Transportation – we are not yet utilizing this tab.

To Do List – a list of assignments that have been marked as *not in* for your child.

Demographics – personal demographic information for this child. Incorrect information should be reported to the school so it can be corrected.

#### User Account Management

Under User Account, you can enter your email address and a secondary email address that the school can use to communicate with you. After entering your email address, you can indicate which types of messages you would like to receive via email. You can modify this information at any time.

To obtain a new password, please contact the Main Office.

## APPENDIX L

### MEAL ACCOUNT POLICY

C-FC Board Policy 763

The United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) has jurisdiction over the National School Lunch Program (NSLP) and Breakfast Program (SBP). They require each state/local school district to institute and clearly communicate a *meal charge policy* which informs parents and students who pay full or reduced-price cost for their meals how they will be impacted by having insufficient funds in their account to purchase a meal. USDA guidelines give jurisdiction to state/local school districts to set policies that allow schools to impose a limit on charges, offer alternate meals, or allow neither negative meal charges nor offer alternate meals.

Students whose family accounts are approved for free meals will *always* be served a *planned menu meal* without charge. They can, however, be restricted from making any charges to their account for additional food options. An application for free/reduced price meals can be submitted at any time throughout the school year. Once a child is approved for free or reduced-price school meals, their eligibility status remains in effect for the duration of the school year and 30 operating days into the following school year or until a new eligibility determination is made, whichever comes first.

#### **C-FC Meal Account Policy**

On September 1, 2016, the Cochrane-Fountain City School District Board adopted a policy to freeze any meal account reaching a balance greater than *-\$50.00*. A 2017 State Audit and Review of the School Nutrition Department requires the district to enforce this policy.

#### **Family Meal Account**

The C-FC School District assigns each student enrolled in our school to a family meal account (siblings share the same family meal account). Charges to the account, and money deposited into the account, are applied to each family member enrolled at C-FC Schools. Parents are encouraged to log into their Infinite Campus Family Portal to monitor the activity of their family meal account. To obtain access to the portal, contact the main office.

#### **Meal Account Deposits**

Deposits to a family meal account can be made in the following manner:

1. You can send meal money (cash/check) in an envelope with the family name and "Meal Money" marked on it to school with the student. PK-6<sup>th</sup> grade students should give their envelope to their homeroom teacher who will turn it into the office. 7<sup>th</sup>-12<sup>th</sup> students should turn their envelope/check into the office or turn it into the food service staff.
2. Payments can be made online. In the Infinite Campus Family Portal, click on the Payments tab. You will have to set up banking information the first time you use this process. There is a \$5.00 fee per transaction. A set of instructions is available under Food Service on our website.
3. You can mail a check to C-FC Food Service, S2770 State Highway 35, Fountain City WI, 54629.

#### **Account Balances and Notifications**

Parents are responsible to monitor the balance of their family meal account. Weekly reminders will be sent out from the food service staff through Infinite Campus Messenger.

General reminders will be set up to trigger at the following different intervals:

- a) \$25.00 or less (Message will state your account balance is below \$25.00);
- b) *-\$0.01 to -\$25.00* (Message will state your account has a negative balance, *no extra charges will be allowed*, please make a deposit immediately);
- c) *-\$25.01 to -\$50.00* (Message will state your account is between *-\$25.00* and *-\$50.00* and you must make a payment to prevent the account from being frozen);
- d) *-\$50.00 or more* (Your account is frozen; *no charges* will be accepted until a positive balance is achieved.)

A family meal account will be "frozen" when the balance reaches a *-\$50.00* or more. Once a family account reaches an amount equal to or greater than *-\$50.00*, meals will need to be sent from home and *no charges* will be allowed to the family account until the balance is brought back to a positive balance.

Any student with any size negative balance in their family lunch account will not be allowed to:

- a) purchase items not associated with planned menu items for the day;
- b) double punch at breakfast or lunch time (eat more than one planned meal or meal item);
- c) purchase an extra milk or water;
- d) sign up for an afterschool lunch;

until the account balance is brought back to a positive balance.

### **Student Meal Cards**

Lifetouch Photography provides the district with photo meal ID cards for each student they take a picture of. Those ID Cards contain the student's photo and a scannable bar code which registers to their family meal account. Students are responsible to bring their meal cards with them each time they come through the service line. If a student loses his/her meal card, a new one must be purchased in the school office. A new meal card will cost \$3.00. Students who do not have their meal card with them to scan in the serving line may have to wait until the end of the serving line to get their meal.

### **State Required Meal Components**

The State of Wisconsin requires the school nutrition staff to provide meals that meet state guidelines. The three-component breakfast meal consists of a student taking 1 grain and a ½ cup of fruit or vegetable and a third component choice from milk or a meat/meat alternative or an extra grain or fruit or a juice. A three-component lunch meal must consist of a meat/meat alternative and a ½ cup of fruit or vegetable; the third component may consist of milk or a grain or an extra meat/meat alternative or an additional fruit or vegetable. A student has the option of eating from the salad bar if they meet all three components of a state guideline lunch.

### **Alternate Options**

An alternate option may be available for students. These alternate options would replace the menu item for the day. The alternate option will have the same meat/meat alternative value as the menu item for the day. These options provided at the discrepancy of the school nutrition staff and are served while supplies last.

### **Meals Served**

The school nutrition staff does its best to calculate the number of meals they serve during the day. In the event that the staff runs out of the menu item, the staff will provide an alternative meal option that meets the components of a state required meal.

APPENDIX M

**Cochrane-Fountain City School District**  
S2770 State Highway 35  
Fountain City, Wisconsin 54629

Michele Butler, District Superintendent  
Steve Stoppelmoor, Principal  
Lucas Kjelland, Assistant Principal

Phone: 608-687-7771  
Phone: 608-687-4391 or  
Phone: 608-687-4171

Fax: 608-687-6412

**Out-of-School Guests for Dances at C-FC**

We are glad that you have chosen to attend our dance here at Cochrane-Fountain City High School. In order to ensure the safety of our students and guests, we ask that you complete the following registration form and return it to the office at least **three** days prior to the dance.

C-FC Student wishing to bring Guest: \_\_\_\_\_

Student Guest Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current School of Attendance: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Signature (Indicates Student is in Good standing): \_\_\_\_\_

Guest's Parent's Names: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

Student's Guest Signature: \_\_\_\_\_

Guest Parent Signature: \_\_\_\_\_

C-FC Principal: \_\_\_\_\_

(This form is available from the main office.)

**APPENDIX N**

**STARTING DATES FOR 2019-20 SPORTS**

Football .....	August 6, 2019
Football Equipment Handout .....	August 5, 2019
Girls Golf .....	August 12, 2019
Cross Country .....	August 19, 2019
Volleyball .....	August 19, 2019
Junior High Football .....	August 26, 2019
Junior High Volleyball.....	September 3, 2019
Junior High Cross Country .....	September 3, 2019
Junior High Boys Basketball .....	October 28, 2019
Girls Basketball.....	November 11, 2019
Boys Basketball .....	November 18, 2019
Wrestling.....	November 18, 2019
Junior High Girls Basketball.....	January 2, 2020
Junior High Wrestling.....	January 2, 2020
Track.....	March 9, 2020
Softball.....	March 16, 2020
Baseball.....	March 23, 2020
Boys Golf.....	March 30, 2020
Junior High Track .....	March 30, 2020
Junior High Golf .....	March 30, 2020

## APPENDIX O

### CO-CURRICULAR AWARDS

#### C-FC Board Policy 370

Students may earn their numerals, letter, sewn-on inserts, and bars by their participation in the athletic program.

Numerals are awarded upon the completion of a senior high participant's first season. Only one set of numerals may be earned.

A letter is awarded to a senior high participant upon the successful completion of his/her first varsity sport according to the qualifications for that sport. Qualifications are listed below. Only one letter may be earned. Students who earn a letter as a manager will receive a Manager's letter.

Sewn-on emblems are awarded to a participant for each sport that he / she letters in. Only one sewn-on emblem per sport is awarded.

A gold bar is awarded to a participant each time that participant letters in a sport.

Athletic participation certificates may be given for seventh and eighth grade sports. Only school authorized and approved awards may be given for sports.

A student who violates the co-curricular code while participating in a sport may be eligible to receive a letter in that sport if the student finishes the season in good standing and meets the coach's expectations for earning a letter.

- a) Athletes who incur their first violation during a sports season shall not be eligible to receive any award for that sports season other than a letter/numeral/participation certificate. Should an athlete incur his/her first violation out of season, he / she will not be eligible for any award other than a letter/numeral/participation certificate during his/her next sports season.
- b) Athletes who experience two violations during their career shall not be eligible for consideration for any award other than a letter/numeral/participation certificate for the remainder of their career.
- c) "Other" awards include, but are not limited to, all-conference, MVP, captain, or any other non-academic honorary awards.

#### Criteria for Senior Boy/Senior Girl Athlete

- a) typifies the type of athlete we hope to promote as an example for other athletes in our school system.
- b) scholarship ability;
- c) puts forth more than a normal amount of effort in playing the game;
- d) contributes to the team;
- e) athletic ability;
- f) leadership qualities;
- g) coachability;
- h) attitude;
- i) school citizenship;
- j) promotion of winning attitude;
- k) no code violations during athletic career.

All senior high head coaches and the athletic director will vote for the senior athlete awards.

#### Dairyland Conference Academic All-Conference Awards

Qualifications: 

- a) Letter winner in a qualifying sport
- b) Maintain a 3.25 or better GPA in the quarter grading period for that sport

Award: 

- a) A medal is awarded each year for the first sport the athlete qualifies in
- b) A certificate is awarded for each sport the athlete qualifies in that year following the receipt of the medal

Qualifying Sports: football, volleyball, cross country, basketball, wrestling, golf, track, softball.

### Qualifications for C-FC Co-Curricular Letters

Any athlete wishing to earn a letter must meet the following general standards:

1. Complete the entire sports season for a given sport;
2. Attend all practices unless excused;
3. Meet C-FC eligibility requirements.

### Athletic Award Qualifications

The following are guidelines for each sport in which the coach shall use his/her discretion for extenuating circumstances:

- Football:
1. Start two varsity games OR
  2. Play 1/4 of the total quarters for the season.
- Volleyball:
1. Participate in at least 60% of all scheduled varsity games for the season OR
  2. Make a significant contribution to the team in terms of points and/or participation.
- Cross Country:
1. Participate in over half of the varsity meets prior to sectionals.
- Girls Golf:
1. Participate in at least six varsity matches OR
  2. Make a significant contribution to the team in terms of points and/or participation.
- Boys Basketball:
1. Play in a minimum of 18 games OR
  2. Score at least 60 points during season OR
  3. Make a significant contribution to the areas of defense or rebounding.
- Girls Basketball:
1. Play in a minimum of 18 games OR
  2. Score at least 60 points during season OR
  3. Make a significant contribution to the areas of defense or rebounding.
- Wrestling:
1. Wrestle in varsity dual meets and/or wrestle in varsity tournaments.
  3. Make a significant contribution to the team.
- Track:
1. Participate in 60% of the varsity meets for season OR
  2. Make a significant contribution to the team in terms of points and/or participation.
- Boys Golf:
1. Participate in at least 3 varsity matches OR
  2. Participate in one varsity match where score is used.
- Softball:
1. Participate in at least half of all scheduled varsity games for the season OR
  2. Make a significant or extraordinary contribution to the team.
- Baseball:
1. Participate in at least half of all scheduled varsity games for the season OR
  2. Make a significant or extraordinary contribution to the team.
- Dance:
1. Make a significant contribution to the team at the high school level.
- Trap:
1. Must average 20 points or more per round in competition play by the end of season.
  2. Must not miss any competition weeks during season.

### Letter Jacket Suggestions

The jacket is usually purchased locally. Traditionally, both boys and girls have purchased jackets with red sleeves, although some boys have opted for tan sleeves. The following is a suggestion on how to ornate the jacket:

- Athletic / Manager Letter: Place on the upper left chest.  
Sports Emblems: Place at the top of the "C" followed by any bars for that sport.  
Medals: Should be placed under the bottom of the "C" in relation to the sport identified on the letter  
Numerals: Place on the left shoulder.  
Captain Stars: Place on the right shoulder.  
Name: Place below the right pocket.  
Conference Championship Patches: Place on the back of the jacket.

### Qualifications for Non-Athletic Awards



<b>FBLA:</b>	<p><b>FBLA 150 Point Club - Senior Level:</b>  A member who earns 150 points or more through participation in meetings, fundraisers, competitions, community service projects, Big Brother/Big Sister program, and various other projects will receive a certificate at the awards program in May. A member who has earned 150 points for each of their four years of their involvement in FBLA will also receive a plaque.</p> <p><b>FBLA 50 Point Club - Middle Level:</b>  A member who earns 50 points or more through participation in meetings, fundraisers, competition, community service projects, and various other projects will receive a certificate at the awards program in May.</p> <p>A certificate will be awarded to the current high school and middle level officer teams at the awards program in May.</p>
<b>FFA:</b>	Members receive awards based on fulfillment of degree requirements, projects, chapter involvement and leadership activities.
<b>NHS:</b>	Members receive a gold collar.
<b>Forensics:</b>	Members receive a forensics charm based on participation and medals based on competition results.
<b>Band/Choir:</b>	Each member participating in solo-ensemble will receive an award.
<b>Drama:</b>	Members receive a Drama charm for participation.
<b>Class Officers:</b>	Members receive a Class Officer charm for participation.
<b>Student Council:</b>	Members receive a Student Council charm for participation.
<b>Math Team:</b>	Members receive a Math Team charm for participation.
<b>Robotics:</b>	Members receive a certificate for participation.
<b>International Club:</b>	Members receive a certificate for participation.

## 2019-2020 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and Cochrane-Fountain City School District.

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, which are current for the 2019-2020 school year:

### AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

### ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

### ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

### DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

#### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

#### **TRANSFERS**

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year but may practice.

- H. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school) but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

### **PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete whether an adult or not, must have *written permission of parents to participate in school athletics*, an *emergency information form*, and he/she must have a *physical examination* (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

### **TRAINING and CONDUCT**

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
- D. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.
- G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

### **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.

- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

#### **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Non-school competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

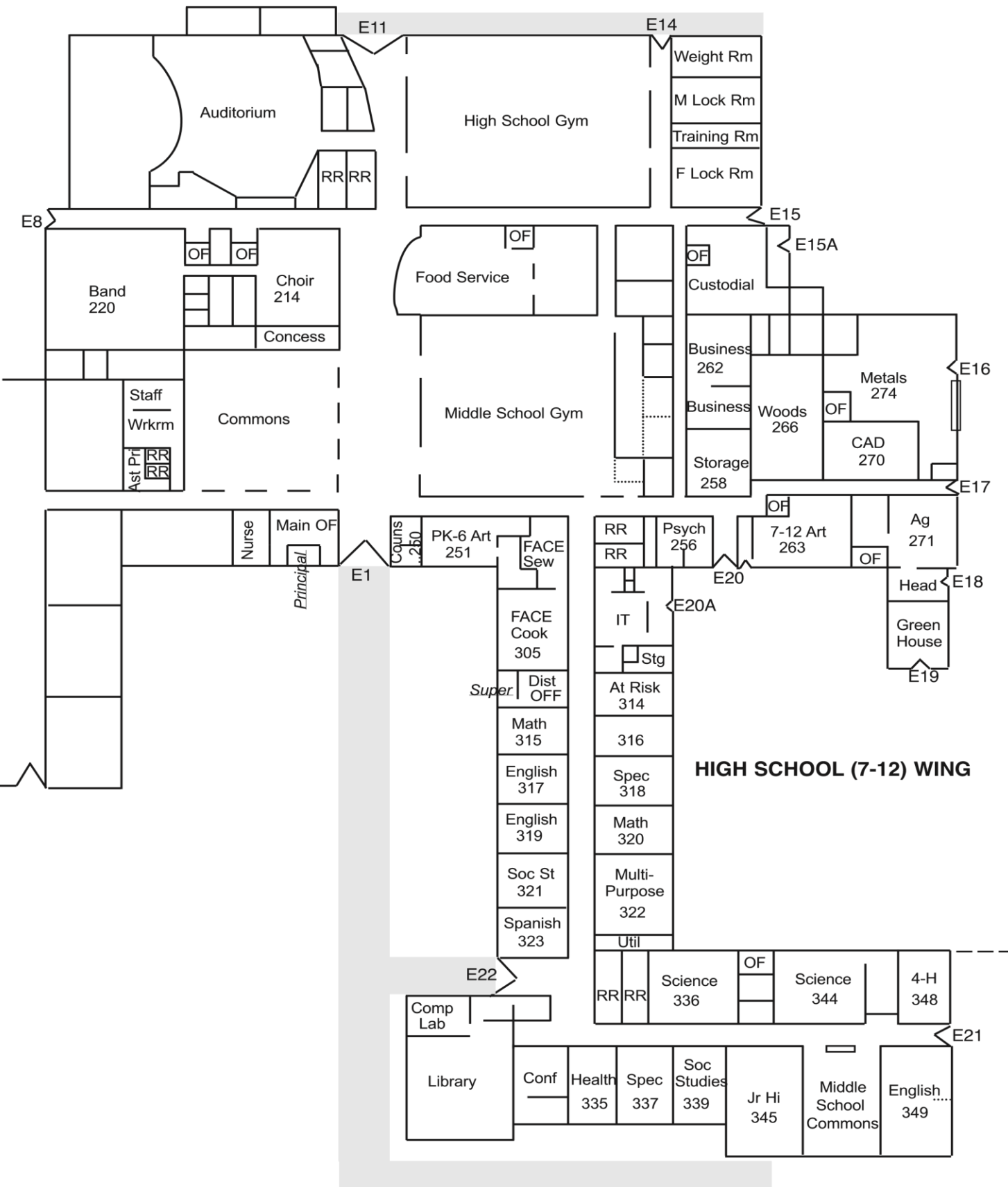
- A. WIAA rules do not prevent athletes from practicing with non-school teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including “banditing”) in more than two non-school competitions or races, including scrimmages against other teams (with school approval).
  - (1) This restriction applies to normal non-school games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3-point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
  - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue non-school training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### **USE OF STUDENT IMAGE**

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

***In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.***

APPENDIX Q



## ELEMENTARY (PK-6) WING

