

BOARD OF EDUCATION
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
List of Policies for Approval
April 17, 2019

- a. 361.2 Library Materials Selection
- b. 361.2-Rule Library Materials Procedures
- c. 362.1-Exhibit Library Materials
- d. 362.1 Interlibrary Loan
- e. 453.1 Emergency Nursing Services
- f. 453.4 Administering Medication to Students
- g. 760 Food Services Management
- h. 760-Rule Accommodations and Modifications In School Food Service Programs
- i. 761 Free and Reduced-Price Meals
- j. 761-Rule Appeals of Eligibility for Free or Reduced-Price Benefits
- k. 763 Management of Student School Meal Accounts
- l. 763 Rule School Meal Account Charges and Collections
- m. 690 Disposition of District Property
- n. 343.45 “Start College Now” Program (Technical College Course Program)
- o. 343.46 Early College Credit Program

Library Media Center Material Selection and Reconsideration

Policy 361.2

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's administrative, library media, and instructional staff. The District also welcomes purchase and acquisition suggestions from parents, students, staff, and others. Within Board-approved budgetary allocations for acquisitions and subscriptions in any school year, specific acquisitions/subscriptions that have been through the review/selection process and approved by the District Administrator or the relevant building principal may be submitted as purchase orders using established District purchasing procedures. Offers to donate LMC materials (not including donated equipment that includes no content elements) shall go through the review and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMC materials in accordance with this policy.

LMC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- budgetary considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which materials would support and enhance the District's curriculum and educational programs, as identified with the input of instructional staff;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;

- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the physical limitations of school facilities; and
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

- Section 115.77 [local education agency duties related to students with disabilities]
Section 118.13 [student nondiscrimination]
Section 121.02(1)(h) [school district standard; selection of instructional and library media materials]

Wisconsin Administrative Code

- PI 8.01(2)(h) [school district standard; selection and reconsideration of instructional and library media materials]
PI 9.03(1)(e) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

- Individuals with Disabilities Education Act [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]
Assistive Technology Act of 1998 [assistive technology devices and services]

Cross References: SP1; 4/13/18

Adoption Date: April 17, 2019

Procedure for the Selection, Management and Reconsideration of Library Media Center Materials

361.2-Rule

A. Selection of Library Media Center Materials

No single standard can be applied to all library media center (LMC) materials selection and acquisition decisions. As an aid to such decisions:

1. The District staff members who are involved in a specific review and selection decision will refer to and consider the selection criteria and factors expressly identified in Board policy.
2. The principal(s) and library media director shall oversee the maintenance of one or more lists that reflect the District's current acquisition priorities. The District will use that list to evaluate whether a specific acquisition would clearly support the previously-identified priorities, or whether there is a sound basis for departing from those priorities in the specific situation.
3. A recommendation to acquire a particular LMC item or resource shall be supported by at least one of the following:
 - a. as a preferred benchmark, a direct and substantive review of the item/resource by a member of the District's LMC or instructional staff;
 - b. a recommendation or review found in a professional journal or in a reputable education-industry publication; or
 - c. a recommendation or review from another reputable source that is reflective of the concerns and interests of a public school library.
4. It is the District's goal, and in some situations it is the District's legal obligation, to make LMC acquisition and service decisions that will enable students with special needs to obtain the educational opportunities and benefits of the LMC in a manner that is as timely, effective, and integrated as it is for other District students and patrons who utilize the school LMC. Accordingly, when selecting LMC materials and resources for use in the schools, including digital materials, consideration shall be given to the accessibility of the materials or resources for students with disabilities and other students who may require special formats (e.g., English language learners), including a determination as to whether a particular item or resource is subject to the National Instructional Materials Accessibility Standard (NIMAS) and/or whether the item or resource is readily available in alternative formats through sources such as Wisconsin Accessible Media Productions or Bookshare. Accessibility considerations are likely to be particularly relevant when the District is purchasing multiple copies of an item or resource, in connection with the

selection/acquisition of digital resources, when multiple comparable resources are under consideration, or when multiple formats of the same resource are available.

B. Renewal of Subscription-Based Materials and Services

The decision to continue or terminate a subscription-based item or service upon its renewal date should generally be viewed as a standard selection and acquisition decision relative to all other acquisition priorities.

C. Gifts of Library Media Materials

The District welcomes gifts of LMC materials/resources and any monetary donations that are intended to benefit the school LMCs, with the understanding that they are subject to the District's general public gifts to the schools policy and that donated materials/resources will be evaluated using the same review and selection criteria (aside from budgetary considerations) that are applied to purchased materials. If the gifts do not meet these criteria and the items are not recommended for acquisition, the District generally reserves the right to reject the gift or, if impractical to return the gift to the donor, to dispose of the gifted materials in a manner consistent with established procedures.

D. Relocation of Library Media Center Materials

Relocation means changing the LMC in which a District LMC item or resource is maintained, or converting a LMC item/resource into a classroom or program resource (or vice versa) within the District. Provided that the decision is appropriately reflected in inventory records, the library media director may approve the relocation of a District LMC resource based on a determination that the proposed new location for the resource would be an appropriate and at least equally effective use of the resource.

E. Reconsideration of Library Media Center Materials

Reconsideration is a process for reevaluating an acquisition, access, or placement decision of a LMC item or resource.

1. Challenges regarding specific LMC materials or resources will be reviewed upon written request. Such requests will be referred to the library media director. The library media director will review the LMC item or resource in question and present a recommendation to the relevant principal. The principal will make an initial determination on the challenge, and inform the District Administrator and the person who challenged the material of the determination.
2. Should the complainant be dissatisfied with the building principal's initial determination, the complaint will go to a Materials Review Committee, consisting of: library media director, principal, and two teacher representatives.

- a. This committee will make a recommendation to the principal, who will review the recommendation and communicate his/her decision upon reconsideration to the District Administrator and the complainant.
 - b. The meetings of the Materials Review Committee will be conducted in compliance with applicable requirements of the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings.
3. Should the complainant be dissatisfied with the decision of the building principal following the review that is conducted by the Materials Review Committee, the complaint will be referred to School Board. Decisions of the School Board shall be final.

Unless and until the District representative who is charged under these procedures with reviewing and responding to challenges to LMC materials determines that a challenge to an item or resource will be upheld in whole or in part, the LMC material or resource in question will not be removed or modified during the complaint and appeal process.

Duplicative or otherwise redundant requests to reconsider the same resource or to reconsider a different resource with substantially similar content for substantially similar reasons may be restricted. In the event that the District concludes that a reconsideration request is redundant to a previous request in which a relevant resource was thoroughly reviewed and evaluated, the District will inform the complainant that the District is choosing to rely on the previous evaluation and that the complainant may immediately seek a final review of the decision by the School Board.

F. Removal of Library Media Center Materials from the Collection (Weeding)

The following may be removed in connection with routine maintenance of the District's LMC collections under the direction and supervision of the principal or a District library media director:

- Materials that are excessively worn/damaged;
- Materials that are obsolete (such as any outdated or superseded editions);
- Materials that are unnecessarily duplicative of other resources (such as excess copies of a book no longer in significant demand);
- Materials that are unused for lengthy periods of time and that have minimal current educational value; and
- Materials that are negatively affecting either the usability of the LMC or the efficiency of LMC operations.

To the extent space availability is an issue within any facility, items may be removed giving priority to items that would be subject to removal through routine maintenance of the

District's collections and, if space remains constrained, to any items identified through a District-initiated reconsideration process.

An item that is reconsidered may also be removed (or relocated) if it is determined that the item is inappropriate for the school setting at which it is presently located.

To alleviate concerns that removal decisions could reflect a form of censorship:

1. Prior to the final removal and disposal of LMC resources and materials under this section of these procedures, the library media staff making such decisions shall provide a list of items that have been identified for removal that briefly identifies the basis for the decision to the relevant building principal, who shall review and approve the removal of the items on the list; and
2. Items in usable condition that are removed from a LMC (and not relocated) should be donated to an area public library in an effort to preserve public access to the materials to the extent such a procedure is otherwise consistent with established District procedures for disposal of property that will no longer be used by the District for school purposes.

Cross Reference(s): SR1; 8/25/17

Adoption Date: April 17, 2019

Request for Reconsideration of Library Media Materials

361.2-Exhibit

To prevent misunderstanding of your complaint, please fill in the following information.

Request initiated by:

NAME _____

ADDRESS _____

PHONE NUMBER _____

Representing:

STUDENT'S NAME _____

ORGANIZATION'S NAME _____

OTHER _____

Type of Instructional or Library Media Material: _____

Title: _____

Author/Publisher/Producer: _____

Library Media Center _____ Class Name _____ Other _____

What action would you like to see taken:

- Send back to originating department/school for re-evaluation
- Substitute alternate material or media
- Deny the use of the material or media by my child
- Deny use of the material or media by all students
- Other _____

Due to limited space, please feel free to extend comments on the reverse side of this form.

1. Have you either read, heard or seen the material or media in its entirety? If not, what part did you see, read or hear? _____

2. To what in the instructional or library material or media do you object? (Please be specific. For example, cite page or section) _____

3. What do you feel may result from the use of this material or media? _____

4. What do you believe is the theme of this material or media? _____

5. For what age group would you recommend this material or media? _____

6. What do you find good about this material or media? _____

7. Are you aware of the judgments of this work by literary or other critics? _____

8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students?

Signed _____ Date _____

Thank you for your time and concern. Please return this completed form to the *library media director*, who will review its contents and will notify you of the next step in the complaint process.

Cross References: SE1; 8/26/14

Adoption Date: April 17, 2019

Interlibrary Loan

Policy 362.1

The District's library media centers may participate in reciprocal resource sharing with other school and public libraries through interlibrary loan. Resource sharing is defined as lending school library media center materials for a specified period of time in response to a request that is submitted by another library, which may in turn loan the materials for use by a staff member, student, or other patron. The purpose of resource sharing is to obtain access to materials not available in one's local library media center. However, interlibrary loan activities are not intended as a replacement for library media center collection development.

Except as otherwise restricted by this policy, individual libraries, including the District's library media centers, have discretion as to whether a particular resource should or should not be loaned when it is requested through interlibrary loan. The following are exceptions:

1. Without obtaining the advance written permission of the District Administrator or building principal that is based on exceptional circumstances, the District's library media centers will not loan:
 - books in current and recurring demand, such as books which have holds and/or waiting lists at the library media center;
 - reference materials not ordinarily circulated outside of the library media center to students/patrons;
 - classroom instructional materials that are stored/maintained in the library media center but that are not ordinarily circulated to students/patrons;
 - materials currently on reserve for group or class use in the District; and
 - non-print materials.
2. District equipment or supplies that are not in the nature of a specific content resource, including most technology resources, are not available for sharing through the interlibrary loan process.

When the District sends materials to another library, the borrowing library is expected to return the materials by the agreed upon due date. In addition, the borrowing library is responsible for the costs of repairing or replacing any lost or damaged items, and for paying all shipping costs unless the District and the borrowing library have reciprocally agreed (for all of their mutual transactions) that the sender shall pay the shipping costs in each direction. Incidents of late, damaged, or lost items that are not promptly and reasonably resolved by the borrowing library shall be taken into consideration in regard to any future lending requests by that same library.

When a District library requests and receives materials from another library, any student who borrows such materials is personally responsible for the loss, damage, or late return of the materials in accordance with applicable District rules and procedures and any additional restrictions imposed by the lending library.

Whether sending or receiving materials, District officers, employees and agents shall abide by federal copyright law and regulations in connection with interlibrary loan activities, including but not limited to the limitation that District staff shall neither make, distribute, nor request unlawful copies of copyrighted works.

Legal References:

Wisconsin Statutes

Section 43.72 [library exchanges]

Section 120.12(1) [board duty; care, control and management of school property]

Section 121.02(1)(h) [school district standard; provide adequate library services]

Wisconsin Administrative Code

PI 8.01(2)(h) [library media services]

Federal Laws

Enhancing Education Through Technology Act of 2001 (Title II, Part D) [educational technology plans, including state-required interlibrary loan policies]

Cross References: SP 1; 1/2/15

Adoption Date: April 17, 2019

Emergency Nursing Services

Policy 453.1

Emergency nursing services for the Cochrane-Fountain City School District are provided with input, direction, and coordination furnished by a registered nurse employed by the District. Direct emergency nursing services shall be available during the school day and indirectly during all school-sponsored activities for students, including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.

To ensure the provision of an appropriate emergency nursing services program:

1. The Principal shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings and recommendations from the annual review are presented to the District Administrator and School Board.
2. The District shall designate the registered nurse whose employment responsibilities include the nursing-related duties identified in this policy.
3. The Board shall act to approve the emergency nursing procedures that are developed (or revised) under the direction of a registered nurse pursuant to applicable law and this policy.
4. The District nurse shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant student and school health concerns. The District Administrator or Principal and the registered nurse employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
5. The District shall make available the equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in the school.
6. In consultation with the registered nurse employed by the District, the Principal or an administrative-level designee shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. Interested staff will be trained as site based first responders. As used in District policy, the term "site-based first responder" is a local term that should be not equated with a "certified first responder" under state law.

In providing for the coordination and oversight of emergency nursing services, the registered nurse designated by the District shall:

1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency

procedures), and related recordkeeping procedures. These procedures will be developed by the registered nurse in cooperation with the Principal, and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies. As needed & when possible, the nurse developing the procedures shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the District's medical advisor prior to being presented for adoption by the Board.

2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel.
3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols (e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED)), the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training.
4. Provide, or provide any necessary nursing-related supervision in connection with, any specialized health-related services that the District provides to individual students with special health care needs.
5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.
6. Monitor and make recommendations to the administration regarding the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols. The review shall be conducted in consultation with appropriate school personnel.

Closely related to the responsibilities identified above, the registered nurse(s) employed by the District shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).

3. Serve as a resource person for administrators and school personnel on the District’s provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

Legal References:

Wisconsin Statutes

<u>Section 118.07(1)</u>	[first aid kit requirement]
<u>Section 118.076</u>	[required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]
<u>Section 118.125</u>	[student records management, including student physical health records and patient health care records]
<u>Section 118.29</u>	[medication administration by school personnel, including emergency administration in certain situations]
<u>Section 118.291</u>	[possession and use of inhalers by asthmatic students]
<u>Section 118.292</u>	[possession and use of epinephrine auto-injectors by students]
<u>Section 118.2925</u>	[plans for the management of life-threatening allergies]
<u>Section 118.293</u>	[concussions and head injuries]
<u>Section 121.02(1)(g)</u>	[school district standard; emergency nursing services requirement]
<u>Section 146.81 to 146.84</u>	[confidentiality of patient health care records]
<u>Section 440.01(1)(ad)</u>	[automated external defibrillator definition]
<u>Section 895.48</u>	[limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]

Wisconsin Administrative Code

<u>Chapter N 6</u>	[standards of practice for registered nurses and licensed practical nurses]
<u>PI 8.01(2)(g)</u>	[school district standard; emergency nursing services policy/procedure requirements]
<u>SPS 332.50</u>	[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

Federal Laws

<u>29 Code of Federal Regulations (CFR), Part 1910 - Subpart Z</u>	[bloodborne pathogens/exposure control plan requirements]
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Cross References: SP-2; 9/16/14

Adoption Date: April 17, 2019

Administering Medications to Students

Policy 453.4

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel (including employees, nurses serving the district, and/or licensed school bus drivers) who are authorized to do so in writing by a building principal may administer medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of a school nurse and adopted by the School Board.

The registered nurse serving the school shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures. No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete all state-mandated and District-required training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler and 7-12th grade students may possess and use an epinephrine auto-injector (e.g., EpiPen®) with the written approval of the student's physician and parent or guardian. In addition, responsible, 7-12 grade students may also possess and self-administer their own nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

Legal References:

Wisconsin Statutes

<u>Section 118.125</u>	[maintenance and confidentiality of student records]
<u>Section 118.29</u>	[administration of drugs to students by school personnel and emergency care; policies and procedures required]
<u>Section 118.291</u>	[student possession and use of inhalers]
<u>Section 118.292</u>	[student possession and use of epinephrine auto-injectors]
<u>Section 118.2925</u>	[life-threatening allergies in schools; allergy management plan and use of epinephrine auto-injectors]
<u>Section 121.02(1)(g)</u>	[school district standard; provision of emergency nursing services]
<u>Section 146.82</u>	[confidentiality of patient health care records]
<u>Section 146.83</u>	[access to patient health care records]

Section 441.18 [authority of certified advanced practice nurse to prescribe and deliver opioid antagonists to designated individuals and to issue a standing order to persons authorizing the dispensing of an opioid antagonist]

Section 448.037 [authority of physician or physician assistant to prescribe and deliver opioid antagonists to designated individuals and to issue a standing order to persons authorizing the dispensing of an opioid antagonist]

Wisconsin Administrative Code

N 6.03(3) [supervision and delegation of nursing acts]

PI 8.01(2)(g)2 [required emergency nursing services policies, including protocols for administering medication]

Cross References: SP-1; 7/18/17

Adoption Date: April 17, 2019

Food Services Management

Policy 760

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's Food Service Director shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the Food Service Director include the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the district office staff to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.
5. Arranging for and monitoring the completion of training received by the District's food service employees, including training related to food safety and the District's civil rights obligations.
6. Ensuring the proper dissemination and processing of free and reduced-price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.
7. Ensuring that students who participate in the free or reduced-price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.

8. Working with individual students and their parents or guardians and school to address special dietary needs.
9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (a) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (b) the distribution of information letters to households with children attending schools in the District; (c) the appropriate posting of the most recent food safety inspection report; (d) the appropriate posting of the mandatory federal nondiscrimination poster; and (e) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.
10. Establishing a system to collect and report program ethnic and racial data on an annual basis.

District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.

Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.

Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

Legal References:

Wisconsin Statutes

<u>Section 97.33</u>	[school lunchroom management food protection practices certificate requirement]
<u>Section 97.59</u>	[restrictions on handling foods]
<u>Sections 115.34 to 115.347</u>	[school nutrition programs generally]
<u>Section 118.13</u>	[student nondiscrimination]
<u>Section 120.10(16)</u>	[annual meeting authority to direct the board to provide student lunches]
<u>Section 120.13(10)</u>	[authority to expend funds for a food service program and to charge students and employees for such meals]

Administrative Regulations

<u>PI 9.03(1)(i)</u>	[policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]
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Federal Laws

<u>National School Lunch Act</u> , as amended	[school lunch program provisions and requirements]
<u>Child Nutrition Act</u> , as amended	[school breakfast and special milk program provisions and requirements]

Cross References: SP1; 12/18/15

Adoption Date: April 17, 2019

USDA Nondiscrimination Statement and Complaint Information:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To

request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Accommodations and Modifications in School Food Service Programs

760-Rule

The District has obligations under a variety of state and federal laws to ensure that its programs and services, including its food service program, do not unlawfully discriminate on the basis of a person's disability. These obligations include ensuring that individuals with disabilities have an equal opportunity to participate in the program and appropriate access to the program, including appropriate access to the facilities and areas where meals are provided. The District's legal obligations also include making reasonable modifications to accommodate individuals with disabilities, including reasonable modifications to meals and the meal service.

Requests for modifications and accommodations within the District's food service program due to a student's disability, including meal modifications, should normally be submitted in writing to the District's Section 504 Coordinator for student matters. The Section 504 Coordinator has primary responsibility for coordinating compliance with disability requirements within the food service program. Grievances and complaints related to any such requests or to another disability-related matter within the District's food services program may be submitted to the Section 504 Coordinator. The contact for the District's Section 504 Coordinator for student matters is as follows:

Food Service Director
S2770 St HWY 35, Fountain City, WI 54629
608-687-8866

If the designated Section 504 Coordinator is temporarily unavailable or is personally accused of improper conduct, requests or complaints may be submitted to the Superintendent.

Complaints and grievances involving students will be processed using the same procedures that are used to process other Section 504 and student discrimination complaints, including an opportunity for a hearing and a review via appeal.

In some cases, a student with a disability may have an individualized education program (IEP), that expressly requires specific instruction, services, or modifications related to the student's nutritional needs. To the extent a parent or guardian is satisfied that a child's food-service-related needs are adequately addressed and specified within the IEP, a separate Section 504 plan or food-service accommodation request is not required. The District will simply implement the IEP as required by law, seeking a clarifying medical statement if necessary. Complaints and grievances regarding the content or implementation of the IEP will be addressed through the district's special education procedures, which include opportunities for an impartial hearing and a procedure for review.

Modified Meals

Federal laws and regulations governing Child Nutrition Programs expressly require the District to provide a modified meal, at no extra charge, for a student who has a disability that restricts the student's diet whenever the need is supported by a sufficient written statement signed by a state-

licensed healthcare professional who is authorized to write medical prescriptions. The written statement from the qualified healthcare professional must include the following:

1. A description of the child's physical or mental impairment that is sufficient to allow the District to understand how the impairment restricts the child's diet; and
2. An explanation of what must be done to accommodate the disability (for example, identifying the food(s) or ingredient(s) to be avoided, and, to the extent applicable, identifying the choice of foods or ingredients that may be reasonably substituted).

If a medical statement is unclear or lacks sufficient detail, District staff will seek appropriate clarification from the parent or guardian and/or the healthcare practitioner so that a proper and safe meal can be provided.

Even when the need for a modification is supported by a medical statement, the District is not necessarily obligated to (1) prepare a specific meal or provide a specific food item that is chosen by the family, or (2) use a particular brand of food or food ingredient. Rather, the District's obligation is to offer a reasonable modification that effectively accommodates the child's disability, while also taking into account factors such as cost and efficiency.

When a request for an individualized meal modification is not supported by adequate documentation (i.e., a qualifying medical statement and/or a sufficiently explicit IEP requirement), the District may not provide modified meals that do not comply with applicable federal meal pattern requirements and nutrition standards. Further, the District has no legal obligation to accommodate a student's or a parent's or guardian's general food or dietary preferences or general concerns about health, nutrition, or certain foods. However, when supported by the written request of a parent or guardian or medical authority that identifies the special need, the District does offer a federally-approved milk substitute for students with special medical or dietary needs other than a disability.

USDA Nondiscrimination Statement:

This institution is an equal opportunity provider.
Esta institución es un proveedor que ofrece igualdad de oportunidades.

Legal References:

Wisconsin Statutes

Section 118.13 [student nondiscrimination]

Wisconsin Administrative Code

PI 9.03(1)(i) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

Federal Laws

7 C.F.R. Part 15b [nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance]

7 C.F.R. §210.10(m)(1) [nondiscretionary meal substitutions for children with disabilities; written statement from a state-licensed healthcare professional required]

7 C.F.R. §210.10(m)(2) [fluid milk substitutions in cases other than a disability; written statement required]

7 C.F.R. §220.8 [parallel provisions regarding meal substitutions in the school breakfast program]

Section 504 of the Rehabilitation Act of 1973 (as amended) [disability discrimination; reasonable accommodations]

Individuals with Disabilities Education Act (as amended) [programs and services for students with disabilities, including accommodations]

Title II of the Americans with Disabilities Act (as amended) [disability discrimination; reasonable accommodations]

Cross References: SR-1; 3/31/17

Adoption Date: April 17, 2019

Free and Reduced-Price Benefits in School Food Service Programs

Policy 761

The District participates in the National School Lunch Program and the federal School Breakfast Program. In these programs, the District follows state and federal requirements regarding a child's or household's eligibility for free or reduced-price meals including the applicable income eligibility guidelines and all applicable nondiscrimination requirements. The primary means of establishing eligibility for free or reduced-price meals are:

1. Through the annual submission of an application for the free or reduced-price benefits;
or
2. Through direct certification, which is based on a match to state-provided data that confirms an individual child's status as a child in foster care or that confirms a household's participation in a qualifying means-tested benefit program, including Wisconsin's version of the Supplemental Nutrition Assistance Program (SNAP, also called FoodShare) and Wisconsin Works (also called W-2) cash assistance.

For any individual child or household whose eligibility for free or reduced-price benefits is based on the application process, the District is required to conduct a variety of verification procedures on a sub-set of all applications. The purpose of verification is to ensure overall quality control and to confirm the eligibility of specific applicants. The Food Service Director has primary administrative responsibility for ensuring that appropriate verification occurs on a timely basis.

The District Administrator is in consultation with the Food Service Director as needed, shall designate the staff positions that are authorized to make eligibility determinations and to serve as confirming and verifying officials on behalf of the District. The individuals who hold the designated positions, whether employees of the District or contracted service providers, shall have such authority.

The District Administrator shall likewise designate one or more individuals who are authorized to serve as a fair hearing official to address appeals of eligibility for, or the discontinuation of, free or reduced-price benefits.

Initial Eligibility and Carryover and Transfer Eligibility

For any child whose eligibility for benefits is not established through direct certification, the District must make an eligibility determination based on an application. Applications may be submitted at any time during the school year. Once the District makes a determination of eligibility based on an application, the effective date of the child's eligibility for free or reduced-price meals will start on the day the application is entered into the system by the Food Service Director.

If the District determines that any child is eligible for free or reduced-price meals, the determination is generally valid within the District for the entire remainder of the current school

year, even if the household's circumstances change after the initial application and determination of eligibility. At the start of the subsequent school year, such children retain their previous year's eligibility status for 30 operating days or until a new determination is made, whichever comes first.

When a student transfers or transitions between two schools within the District and the previous school had determined that the student was federally-eligible for free or reduced-price meals, the District automatically transfers the prior eligibility determination. However, students who change schools within the District are still required to re-establish their eligibility on an annual basis and when otherwise required by law.

When a student transfers into the District from a school outside the District and there is documentation that the non-district school determined that the student was federally-eligible for free or reduced-price meals the District accepts a previous school's valid eligibility determination for the maximum period of time required or permitted under applicable federal regulations and state procedures. However, in order to avoid the expiration of such carryover/transfer eligibility, households with students who are transferring into the District should pursue a District determination of eligibility (e.g., by submitting a completed application) as soon as possible.

Legal References:

Wisconsin Statutes

<u>Section 115.34</u>	[school lunch program, generally]
<u>Section 115.341</u>	[school breakfast program, generally]
<u>Section 115.343</u>	[Wisconsin school day milk program, generally]
<u>Section 115.347</u>	[direct certification of eligibility for school nutrition programs]

Federal Law

<u>42 U.S.C. §1758(b)(2)(A)</u>	[school district duty to publicly announce the income eligibility guidelines for free and reduced-price meals]
<u>42 U.S.C. §1758(b)(6)</u>	[confidentiality of federal meal program application information and eligibility status; disclosure limitations]
<u>7 C.F.R. §210.12</u>	[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]
<u>7 C.F.R. Part 245</u>	[determining eligibility for free and reduced-price meals and free milk in schools; multiple regulatory sections within this part are relevant]

Cross References: SP-1; 4/4/17

Adoption Date: April 17, 2019

USDA Nondiscrimination Statement:

This institution is an equal opportunity provider.
Esta institución es un proveedor que ofrece igualdad de oportunidades.

Appeals of Eligibility for Free or Reduced-Price Benefits

761-Rule

In connection with any child's eligibility for free or reduced-price benefits that are provided through the District's participation in National School Lunch Program or the federal School Breakfast Program, a household may appeal either the denial of benefits or a change in the level of benefits for which a child or the household has been approved. Specifically, a household may use these appeal procedures if the District determines that:

1. An individual student or household is ineligible for free or reduced-price benefits based on a review of an application or other permissible documentation that has been submitted; or
2. Free or reduced-price benefits must be discontinued following a verification process in which the District determines eligibility for benefits. A change in benefit level from free to reduced-price following the verification process is appealable.

These procedures cannot be used to appeal a discontinuation of benefits that occurs when the carryover period of eligibility from the prior school year has expired and the household has failed to submit an application for the current school year.

Overview

The District offers both an optional opportunity for a pre-hearing informal conference and the opportunity to resolve an appeal via a formal hearing. A household may choose to use both the informal process and the formal hearing procedure. If a household chooses to use both processes, the informal conference will occur prior to any formal hearing.

Giving Sufficient Notice of Intent to Appeal

The District will notify the household of any adverse District decision with respect to the household's application for benefits or the current eligibility of any child in the household. The notification of the decision will include the information that is required under the federal regulations that are applicable to the specific adverse action (see 7 C.F.R. Part 245), including but not limited to notice of the right to appeal and instructions on how to file an appeal.

To file an appeal, a household with an appealable issue must either (1) submit a written request for a hearing by letter or by electronic mail; or (2) make an oral request for a hearing in person or by a person-to-person telephone contact. The request must be submitted to one of the District's appeal coordinator(s):

- The District's primary appeal coordinator is the school board president. Unless otherwise specified in the written notice of denial or adverse action received by the household, the District's secondary appeal coordinator is the school board vice president.

IMPORTANT: A person who seeks to initiate an appeal should be as clear as possible that they are seeking to appeal a notice of denial or other adverse action under the appeal procedures

referenced in the notice of adverse action. Merely contacting a District employee or other District representative to generally discuss or ask questions about a denial or discontinuation of benefits is not a sufficient notice of intent to appeal.

Upon receipt of notice of intent to appeal, a District official will contact the person filing the appeal and determine whether the individual wishes to participate in an informal conference prior to any possible hearing, or whether the individual prefers to initiate the formal hearing procedure without a pre-hearing conference.

If applicable, the District official will notify the household that the current benefit level will be continued during the appeal process. If, for any reason, a person initiating an appeal is not notified about benefit continuation and the household is expecting benefits to continue, the household should immediately contact one of the appeal coordinators listed above.

After the end of the eligibility period to which the notice of denial or discontinuation of benefits applied, these appeal procedures no longer apply and any request for an appeal under these procedures shall be denied. Instead, the household should submit a new application.

The Optional Informal Conference

Prior to any formal hearing held under these procedures, a parent, guardian, or other adult responsible for the care of a child (e.g., a foster parent) who wishes to appeal the denial or discontinuation of benefits (including a change in the level of benefits) may request or agree to participate in an informal conference.

The informal conference is a meeting that includes at least the person who is appealing a District decision under these procedures and a District official who is familiar with the specific situation and who is authorized to make eligibility determinations. The conference provides an opportunity for the person who is appealing the District's decision to discuss the situation and the decision(s) that were made by the District, to provide an explanation of information in the application, and to present any clarifying or additional information that may be available.

At the end of the informal conference, but no later than within three (3) business days of the meeting, a District official shall inform the household if the District has modified any prior decision regarding eligibility. A District official and the person filing the appeal will determine whether the household wishes to proceed to a formal hearing. If the household chooses to abandon their appeal after the informal conference, written confirmation of that decision will be issued to the household.

Any informal conference shall not prejudice the formal hearing process nor diminish the right to a fair hearing.

Formal Hearing Procedures

If any appeal proceeds to a formal hearing, the following shall apply:

1. The hearing shall be held with reasonable promptness and convenience, and adequate notice shall be given as to the time and place of the hearing;
2. The hearing shall be conducted and the decision made by a Hearing Official who did not participate in making the decision under appeal or in any previously held conference. The District Administrator or his/her administrative-level designee shall appoint the Hearing Official for any specific hearing.
3. Separate from the Hearing Official, the District may designate one or more officials and representatives to appear at the hearing to present information, evidence, and argument and to respond to questions about the decision that is under appeal.
4. The person initiating the hearing and the District shall each have the opportunity:
 - a. To be assisted or represented by an attorney or other person;
 - b. To examine, prior to and during the hearing, any documents and records presented to support the decision under appeal;
 - c. To present oral or documentary evidence and arguments supporting a position without undue interference; and
 - d. To question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
5. The decision of the Hearing Official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
6. The parties to the hearing and any designated representative shall be notified in writing of the decision of the Hearing Official.
7. A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the Hearing Official, including the reasons therefore, and a copy of the notification to the parties concerned of the decision of the Hearing Official.
8. The written record of each hearing shall be preserved for a period of three (3) years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

Formal Hearings Initiated by the District

Pursuant to applicable federal regulations, the above-identified formal hearing procedures may, under certain circumstances, be initiated by the District to obtain a Hearing Official's determination of the continued eligibility of any child for free or reduced-price benefits. If the hearing procedure is used in this manner, the request for a hearing shall be initiated by the District's Food Service Director, or by another individual who is authorized to make eligibility determinations on behalf of the District, with the consent of the District Administrator and with

written notice to the household that a such hearing has been requested. The District Administrator shall attempt to identify and appoint a qualified Hearing Officer who is neither an employee of the District nor an employee of any food service management company that is under contract with the District, provided that the appointment of such an individual is permitted by the Department of Public Instruction (DPI).

Cross-References: SR-1; 4/4/17

Adoption Date: April 17, 2019

USDA Nondiscrimination Statement and Complaint Information

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

School Meal Account Charges and Collections

Policy 763

In accordance with requirements established by federal and state oversight agencies, the School Board will adopt, and approve any proposed revisions to, a written rule on the subject of meal charges and the collection of funds within the District's food service program. The District Administrator, the Food Service Director, and the district office staff shall have primary administrative responsibility for overseeing the consistent implementation of the rule that accompanies this policy, including all of the following:

1. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
2. Monitoring the nutritional, fiscal, and operational impacts of the District's approach to meal charges and collections, and, at their own initiative or upon the request of the Board, providing the Board with reports and recommendations for changes and improvements.
3. Coordinating the implementation and enforcement of the rule with the management and staff at any contracted food service company that the District may work with.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may be authorized to charge items resulting in a negative balance in an amount up to -\$50.00, with payment due immediately upon notice of the balance.

Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA). In consultation with the District's financial auditors as needed, the District Administrator, district office staff, and/or The Food Service Director shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

1. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within one calendar year shall normally be reclassified as bad debt for purposes of the District's NSFSA.
2. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District's NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.
3. The district allows and accepts donations to be put towards an account with delinquent debt.

Legal References:

Wisconsin Statutes

<u>Section 115.34</u>	[school lunch program, generally]
<u>Section 115.341</u>	[school breakfast program, generally]
<u>Section 115.343</u>	[Wisconsin school day milk program, generally]
<u>Section 115.347</u>	[direct certification of eligibility for school nutrition programs]

Federal Law

<u>42 U.S.C. §1758(b)(2)(A)</u>	[school district duty to publicly announce the income eligibility guidelines for free and reduced price meals]
<u>42 U.S.C. §1758(b)(6)</u>	[confidentiality of federal meal program application information and eligibility status; disclosure limitations]
<u>7 C.F.R. §210.12</u>	[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]
<u>7 C.F.R. §245.5</u>	[district duty to inform school families and the community about the availability of reimbursable school meals (whether free, reduced-price, or paid), the eligibility criteria for free or reduced-price meals, and the process for applying for free or reduced-price meals]
<u>7 C.F.R. §245.6</u>	[application, eligibility, and certification of children for free and reduced-price meals and free milk; restrictions on the disclosure and use of information obtained from an application]
<u>2 C.F.R. §200, Subpart E</u>	[standards for allowable costs as set forth in federal cost principles]
<u>2 C.F.R. §200.426</u>	[treatment of bad debt under federal funding requirements]

USDA Nondiscrimination Statement:

**This institution is an equal opportunity provider.
Esta institución es un proveedor que ofrece igualdad de oportunidades.**

Cross References: SP1; 2/15/17

Adoption Date: 4/17/19

School Meal Account Charges and Collections

763-Rule

These procedures describe how the District approaches charges and payments for meals and other items that are offered for sale within the District's food service program.

Access to School Meals and Other Food Service Items

When a student purchases a school meal or other food-service items, the general rule is that payment is due no later than at the time of service. However, a student may occasionally wish to receive a school-prepared meal or other food-service item that the student does not have enough money to pay for, either in hand or in a pre-paid account balance. Unless the student's parent or guardian has made alternative arrangements with the school, these situations will normally be handled as follows:

Students may charge the cost of school meals up to a total negative balance of -\$50.00. Students who are not permitted to charge meals or other items and who do not bring food from home will be offered a courtesy meal at no cost for lunch only. Up to five courtesy meals will be provided. The courtesy meal normally consists of the following: Lunch: A cheese or peanut butter sandwich, a fruit or vegetable and a milk.

In addition, even if a student's household owes a debt within the food service program, a student will always be permitted to select and receive a regular school meal at the time of meal service if either (1) the student is currently eligible to receive free meals at school, or (2) the student has sufficient funds to pay for the meal on the day the that meal is purchased.

School officials will address any possible abuse of the privilege of charging food service costs and any overuse of the courtesy meal option with the student's parent or guardian. The District may suspend one or both of these privileges if the District determines that there has been an abuse of the privilege. Indicators of possible abuse include the following: (1) a student has received 5 (five) courtesy meals in any school year; or (2) a household has repeatedly neglected to pay a negative balance upon reasonable notice.

Negative Account Balances and Collection Procedures

A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student). The District does not charge interest or impose a monetary penalty for past-due amounts owed in a student's food service account.

Once a student's account has a negative balance, the District will make an initial and follow-up attempt to collect the debt by providing the student's parent or guardian with notice (e.g., by mail, email, telephone, or similar methods) of the amount owed. Payment is due immediately upon notice. If these attempts are not successful, a school official will attempt to make a person-to-person telephone contact or schedule an in-person meeting with a parent or guardian. The District and the parent or guardian may discuss payment plan options.

If a negative balance still has not been paid after the collection efforts described in the previous paragraph, parents and guardians should be aware of the following:

1. At its discretion, the District may continue to pursue collection efforts.
2. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drops-out, etc.).
3. Debts owed to the District's food service program may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges such as ala carte purchases, purchasing extra entrees, and purchasing after school lunches.
4. As long as the amount owed in any student food service account is not greater than the charging limit established in these procedures, the District normally will not refer the debt to a third-party collection agency or file a lien or suit.

Payments and Account Management

For any meals and other food service items (i.e., food or drinks) that are available for purchase and that a student is not entitled to receive for free, it is ultimately the responsibility of each student's parent or guardian to pay for the items that their child receives.

The District offers an online system that a parent or guardian can use to monitor and manage each child's school food service account, including making payments. There is a \$5.00 per use fee associated with making payments online. The District strongly encourages school families to establish and regularly fund a prepaid school food service account for each student in the household.

In addition to using the online account system to make payments, a person who needs or wishes to make a payment for a student's meals or food service account may (1) present a payment in person using by check during normal school hours at the main office. (2) bring cash to the main office of the student's school in order to pay for a student's meal or other food service items on the actual day of service, (3) provide a student with cash to pay for items on the day of service, or (4) request consideration of other methods by contacting the Food Service Director.

A person making a payment to a student food service account who wishes to designate specific amounts as either repayment of a debt or prepayment of future charges should contact The Food Service Director to establish how the specific payment should be applied to the account.

The District charges a fee of \$25.00 for each check that is returned or denied payment by a financial institution. After a check is returned or denied payment, the District may refuse to accept payment by personal check in the future.

Additional Information and Assistance

For assistance with all issues and questions related to the District's food service program, including eligibility and applications for free or reduced-price meals, student food service accounts, the District's online account management system, as well as the specific issues addressed in these procedures, school families can refer to the student-parent manual or contact any of the following: Food Service Director or district office staff.

USDA Nondiscrimination Statement:
This institution is an equal opportunity provider.
Esta institución es un proveedor que ofrece igualdad de oportunidades.

Cross References: SR3; 2/15/17

- C-FC Student-Parent Manual

Adoption Date: 4/17/19

Disposition of District Property

Policy 690

Sale or Other Disposition of District Real Estate, Buildings, or Property Interests

The School Board retains sole and exclusive authority to approve the sale or other disposition of any land, buildings, or other improvements to land that are owned by the District and no longer needed by the District. The Board shall also directly and expressly approve any sale, release, or modification of any District-owned or District-controlled interest in real property (e.g., an easement or covenant).

Sale or Other Disposition of Other District Property

The Board also has authority to dispose of other District property not addressed in the previous section of this policy, including equipment, materials, or supplies found to be surplus, replaced, broken, damaged, in unusable condition, or obsolete.

The following positions are designated as authorized property managers under this policy:

1. The District Administrator shall oversee the allocation, review, and disposition of all equipment, materials, or supplies that (a) have been capitalized and depreciated for financial reporting purposes, (b) are assigned or owned by the District or (c) are subject to federal disposition requirements under the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
2. Principal(s) and individual department directors, working in conjunction with the District Administrator as needed, have responsibility to oversee the allocation, review, and disposition of equipment, materials, or supplies that have been assigned to their department and that, pursuant to this policy or to any applicable administrative rule, are not under the specific authority of the District Administrator.

Whenever an authorized property manager or his or her designee determines that District property is no longer going to be used in its current function or location, the property manager shall ensure that reasonable efforts are made to determine whether the property can be appropriately used in another District function or location. If so, the property manager shall arrange for the internal transfer/re-designation of the property.

For any property that an authorized property manager determines is no longer going to be used in the District, the following general parameters for further disposition of the property shall apply:

1. Any items that an authorized property manager, or his or her designee, has determined have minimal or no resale value may, without further Board approval, be (a) offered without cost to a charitable or civic organization or other governmental entity, or (b) discarded or otherwise disposed of using an efficient method. Any items offered to an employee of the District shall be approved by the Board prior to release.

Any per-item estimated resale value in excess of \$100.00 shall not be considered minimal, except that any property that does not require further Board approval prior to disposal and

that remains unsold after having been offered for sale may be deemed to have minimal resale value.

2. Items (whether individually or grouped for a single transaction) that an authorized property manager determines can be economically sold (or traded in) for value and that have an estimated resale/fair-market value below \$500.00 may be sold (or traded in) using a process approved and coordinated by the District Administrator without further Board approval. Wisconsin Surplus Online Auction shall be the preferred means of attempting to sell such property.
3. Items (whether individually or grouped for a single transaction) that an authorized property manager estimates to have a resale or other fair-market value of \$500.00 or more may be disposed of only if the Board has expressly approved the specific disposition or expressly authorized the administration to dispose of the specific piece(s) of property under approved parameters.

The disposition of District property under this policy shall be conducted in the public interest for the benefit of the District. The District Administrator shall utilize Wisconsin Surplus Online Auction to ensure the District receives or attempts to receive a fair market value for property valued at over \$500 per item. Unless otherwise required by law or by some other special and enforceable condition, all money received from the sale or other disposition of District property shall be directed to the District's general fund.

Legal References:

Wisconsin Statutes

<u>Section 77.54(4)</u>	[sales tax treatment of certain sales of tangible personal property]
<u>Section 118.12(1)(b)</u>	[school board authority over sales of goods on school property]
<u>Section 120.12(21)</u>	[sales tax treatment of certain sales of tangible personal property]
<u>Section 120.13(19m)</u>	[school board authority to sell any property belonging to and not needed by the school district]
<u>Section 120.13(25)</u>	[school board lease of school district property at reasonable rental]
<u>Section 175.10</u>	[certain procurements for sales to employees prohibited by statute]
<u>Chapter 287</u>	[state solid waste reduction and recycling policy and requirements]
<u>Chapter 291</u>	[disposal of hazardous materials/substances; including electronic devices]

Wisconsin Administrative Code

<u>NR 660 to NR 679</u>	[regulations related to hazardous waste management]
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Federal Law

<u>2 C.F.R. §200.33</u>	[definition of "equipment" tied to local capitalization threshold within the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]
<u>2 C.F.R. §200.94</u>	[definition of "supplies" tied to local capitalization threshold within the federal Uniform Guidance]

<u>2 C.F.R. part 200 subpt. D</u>	[general post-award requirements under the federal Uniform Guidance]
<u>2 C.F.R. §200.311</u>	[disposition of real property that is subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.313</u>	[disposition of equipment that is subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.314</u>	[disposition of supplies that are subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.315</u>	[disposition of intangible property that is subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.322</u>	[applicability of federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, under the federal Uniform Guidance]

Cross References: SP1; 7/24/15

Adoption Date: April 17, 2019

Technical College Course Program (“Start College Now”)

Policy 343.45

Program Availability: High school students in the 11th grade or 12th grade who meet the eligibility requirements defined in applicable statutes, regulations, and District policies may be permitted to enroll in one or more courses at a technical college through the technical college course program. and who submit timely and complete applications and notices, may be permitted to enroll in one or more program-eligible courses at an institution of higher education through the Early College Credit Program.

Program Administration: A Credit Review Committee comprised of the school guidance counselor, school principal, school board member and subject matter teacher (in the subject area in which the credits are requested) shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the technical college course program; and (2) except for refusal of permission to take a course that is based on an undue financial burden, determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

The authority of the Credit Review Committee includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in state law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the proposed course and any resulting credit meets any of the District’s high school graduation requirements; and
4. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

Undue Financial Burden: While the District may refuse to allow a student with a disability to attend a technical college through the technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the District, the determination of an undue financial burden shall be made by the District Administrator.

District Eligibility for Participation: In addition to other applicable eligibility requirements, a student who wishes to enroll in a course through a technical college under this policy must:

1. Submit all required notices, parent permissions (if under 18) and technical college applications on a timely basis;
2. Not be a child at risk of not graduating from high school, as defined by state law;
3. Have completed the 10th grade (all requirements met, including a minimum of required high school credits completed toward graduation by the end of the high school semester in which the student gives notice of his/her intent to take a technical college course);

4. Have no record of disciplinary or attendance problems. A technical college district board may deny a high school student admission to the technical college, or registration in a specific course, for any of the reasons provided in state law, including the technical college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student record's laws and with the District's student records policies and procedures, the District will certify disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the technical college course program;
5. Be in good academic standing, as follows:
 - If a junior, must have a cumulative GPA of 3.0 at the time of determination or
 - If a senior, must have a cumulative GPA of at least 2.5 at the time of determination.
6. The District may refuse to allow a student with a disability to attend a technical college through the technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the district.
7. Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the technical college course program through the District, even if they are taking or have taken individual courses in the District high school.

Student's Responsibilities for Applications and Notices:

Students interested in enrolling in a technical college under this policy must do all of the following to start the application process:

1. Complete Academic Career Plan: Meet with the high school guidance counselor to review eligibility and course plan and complete an academic career plan;
2. Application to technical college: Submit a timely and complete application directly to the applicable technical college, pursuant to any procedures and deadlines established by the technical college;
3. Notice to District: Submit a timely and complete written notice to the school guidance counselor that identifies the student's intent to take one or more courses under the technical college course program. A separate notification form must be completed and processed for each semester that a student applies to participate in the technical college course program. The student shall use the Wisconsin Technical College System (WTCS)-approved form when providing this notice. Completion of the Start College Now Application (Exhibit 1) constitutes notice to the district under this paragraph.
 - a. Deadline for Notice: The deadline for submitting such notice is March 1 for any fall semester course and October 1st for any spring semester course.

- b. Parental Permission: If the student who intends to take a technical college course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
 - c. Cooperation: Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program and process individual course requests.
4. Student's Continuing Obligations: As soon as such information is available, the student shall further notify the school counselor if and when the student:
- a. Has been admitted to the technical college to which the student applied;
 - b. Has successfully enrolled in and registered to attend individual classes, and
 - c. Has changed any of the course information on the initial notification.

District Responsibility Upon Receiving Notification of Intent to Participate: Upon receiving a student's written notification of intent to participate in the Early College Credit Program, the school guidance counselor shall process the student's written request, including a preliminary determination of the following:

1. Whether the student meets the minimum eligibility criteria for participation in the program;
2. Whether the student will be eligible to receive high school credit for the successful completion of the proposed course and, if so, how much high school credit;
3. Whether the proposed course is comparable to a course already offered in the District; and
4. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

Determination of Course Comparability, Eligibility for High School Credit and Satisfaction of High School Graduation Requirements: For purposes of determining whether a course that a student wishes to take through the technical college course program is comparable to a course offered by the District, and pending the development of any new state regulations applicable to the technical college course program that address the granting of high school credit for a course taken at a technical college under this policy, the satisfaction of high school graduation requirements and/or the determination of whether a course offered by the technical college is comparable to a course offered in the District, or the adoption of other specific local standards for making such determinations within the technical college course program, the district shall apply the mandatory and discretionary standards found in PI 40.07 of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

1. Course Comparability: Comparable course, under PI 40.07 means all of the following:

- a. The high school course is offered during the period of time after the pupil notifies the school board of his or her intent to participate in the technical college course program and prior to the pupil's graduation;
- b. The high school course is available for enrollment; and
- c. The high school course content, as determined by curriculum guides, expectation, goals, scope and sequence, is 80% equivalent to the content of the postsecondary course as determined by the postsecondary course syllabus, if available, and course description.

“Offered” courses, for purposes of determining comparable courses, includes any on-line high school courses that are made available to District students.

2. Eligibility for High School Credit:

- a. The District may deny high school credit for a technical college course if any of the following apply:
 - i. The District offers a comparable course;
 - ii. The course repeats the course content for which a student has already received a passing grade and high school credit;
 - iii. The course repeats the content of a postsecondary course that the student has already taken and failed.
- b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for an technical college course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:
 - i. The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by the District.
 - ii. The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - iii. The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the District for credit toward graduation.
 - iv. The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
- c. For a student to receive high school credit for a course taken at a technical college under this policy, the student must complete the course and receive a passing grade, as determined by the technical college.
- d. To the extent required by state regulation, or to the extent the District does not adopt a different rule for any course-credit conversions that are not addressed by state regulations, a student shall be granted $\frac{1}{4}$ high school credit per 1 semester of

conversion-eligible postsecondary credit for a course taken under the technical college course program.

3. Satisfaction of High School Graduation Requirements: The determination of whether a course satisfies a high school graduation requirement shall be made with reference to the District policies that sets forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for similar assessment by students who are transferring into the district.
4. Uniformity in Processing: The District Administrator is responsible for monitoring determinations under this section on a District-wide basis to ensure that similarly-situated courses are being processed with a reasonable degree of uniformity.

Action/Notification by the District:

1. Credit Review Committee Determination: After making a preliminary determination of program eligibility, course comparability, eligibility for high school credit, and satisfaction of high school graduation requirements, the school guidance counselor shall convene a meeting of the meeting of the Credit Review Committee, at which he/she shall present preliminary determinations regarding the applications. The Credit Review Committee shall make a final determination on the applications and sign any necessary paperwork to authorization participation in the program.
2. Notification to Student: The guidance counselor shall notify the students parent(s) or guardian(s), or the student if age 18 or older, of the District's determinations in writing regarding awarding of high school credit (including the amount of the credit), course comparability, satisfaction of high school graduation requirements, and the right to appeal a negative determination made by the District to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15th for initial notices that were received by March 1st for fall courses, by November 15th for initial notices that were received by October 1st for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular time-frame identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the college semester in which the student will be enrolled for the course.

Appeal Rights: If a student who intends to take a course through the technical college course program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

Responsibility for Costs; Limitations on District Payments

To the extent required by state law, the District shall pay for certain costs associated with students' enrollment in a technical college under this policy. Limitations on the District's responsibility for payment include the following:

1. Comparable Course – No District Payment: If a student takes a course at a technical college that is comparable to a course offered in the District, the District will make no payment for the course. Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course.
2. Credit Limitation: The District shall pay for no more than the equivalent of a combined total of 18 (eighteen) postsecondary semester credits per student for any courses that are taken through the technical college course program (section 38.12(14) of the state statutes) or the Early College Credit Program. Courses that the District paid for under the former Youth Options Program count toward this credit limit. However, the limitation on total paid credits does not prohibit a student from (1) taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other District-approved high school courses, outside of the specific state programs, that may result in eligibility for postsecondary credit(s).
3. Successful Completion Required: The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the technical college course program and the Early College Credit Program.
4. Withdrawal from Course: In order for a student to avoid a payment obligation (where applicable) for a course taken through the technical college course program, it is the sole responsibility of the student and his/her parent or guardian to ensure that the student withdraws from the course prior to the applicable technical college's deadline for doing so such that the technical college will not charge the District any tuition for the course.
5. Program Limitations: A student who is participating in the technical college course program in any semester may not simultaneously participate in the Early College Credit Program. A student participating in the technical college course program may attend only one technical college in any semester.
6. Costs Covered: The District shall pay only such tuition, fees and course material costs as are required by law. If the District is required to pay the technical college for the cost of a book or similar resource that is not a one-time use item, the student shall be required to return the resource(s) to the District upon completion of the course.
7. Transportation: Unless otherwise required by law, the District is not responsible for providing transportation to postsecondary courses taken under this policy or for paying for transportation-related costs.

Legal References:

Wisconsin Statutes

<u>Section 38.12(14)</u>	[attendance at technical college under the technical college course program, also known as the “Start College Now” Program]
<u>Section 115.385(4)</u>	[parent notification of educational options]
<u>Section 118.15(1)(b)</u>	[attendance at a technical college in lieu of high school or on a part-time basis by a child 16 years of age or over and a child at risk]
<u>Section 118.15(1)(d)</u>	[discretionary program and curriculum modifications]
<u>Section 118.153(1)(a)</u>	[definition of a child at risk of not graduating from high school]
<u>Section 118.33</u>	[high school graduation requirements]
<u>Section 118.55</u>	[early college credit program]
<u>Section 118.57</u>	[public notification of educational options]

Wisconsin Administrative Code

<u>Chapter PI 40</u>	[regulations governing technical college attendance under the Youth Options Program, which were based on statutory provisions that were essentially identical to section 38.12(14)]
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Cross References: SP2; 12/19/17

Exhibit 1 Start College Now Application

Adoption Date: 4/17/19



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i>	Student's Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
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Parent/Guardian Name *First, Last*

Address *Street, City, State, Zip, County*

Student Phone <i>Area/No.</i>	Student Email
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Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email
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High School Student Attends & Projected Graduation Year	School District in Which Student Resides
---	--

Technical College to Which You Are Applying to	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of College Credits Earned to Date
--	---	--

Semester for which applying: Spring Fall Year 20XX

II. BOARD ACTION

Completed by HS district

Check if Alternate	Technical College Course Name	Technical College Course Number	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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	IV. STUDENT NAME <i>This section completed by student / parent</i>	
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Student Name *First, Middle, Last*

	V. HIGH SCHOOL BOARD APPROVAL <i>This section completed by district</i>	
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Named student is approved to enroll for courses marked "Approved" in Section II:

Yes No. *If no, indicate reason for denial:*

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority	Phone <i>Area/No.</i>
High School Board Approval Authority Signature ➤	Date Signed <i>Mo./Day/Yr.</i>

	VI. TECHNICAL COLLEGE APPROVAL <i>This section completed by college</i>	
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Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Eligible to enroll	I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).
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<input type="checkbox"/> Not eligible to enroll	I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.
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Name of Technical College Representative and Title	Phone <i>Area/No.</i>	Email
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Technical College Representative Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
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	VII. APPEALS	
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Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.

Early College Credit Program

Policy 343.46

Program Availability: High school students who meet the eligibility requirements defined in applicable statutes, regulations, and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more program-eligible courses at an institution of higher education through the Early College Credit Program.

Program Administration: A Credit Review Committee comprised of the school guidance counselor, school principal, school board member and subject matter teacher (in the subject area in which the credits are requested) shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (2) determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

The authority of the Credit Review Committee includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in state law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements; and
4. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

District Eligibility for Participation: To be eligible for ECCP, a student must

1. Have no record of disciplinary or attendance problems.
2. Be in good academic standing, as follows:
 - a. The student must have a cumulative GPA of 3.0 in the content area of the course he/she has requested. For example, if a request is made to take Biology 101, the student must have earned a 3.0 GPA in all previous Cochrane-Fountain City High School science courses;
 - b. The student must meet the admission/eligibility requirements for the institution of higher education (IHE), i.e. University of Wisconsin-La Crosse.

Student's Responsibilities for Applications and Notices:

Students interested in enrolling in an institution of higher education (IHE) for the purpose of taking one or more nonsectarian courses under the Early College Credit Program must do all of the following to start the application process:

1. Complete Academic Career Plan: Meet with the high school counselor to review eligibility and course plan and complete an academic career plan.
2. Application to IHE: Submit a timely and complete application directly to the applicable IHE in the semester prior to the semester or session in which the course is scheduled to begin. The student must adhere to all application deadlines and other related requirements established by the IHE;
3. Notice to District: Submit a timely and complete written notice to the school guidance counselor that identifies the student's intent to take one or more courses under the Early College Credit Program. A separate notification form must be completed and processed for each IHE semester/session in which a student intends to take a course. Completion of the University of Wisconsin System Early College Credit Program and High School Special Agreement Form (Exhibit 1) or Wisconsin's Private, Nonprofit Colleges and Universities Early College Credit Program and High School Special Agreement Form (Exhibit 2) constitutes notice to the district under this paragraph.
 - a. Deadline for Notice: The deadlines for submitting such notice is March 1 for any fall semester course, October 1 for any spring semester course, and February 1 for any summer semester/session course.
 - b. Required Information: In addition to any other information required on the form, the initial notice must identify the name of the IHE the student plans to attend, the titles of the course(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program
4. Student's Continuing Obligations: As soon as such information is available, the student shall further notify the school counselor if and when the student:
 - a. Has been admitted to the IHE to which the student applied;
 - b. Has successfully enrolled in and registered to attend individual classes, and
 - c. Has changed any of the course information on the initial notification.

District Responsibility Upon Receiving Notification of Intent to Participate: Upon receiving a student's written notification of intent to participate in the Early College Credit Program, the school guidance counselor shall process the student's written request, including a preliminary determination of the following:

1. Whether the student meets the minimum eligibility criteria for participation in the Early College Credit Program;
2. Whether the student will be eligible to receive high school credit for the successful completion of the proposed course and, if so, how much high school credit;
3. Whether the proposed course is comparable to a course already offered in the District;
and

4. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

Determination of Course Comparability, Eligibility for High School Credit and Satisfaction of High School Graduation Requirements: For purposes of determining whether a course that a student wishes to take through the Early College Credit Program is comparable to a course offered by the District, and pending the development of any new state regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at an IHE under this policy, the satisfaction of high school graduation requirements and/or the determination of whether a course offered by the IHE is comparable to a course offered in the District, or the adoption of other specific local standards for making such determinations within the Early College Credit Program, the district shall apply the mandatory and discretionary standards found in PI 40.07 of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

1. Course Comparability: Comparable course, under PI 40.07 means all of the following:
 - a. The high school course is offered during the period of time after the pupil notifies the school board of his or her intent to participate in the ECCP and prior to the pupil's graduation;
 - b. The high school course is available for enrollment; and
 - c. The high school course content, as determined by curriculum guides, expectation, goals, scope and sequence, is 80% equivalent to the content of the postsecondary course as determined by the postsecondary course syllabus, if available, and course description.

"Offered" courses, for purposes of determining comparable courses, includes any on-line high school courses that are made available to District students.

2. Eligibility for High School Credit:
 - a. The District may deny high school credit for an IHE course if any of the following apply:
 - i. The District offers a comparable course;
 - ii. The course repeats the course content for which a student has already received a passing grade and high school credit;
 - iii. The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for an IHE course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:

- i. The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by the District.
 - ii. The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - iii. The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the District for credit toward graduation.
 - iv. The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
 - c. For a student to receive high school credit for a course taken at an IHE under this policy, the student must complete the course and receive a passing grade, as determined by the IHE.
 - d. To the extent required by state regulation, or to the extent the District does not adopt a different rule for any course-credit conversions that are not addressed by state regulations, a student shall be granted $\frac{1}{4}$ high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the Early College Credit Program.
3. Satisfaction of High School Graduation Requirements: The determination of whether a course satisfies a high school graduation requirement shall be made with reference to the District's policy that sets forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for similar assessment by students who are transferring into the district.
 4. Uniformity in Processing: The District Administrator is responsible for monitoring determinations under this section on a District-wide basis to ensure that similarly-situated courses are being processed with a reasonable degree of uniformity.

Action/Notification by the District:

1. Credit Review Committee Determination: After making a preliminary determination of program eligibility, course comparability, eligibility for high school credit, and satisfaction of high school graduation requirements, the school guidance counselor shall convene a meeting of the meeting of the Credit Review Committee, at which he/she shall present preliminary determinations regarding the applications. The Credit Review Committee shall make a final determination on the applications and sign any necessary paperwork to authorization participation in the program.
2. Notification to Student: The guidance counselor shall notify the students parent(s) or guardian(s), or the student if age 18 or older in writing, of the District's determinations regarding approval/credit status of postsecondary coursework, course comparability, and satisfaction of high school graduation requirements as well as the right to appeal a negative determination made by the District to the State Superintendent of Public Instruction.

- a. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15th for initial notices that were received by March 1st for fall courses, by November 15th for initial notices that were received by October 1st for spring courses and by April 15th for initial notices that were received by February 1st for summer courses.
- b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular time-frame identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the college semester in which the student will be enrolled for the course.

Appeal Rights: If a student who intends to take a course through the Early College Credit Program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

Responsibility for Costs; Limitations on District Payments

To the extent required by state law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the IHE and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the amounts (if any) specified as the student's responsibility for each course under state law and District policy. The following also apply:

1. **Comparable Course – No District Payment:** If a student takes a course at an IHE that is comparable to a course offered in the District, the District will make no payment for the course. Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course.
2. **Post-Secondary Credit Only – 25% District Payment:** If a student takes a course at an IHE for postsecondary credit only, and the course is not comparable to a course offered in the District, the student or the student's parent or guardian shall pay to the District 25% of the tuition amount that the District is required to pay to the IHE, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction. If applicable to a course and not waived pursuant to state law, the following provisions further govern the timing and method for making such 25% payments to the District:
 - a. The student or his/her parent or guardian may make payment for such courses via a personal check or a bank (cashiers) check, made payable to the Cochrane-Fountain City School District. Payments attempted in other forms, including in U.S. currency, are not acceptable and will be refused or returned to the payor. If a check is returned as non-payable due to insufficient funds, a stop-payment order, or any other reason, any related fee(s) charged to the District by a financial institution will be added to the amount due.

- b. Unless the District's Business Office has agreed in writing to a different plan of scheduled payments, payment is due in full within 30 days of the date on which the District provides the student (or student's parent or guardian) with an invoice of the specific amount due. If a family wishes to arrange a payment plan, the family shall submit a request to the District's Business Office before the start date of the course(s).
 - i. The District's Business Office may agree to a payment plan provided that
 - (a) the student has no other outstanding obligations to the District that are in arrears, and
 - (b) payments under the plan are spread out over no more than four (4) installments, with an initial payment due at the time the payment plan is arranged and with the final payment to be made no later than the earlier of 30 days after the course is complete or at least 10 days prior to the student's high school graduation. Initial installments under such a payment plan may be based on an estimated amount owed if a definite figure cannot be provided by the IHE at that time.
 - c. If the District receives any payment from the student or the student's parent or guardian as a share of tuition, and it is later determined that the District is not responsible for paying tuition for the course, or if the amount received as payment exceeds the amount of the student's actual payment obligation, the District will refund the appropriate amount to the student or his/her parent or guardian.
 - d. Any past-due payments for a share of course tuition that are owed by a student may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges.
- 3. Credit Limitation: The District shall pay for no more than the equivalent of a combined total of 18 (eighteen) postsecondary semester credits per student for any courses that are taken through the technical college course program (section 38.12(14) of the state statutes) or the Early College Credit Program. Courses that the District paid for under the former Youth Options Program count toward this credit limit. However, the limitation on total paid credits does not prohibit a student from (1) taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other District-approved high school courses, outside of the specific state programs, that may result in eligibility for postsecondary credit(s).
- 4. Successful Completion Required: The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the technical college course program and the Early College Credit Program.

5. Withdrawal from Course: In order for a student to avoid a payment obligation (where applicable) for a course taken through the Early College Credit Program, it is the sole responsibility of the student and his/her parent or guardian to ensure that the student withdraws from the course prior to the applicable IHE's deadline for doing so such that the IHE will not charge the District any tuition for the course.
6. Program/IHE Limitations: A student who is participating in the Early College Credit Program in any semester may not simultaneously participate in the technical college course program (Start College Now Program). A student participating in the Early College Credit Program may attend only one IHE in a semester.
7. Costs Covered: The District shall pay only such tuition, fees and course material costs as are required by law. If the District is required to pay the IHE for the cost of a book or similar resource that is not a one-time use item, the student shall be required to return the resource(s) to the District upon completion of the course
8. Transportation: Unless otherwise required by law, the District is not responsible for providing transportation to postsecondary courses taken under this policy or for paying for transportation-related costs.

Legal References:

Wisconsin Statutes

<u>Section 38.12(14)</u>	[attendance at technical college under the technical college course program, also known as "Start College Now" Program]
<u>Section 115.385(4)</u>	[required parent notification of educational options, including Early College Credit Program]
<u>Section 118.15(1)(d)</u>	[discretionary program and curriculum modifications]
<u>Section 118.33</u>	[high school graduation requirements]
<u>Section 118.55</u>	[the Early College Credit Program]
<u>Section 118.57</u>	[required public notification of educational options, including Early College Credit Program]
<u>Section 120.12(17)</u>	[non-Early College Credit Program courses taken for high school credit at a UW System Institution]

Wisconsin Administrative Code

<u>Chapter PI 40 (ER)</u>	[emergency rules implementing the Early College Credit Program]
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Cross References: SP 1; 11/16/18

- Exhibit 1 University of Wisconsin System Early College Credit Program and High School Special Agreement Form
- Exhibit 2 Wisconsin's Private, Nonprofit Colleges and Universities Early College Credit Program and High School Special Agreement Form

Adoption Date: 4/17/19



**UNIVERSITY OF WISCONSIN SYSTEM
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Policy 343.46 EXHIBIT 1

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a University of Wisconsin (UW) System institution before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each term you wish to enroll at a UW System institution.

SECTION I – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT) (PLEASE TYPE OR PRINT IN INK)

Applying to: University of Wisconsin-_____

Applying for: Fall Semester 20_____ Spring Semester 20_____ Summer Session 20_____

Applying as (check all that apply): Early College Credit (school determines tuition payment) High School Special (student pays tuition)

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth (mm/dd/yyyy): _____ Email: _____ Phone: _____

High School: _____ Anticipated Year of Graduation: _____

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in the UW System, I will abide by all regulations, policies and procedures. I also understand that courses taken at any UW System institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize the UW System to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Student Applicant Signature & Date

Parent/Guardian/Foster Parent Signature & Date

Parent/Guardian/Foster Parent Printed Name

SECTION II – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special	Online Course
EXAMPLE: College Writing I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		X
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						

SECTION III – TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the indicated UW System institution.

School District Approval Authority & Date

High School Counselor/Staff Advisor Signature & Date

Printed Name (Counselor/Advisor)

School Email Address (Counselor/Advisor)

Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.



Students, parents/guardians and districts: read and follow the directions below to ensure all processes are completed properly.

STUDENT/PARENT/GUARDIAN/FOSTER PARENT

The student has responsibility for:

- submitting this form, completed with all required signatures, to the district by the designated due date
- obtaining the admissions and registration information for the UW System institution he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

STUDENT SPECIFIC RESPONSIBILITIES

1. Complete one form for each term you wish to enroll at the given UW System institution.
2. Review the following Early College Credit Program information:
When signing this form, the student and parent/guardian/foster parent assures understanding of and/or compliance with the following conditions:
 - a. Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
 - b. Student/Parent/Guardian/Foster Parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section I, sign and date (if student is under 18, parent/guardian/foster parent must also sign and date).
4. Submit this form (with all sections completed) by the designated due date (**February 1** for summer courses, **March 1** for fall courses, and **October 1** for spring courses) to the School District in which student is enrolled. This is typically done by submitting the form to a school counselor or Early College Credit Program Coordinator.
5. Upon notification from district of the course(s) that have been approved, complete the application process for the UW System institution at which the Early College Credit Program course(s) was/were approved and work with the UW System institution personnel as well as a high school counselor to enroll in appropriate course(s).
6. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).

SCHOOL DISTRICT RESPONSIBILITIES

1. After receiving the Early College Credit Program and High School Special Agreement Form, review the form and necessary supporting documents to verify student eligibility.
2. School District representative takes formal action on course request (approval/denial).
3. Notify the student, in writing, of the district's decision (approval or denial). Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
4. Indicate with a check mark the approved courses in the "District Approval" column.
5. Send the completed and signed Early College Credit Program and High School Special Agreement Form to the college or university.

HIGH SCHOOL SPECIAL

Admission as a High School Special (student pays tuition) does not require School District approval. High School Counselors/Staff Advisors must sign the form and send to the college or university. Students should check with the UW System institution for timelines and requirements for High School Special students.

**UNIVERSITY OF WISCONSIN SYSTEM****EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Please submit this form and include the official high school transcript (unless sent by electronic transmission) and, if applicable, ACT/SAT scores to:

<p>UW-EAU CLAIRE UW-EAU CLAIRE – BARRON COUNTY Admissions Office 715.836.5415 admissions@uwec.edu www.uwec.edu PO Box 4004, Eau Claire, WI 54702</p>	<p>UW-OSHKOSH UW-FOND DU LAC UW-FOX VALLEY Admissions Office 920.424.3164 admissions@uwosh.edu www.admissions.uwosh.edu 800 Algoma Blvd, Oshkosh, WI 54901</p>	<p>UW-STOUT Admissions Office 715.232.1232 admissions@uwstout.edu www.uwstout.edu 212 Sorensen Hall, Menomonie, WI 54751</p>
<p>UW-GREEN BAY UW-GREEN BAY, MANITOWOC CAMPUS UW-GREEN BAY, MARINETTE CAMPUS UW-GREEN BAY, SHEBOYGAN CAMPUS K12 Relations 920.465.2035 eccp@uwgb.edu www.uwgb.edu/k12relations 2420 Nicolet Dr, Green Bay, WI 54311</p>	<p>UW-PARKSIDE Office of Admissions and New Student Services 262.595.2355 admissions@uwp.edu www.uwp.edu 900 Wood Rd, Kenosha, WI 53141</p>	<p>UW-SUPERIOR Admissions Office 715.394.8230 admissions@uwsuper.edu www.uwsuper.edu Belknap and Catlin Ave PO Box 2000, Superior, WI 54880</p>
<p>UW-LA CROSSE Admissions Office 608.785.8939 admissions@uwlax.edu www.uwlax.edu 1725 State St, La Crosse, WI 54601</p>	<p>UW-PLATTEVILLE UW-PLATTEVILLE BARABOO SAUK COUNTY UW-PLATTEVILLE RICHLAND Admissions Office 608.342.1125 admit@uwplatt.edu www.uwplatt.edu 1300 Ullsvik Hall, 1 University Plaza, Platteville, WI 53818</p>	<p>UW-WHITEWATER UW-WHITEWATER AT ROCK COUNTY Admissions Office 262.472.1440 uwwadmit@uww.edu www.uww.edu 800 West Main St, Whitewater, WI 53190</p>
<p>UW-MADISON Adult Career & Special Student Services 608.263.6960 highschoolcredit@dcs.wisc.edu www.acsss.wisc.edu/high-school 21 N Park St, Suite 7101, Madison, WI 53715</p>	<p>UW-RIVER FALLS Admissions Office 715.425.3500 admissions@uwrf.edu www.uwrf.edu 410 S Third St, River Falls, WI 54022</p>	<p>UW-INDEPENDENT LEARNING Student Services 608.800.6750 IL@uwex.edu www.il.wisconsin.edu 5602 Research Park Blvd STE 300 Madison, WI 53719</p>
<p>UW-MILWAUKEE UW-MILWAUKEE AT WASHINGTON COUNTY UW-MILWAUKEE AT WAUKESHA 414.229.6357 dual-enrollment@uwm.edu www.uwm.edu/dualenrollment PO Box 749, Milwaukee, WI 53201</p>	<p>UW-STEVENS POINT UW-STEVENS POINT AT MARSHFIELD UW-STEVENS POINT AT WAUSAU Admissions Office Angela Schmidt aschmidt@uwsp.edu www.uwsp.edu 2000 W 5th St, Marshfield, WI 54449</p>	



**WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a private, nonprofit college or university before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each term you wish to enroll at a private, nonprofit institution.

SECTION I – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT) (PLEASE TYPE OR PRINT IN INK)

Applying to (name of college/university): _____

Applying for: Fall Semester 20_____ Spring Semester 20_____ Summer Session 20_____

Applying as (check all that apply): Early College Credit (school determines tuition payment) High School Special (student pays tuition)

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth (mm/dd/yyyy): _____ Email: _____ Phone: _____

High School: _____ Anticipated Year of Graduation: _____

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in a private, nonprofit institution, I will abide by all regulations, policies and procedures. I also understand that courses taken at any private, nonprofit institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize private, nonprofit institutions to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Student Applicant Signature & Date

Parent/Guardian/Foster Parent Signature & Date

Parent/Guardian/Foster Parent Printed Name

SECTION II – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special
EXAMPLE: College Writing I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					

SECTION III – TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the indicated college or university.

School District Approval Authority & Date

High School Counselor/Staff Advisor Signature & Date

Printed Name (Counselor/Advisor)

School Email Address (Counselor/Advisor)

Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.



WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

Students, parents/guardians and districts: read and follow the directions below to ensure all processes are completed properly.

STUDENT/PARENT/GUARDIAN/FOSTER PARENT

The student has responsibility for:

- submitting this form, completed with all required signatures, to the district
- obtaining the admissions and registration information for the college or university he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

STUDENT SPECIFIC RESPONSIBILITIES

1. Complete one form for each term you wish to enroll at the given private, nonprofit institution.
2. Review the following Early College Credit Program information:
When signing this form, the student and parent/guardian/foster parent assures understanding of and/or compliance with the following conditions:
 - a. Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
 - b. Student/Parent/Guardian/Foster Parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section I, sign and date (if student is under 18, parent/guardian/foster parent must also sign and date).
4. Submit this form (with all sections completed) no later than **March 1** for fall semester or summer courses and **October 1** for spring semester courses to the School District in which student is enrolled. This is typically done by submitting the form to a school counselor or Early College Credit Program Coordinator.
5. Upon notification from district of the course(s) that have been approved, complete the application process for the college or university at which the Early College Credit Program course(s) was/were approved and work with the college or university personnel as well as a high school counselor to enroll in appropriate course(s).
6. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).

SCHOOL DISTRICT RESPONSIBILITIES

1. After receiving the Early College Credit Program and High School Special Agreement Form, review the form and necessary supporting documents to verify student eligibility.
2. School District representative takes formal action on course request (approval/denial).
3. Notify the student, in writing, of the district's decision (approval or denial) no later than **May 15** for fall semester or summer requests and **November 15** for spring semester requests. Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
4. Indicate with a check mark the approved courses in the "District Approval" column.
5. Send the completed and signed Early College Credit Program and High School Special Agreement Form to the college or university.

HIGH SCHOOL SPECIAL

Admission as a High School Special (student pays tuition) does not require School District approval. High School Counselors/Staff Advisors must sign the form and send to the college or university. Students should check with the college or university for timelines and requirements for High School Special students.



**WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Please submit this form and include the official high school transcript (unless sent by electronic transmission) and, if applicable, ACT/SAT scores to:

<p>ALVERNO COLLEGE 800.933.3401 or 414.382.6100 admissions@alverno.edu www.alverno.edu 3400 South 43rd Street, P.O. Box 343922, Milwaukee, WI 53234-3922</p>	<p>LAKELAND UNIVERSITY 800.242.3347 or 920.565.1022 admissions@lakeland.edu www.lakeland.edu W3718 South Drive Plymouth, WI 53073-4878</p>	<p>NORTHLAND COLLEGE 715.682.1224 admit@northland.edu www.northland.edu 1411 Ellis Avenue Ashland, WI 54806-3925</p>
<p>BELOIT COLLEGE 800.923.5648 or 608.363.2500 admiss@beloit.edu www.beloit.edu 700 College Street Beloit, WI 53511-5509</p>	<p>LAWRENCE UNIVERSITY 800.227.0982 or 920.832.6500 admissions@lawrence.edu www.lawrence.edu 711 East Boldt Way Appleton, WI 54911-5699</p>	<p>RIPON COLLEGE 800.947.4766 adminfo@ripon.edu www.ripon.edu 300 West Seward Street Ripon, WI 54971-0248</p>
<p>CARDINAL STRITCH UNIVERSITY 414.410.4000 admissions@stritch.edu www.stritch.edu 6801 North Yates Road Milwaukee, WI 53217-3985</p>	<p>MARIAN UNIVERSITY 920.923.7650 admission@marianuniversity.edu www.marianuniversity.edu 45 South National Avenue Fond du Lac, WI 54935-4621</p>	<p>ST NORBERT COLLEGE 6800.236.4878 or 920.403.3005 admit@snc.edu www.snc.edu 100 Grant Street De Pere, WI 54115-2099</p>
<p>CARROLL UNIVERSITY 800.CARROLL or 262.524.7220 info@carrollu.edu www.carroll.edu 100 North East Avenue Waukesha, WI 53186-3103</p>	<p>MARQUETTE UNIVERSITY 414.288.7302 admissions@marquette.edu www.marquette.edu 1250 West Wisconsin Avenue Milwaukee, WI 53201-1881</p>	<p>SILVER LAKE COLLEGE 800.236.4752 x175 or 920.686.6175 admissions@sl.edu www.sl.edu 2406 South Alverno Road Manitowoc, WI 54220-9340</p>
<p>CARTHAGE COLLEGE 800.351.4058 or 262.551.6000 admissions@carthage.edu www.carthage.edu 2001 Alford Park Drive Kenosha, WI 53140-1929</p>	<p>MILWAUKEE INSTITUTE OF ART AND DESIGN 414.291.8070 admissions@miad.edu www.miad.edu 273 East Erie Street Milwaukee, WI 53202-6003</p>	<p>VITERBO UNIVERSITY 608.796.3010 or 800.848.3726 admission@viterbo.edu www.viterbo.edu 900 Viterbo Drive La Crosse, WI 54601-8804</p>
<p>CONCORDIA UNIVERSITY WISCONSIN 888.628.9472 or 262.243.4300 admissions@cuw.edu www.cuw.edu 12800 North Lake Shore Drive Mequon, WI 53097-2418</p>	<p>MILWAUKEE SCHOOL OF ENGINEERING 800.332.6763 or 414.277.6763 explore@msoe.edu www.msoe.edu 1025 North Broadway Milwaukee, WI 53202-3109</p>	<p>WISCONSIN LUTHERAN COLLEGE 414.443.8811 admissions@wlc.edu www.wlc.edu 8800 West Bluemound Road Milwaukee, WI 53226-4626</p>
<p>EDGEWOOD COLLEGE 800.444.4861 x 2294 or 608.663.2294 admissions@edgewood.edu www.edgewood.edu 1000 Edgewood College Drive Madison, WI 53711-1997</p>	<p>MOUNT MARY UNIVERSITY 414-930-3024 mmu-admiss@mtmary.edu www.mtmary.edu 2900 North Menomonee River Parkway Milwaukee, WI 53222-4545</p>	