

Call to Order

Don Baloun called the meeting to order at 6:00 pm in the high school board room #335. Board members present were Don Baloun, Larry Cyrus, Lynn Doelle, Darrin Dillinger, Michael Ayala, Allen Bollinger, and Niki Secrist. Also present were Troy White and Amanda Brakke.

The Pledge of Allegiance was recited, and the Mission Statement was read by Don Baloun.

Don Baloun attested to the publication of the meeting.

Approval of the Agenda

Allen Bollinger made a motion to approve the agenda. Darrin Dillinger seconded the motion. Motion carried.

Presentation

- **Food service report**
Amanda Braake, Food Service Director, gave an update on the districts initiative to reduce waste. They are using choices for students allowing them to build their own plate, portion control, food waste, convenience (precut fruits & vegetables). Grab and go breakfast for High school and “try it” stickers for elementary students to take a small amount to try new foods.
- **Student Council report homecoming, blood drive, other activities**
Student council representatives were not available to attend the meeting, so this presentation was tabled.

Discussion Items

- **School District Policies**
 - **Children of Divorce Policy 491 and 491-Rule**
Allen Bollinger asked to change the wording in 491-rule B (2) (f) to include “if available and accessible” and change “certified” to “legal.”
 - **Fundraising policy 374, 662.1, 850, and Activity Account Manual**
 - **Basic Instructional Program Policy 341**
 - **Reading Instruction Policy 341.1**
 - **School to Career Policy 341.21**
 - **Youth Apprenticeship Policy 341.22**
 - **Academic and Career Planning Policy 355**
 - **Academic Integrity Policy 443.9**
Troy White provided information about the other policies.

Information Items

- **Sportsmanship recognition from playoff football official**
Don Baloun provided information about a letter written by Curtis Ladwig, the official at the C-FC football playoff game commenting on the great sportsmanship and leadership of the coaches and players. The board and administration wrote and letter to the players and coaches that Mr. White will deliver.
- **Budget forecast**
 - **Debt analysis**
Troy White provided information on the current fund 39 debt and a forecast for potential future referendum. “SitelogIQ” is a facility assessment group that has been assisting in the process.
- **App to report absences to the bus garage.**
Troy White explained the difficulty with cell coverage on our bus routes. There would also have to be a coordinator at the desk to radio out to drivers.
- **Enrollment update**
Troy White provided a snapshot of district enrollment numbers from August, September, and October as well as the details of the changes in enrollment.

- **Village of Cochrane meeting**

Darrin Dillinger attended the village meeting and reported Cochrane is doing well with the TID money they received. It is planned to be spent on roads and development.

Future Agenda Items

- **Concession stand w/restroom – Treasure Trove report on alumni donations**

Review Timelines and Items for Future Board Agendas and Meetings.

Wednesday	November 15th, 2023	Regular Meeting	6:00 p.m.
Monday	December 4th, 2023	Committee of the Whole	6:00 p.m.
Wednesday	December 20th, 2023	Regular Meeting	6:00 p.m.

Adjourn

Larry Cyrus made a motion to adjourn the committee meeting. Lynn Doelle seconded the motion. Motion carried at 7:30 p.m.

activity. The student leader(s) are responsible for communicating the desires of the students they represent with respect to fundraising and spending.

Section 2: Establishment of Activity Accounts

- 2.1 Initial Approval Required:** Every activity account must initially be approved by the principal and affirmed by the superintendent school board. No activity will be allowed to occur in any activity account which has not received the required approvals.
- 2.2 Subsequent Approval/Updates:** Once approved, activity accounts may continue to operate from year to year as long as there are no material changes in the information provided on the original Application for Establishment of Activity Account. If there are material changes, a new Application must be submitted. Additionally, the names of the Student Leaders of any clubs or organizations with Fund 60 accounts must be disclosed to the District Office after those leaders are selected and before any activity (fundraising, deposits/withdrawals) may occur for that activity.
- 2.3 Required Information:** Groups or organizations applying for the creation of a Student or Parent Activity Account or District Activity Account must include the (a) name of the organization/group; (b) purpose or primary objective; (c) planned activities; (d) name(s) and contact information of advisor/parent liaison and student leader(s), if applicable; (e) anticipated sources of revenue; (f) anticipated revenues/expenditures; (h) the signature of the activity advisor/parent liaison and student leader indicating that they have read and understand this manual and agree to abide by its terms. See *Form AFM-1: Application for Establishment of Activity Account in the Appendix* of this manual.
- 2.4 Process & Timelines:** Completed applications for the creation of a Student or Parent Activity Account or District Activity Account should be submitted to the District Office. Submitted applications will be provided to the principal for review and approval. Groups or organizations are encouraged to submit applications as soon as all required information is available.

Section 3: Fundraising

- 3.1 Philosophy & Purpose:** The school district supports fundraising activities that are designed to promote educational and co-curricular/extracurricular activities without interfering with the educational process. Fundraising (and the expenditure of such funds) by students and by student groups shall be for school and school-related purposes, for items outside the budget that enhance the educational program, or for charitable purposes. The school district DOES NOT support fundraising activities that are not conducted for a clearly identified and legitimate need or purpose. In other words, the school district DOES NOT support fundraising activities designed to simply accumulate excess funds, as such fundraisers detrimentally impact legitimate fundraising activities and place unnecessary financial burdens on the businesses and individuals being solicited for funds.
- 3.2 Non-School v. School Fundraisers:** Any group or organization proposing to raise funds on behalf of, or for the benefit of the school or a school-sponsored program must comply

with the rules and procedures included in this manual. Groups or organizations that are not school-sponsored and/or are not affiliated with the school district are not subject to the rules and procedures included in this manual, but are expected to make sure any fundraising literature or activities make it clear that the organization is a separate entity and that the fundraising activity is not endorsed or sponsored by the school. The school district reserves the right to prohibit fundraising on school grounds by any non-school affiliated groups, or organizations.

- 3.3 Exemption for Non-Fundraisers:** While many school groups and organization engage in specific fundraising events for the purpose of raising money for a particular purpose, other groups and organizations generate funds through pass-through collections. A pass-through collection is where a group or organization collects money from its members or parents for the purposes of purchasing an item of clothing, consumer good or service for the benefit of its student member. The school district considers these methods of generating funds to be non-fundraisers, as there is no intent to raise money beyond the cost of the goods or services purchased. Therefore, these methods of generating funds require less scrutiny than traditional fundraisers. The fundraising rules and procedures in this Section do not apply to pass-through collections, except that they require the advance approval of the activity advisor or athletic director and the principal. See Form AFM-2: Application for Pass-Through Collections in the Appendix of this manual.
- 3.4 Legal Compliance:** All fundraising activities much be conducted in strict compliance with applicable state and Federal laws, WIAA and Department of Public Instruction regulations and policy and school district policies, rules and guidelines. Failure to do so may result in penalties ranging from criminal prosecution to loss of fundraising privileges and revenue.
- 3.5 Approval of Fundraisers:**
- 3.5.1 Activity Fund Required:** Groups or organizations who wish to conduct a fundraiser must have established an activity fund as set forth in Section 2.
- 3.5.2 Prior Permission Required:** All fundraisers must have advance approval from the Superintendent school board (~~delegated to the school board president~~) and, if applicable, the athletic director (for athletics fundraisers) or activity advisor. The superintendent with school board approval may impose penalties on any groups or organizations who do not receive the required permissions, which could include the denying fundraising privileges or imposing other sanctions, including forfeiture of funds raised into the district's general fund.
- 3.5.3 Required Information:**
- 3.5.3.1 All Fundraisers:** Groups or organizations who wish to conduct a fundraiser must provide the following information: (a) name of organization/group; (b) account number; (c) name of fundraiser; (d) target dollar amount to be raised; (e) location of fundraiser; (f) dates during

which fundraiser will be held; (g) grade levels involved; (h) description of activity/product to be sold; (i) intended use of the funds raised; (j) description of options available for students who choose not to participate in the activity; (k) description of any incentives that will be offered to participants; (l) a description of any parent effort or assistance that will be required and (m) the signature of the activity advisor or parent liaison and student leader. Additionally, all handouts or promotional materials that are distributed to students or that will be used to advertise the fundraiser must be provided. See Form AFM-3: Application for Permission to Conduct Fundraiser in the Appendix of this manual.

3.5.3.2 Fundraisers Involving Third Party Vendors: Fundraisers which involve the sale of a product from a third party are required to provide additional information, as follows: (1) the vendor name; (2) the contact information for a third party vendor representative who can answer questions about the fundraiser; and (3) the estimated profit margin for the product being sold. See Application for Permission to Conduct Fundraiser in the Appendix of this manual.

3.5.4 Process and Timelines: Completed applications for the approval of a fundraiser should be submitted to the District Office. District Office staff will transmit the applications to the principal for review and approval, after which the superintendent will determine they will be brought before the school board president for approval. Groups or organizations are encouraged to submit applications as soon as all required information is available and at least two weeks prior to any advertising for the fundraiser. No fundraising may begin until the required approvals are obtained.

3.6 Voluntary Participation: Student participation in any school-based fundraising activity shall be strictly voluntary. Individual student and family rights shall be protected, specifically those of equal opportunity, voluntary participation and emphasis on the general goal, rather than on student competition. No child may be punished for declining to participate in a fundraising activity.

3.7 Age Limitations: The school district discourages all door-to-door and similar fundraising activities by students under the age of 12 who are not physically accompanied by a responsible adult. State law expressly provides that:

3.7.1 Children Under 12 Years of Age: Any child under 12 years of age is required to have written approval from his/her parent or guardian in order to engage in any school-related fundraising that involves sales, solicitation, or collection activities on a door-to-door basis or in any public place; and

3.7.2 Children Under 9 Years of Age: Any child under 9 years of age, or any group of children that includes one or more children under 9 years of age must be

physically accompanied by a parent or a person who is at least 16 years of age when engaging in fundraising activities on a door-to-door basis or in any public place.

- 3.8 Incentives:** Incentives may be offered to students to encourage fundraising, but the incentives must be disclosed in advance at the time the fundraiser is being considered for approval and must be reasonable in value. The superintendent school board reserves the right to eliminate any incentives for fundraisers which it finds to be unreasonable. No incentives involving physical activity (either the imposition of or withholding of physical activity) shall be allowed. No cash incentives greater than \$20 per student shall be allowed. A random prize drawing incentive shall not exceed \$100 per fundraiser.
- 3.9 Food Sales:** Any fundraising activity involving the sale of food before or during the school day shall be limited to food items that (1) meet the minimum nutrition standards for foods sold outside of the school meal programs before and during the school day as established by the U.S. Department of Agriculture (USDA) and (2) meet other applicable school district-established nutrition guidelines. The superintendent school board may allow a limited number of fundraisers by student groups involving the sale of food items that do not meet the required nutrition standards, consistent with the limits established by the Department of Public Instruction (DPI).
- 3.10 Post-Fundraiser Report:** Within two weeks after the specified end date of the fundraiser, the group or organization conducting a fundraiser shall complete a post-fundraiser report which includes the following information: (a) name of organization/group; (b) account number; (c) name of fundraiser; (d) dates of fundraiser; (e) gross receipts; (f) expenses; (g) net profit; (h) an evaluation of whether the fundraiser met the group's goals; (i) a description of any feedback that was received on the fundraising activity; and (j) an evaluation of whether the group/organization would conduct the fundraiser again. A copy of the report shall be provided to the District Office, for transmittal to the principal and the superintendent school board. See *Form AFM-4: Post-Fundraiser Report* in the Appendix of this manual.

Section 4: Activity Account Management

- 4.1 Allowable Uses of Funds:** Activity funds should be used to finance the normal legitimate activities of the student organization or club for a purpose beneficial to the students and the students' education. Generally, the only funds that may be used to purchase individual items of clothing, supplies, equipment or other items for *personal use and permanent possession* by any students or advisors/coaches are funds that were raised during the time that student or advisor/coach participated in the activity. Funds raised by previous' years groups should not be spent to purchase such items.

transferred into a non-school account by December 31st of the year of graduation or be subject to forfeiture as an inactive account. The Class Treasurer for the graduated class must contact the District Office to request a check for the balance in the account, which they must deposit in a separate account, either under their Social Security Number or a Social Security Number established via with the IRS (www.irs.gov) for the graduated class.

4.6.1.2 Other Accounts with Balances of Under \$1,000: At the end of the fiscal year, student activity groups/organizations with balances in their account of under \$1,000 shall be allowed to carry over the balance to the next fiscal year.

4.6.1.3 Other Accounts with Balances of Over \$1,000: At the end of the fiscal year, student activity groups/organizations with balances in excess of \$1,000 other than those referenced in Paragraph 4.6.1.1 shall be allowed to carry over that excess balance if they receive the required approvals. Approval to carry over the excess amount shall be requested on Form AFM-5: *Activity Account Carryover Request* form and submitted to the District Office. The **superintendent school board** reserves the right to deny fundraising privileges or to impose other sanctions for activity groups/organizations that consistently maintain large balances from year to year, including forfeiture of those funds into the district general fund (Fund 10).

4.6.2 Parent Organization Funds (Fund 60): At the end of the fiscal year, parent organizations with balances in their account shall be allowed to be carried over to the next fiscal year for the continued use of that parent organization.

4.6.3 District Activity Funds (Fund 21):

4.6.3.1 Trip Accounts: Trip Accounts (i.e. Fine Arts Trip Account) are intended to span multiple years with a defined ending date (culminating in a trip or graduation) and, as such, are allowed to carry over balances from year to year, until the defined ending date.

4.6.3.2 Other Accounts with Balances of Under \$1,000: At the end of the fiscal year, district activity groups/organizations with balances in their account of under \$1,000 shall be allowed to carry over the balance to the next fiscal year

4.6.3.3 Other Accounts with Balances of Over \$1,000: At the end of the fiscal year, district activity groups/organizations with balances in excess of \$1,000 other than those referenced in Paragraph 4.6.3.1 shall be allowed to be carry over that excess balance if they receive the required approvals. Approval to carry over the excess amount shall be requested on *Form*

AFM-5: Activity Account Carryover Request form and submitted to the District Office. The school district reserves the right to deny fundraising privileges or to impose other sanctions for activity groups/organizations that consistently maintain large balances from year to year, including forfeiture of those funds into the district general fund (Fund 10).

- 4.7 Record Retention:** All financial records relating to fundraising activities must be retained for a period of seven years after the conclusion of the activity for audit purposes. Upon request of the business official, principal or **superintendent school board**, the activity advisor or parent liaison must provide financial records to the district business office.

4.8 Internal Controls/Auditing of Accounts:

4.8.1 Internal Controls: Activity accounts are subject to the same internal controls as all other school funds.

4.8.2 Auditing of Accounts: All activity account funds are subject to periodic internal and external audit.

- 4.9 Misappropriation of Funds:** Any person who suspects the misappropriation of activity funds, including theft, fraud, impropriety or other irregularity in relation to the management of the funds shall report his or her suspicions to the principal, who shall be responsible for initiating necessary investigations. In the event that the concern or complaint involves the principal, the concern shall be brought to the attention of the district administrator. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential. If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the school district's legal counsel.

Section 5: Money Handling and Internal Controls

- 5.1 General Controls:** All activity account funds are subject to the same internal controls as all other school funds and shall be accounted for and reported on the school district's reporting system.

5.1.2 Pre-numbered Forms: All forms, receipts, tickets and checks should be pre-numbered. A perpetual inventory should be maintained to account for all pre-numbered forms, receipts, tickets and checks.

5.1.3 Financial Reports:

5.1.3.1 Reconciliations: The District Office shall review bank statements for activity funds and reconcile the accounts every month.

Section 6: Closure of Activity Account: The date and reason for the closure of any activity account shall be documented in writing on *Form AFM-10: Activity Account Closure Form*.

- 6.1 Closure Due to Inactivity:** An account may be closed by the principal pursuant to Section 4.4 after twelve consecutive months of inactivity.
- 6.2 Closure By Request:** An account may be closed at the request of the activity advisor.
- 6.3 Closure by the School Board:** The **superintendent school board** reserves the right to close the account of any activity/group/organization which has not complied with the terms of this Manual.

Form AFM-1

Cochrane-Fountain City School District
APPLICATION FOR ESTABLISHMENT OF ACTIVITY ACCOUNT

Groups or organizations which organize to raise money and/or receive donations to promote a particular program, project or subject area must complete this application to establish an activity account, which must be approved by the principal and affirmed by the superintendent school board. Please return this completed form to the District Office.

1. NAME OF ORGANIZATION/GROUP: _____

2. PURPOSE (Describe the purpose of the organization or group and how it will benefit the students/district):

3. PLANNED ACTIVITIES (Describe the activities that will be conducted by the group/organization):

4. LEADERSHIP (Name, phone number and e-mails of activity advisor or parent liaison and student leader(s)):

Check box if the organization is student led where decisions about activities, fundraising and spending are made primarily by students, with guidance from the advisor.

5. ANTICIPATED SOURCES OF REVENUE FOR ACTIVITY FUND:

- Will the group/organization use the account as a pass-through account, where payments are collected from students, parents or community members and used to purchase items for the parties providing payment (such as clothing), without an expectation of a profit? YES NO (circle one)
- Will this group/organization only receive donations? YES NO (circle one)
- Will this group/organization charge membership fees? YES NO (circle one) If so, how much? \$_____
- Will this group/organization do fundraisers? YES NO (circle one) How many per school year? _____

6. ANTICIPATED REVENUES/EXPENSES:

- What are the total anticipated revenues for the group/organization this school year? \$_____
- What are the anticipated expenditures for the group organization this school year? (include a description of how the funds will be used as well as an estimated total expenditure amount for this school year).

_____ Total Anticipated Expenditures for School Year: \$_____

ACKNOWLEDGEMENT: I/we acknowledge that I/we have read the Cochrane-Fountain City Activity Funds Manual and agree to comply with its terms. I/we acknowledge that any fundraisers by the group/organization named in this document require separate approval via a separate application.

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Approved by:

Principal Signature: _____ Date: _____

Superintendent Signature District Office Use Only: _____ Board Approved: _____

Form AFM-3

Cochrane-Fountain City School District
APPLICATION FOR PERMISSION TO CONDUCT FUNDRAISER

Groups or organizations who wish to conduct a fundraiser must submit this completed application for approval by the principal and **superintendent school board**. Please return this completed form to the District Office.

Name of Organization/Group: _____ Account No.: _____

Name of fundraiser (i.e. fruit sale): _____

Target dollar amount to be raised: _____ Location of fundraiser: _____

Dates of the fundraiser (from/to): _____ Grade levels involved: _____

Description of activity/product to be sold _____

Intended use of the funds raised (be specific, including items/service to be purchased and cost per item): _____

Describe the options available for parents/students who choose not to participate in the fundraising activity, but would like to receive the incentives or donate to the fundraiser: _____

Describe any incentives that will be offered to participants: _____

Describe any parent effort or assistance that will be required: _____

FOR SALES INVOLVING PRODUCTS PROVIDED BY A THIRD PARTY VENDOR:

Vendor Name (i.e. ABC Marketing): _____ Representative: _____

Representative E-mail: _____ Representative Phone: _____

What is the estimated profit margin for the product(s) being sold? (%-age or \$ amount) _____

ATTACH ANY HANDOUTS THAT WILL BE DISTRIBUTED TO STUDENTS INVOLVED IN THE FUNDRAISING AND ANY PROMOTIONAL MATERIALS THAT WILL USED TO SOLICIT FUNDS (i.e. FLYERS, POSTERS, etc.). EXAMPLE PERMISSION SLIPS FOR CHILDREN AGE 12-UNDER SHOULD ALSO BE ATTACHED.

ACKNOWLEDGEMENT: I/we acknowledge that I/we have read the Cochrane-Fountain City Activity Funds Manual and agree to comply with its terms. I/we acknowledge that we may not do any fundraising until this application is approved.

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Approved by:

Principal Signature: _____ Date: _____

Athletic Director (for athletic groups): _____ Date: _____

Superintendent School Board President: _____ Date: _____

Form AFM-4

Cochrane-Fountain City School District
POST-FUNDRAISER REPORT

This form must be completed by any groups/organizations who conduct a fundraiser WITHIN TWO WEEKS AFTER THE SPECIFIED END-DATE OF THE FUNDRAISER. Please return this completed form to the District Office.

Name of Organization/Group: _____ Account No.: _____

Name of fundraiser (i.e. fruit sale): _____

Dates of the fundraiser (from/to): _____ Target \$\$ amount: _____

Gross Receipts from Fundraiser	\$
Less Costs of Sales and Other Expenses	\$
Total Profit (Loss) from Fundraiser	\$

Did this type of fundraising meet your group/organization's goals? YES NO (Circle one)

Why or why not? _____

Describe any feedback you received on this fundraiser from students, parents, customers or others: _____

Would you do this fundraiser again? YES NO (Circle one) Why or why not? _____

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Received by:

District Office: _____ Date: _____

Distributed to

- Principal on _____ Initials: _____ Date: _____
- Superintendent Board President on _____ Initials: _____ Date: _____

Form AFM-5

Cochrane-Fountain City School District
ACTIVITY ACCOUNT CARRYOVER REQUEST

This form must be completed by any groups/organizations who wish to carry over any balances of over \$1000 to the next fiscal year and who do not fit within one of the exceptions specified below. This form must be completed and returned to the District Office by June 30th.

EXCEPTIONS TO CARRYOVER REQUEST REQUIREMENTS: The following groups/organizations DO NOT need to complete this form—the amounts will automatically be carried over into the following fiscal year:

- **Class Accounts (Class of 20XX):** From the freshman year through senior year, funds will automatically be carried over. After the class graduates, the class treasurer must move the funds into an outside account.
- **Trip Accounts:** Accounts set up for students to raise money for trips (i.e. Fine Arts Trips) will be carried over until the specified trip occurs.
- **Student Activity Accounts or District Activity Accounts** with balances under \$1000 at fiscal year end (June 30th) will be allowed to carry over balances into the following fiscal year.
- **Parent Organization Accounts** with balances of any amount will be allowed to carry over balances into the following fiscal year.

Name of Organization/Group: _____ Account No.: _____

Balance in the activity account fund as of May 31 st	\$
Describe expenditures anticipated to be made from the activity account between June 1 st and June 30 th	\$
Expected balance in activity account fund as of June 30 th	\$

I/we request that the amount of \$ _____ be carried over into the next year fiscal year.

Describe the reason why this balance should be carried over into the next fiscal year (i.e. we are saving for a XXX which costs XXX and which will require several years of fundraising, etc): _____

ACKNOWLEDGEMENT: I/we acknowledge that the school district reserves the right to deny fundraising privileges or to impose other sanctions for activity groups/organizations that consistently maintain large balances from year to year, including forfeiture of those funds.

Advisor Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Approved by:

Principal Signature: _____ Date: _____

Superintendent School Board President: _____ Date: _____

Form AFM-9

Cochrane/Fountain City School District
ACTIVITY ACCOUNT CLOSURE FORM

I/we request that the activity account for the organization/group listed below be closed out.

Name of Organization/Group: _____ Account No.: _____

Select reason for closing the account:

The account has had twelve consecutive months of inactivity and is being closed by the principal. *Requires signature of Principal only.

The account is being closed at the request of the activity advisor. The specific reason for this is as follows:

*Requires signature of activity advisor and of principal.

The account is being closed by the superintendent school board. The specific reason for this is as follows:

*Requires signature of superintendent school board president after duly authorized action has been taken at a board meeting.

Date on which account should be closed: _____ Balance in the account at time of closure: _____

The remaining balance in the account should be transferred to : _____

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Board President Signature: _____ Date: _____

District Office Use Only:

Account Closed on: _____ Balance to: _____

Superintendent Signature: _____ Date: _____

Book School Board Policies
Section 300: Instruction
Title Basic Instructional Program
Code 341
Status _____
Adopted _____

The instructional program of the Cochrane-Fountain City School District shall meet at least the minimum standards as prescribed by state laws and regulations.

The Director of Instructional Services, or designee, shall be responsible for implementing the courses of instruction required by board policies, and shall keep the board informed of the district's compliance with state law.

Legal References:

Wisconsin Statutes

- Section 118.015 [reading instruction]
- Section 118.016 [assessments of reading readiness]
- Section 121.02(1)(c) [school district standards; remedial reading and interventions]

Book School Board Policies
Section 300: Instruction
Title Reading Instruction
Code 341.1
Status _____
Adopted _____

The District Administrator, working in conjunction with other administrators and appropriate instructional staff, including the certified reading specialist(s) with primary authority for the monitoring of the District's reading curriculum, shall propose for School Board approval a program of reading goals for grades kindergarten to 12. Such a proposal shall be submitted upon request by the Board or whenever the administration determines that it would be beneficial or prudent to revisit existing goals.

Following approval by the Board, the District's reading goals shall be a part of the District's annual evaluation of the reading curriculum and the District's regular assessment of reading-related needs across all instructional levels.

The 4K through grade twelve (12) reading program shall contribute to the total development of students. The program shall be designed to help students acquire reading competence, which enables them to experience success as citizens of the community. The program will prohibit three-cuing instruction and consist of all the following:

- Phonological awareness
- Phonemic awareness
- Phonics
- Building background knowledge
- Oral language development
- Vocabulary building
- Instruction in writing
- Instruction in comprehension
- Reading fluency

The goals for the Cochrane-Fountain City School District 4K through grade twelve (12) reading program shall be as follows:

- To guide each student toward a level of achievement in reading which approaches the limit of his/her full potential.
- To help students develop functional reading skills in addition to interrelated speaking, listening, writing, and thinking skills.
- To help each student apply reading skills which are directly related to his/her needs in practical situations.
- To help build student attitudes toward an interest in reading as a recreational and functional skill.
- To provide interventions and remedial reading services for students in need of such services in grades kindergarten to 12.
- To evaluate the reading program and student achievement annually.

Legal References:

Wisconsin Statutes

- Section 118.015 [reading instruction]
Section 118.016 [assessments of reading readiness]
Section 121.02(1)(c) [school district standards; remedial reading and interventions]

Book	School Board Policies
Section	300: Instruction
Title	School to Career Program
Code	341.21
Status	_____
Adopted	_____

This program is available primarily to Program of Study Concentrators and/or completers within the career and technical education area. Students are required to complete an application to the YA Coordinator or the equivalent representative, will have a meeting to discuss acceptance, placement, and acceptance into the appropriate program (Coop or Youth Apprenticeship). Student release time will be in accordance with the specific program and pathways guidelines, as set forth by Wisconsin Department of Public Instruction Coop Program the Wisconsin Department of Workforce Development Youth Apprenticeship Program.

The Work Release program, which allows students to be released into a work setting, without application and acceptance to the school to career program, is limited to two terms per student. Students in this program are required to have an IEP, 504 plan, At-Risk plan and/or other special circumstances, at the discretion of the high school building administrator. Student release time will be a maximum of two class periods.

Legal Reference:
Wisconsin Statutes
Section PI 1370

Book	School Board Policies
Section	300: Instruction
Title	Youth Apprenticeship
Code	341.22
Status	_____
Adopted	_____

The Cochrane-Fountain City School District Youth Apprenticeship Program will follow the Wisconsin Department of Workforce Development guidelines and state regulations. Students must follow the School to Career Program Guidelines, to include personal automobile use.

Legal Reference:
Wisconsin Statutes
Section PI 1370

Book School Board Policies
 Section 300: Instruction
 Title Academic and Career Planning
 Code 355
 Status _____
 Adopted _____

Academic and Career Planning (ACP) is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education, training, careers for life after high school. It is part of DPI’s overall vision for every student to graduate high school academically, socially, emotionally, and life ready.

<u>Academic Readiness</u>	<u>Components College & Career Readiness</u>	<u>Social & Emotional Readiness</u>
<ul style="list-style-type: none"> ● Relevant academics ● Connected sequence of courses ● College credit rigor 	<ul style="list-style-type: none"> ● Attendance ● Grade point average (G.P.A.) ● Co-curricular activities ● Algebra II proficiency ● AP course enrollment and scoring a 3 or better on exam ● Postsecondary credits ● ACT benchmark scores ● Dual credit career pathway courses ● Industry recognized credentials earned 	<ul style="list-style-type: none"> ● Self-awareness ● Self-management ● Social awareness ● Relationship skills ● Decision making ● Character Development

Cochrane-Fountain City School students in grade 7 – 12 will be enrolled in an ACP advisory class that will meet throughout the school year. The activities, assignments, and experiences will provide a school-wide culture of support for student transition to adulthood.

Legal Reference:
Wisconsin Statutes
 Section 118.33(1)(c)

Student Fundraising Activities Policy 374

Fundraising Philosophy: The school district supports fundraising activities that are designed to promote educational and co-curricular/extracurricular activities without interfering with the educational process. Fundraising (and the expenditure of such funds) by students and by student groups shall be for school and school-related purposes, for items outside the budget that enhance the educational program, or for charitable purposes. The school district DOES NOT support fundraising activities that are not conducted for a clearly identified and legitimate need or purpose. In other words, the school district DOES NOT support fundraising activities designed to simply accumulate excess funds, as such fundraisers detrimentally impact legitimate fundraising activities and place unnecessary financial burdens on the businesses and individuals being solicited for funds.

Non-School v. School Fundraisers: Any group or organization proposing to raise funds on behalf of, or for the benefit of the school or a school program **must comply with the rules and procedures included in this manual**. Groups or organizations that are not school-sponsored and/or are not affiliated with the school district are not subject to the rules and procedures included in this manual, but are expected to make sure any fundraising literature or activities make it clear that the organization is a separate entity and that the fundraising activity is not endorsed or sponsored by the school. The school district reserves the right to prohibit fundraising on school grounds by any non-school affiliated groups, or organizations.

Cochrane-Fountain City School District Activity Accounts Manual: **The Cochrane-Fountain City School District Activity Accounts Manual** is hereby incorporated into and made a part of this policy. The manual sets forth the school district's policy on the management of Activity Accounts and Fundraising.

Legal References:

Wisconsin Statutes

Section 103.23(2) [minors under 12 participating in fundraising activities]

Section 118.12 [sale of goods and services at schools]

Section 120.16(2) [board treasurer duty; account for extracurricular activities funds]

Federal Laws and Regulations

Healthy, Hunger-Free Kids Act of 2010 [school wellness policy requirements, including requirements related to food sold during the school day]

"Smart Snacks" Rule [minimum nutrition standards for all foods sold outside of the school meal program during the school day]

Cross References:

- Board Policy 662.1 – Activity Account Management
- Board Policy 840–Public Gifts to the Schools and Sponsorships
- Board Rule 840–Guidelines for the Acceptance of Gifts to the Schools and Sponsorships
- Cochrane-Fountain City School District Activity Accounts Manual

Adoption Date: July 18, 2018

Book	School Board Policies
Section	400: Students
Title	Academic Integrity
Code	443.9
Status	_____
Adopted	_____

The Cochrane-Fountain City School District regards academic integrity as a cornerstone of its educational mission and is an obligation for all students. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students, and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. Our goal is for students to learn and practice ethical behaviors regarding information and information technology.

I. Definitions

Academic integrity means making a consistent commitment to the fundamental values of honesty, trust, fairness, respect, responsibility, and courage in educational pursuits.

Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. Includes actions, attempted actions, as well as some failures to act that create or that may result in either (1) a dishonest or unfair academic advantage for oneself or for others, or (2) an unfair academic disadvantage for one or more other students.

II. Conduct that Demonstrates Academic Integrity

Academic integrity is demonstrated (1) by translating those essential values and ideals into concrete decisions and actions, and (2) by accepting responsibility for any personal conduct (such as academic misconduct) that does not uphold the standards of academic integrity.

- Completing and submitting all work in a manner that is consistent with the purpose(s) of and instructions for the academic activity.
- Being respectful of the ideas and work of others. This includes, for example:
 - Identifying and giving credit to sources that the student has used.
 - When presenting or characterizing another person's ideas or work, doing so fairly and accurately.
 - Adhering to copyright law.
 - Providing clarifying information when a student knows or suspects that a teacher or administrator has a mistaken impression about authorship, creative ownership, or creative contributions relating to work that the student has submitted or presented.
- Being transparent about any special assistance that the student may have received in connection with completing his or her academic work, even though the assistance was not prohibited.
- Obtaining clarification from the teacher or another appropriate staff member when the student has questions about the instructions, rules, or expectations for an assignment, project, test, or other schoolwork. This includes asking questions that the student may have about whether working with another person, using technology, or obtaining assistance from any other source is permissible.
- Completing his or her fair share of group work and meeting his or her related commitments to the group.
- Resisting peer pressure to commit or participate in any way in an act of academic misconduct.
- Not making excuses that attempt to justify (whether to themselves or to others) an instance of academic misconduct. For example, a student acting with academic integrity knows that neither the decisions of other students, a busy schedule, a personal hardship, nor a perceived shortcoming of a teacher are valid reasons for engaging in academic misconduct.
- Accepting the consequences of the student's own conduct and resolving to learn from and avoid repeating past mistakes and errors in judgment.
- Taking a stand against academic misconduct and supporting others who take such a stand. This includes disclosing information that a student knows about any instance of possible academic misconduct to an appropriate teacher or school administrator.

III. Examples of Academic Misconduct

- Presenting, or submitting ideas, written content, assessment responses, or other academic work as the student's own work when it is not the student's own work. *Examples include but are not limited to:*
 - Giving or getting improper assistance on an assignment meant to be individual work;
 - Acting as a provider of paper(s) for a student or students;
 - Failing to disclose academic or creative assistance that the student received from another person or other resource (including a technology-based resource) if failing to disclose that assistance would (1) be misleading to who is evaluating the work/submission; or (2) create any other unfair or dishonest academic advantage; and
 - Using the ideas, words, creative efforts, or other work of others without including a context-appropriate citation, reference, or acknowledgment.
- Obtaining or making use of academic or creative assistance from any other person or any other resource (including a technology-based resource) *if any of the following apply:*
 - The assistance is inconsistent with purpose, instructions, or rules established for the assignment, project, assessment, or other academic activity;
 - The assistance provides a student with an unfair or dishonest advantage over other students; or
 - Using notes, programmable calculators, or other electronic devices are not allowed by the instructor.
- Misuses or falsifies academic documents. *Examples include but are not limited to:*
 - Altering a transcript or report card;
 - Signing another person's name to an attendance roster or grade check;
 - Forging a pass; or
 - Re-using the student's own prior academic work for a grade or other credit in a different class.
- Purposefully damages or hinders the work of others. *Examples include but are not limited to:*
 - Hiding books or reference materials needed to complete an assignment; or
 - Tampering with lab experiment, art project, or electronic files of another student.

IV. Cooperative Learning /Group Work

Because this type of work presents unique learning opportunities, it is important that each student do his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. Relying on others to do his/her work because a student fails to complete his/her part in a timely manner, either intentionally or not, is considered academic misconduct and the student will be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences including a reduced grade because of the student's failure to complete his/her part of the group project.

V. Teacher Responsibilities:

Teachers at C-FC are committed to teaching and upholding ethical standards when it comes to appropriate use of information and information technology. To this end, teachers will:

- Review the Academic Integrity Policy with students at the beginning of each semester and provide reinforcement as necessary particularly when projects and papers are assigned.
- Provide clear and detailed guidelines when a paper or project is assigned, extent of help allowed from peers, adults, and technology.
- Oversee group work with appropriate check points to ensure that all students are fully participating in the group, including clear direction on cooperative learning roles, responsibilities, and expectations.
- Coach students who are having trouble completing projects through all phases of research including identifying sources, proper use of those sources, timeliness, formatting and composing the body of the paper, etc.

VI. Student Responsibilities:

Students at C-FC are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology by:

- Completing and submitting their own work consistent with teacher guidelines for individual or group work.
- Asking for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.
- Reading, signing, and returning a form annually indicating that they and their parents have read and fully understand all parts of the "C-FC Policy on Academic Integrity"

VII. Consequences for Academic Misconduct

If the District determines that a student has engaged in academic misconduct, the student is subject to appropriate academic consequences and may also be subject to other non-academic disciplinary sanctions. Examples of possible non-academic disciplinary sanctions include the loss of school-related privileges, referrals under the District's extracurricular code of conduct, and/or the rescinding or loss of eligibility for awards and honors. At its discretion, the District may also implement instructional or restorative interventions in lieu of or in addition to other consequences or sanctions.

All District employees and agents of the District must avoid improper bias and any type of prohibited discrimination in the administration of this policy, including when making determinations of academic misconduct and when imposing any sanctions/consequences. Complaints alleging any type of prohibited discrimination may be submitted under the District's established procedures for such matters.

VIII. Additional Standards and Procedures Relating to Determinations of Academic Misconduct

The following standards and procedures further address the process of determining if a student has engaged in academic misconduct and imposing academic consequences and other sanctions:

- Prior to deciding in a case of suspected academic misconduct and imposing any consequences or sanctions, the student shall be given the opportunity to respond to the concern or allegation.
- A teacher may obtain assistance from an administrator in resolving an allegation, investigation, or determination of academic misconduct.
- The school principal and relevant classroom teacher(s) shall coordinate with one another to ensure that, in addition to informing the student, the District promptly notifies the parent or guardian of any student who is under the age 18 of any finding of academic misconduct that will be documented in the student's records and any associated academic consequences or other disciplinary sanctions.
- When making decisions about academic consequences and any non-academic disciplinary sanctions for academic misconduct, District personnel are additionally expected to apply the following standards:
 - Consequences and sanctions should be reasonably proportional to the type and severity of the incident(s).
 - District personnel are expected to consider the age and developmental level of the student.
 - District personnel should normally utilize concepts of progressive consequences/sanctions (i.e., applying increasingly significant consequences/sanctions when a student commits multiple or subsequent offenses).
- Sanctions and consequences shall not be arbitrary. An important aspect of avoiding arbitrary decisions involves giving due consideration to the consequences and sanctions imposed in reasonably similar situations. However, it is appropriate for District personnel to consider the totality of the individual circumstances, and there is often a range of reasonable, but not identical, outcomes that may be reached in similar cases.

IX. Appealing District Decisions Related to Academic Misconduct

If a student or parent wishes to appeal the consequence that is assigned or feels that the outcome/findings is/are unjustified, the student or parent/guardian:

- May make a written statement requesting and stating the basis for the appeal submitted to the principal within 5 days of the date the school provides notice of the relevant District decisions to the parent/guardian.
- The appeal will be decided by an ad hoc Academic Integrity Committee comprised of an administrator, school counselor, and teacher who were not directly involved in the initial decision.

Legal References:

Wisconsin Statutes

Section 118.13 [pupil nondiscrimination]

Section 120.13(1) [school rules; suspension and expulsion for violations of school rules]

Wisconsin Administrative Code

Section PI 9.03 [prohibiting pupil discrimination in connection with a school district's standard/and rules of behavior for students, disciplinary actions, and practices relating to instruction and assessment]

Activity Account Management Policy 662.1

Applicability: This policy addresses activity funds that are held as for District-approved student organizations, clubs and other student groups, in Fund 60, parent organization funds held in Fund 60 and district activity funds held in Fund 21 (hereafter referred to as Activity Accounts). All monies held in Activity Accounts shall be under the fiduciary control of the School Board and shall be managed in accordance with sound business practices and generally accepted accounting principles similar to other District funds.

Cochrane-Fountain City School District Activity Accounts Manual: The Cochrane-Fountain City School District Activity Accounts Manual is hereby incorporated into and made a part of this policy. The manual sets forth the school district's policy on the management of Activity Accounts and Fundraising.

Legal References:

Wisconsin Statutes

Section 66.0607 [withdrawal or disbursement from local treasury]

Section 120.12(1) [board duty to provide for the possession, care, control and management of the property and affairs of the district]

Section 120.14(1) [audit of school district funds]

Section 120.16(2) [board treasurer duty; account for extracurricular activities funds]

Section 120.44(2) [school board duty; management, control and supervision of the district - *include this reference only if classified as a unified school district*]

State Guidance

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

Wisconsin Department of Public Instruction Fund 60 Agency Fund Guidelines (Student Activity Accounting)

Wisconsin Public School District Auditing Manual – Agency Accounts (Pupil Activity Accounts and Parent Organizations)

Cross References:

- Board Policy 374 – Student Fundraising Activities
- Board Policy 840–Public Gifts to the Schools and Sponsorships
- Board Rule 840–Guidelines for the Acceptance of Gifts to the Schools and Sponsorships
- Cochrane-Fountain City School District Activity Accounts Manual

Adoption Date: July 18, 2018

Sales and Solicitations on School Property

Policy 850

Except as provided in this policy or by another Board policy, no person may sell or promote the sale of goods or services on school district property, including property to which the District controls access when such property is temporarily being used for District operations or for a District-sponsored purpose (i.e. a school-sponsored event occurring somewhere other than on school district property).

Further, pursuant to state law, it is unlawful at all times and without any exception for any District employee to receive for his/her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student while on District property or at a District-sponsored activity.

All fundraising must be done in accordance with Policy 374, Policy 662.1 and, if applicable, the Cochrane-Fountain City School District Activity Accounts Manual.

AUTHORIZED EXCEPTIONS: The following are authorized exceptions to the above-stated general prohibition against the sale of goods or services and against the promotion/solicitation of such sales:

1. When approved in advance by the school administration, sales (or promotions of sales) of goods or services by students, student groups, employees, or others for a school-related or educational purpose.
2. Other District-approved fundraising activities which do not involve the sale of goods or services.
3. Event concessions and the sale of food and beverages through the District's school meal program.
4. To the extent consistent with any applicable mandatory federal nutrition requirements, the District-approved sale of food and beverages outside of the school meal program, including District-approved vending arrangements.
5. Administratively-approved paid advertising for goods and services within any District-sponsored publication/media that regularly accepts and publishes paid advertisements as a means of financial support. All such advertising is subject to administratively-established standards intended to foster an educationally-appropriate, safe, and nondiscriminatory atmosphere.
6. A person who, in advance, has made an appointment to meet with one or more District employees for the purpose of discussing the sale, or possible sale, of goods or services to the District. All third-party entities and individuals seeking to sell goods or services to the District are expected to obtain advance authorization from an administrator or supervisory-level employee before contacting any non-administrative and non-supervisory employee with whom which the seller has no pre-existing business relationship.

7. Sales and the promotion of sales pursuant to a third-party's pre-approved facilities use agreement with the District, during the time that the third-party is using District facilities for the approved purpose.
8. When property that is neither owned nor leased by the District is temporarily being used for District operations or for a District-sponsored purpose, any sales or promotional authority that has been reserved by the owner or operator of such property.
9. In a manner authorized in advance by the District Administrator, an employee's incidental and occasional sale (or promotion of the sale of) of property, goods, or services to other District employees, provided that such activity does not interfere with District operations or with any employee's work-related responsibilities. As an example, district administration may permit employees to place notices of items of personal property that are for sale on a bulletin board that is located in a staff lounge.
10. Any other sales or promotion activity that the District Administrator or an administrative-level designee has approved in advance. However, the administration shall not approve any such activity directed toward sales to students or their parents or guardians that lacks a clear school-related or educational purpose.
11. Any other sales or promotion activity that has been approved in advance by the School Board. All commercial advertising of goods and services on school property that is not otherwise addressed in this policy and for which there is no clear school-related or educational purpose requires the advance approval of the Board.

Legal References:

Wisconsin Statutes

Section 118.12 [sale of goods and services at schools]

Section 175.10 [sales to employees prohibited]

Federal Laws

Healthy, Hunger-Free Kids Act of 2010 [school wellness policy requirements, including requirements related to food sold during the school day]

"Smart Snacks" Rule [minimum nutrition standards for all foods sold outside of the school meal program during the school day]

Cross References: SP1; 7/16/14

-Policy 374 and 662.1C

-Cochrane-Fountain City School District Activity Accounts Manual

Adoption Date: June 27, 2019

Site LogiQ

- Facility Assessment
- Referendum analysis & coordination
- No cost until a referendum is passed
- Cost savings ~ 6% b/c all in house

Fund 39	Payment	Defeasance	Total Fd 39 Levy
'27 - '28	\$554,538		
'26 - '27	\$558,350		
'25 - '26	\$555,275		
'24 - '25	\$555,350		
'23 - '24	\$740,263	\$150,000	\$890,263
'22 - '23	\$785,702	\$640,373	\$1,426,075
'21 - '22	\$825,700	\$500,000	\$1,325,700
'20 - '21	\$725,700		\$725,700
'19 - '20	\$620,150		\$620,150

After '23-'24 Defeasance	After '24-'25 Defeasance	After '25-'26 Defeasance
\$150,000	\$202,250	\$202,250
\$404,538	\$202,288	\$38

--->

We are currently looking to levy an additional \$200,000+ in fund 39 each of the next two years. This will eliminate the '27-'28 payment while keeping the mill rate flat.

The defeasance money has been put in an escrow account to make payments towards the last payments of the fund 39 debt. This has reduced the amount these payments significantly.

'24 - '25	\$555,350	--->	Spring of '24 through winter of '25 campaign for ~ 5 - 7 Million capitol referendum - Use fund balance and interest from investing to reduce the amount asked - Flat tax or slight increase @ ~ \$800,000 fund 39 payment
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'25 - '26	\$555,275	--->	Spring of '25 Referendum on the ballot
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'26 - '27	\$558,350	--->	If referendum passes - start levying for new debt with defeasance @ ~ \$300,000
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'27 - '28	\$38	--->	New fund 39 debt levy @ \$800,000
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Head Count				
Grade	Aug-23	3rd Fri Sept	Oct-23	Nov-23
3K & Preschool	17	13	14	14
4K	33	32	33	33
5K	38	38	38	37
1	34	34	34	34
2	42	42	40	40
3	37	37	37	37
4	32	32	32	31
5	34	34	34	34
6	38	38	38	37
7	30	30	30	30
8	43	43	42	42
9	40	40	40	40
10	52	52	52	52
11	47	47	46	46
12	48	48	49	49
Attending	565	560	559	556

Aug	565	Sept	560	-4 = 3K (2 to Head Start), 2 stayed home, 1 not till Oct & 1 @ semester
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Sept	560	Oct	559	+1 = 3K started in Oct, +1 = 4K in Head Start, -2 = 2nd Moved, -1 = 8th Moved, -1 = 11th Moved & +1 = 12th in RVA
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Oct	559	Nov	556	-3 = Same family moved (-1 = 5K, -1 = 4th & -1 = 6th)
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Aug	565	Nov	556	-3 = 3K (2 stayed home & 1 @ semester)
				-3 = Same family moved (-1 = 5K, -1 = 4th & -1 = 6th)
				-2 = 2nd Moved
				-1 = 8th Moved
				-1 = 11th Moved
				+1 = 12th in RVA

Book	School Board Policies
Section	400: Students
Title	Children of Divorced/Separated Parents and Parents Not Sharing the Same Household
Code	491
Status	_____
Adopted	_____

It is the intention of the District to promote the best educational and other interests of each student enrolled in the public schools in partnership with the student’s parents. The School Board recognizes that while the parents of some students may be divorced, estranged, or otherwise not sharing the same household, both parents generally have a right to be informed of and involved in their child’s educational program and school activities. The Board also recognizes that sometimes legal actions affecting the family, and the court orders issued in relation to those actions, can include limitations on the rights of a parent to make decisions related to their children, including school and educational program decisions, and can include other restrictions on parental rights.

With these recognitions in mind, it is the responsibility of the parents of students enrolled in District schools to keep the District informed of:

1. any legal action affecting the family that may have an impact on parent involvement and participation in the schools;
and
2. any court order that may define or restrict a parent’s rights in relation to children enrolled in the schools.

Upon receipt of a family court order involving a child enrolled in a public school in the District, it shall be the responsibility of the Superintendent or his/her designee to review the court order and see to it that any provisions of the court order applicable to the schools are noted in the child’s school records and shared with appropriate staff members who have legitimate educational interests, including safety interests, in the information. The Superintendent or designee may request assistance from the District’s legal counsel in interpreting the court order and in understanding its applicability to the schools.

Each parent is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent’s interactions with the District. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and applicable agreements by involving law enforcement and/or the courts. Further, if parents disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.

The Superintendent shall develop administrative guidelines to be used in the implementation of this policy that address the collection of family court action information from parents and provide guidance for staff when working with parents who do not share the same household or who are (or have been) involved in actions affecting the family in the schools.

Legal References

Wisconsin Statutes

- [Section 118.125\(2\)\(m\)](#) [access to student records by parents denied periods of physical placement]
[Section 767.41](#) [child custody and physical placement]
[Section 767.41\(7\)](#) [parent access to records]

Federal Laws

- [20 U.S.C. §1232\(g\)](#) [Family Educational Rights and Privacy Act; the federal student records law]
[34 C.F.R. part 99](#) [U.S. Department of Education FERPA regulations]

Book	School Board Policies
Section	400: Students
Title	Children of Divorced/Separated Parents and Parents Not Sharing the Same Household
Code	491-Rule
Status	_____
Adopted	_____

A. Definitions

1. **“Action affecting the family”** means a divorce, legal separation, custody or child support action, paternity proceeding, or other legal action that may affect parental rights, whether pending or completed.
2. **“Court order”** means any order, adjudication or decree, temporary or permanent, entered by a judge or court commissioner of competent jurisdiction in Wisconsin or any other state as a result of an action affecting the family. Letters from attorneys or other individuals will not be construed as a court order. The District will treat a court-approved parenting plan as a court order.
3. **“Custodial parent”** means a parent having sole legal custody of a child by virtue of a court order.
4. **“Joint custodial parent”** means a parent who shares legal custody of the child with the other parent by virtue of a court order.
5. **“Enrolling parent”** means a parent who: (a) is a party to an action affecting the family and resides in a residence separate from the other party to such action; and (b) enrolls or intends to enroll in a District school a child subject to the jurisdiction of the court in which such action affecting the family is venued.
6. **“Parent with physical placement rights”** as used within these guidelines means a parent who by virtue of a court order has a right to have the child physically placed with him/her and has the right and responsibility to make routine daily decisions regarding the child’s care during the placement, which are consistent with the major decisions made by a parent having legal custody.
7. **“Parent denied periods of physical placement”** means a parent who has been denied periods of physical placement with a child by virtue of a court order. A parent may be denied periods of physical placement with a child when a court finds that the physical placement with a child would endanger the child’s physical, mental or emotional health.

B. Providing Information to the District Regarding Actions Affecting the Family

1. It is the parents’ responsibility to keep the District informed of: (a) any legal action affecting the family that may have an impact on parent involvement and participation in the schools; and (b) any court order that may define or restrict a parent’s rights in relation to children enrolled in the schools, including any changes to a court order.
2. At the time of enrollment or prior to the commencement of each school year, each enrolling parent shall be requested to provide the following information to the Superintendent or designee, as may be applicable to their family’s situation:
 - a. Name of each of the enrolling parent’s children who is, or who has a parent who is, subject to a court order as a result of any action affecting the family that is relevant to child’s enrollment in school; and
 - b. Name of each school in which such children will be enrolled (if known); and
 - c. A copy of any court order currently in effect that addresses child custody or physical placement rights, or any other matter that may be relevant to the child’s school enrollment; and
 - d. Whether the enrolling parent is the custodial parent or a joint custodial parent; and
 - e. Whether the child(ren) physically resides with the enrolling parent, the other parent who is a party to the action affecting the family, or both (i.e., the parent should clarify the residency arrangements as to each child); and
 - f. Name and current contact information (mailing address, telephone number and email address) of the non-enrolling parent; and

In the event any enrolling parent advises the Superintendent or designee that the most recent court order in effect restricts parental rights in relation to children enrolled in the District, the enrolling parent shall be requested to provide the District with a certified copy of the most recent court order reciting such restriction(s). Should an enrolling parent fail to provide the District with a certified copy of the most recent court order clarifying any parental rights, privileges or restrictions related to an action affecting the family, or fail to provide the current contact information of the non-

enrolling parent, the non-enrolling parent may provide this information. In addition, the non-enrolling parent may, at any time, provide the school with court records or other documentation that refutes or supplements the information provided by the enrolling parent.

3. Upon receipt of a court order, the Superintendent or designee shall review the court order to see if it grants one parent rights over the other parent with regard to their child(ren) or education-related decision making, or restricts a parent's rights in relation to children enrolled in the District. The Superintendent or designee may request assistance from the District's legal counsel in interpreting the court order and in understanding its applicability to the schools. Any relevant information from the court order restricting parental rights in relation to school activities or parent access to their children or school records shall be entered in the student's record and shared with the child's classroom teacher(s) and other staff as appropriate.
4. Should neither parent to an action affecting the family notify the District of the existence of such a court order, neither parent shall be deemed to have rights superior to the other with respect to any child enrolled in the District or with respect to parent participation in school-related activities.
5. In addition to providing copies of court orders related to actions affecting the family, the enrolling parent, the non-enrolling parent, or any other person with a legal relationship to the child (e.g., a guardian, an individual acting under a power of attorney) may provide the District with other official documents or other records that are relevant to the child's school enrollment and attendance. Such records may include (a) letters of guardianship; (b) court orders related to a "CHIPS" (child in need of protection or services) petition; or (c) court orders related to any other legal proceedings that may be relevant to the child's school enrollment and attendance (e.g., a restraining order or harassment injunction that relates to the child).

C. School Communications with Parents Involved in Actions Affecting the Family and Access to Student Records

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to school communications with parents and access to student records:

1. A parent, regardless of whether the parent has legal custody of the student, shall have equal access to the student's medical, dental and school records as required by law unless the parent has been denied periods of physical placement with the student or otherwise denied access to the records under a court order on file with the District.
2. The parent with whom a student primarily resides (provided the parent is also a custodial or joint custodial parent) shall be the primary contact person for school communication purposes and for receipt of routine school mailings. Routine mailings include parent newsletters, parent-teacher conference information and report cards, behavioral information, parent surveys, parent-teacher organization events, etc.
3. A joint custodial parent or a parent with physical placement rights who resides at a location other than his/her child(ren)'s primary residence, may file a request with the District to receive a copy of the materials and communications routinely provided to the parent with whom the child normally (or primarily) resides. Such requests will be honored to the extent practicable, but would not include, for example, making copies of all school work that is returned to the student. However, nothing in this rule shall be construed to permit a parent denied periods of physical placement with a child to have access to a child's school records or other school information in violation of a court order on file with the District.

D. Participation in Parent-Teacher Conferences and Meetings

Except as restricted in a court order on file with the District, both parents of a student are generally welcomed and encouraged to participate in parent-teacher conferences, disciplinary meetings or hearings, individualized education program team (IEP team) meetings, and any other conferences or meetings called by District personnel regarding the student's education or school activities. Scheduling information for such conferences and meetings shall be provided to the parent with whom the student primarily resides (provided the parent is also a custodial or joint custodial parent). The parent with whom the student primarily resides is expected to share the scheduling information with the other parent. The District will provide conference/meeting scheduling information separately to both parents only in the following circumstances: (1) where any applicable law, regulation, or District policy expressly requires the District to do so; or (2) the District has received a written request from the child's parent asking for such duplicate notification.

E. Parent Visits with Their Children at School During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to parent visits with their children at school during the school day:

1. A custodial or joint custodial parent, or a parent with physical placement rights, may visit their child at school during school hours as authorized by the building principal or designee in accordance with the school visitor policy, unless the visitation is prohibited by the court order on file with the District. Unless expressly prohibited by a court order, it is not a violation of District policy or these procedures for such a parent to, for example, volunteer in his/her child's class or chaperone a school field trip on a day when the parent does not have physical placement of the child. All parents visiting their child at school shall abide by established school visitor rules.
2. The District may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school during school hours, or otherwise participating in school-sponsored activities, if he/she disrupts the educational process or his/her presence is detrimental to the health, safety, academic learning or productivity of students or others at school.

F. Release of Students from School to a Parent During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to the release of students from school during the school day:

1. As a general rule, no student may be released from school during the school day to any person other than the custodial parent, or joint custodial parent as authorized by the court order on file with the District, without the written authorization of the custodial or joint custodial parent.
2. A student may be released from school during the school day to a parent with physical placement rights who does not have legal custody of the student when authorized by the custodial parent, or as expressly authorized by the court order on file with the District. If a parent with physical placement rights who does not have legal custody seeks to remove a student from school on a day or at a time that the school staff members who are dealing with the matter know is outside of the time period during which the parent has been awarded physical placement, and if specific permission has not been provided to the school by the custodial parent, the staff is expected to take the precaution of attempting to contact the custodial parent. If the custodial parent cannot be contacted, the staff member should involve the building principal or other administrator to determine a course of action that appropriately accounts for the safety of the child, which may involve contacting law enforcement.
3. The building principal or designee shall not allow a parent denied periods of physical placement with a child as specified in a court order on file with the District to remove a child from school. If such parent requests to remove his/her child from school during the school day in violation of the court order, or takes other action to do so, local law enforcement officials shall be contacted immediately by the building principal or designee.