



**COCHRANE-FOUNTAIN CITY
SCHOOL DISTRICT**



HOME OF THE PIRATES

2018-2019

**Staff Operations &
Procedures Manual**

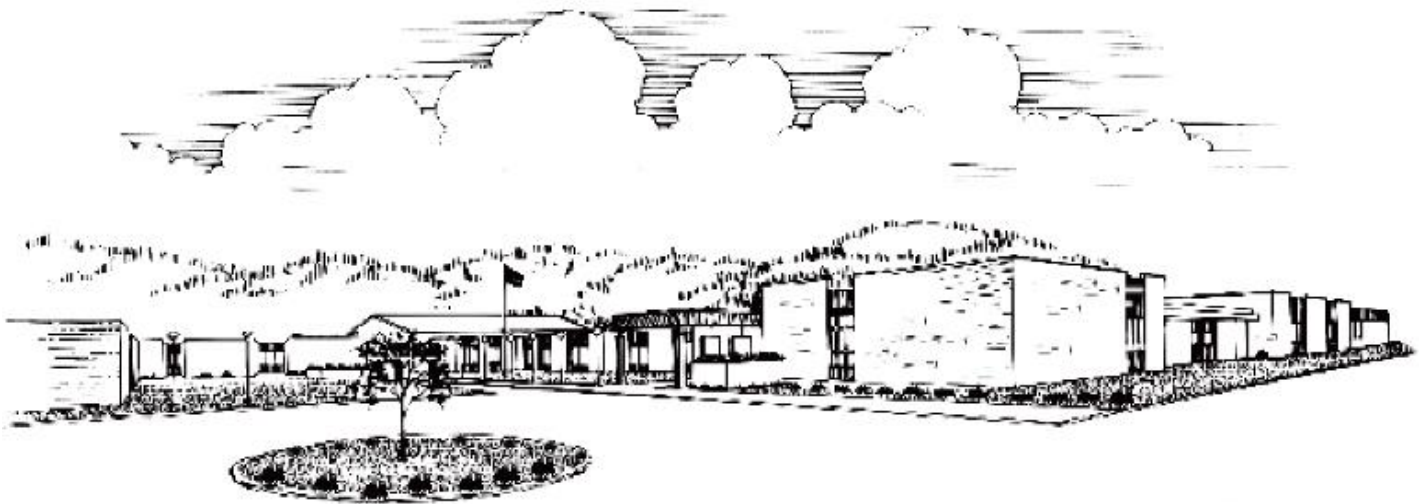


Table of Contents

DISTRICT STATEMENTS

Mission.....	4
Non-Discrimination	4
Student Privacy and Confidentiality	4

BUSINESS OFFICE INFORMATION

Cash Handling Procedure.....	4
Charged Purchases/Requisitioning District Funds	4
School Credit Card.....	4
Discarding Equipment or Textbooks.....	5
Inventory Records	5
Keys	5
Resale Items	5

DAY-TO-DAY OPERATIONS

Attendance	5
Class Period Schedules	5
Daily Bulletin.....	5
Exit Information Form	6
Mailboxes.....	6
Meal Program.....	6
Sick Leave/Teacher Absences.....	6
Substitute Folder/Plans	6
Student Illness	6
Supervision	6
Corridors	
Assembly Programs/Pep Fests	
Work Hours.....	7

GENERAL INFORMATION

Calendar of Events.....	7
Children Visiting School.....	7
Communications	7
Conferences and Special Meetings	7
Copyright Law	7
Cumulative Records.....	7
Disclosures and Syllabus	8
Electric Facility	8
Fax Machine.....	8
Field Trips.....	8
Grading Policy for 7-12 Grades	8
Mandatory Reporting of Child Abuse/Neglect	8
Manual Review Policy	9
News Articles.....	9
Pledge of Allegiance/National Anthem.....	9
Parking	9
School Building and Equipment	9
School Vehicle Use.....	9
School Year Observance Days for WI Public Schools	9
Teacher Evaluation Policy	9
Telephone Use	10
Tobacco/Alcohol Free Grounds	10
Use of Physical Force	10
Volunteers.....	10
Weapons.....	10

ADVISORS AND COACHES

Activity/Sport Disclosures11
Athletic Injuries/Concussions11
Athletic Trainer11
Practice/Activities11
Reimbursement for Clinics, Workshops, Non-Participation at State12
Reimbursement for State and National Competition Expenses.....12
Requirements for State WIAA Tournament Attendance.....12
Travel to and From Activities/Athletics.....12

APPENDICES

Appendix A: Classroom Disclosure13
Appendix B: Advisor/Coach Role14
Appendix C: Coaches Pre-Season Checklist.....15
Appendix D: Coaches End-of-Season Checklist.....16
Appendix E: Dance Guidelines17
Appendix F: End-of-Year Teacher Checkout18

Manual Acknowledgement Form for C-FC Staff.....19

DISTRICT STATEMENTS

MISSION

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

NON-DISCRIMINATION

The School District of Cochrane-Fountain City does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as contained in the American Disabilities Act.

Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap as contained in the American Disabilities Act.

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

STUDENT PRIVACY AND CONFIDENTIALITY

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

BUSINESS OFFICE INFORMATION

CASH HANDLING PROCEDURE

All cash deposits should be turned in to the district office by 1:30 p.m. An Activity Account Deposit form must be completed and turned in with the money. Any money received in the district office after 1:30 p.m. may not be deposited that day. Any money not turned in to the district office for bank deposit will be at the risk of the person possessing the money. It is recommended that money not be left in classrooms. All money is to be processed by advisors or an adult. Students are not allowed to count, handle or transport any money other than during sales transactions. Activity advisors and coaches should contact the district office for information regarding night and after hour deposits.

CHARGED PURCHASES/ REQUISITIONING DISTRICT FUNDS

Purchase orders are to be submitted as a requisition request via Alio. All purchases must be approved by the Superintendent before the charge/purchase is made. Any charges/purchases made prior to the approval of the Superintendent are the responsibility of the individual who incurred the charges. The District is not responsible for the payment of these items.

Requisitions for textbooks, equipment, and supplies will be done through Alio. Instructions are kept in the District Office. General supplies and equipment will be approved through the District Office (BUS) first. Textbooks will be approved through the Curriculum Director/Principal (TEXT) first. Athletic supplies and equipment will be approved through the activities office (ATHL) first. Computer supplies and equipment will be approved through the IT Director (COMP) first. The Superintendent approves all purchase orders after they have gone through the department authorizations first. When the order arrives, it will be checked in at the main office. Please notify the office of any discrepancies in your order.

(SCHOOL) CREDIT CARD

All school credit card usage must be approved by the Superintendent prior to use. Any charges made on the credit card without the preapproval of the Superintendent will be the responsibility of the individual who incurred the charges. Credit Card usage should be limited to travel costs and rare instances when a purchase order is not accepted.

DISCARDING EQUIPMENT OR TEXTBOOKS

A teacher shall not discard any equipment or textbooks previous to clearing such a procedure with the principal. Check with the district office for asset tag paperwork when discarding equipment. Discarded books should be placed in a sealed box and marked Discard.

INVENTORY RECORDS

Textbook and equipment inventory records for your assigned room are kept digitally. When adding or discarding materials in your classrooms, please let the District Office know of any changes. Inventory records are updated annually before the start of summer.

All textbooks are school property. All texts must be numbered and be identified as school property on the inside cover. Teachers must keep an accurate list of students and the text numbers issued to them. Each text should also have inserted inside the front cover a form on which the student in possession signs his/her name.

KEYS

Keys are issued to each teacher by the district office. Your key fits your room door lock and outside door locks. Lock your classroom door when you are not in the room or are leaving for the day. It is extremely important that you lock the outside door behind you when you enter and double-check to see that all doors are locked when you leave. Please do not allow students to use your keys!

RESALE ITEMS

Anything that is ordered which will be sold to the students for their personal use must be cleared through the principal and the money for the items must be collected prior to the items being ordered. All money will be deposited into the Activity Account and checks to pay the invoices will be written out of the account.

DAY-TO-DAY OPERATIONS

ATTENDANCE

Grades 4K-6: Take attendance by 8:30 a.m. Mark children absent using Infinite Campus Attendance that will send an electronic notice to the office. Students who arrive or leave after attendance is taken should have a permission slip from the office. If they do not, please send them to the office to get one.

Grades 7-12: Attendance is to be taken each class period at the beginning of the period. Mark students absent using Infinite Campus Attendance which sends an electronic notice to the office. Students who arrive after attendance is taken should have a pass from another staff member or an admit slip from the office or shall be marked Tardy on IC Attendance. If a student is marked Tardy at the beginning of the class period and comes to class, correct the attendance to Present.

GRADES 7-12 SCHEDULE OF CLASS PERIODS

- 1 8:00-8:48
8:48-8:57 Breakfast Break
- 2 8:57-9:45
- 3 9:49-10:37
- 4 10:41-11:29
- 5 11:33-12:21
- 6 12:21-12:51 Lunch
- 7 12:51-1:39
- 8 1:43-2:31
- 9 2:35-3:23

GRADES 4K-6 DAILY SCHEDULE

- 7:45-8:10 – Breakfast Served
8:20 – Class Schedule Begins
3:15 – Dismissal Begins
3:28 – Approximate time buses leave grounds

Unsupervised elementary students who arrive prior to 7:45 will remain in the commons until the buses arrive at 7:45.

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

DAILY BULLETIN

Items to be placed in the bulletin should be emailed to the main office or written on the available form in the main office a day or two prior to the posting date. Items should be marked to run for a max of three days. Announcements will be posted on the web page and run on the televisions in the commons and hall.

EXIT INFORMATION FORM

Teachers who decide to leave employment with the district may be asked to complete a Staff Exit Information Form.

MAILBOXES

Mailboxes are located in the faculty lounge. Please pick up mail daily.

MEAL PROGRAM

Staff may purchase lunch, breakfast, and milk at school.

SICK LEAVE AND TEACHER ABSENCES

If you become ill and are unable to fulfill your regular duties, you must call the school sub line to leave a message. Please call no later than 6:15 a.m. on the morning of an absence. To access the sub line, press 809 on the prompt. On the message, please leave your *name* and the *date of the absence*. Please make arrangements for absences other than illness as soon as possible so a sub can be arranged for. You can email instructions for the substitute. Please email to both secretaries to be sure instructions are received.

In the event that you are unable to attend work and the 6:15 a.m. deadline has passed, please follow the next steps:

1. Call Amanda Adams directly at 608-738-2834.

If no answer, please leave a message and continue to step 2.

2. Call and leave a message on both the Sub Line AND Main Office line to ensure your message is received.

SUBSTITUTE FOLDER/PLANS

Teachers must have a Substitute Folder/Binder prepared for the sub. This folder/binder should be clearly labeled and include the following:

- Up-to-date Class Rosters and Seating Charts
- “How to take Attendance” instructions
- Copy of your Class Rules
- Copy of Emergency Plans
- Copy of the Phone Extensions list
- Copy of your Classroom Disclosure
- Copies of the Building Evacuation Report
- 7-12 Teachers:
 - Copy of the Class Periods time schedule
 - Copy of the C-FC Junior-Senior High School Class Schedule page
- Elementary Teachers:
 - Copy of your class schedule, including room numbers/locations for “Specials” classes
- Directions for using classroom technology (i.e. “How to access to computer” (including usernames & passwords), “How to play a movie”, etc.)
- “Sponge” Activities (extra worksheets/activities in the event that more class time needs to be filled)
- Any additional information you feel is necessary

In addition to the folder/binder, please leave your sub a clear lesson plan for the day. If unable to prepare ahead of time, you should email instructions to both secretaries. There is always the possibility that subs will need to be rearranged on short notice, so always leave clear and detailed instructions. If this is a pre-planned absence, make copies of any worksheets/packets/etc. they will need ahead of time.

Please inform the office of the location of your folder/binder.

STUDENT ILLNESS

If a student becomes ill in your class, fill out a pass to the nurse for the student. (In emergencies, the pass is not necessary.) If the nurse confines the student to her office, she will notify the office. If the student is to be sent home, the nurse will notify the office and the student will be given a permit to leave the building.

SUPERVISION

Each teacher is responsible for the supervision of the students assigned to his or her classroom and as indicated by the class schedule. No student or group of students should be left unsupervised at any time. Call for assistance in a time of need.

Corridors

You are to be stationed by your door during passing periods where you can observe both your room and the corridors. While there, you are to supervise students' behavior in the corridors. Slamming of lockers, shouting, running, throwing paper, fighting, etc., are not to be tolerated. Should you detain a student for discipline for a hall problem, please issue a pass to their next class.

Assembly Programs/Pep Fests

All teachers are to attend programs and Pep Fests during the school day when your assigned classes are attending such programs. You are to sit with the students so that you can provide supervision. You are as much responsible for the supervision of students during assemblies as if you had these same students in your class during that time.

WORK HOURS

Teachers are expected to spend an eight-hour day in the school building and are expected to be in or by their rooms by 7:45 a.m. To encompass the student day, this time would be maintained between the hours of 7:30 a.m. and 3:45 p.m. The eight hours to be worked is flexible with each teacher within that time frame. Teachers are to notify the principal at the beginning of the school year which eight-hour time frame they plan to use on a regular basis. Administration has discretion to modify work hours as necessary.

GENERAL INFORMATION

CALENDAR OF EVENTS

A master calendar of events is maintained in the Main Office. Please notify the calendar administrator of all upcoming events so an accurate daily/monthly calendar can be maintained. The district calendar is live on the web at calendar.cfc.k12.wi.us. Staff can log on to the staff calendar which contains in-house activities by entering **staff** as the log in and **staffpw** as the password. Please check the calendar for conflicts before planning to schedule an event.

If you need to reserve a room in the building such as the auditorium or gymnasium for any purpose during or outside of the school day, you must do so by notifying the activities director and submitting a facility use form.

CHILDREN VISITING SCHOOL

C-FC observes a closed campus. No student visitors are allowed during the school day. All visitors must check in and out of the main office and wear a visitor badge.

COMMUNICATIONS

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

CONFERENCES AND SPECIAL MEETINGS

Where the advantage to the school district is clearly evident, staff members will be granted time off from their duties, plus allowable expenses, to attend special meetings and conferences. The principal must previously approve all such trips. The district administrator authorizes expenses.

Meetings, which include any portion of the school day, necessitating a staff member being away from his/her duties, shall also require prior approval from the principal and final approval from the district administrator.

COPYRIGHT LAW

All school employees are expected to comply according to current law and district policy.

CUMULATIVE RECORDS

All students' cumulative records are maintained in the principal's office. You are expected to be familiar with the contents of the files of the students you teach. To view a file, you must sign, date, and indicate the purpose for which you entered a student's file. The File Examination Record is maintained on the inner cover of the file jacket.

DISCLOSURES AND SYLLABUS

A copy of the class disclosure and a tentative syllabus need to be available through Build Your Own Curriculum prior to the start of the semester in which the class is offered.

The syllabus is a rough outline of the topics/units that will be taught during the term of the class.

Information needed for the disclosure is found in Appendix A.

ELECTRIC FACILITY

Please conserve electricity by turning off the lights when not needed. Computers, printers and televisions should be turned off at the end of the day. If you are the advisor of an evening activity or plan to schedule evening events, see maintenance so room comfort is assured.

FAX MACHINE

Fax machines are located in the district and main offices and may be used for school needs.

FIELD TRIPS

Prior to making plans for a field trip, teachers should clear the trip with the assistant principal and conflicts checked with the calendar administrator.

The written request for a field trip must be submitted to the assistant principal as soon as the details are worked out and at least **ONE WEEK** prior to the date of the contemplated trip in order to arrange for bussing. In the junior-senior high school, a list of all students involved should be given to the office and teaching staff at least **THREE (3)** days prior to the trip.

GRADING POLICY (7-12)

Letter grades are recorded on report cards and permanent record cards. Semester grades are used in determining scholastic averages and rank in class for grades 9-12. Assigning the listed numerical values to each letter grade and averaging for each grading period will determine class rank and honor roll. The following scale shall be adhered to for all grading:

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

I indicates incomplete...student has not completed required work for class and will have time to make it up one week from the last day of the quarter.

MANDATORY REPORTING/REPORTING CHILD ABUSE AND NEGLECT (Act 81/WI Statutes 961, 125)

Mandatory Reporting of Child Abuse and Neglect webcast: The DPI website offers information on Wisconsin Act 81, a Wisconsin law that requires school districts to make sure all employees have training in child abuse and neglect as well as the mandatory reporting requirements. The DPI provides a link on their website: <https://dpi.wi.gov/sspw/pupil-services/school-social-work/contents/child-abuse/child-abuse-and-neglect> to the Mandatory Reporting of Child Abuse and Neglect training webcast. There is also a link on the DPI webpage for a completion certificate that each employee must print and file with the district indicating completion of the training. All district employees are required to view the webcast and provide the completion certificate which will be put on file to indicate you have completed training via the webcast.

After completing training, you will be taken to the Documentation of Completed Training screen. Press the "Email Your Supervisor" button and enter your supervisor's email to file the certificate. Each employee must complete the training upon hire and once every five years thereafter.

- Supervisors: Teachers/Paras/Office Staff: sstoppelmoor@cfc.k12.wi.us
- Bus Drivers/Advisors/Coaches: lkjelland@cfc.k12.wi.us
- Custodial: gbarum@cfc.k12.wi.us
- Food Service: rknecht@cfc.k12.wi.us
- District Office: thiebert@cfc.k12.wi.us

MANUAL REVIEW POLICY

All teachers are required to review and become familiar with the information printed in this Staff Operations & Procedures Manual, as well as the Student-Parent Manual, Substitute Teacher Manual, Volunteer Manual and Employee Manual.

All support staff are required to review and become familiar with the information printed in this Staff Operations & Procedures Manual, as well as the Employee Manual

All staff will be required to sign and return the Manual Acknowledgement Form located on the last page of this manual. Additional copies can be obtained from the Main Office.

NEWS ARTICLES

The school district mails a newsletter on a quarterly basis. Articles and pictures for the newsletter must be submitted by email. Articles submitted to the local paper must be in by 3:00 p.m. Friday to appear in the Wednesday edition of the local newspaper. We encourage you to submit articles of interest to the local papers - Recorder, Winona Daily News, Shopper/Post.

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

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

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

PARKING

ALL STAFF must park in the designated Staff Parking Lot during student contact days.

SCHOOL BUILDING AND EQUIPMENT

All windows and doors are to be closed and locked at the end of each school day by the teacher using that classroom at the end of the day.

School equipment may not be taken from the building for personal use. The use of the school image, letterhead, name or other such identifying articles for personal use or gain is prohibited.

Teachers share in the important responsibility of neatness and care of school classrooms, equipment, furniture, textbooks, etc. Please share the needs you identify with your principal.

Electronics such as refrigerators, microwaves, etc. will need to be approved by the administration.

SCHOOL VEHICLE USE

If you wish to use a school vehicle for school business, please reserve by stating your name, destination, time and vehicle on the calendar in the Activities Office at least **FIVE (5)** days prior to using it. It is necessary to complete a Vehicle Use form to ensure that the vehicle will be ready to go when it is needed.

SCHOOL YEAR OBSERVANCE DAYS FOR WISCONSIN PUBLIC SCHOOLS

Wisconsin has 21 school year observance days that are part of state statute. Honoring observance days can teach the elements of tradition that preserve U.S. society and foster an awareness of our cultural heritage. The list of days is located at <http://dpi.wi.gov/news/observance-days> . The Educational Communication's Board has developed a webpage of sites that provides resources for teachers for all of the Public School Observance Days required by Wisconsin Statutes. Information for that site is available on the DPI site listed above.

TEACHER EVALUATION POLICY

The basic purpose of teacher evaluation in the Cochrane-Fountain City School District is to improve instruction. The primary objectives of the evaluation program are:

- To help teachers improve their effectiveness in the performance of their duties.
- To establish specific goals to stimulate improvement and professional growth.
- To help teachers gain a better understanding of the duties and responsibilities of their contractual obligations.
- To identify leadership qualities and potential.
- To help teachers identify their own strengths and possible areas of further growth.

Evaluation of teacher performance must be a cooperative and continuing process designed to improve the quality of instruction. C-FC participates in the WI DPI Educator Effectiveness Model. Please see the Employee Manual for more information. All professional employees are involved in the evaluation process. The teacher shares with those who work with him/her the responsibility for evaluating his/her own teacher performance and maintaining professional standards and attitudes as they relate to educating children.

TELEPHONE USE

No personal long-distance calls may be billed to the school. Limit use of your cell phone to times you are not with students.

TOBACCO/ALCOHOL FREE SCHOOL GROUNDS

Staff members, as well as students, are not allowed (by state law) to use tobacco or tobacco-like products such as electronic cigarettes or consume/possess alcohol anywhere on the school grounds.

USE OF PHYSICAL FORCE

Wisconsin law is extremely clear: Do not hit, nor in any way physically harm, nor put a student in a compromising position. Physical restraint is authorized when it is necessary to prevent a child from doing harm to others or to himself.

A teacher may employ reasonable and necessary force when in his/her judgment such force is necessary:

- a) to quell a disturbance or prevent an act that threatens physical injury to any person;
- b) to obtain possession of a weapon or other dangerous object within a student's control;
- c) for the purpose of self-defense or the defense of others;
- d) for the protection of property in accordance with state statutes;
- e) to remove a disruptive student from school premises, a motor vehicle or a school sponsored activity;
- f) to prevent a student from inflicting harm on him/herself; to protect the safety of others.

A teacher may use incidental, minor or reasonable physical contact designed to maintain order and control. When so employed, reasonable and necessary force shall not be considered a form of corporal or punitive punishment.

Wisconsin Act 125

If restraint is necessary, school employees will need to have at least one individual who has received training in the use of physical restraint. Currently Mr. Stoppelmoor, Mr. Kjelland, Mr. King and Mrs. Farrand have received such training. Be sure to contact the office and inform an administrator of such need.

VOLUNTEERS

Prior to volunteering in your classroom, volunteers are required to have a Volunteer Registration form on file in the office. When volunteering, the parent/adult will sign in at the office and be issued a badge to be worn during their time as a volunteer.

WEAPONS

The weapons policy bans the possession of guns, knives, razors, brass knuckles, and look-alike firearms while on school premises. Students caught carrying or storing guns, knives, martial arts devices or look-alike toy guns like water pistols, cap guns and souvenir guns may be suspended or expelled.

School administrators have the right to search students, bags, packs, purses or school lockers or other carryalls whenever there is reasonable suspicion of someone having a weapon or illegal substance. A student refusing to allow a school search and seizure under the policy can be disciplined.

ADVISORS/COACHES

ACTIVITY/SPORT DISCLOSURES

All co-curricular advisors and coaches are to have participants in their activity/sport sign a disclosure at the beginning of each sport season. The purpose of the disclosure is to clearly communicate activity/sport expectations to parents and students/athletes. The disclosure should review the guidelines for your activity/sport, your expectations and your group/team rules. A copy of this disclosure is to be submitted to the principal and to the Activities office at the beginning of the sport season.

ATHLETIC INJURIES/CONCUSSIONS

A participant in a recreational activity that includes physical contact between person in a sport involving amateur teams, including high school leagues, may be liable for an injury inflicted on another participant during and as a part of that sport in a tort action only if the participant who caused the injury acted recklessly with intent to cause injury.

The school does not provide injury/accident insurance for the students. It is the parent's responsibility to see to it that their athlete is covered with accident insurance. Please be sure to explain the insurance coverage available to students through the program Student Assurance Services offers.

Each coach shall pick up and keep on hand a supply of the Athletic Injury Notice form available from the Activities Office or print a supply from the Co-Curricular folder on Teachers. The form should be turned in for every injury that occurs, even if the student does not see a doctor. The form should be turned in on the day of the injury or on the day after the injury occurs (if on a Friday - Monday). Please be specific in filling out the form. All injuries must be reported to the Activities Office for record keeping. Please stress this to the students.

Please use the following procedure in handling injuries involving ambulance or physician (hospital) services:

- **The athlete, if capable, or the parent, if available, should choose the doctor or hospital they wish. If no preference is made or if an extreme emergency exists, arrange to have the student taken to the emergency room of the nearest hospital.
- **Scenic Valley Ambulance will be on hand, or if needed call 911.
- **If no specific doctor has been requested, inform the ambulance driver to call the doctor that is on call at the hospital to attend the athlete upon arrival.
- **Notify the parents of the student involved if they are not present.
- **Be sure to report any injury involving a doctor, ambulance, or hospital to the office the very next day

ATHLETIC TRAINER

The school provides for an athletic trainer for all varsity football games and wrestling meets. The trainer will also visit the school on Monday and Thursday. If you have an athlete who needs to see the trainer, notify the Activities Office. You will be informed when the trainer is present and ready to see athletes.

PRACTICES/ACTIVITIES

- **An advisor/coach must be present at all practices/activities to provide supervision.
- **Advisors/coaches should be the first to arrive and the last to leave.
- **Coaches are encouraged to complete athletic practices by 5:30 p.m. each evening. Students are requested to have rides at school by practice completion.
- **Sunday activities are discouraged. Any Sunday activities or practices must be approved in advance by the Activities Director and the principal.
- **In the event school is called off and students are sent home because of weather or an emergency, all activities WILL BE SUSPENDED.
- **All absences (other than those pre-arranged or excused by the office) will disqualify a student from participation in practice, competition or activities on that day ... illness will always disqualify the student from practice and/or competition on that day. A student must be in attendance the FULL day unless excused by the office to be eligible for practice/competition. All student absences are kept current on the list on the counter in the main office. Check the list prior to practice or competition to ensure that participants who are absent during the day are not attending practices/competitions/activities.
- **Any student who is **suspended** may not practice or participate or attend any school events on that day.
- **Any student on detention cannot attend practice or an activity on that day.
- **Advisors/coaches are to be sure all the participants in their program have left the premises prior to the advisor/coach leaving.
- **Advisors/coaches are to be sure the building doors are closed and locked before leaving following a practice or contest.

REIMBURSEMENT FOR CLINICS, WORKSHOPS, COACH NON-PARTICIPATION AT STATE TOURNAMENTS

A HEAD coach will be reimbursed for expenses incurred for attendance at clinics, workshops, and/or state tournaments they attend when their team is **not** attending up to \$200 per year. Such expenses include substitute teacher reimbursement, meals, lodging, travel, fees, tickets, registration, etc.

Coaches are to submit a form to the Activities Director listing the expenses to be incurred at the clinic or workshop PRIOR to making arrangements for attendance at these clinics.

REIMBURSEMENT FOR STATE AND NATIONAL COMPETITION EXPENSES

At least **one week prior** to competition in a **state** or **national** activity, the advisor/coach is to submit to the activities director a written request for attendance at the activity which shall include an itemized list of anticipated expenses for lodging, transportation, and meals.

Reimbursement of expenses for national competition will be allowed after qualifying through state competition. Reimbursement for expenses at nationals for graduates will only be paid through the national competition following graduation. For team events, reimbursement for expenses is limited to those who are members of the competing team.

Meals: The district will provide for coaches/advisors and competitors meal expenses as follows: **breakfast/\$7.00; lunch/\$7.00; dinner/\$9.00.** The administration will make the determination as to the number of meals necessary for the activity.

REQUIREMENTS FOR STATE WIAA TOURNAMENT ATTENDANCE

A coach and first assistant will be asked to attend a state athletic tournament when a C-FC team or individual qualifies for competition at the state level. In such a case, transportation and lodging will be arranged by the Activities Director and meal reimbursement will be as per policy.

Any C-FC student or team who qualifies in WIAA sectional competition to compete at a state tournament may so compete. Arrangements for necessary meals and lodging will be arranged by the Activities Director for either a motel/hotel room under the direct supervision of C-FC faculty member or in WIAA housing. Lodging and transportation will be provided by the C-FC school district. The head and first assistant coach or other faculty members chosen by the administration will attend the tournament and serve as chaperones.

TRAVEL TO AND FROM ACTIVITIES/ATHLETIC EVENTS

Every participant must ride to and from activities using school provided transportation unless the participant gives a written note from his/her parent/guardian to the Activities director or principal or coach/advisor to ride home with his or her parent/guardian. In lieu of a written note, the parent/guardian may also sign the student/athlete out on a form provided by the coach/advisor. Unusual circumstances must be cleared with the athletic/activity director by the end of the school day prior to the activity.

All advisors and coaches must follow this rule. The Activities Director/principal will notify the advisor/coach if special accommodations are being made. If there is no such notification, then **only** parents may take their **own** child(ren) home with proper notification to the advisor/coach.

APPENDIX A

CLASSROOM DISCLOSURE

Rationale

Notice is essential to due process. When evaluating a student, it is important for the teacher to have provided adequate notice to parents and students of the progress of a student. Failure to have done so may result in a challenge on behalf of the student.

To facilitate notice and to promote student accountability, the teacher will provide a classroom disclosure statement to the student and signed by both student and parent at the beginning of the school year. While this disclosure statement does not necessarily address all legal and ethical issues relative to notice and due process, it does serve as an excellent tool to establish rules and procedures.

The following are the essential elements of a disclosure statement. While the format may change from subject to subject and teacher to teacher, the elements remain the same. A disclosure for each course you teach should be available in BYOC by the end of the second week of the course.

Essential Elements

A. Welcome and Overview

Be inviting and welcoming at the outset. The disclosure should be one of the initial elements that establish the tenor and atmosphere of your classroom. Highlight in broad strokes what is to be covered and what the student will gain from being in your classroom. Remember this may be your first contact with the parent; make a good first impression.

B. Materials required

List the material required for your class. This may be a list of items generally used or may be a list of what is needed to class each day. A rationale for the items would be useful to parents.

C. Grading Procedures

Grading includes criteria and methodology. The school grade distribution would be useful to identify. If you weight grades, provide the weighting of the various areas. If certain activities are given on a regular basis, include this information. The more the student and parent know about how you are to assess progress, the fewer surprises later in the year.

D. Grades 9-12 include Final Exams explanation and percentage of grade. (Cannot be more than 10% of grade.)

E. Make-up / remediation procedures

If you provide for remediation, identify what is the process and obligations of the student. If you do not, include rationale as to why.

F. Classroom rules and consequences

Include a statement about the atmosphere you are trying to create in your classroom. Then, list the essential rules for your class. This list should be brief (3-6 items) and clear. Address electronic devices. Also, include the consequences for misbehavior as well as correct behavior. Balance reinforcement for both the negative and the positive.

G. Reference the Pirate code

Follow the Pirate Code: Be **R**espectful, Be **R**esponsible, Be **R**eady to Learn!

H. Signature and return

Have both the student and a parent sign the disclosure and have this returned to you. The parent should keep the disclosure itself as a reference tool. Keep the signature slips on file throughout the year/semester. In the event of an issue of notice, the signature helps establish the teacher's attempt.

APPENDIX B

ADVISOR/COACH ROLE

Philosophy

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

The co-curricular advisor/coach shall be responsible in the planning and direction of the activity particularly as it relates to:

- I. Students - The advisor should:
 - Supervise membership, elections, and all activity events
 - Plan and organize practice sessions, meetings, dances, fundraisers
 - Review Code of Conduct rules and penalties
 - Consult and counsel individual participants
 - Evaluate the progress of individuals and groups
- II. Staff - The advisor should:
 - Interpret goals and objectives of the activity and/or staff
 - Keep staff informed of the activities, projects and programs and foresee and help resolve possible conflicts
 - Enlist interest and support of staff members
 - Share staff members' opinions and ideas with activity members
- III. Administration/Board of Education - The advisor should:
 - Implement school board policies, administrative rules and regulations
 - Prepare and administer budgets
 - Make timely recommendations regarding the improvement of co-curricular programs and activities
 - Maintain flow of relevant information and schedule activities with the calendar administrator

 - Seek reasonable level of administrative involvement
- IV. Community organizations, booster clubs and support groups - The advisor should:
 - Be aware of community needs and expectations
 - Communicate goals, objectives, policies, codes of conduct, calendars, etc., to appropriate groups and individuals
 - Serve as liaison to booster clubs and support groups
- V. Parents – The advisor should inform parents of:
 - Philosophy of activities
 - Dates of activities
 - Times of practices
 - Procedures for injuries
 - Behavior expectations
 - Advisors' expectations
- V. Personal and Professional Development - The advisor should:
 - Keep up to date with new developments associated with the activity
 - Join local, state, and national organizations associated with the activity
 - Participate in local, state and national organizations associated with the activity

APPENDIX C

COACHES' PRE-SEASON CHECKLIST

Please complete the following items prior to/during the season:

COACH NAME _____

SPORT _____

- _____ Pre-Season Meeting with Athletes/Parents (give date/time to Activities office)
- _____ Disclosure (submit copy of rules disclosure to Activities office)
- _____ Rules Meeting Video (inform Activities office when you have completed viewing the on-line rules meeting)
- _____ Rules Test (required of all coaches in all sports)
- _____ Eligibility Check (Submit list of students BY GRADE intending to participate in the sport to the Activities office for eligibility determination prior to or on the first day of practice.)
- _____ Collect and submit to Activities office student forms/fees (Athletes needing these forms in order to participate are noted on the Eligibility list.)
- _____ Roster (list of athletes with their uniform numbers, etc., to Activities office for program use)
- _____ Review the Coach/Advisor Section of the Operations and Procedures Manual for complete rules
- _____ Review WIAA's information for your sport

During the season,

- _____ Keep roster up-to-date with the Activities office.
- _____ Notify the Activities office of any athlete injuries.
- _____ Check student attendance (main office) daily.

APPENDIX D

COACHES' END-OF-SEASON CHECKLIST

“WIAA and C-FC require reports throughout the year for which information is necessary from the coaches. The season is considered complete and coaches will be paid when the items listed below have been completed.”

COACH(ES) NAME(S) _____

SPORT _____

_____ WIAA Participation Form (Form in Co-Curricular folder and Online)

_____ WIAA Officials Rating Sheet (Online submission at <http://refranking.com>)

_____ Player Award List (Form in Co-Curricular folder and Online)

_____ Inventory (Form in Co-Curricular folder and Online)

_____ List of missing or damaged equipment fees

Activity Office: Completion Date _____

_____ Keys and/or Credit Cards returned to District Office

_____ Changes Proposed by Coaching Staff

Activities Director Signature _____ Date _____

APPENDIX E

DANCE GUIDELINES

- A. Grades 9-12 Open Dances - Homecoming, Prom
1. Open dances begin at 8:00 p.m. and end at 12:00 midnight.
 2. Open dances are open to any C-FC high school student and their escort or guest.
 3. Two chaperones are necessary for open dances.
 4. All clean-up activities must be completed no later than 5:00 the following day. This includes all decorations, sweeping, etc.
 5. A uniformed on or off duty sheriff's deputy must be at the front door from 7:30 pm. to 12:15 a.m.
 6. The door will close at 9:30 p.m. after which no one is to be admitted without prior approval from the principal.
 7. Once a student leaves the dance, (s)he may not be re-admitted. Exceptions may be made for emergency situations providing they are cleared with the chaperone at the front door prior to leaving.
 8. The advisors must determine the necessary amount of light needed to do an adequate job of supervision.
 9. The volume of the music is at the discretion of the advisors.
 10. No student will be allowed to leave study hall in order to decorate for open dances unless they have a pass signed by the advisor. An advisor must be present at all times in order for students to decorate.
 11. Junior high students may not attend senior high dances.
- B. Grades 7-8 Dances
1. One dance may be scheduled during September/October/November, one during December/January/February and one during March/April/May.
 2. The Junior High Student Council advisor will determine times for the dances. All scheduled dances must conclude by 9:00 p.m. at the latest.
 3. Senior high students (grades 9-12) may not attend junior high dances.

APPENDIX F

**COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
END-OF-YEAR TEACHER CHECKOUT**

Teacher Signature _____ **School Year** _____

Prior to leaving at the end of the school year, the following items are to be completed and this checkout sheet turned in to Mr. Stoppelmoor.

- _____ Complete and submit all grades by the due date.
- _____ Take down bulletin boards and put away all loose items to help facilitate the cleaning of your room.
- _____ Make a sketch of how your room is laid out and leave it on your desk so the custodial staff knows how to set your room up after cleaning.
- _____ Empty out your mailbox in the teacher lounge.
- _____ Elementary teachers file copies of student report cards and MAPS scores into cum file.
- _____ Return all library materials to Mrs. Bice.
- _____ Return all computer equipment that is not dedicated to your room to Mr. Huffman.
- _____ If you have any unpaid bills or student fines, turn that list in to Donna Baertsch.
- _____ Teachers not returning to C-FC next fall or who will be living at a different address for the summer should give Karen Domine the address where to mail checks/W-2s.
- _____ Teachers not returning to C-FC next fall must turn in room keys to Donna Baertsch on the last work day of the year.
- _____ Teachers not returning to C-FC next fall should complete a Staff Exit Information sheet for Mr. Stoppelmoor.

List any room maintenance issues below:

Cochrane-Fountain City School District

2018-19 Manual Acknowledgement Form for C-FC Staff

Please return this form to the Main Office.

Teachers

I hereby acknowledge that it is my responsibility to read and become familiar with the information provided in the manuals listed below. My signature indicates that I have read the manuals and will abide by the standards, policies and procedures defined or referenced in these documents.

- Staff Operations & Procedures Manual
- Employee Manual
- Student-Parent Manual
- Substitute Teacher Manual
- Volunteer Manual

Signature _____ Date _____

Support Staff

I hereby acknowledge that it is my responsibility to read and become familiar with the information provided in the manuals listed below. My signature indicates that I have read the manuals and will abide by the standards, policies and procedures defined or referenced in these documents.

- Staff Operations & Procedures Manual
- Employee Manual
- Student-Parent Manual

Signature _____ Date _____