

**#5100.5
Student Fundraising Activities**

The Board recognizes that students may wish to support a particular school project or activity by conducting fundraising drives. The Board respects such expressions of support.

Because the Board's first responsibility is to the educational development of each student, no fundraising contests or activities will be held which interfere with the instructional program.

Fundraising activities such as games of chance or raffles may not be conducted or sponsored in school buildings or on school grounds. Any school club or organization must request and receive permission from the principal to engage in a fundraising activity. The request must be in writing by the club or organization's sponsor. All fundraising activities must comply with federal, state, and local laws including but not limited to any permit that may be required. Plans for such activities should be made well in advance of the event and the total fundraising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community.

Fundraising in grades K-5 will be limited to the operation of a school store. Only school supplies (pencils, pens, ink, paper, notebooks, school embossed shirts/souvenirs, etc.) and refreshments may be sold in the school store. Items of food and drink may not be sold at times which conflict with the operational rules of the school lunch program.

For grades 6-12, the above-stated project, along with the sale of advertisements in school yearbooks and newspapers are approved fundraising projects. Any other fundraising projects are subject to approval by the principal. The school principal will document the special fundraising project, the type of sale to be held, and the projected sales with anticipated profits and expenses annually in the internal accounts report.

5100.5 (Continued)

Students in grades K-8 are strongly discouraged from participating in fundraising activities involving door-to-door solicitations without parental supervision. This prohibition includes school-sponsored activities and activities of school-related organizations in which students sell items, solicit contributions or pledges, or take orders.

Students in grades K-12 are not permitted to participate in any program involving solicitation of funds to support any school-sponsored project during regular school hours.

Money Raising Projects. In general, student body money raising projects will be limited to school activities, or will be in connection with regularly scheduled school events. No individual or group will instigate any project or activity involving the handling of money without first obtaining the permission of the principal or his/her designee. No class, club, or organization may raise money through community sales, or off-campus events, without approval of the principal and compliance with requirements established by the principals in accordance with Board of Education policy.

Reserves. Student organizations will not accumulate money reserves beyond reasonable requirements. In general, student monies will be expended for the benefit of those students currently enrolled in the schools who have contributed in some manner to the accumulation thereof. Upon specific authorization of the Superintendent, a reserve may be established to make a major expenditure that may be financed for more than one school year.

Fixed Assets. Student organizations will not acquire in their own names ownership of fixed assets. Upon approval of the Board of Education, acting upon recommendation of the Superintendent, fixed assets may be acquired and donated to the school district. Such approval may set forth such conditions, control and use as the board may desire.

Audit. The financial records of student organizations will be audited as a part of the annual school district audit that is performed in accordance with Town procedures. The cost of the audit will be paid from the district general fund.

Date of Adoption: January 23, 1996

**#5120.1
Student Insurance Coverage**

Scholastic insurance will be made available annually to all students. The purchase of such accident insurance and liability insurance coverage is optional and the cost will be borne by the student and parents.

Date of Adoption: December 5, 1995

**#5120.2
Reports of Accidents**

Principals are to report upon forms supplied by the central office, accidents occurring to pupils, employees, or patrons on the school premises, or while under school supervision. These reports will give all of the necessary circumstances and details, including dates, times, witnesses, and the signatures of the people filing the reports. A copy of the report will be filed immediately following the accident with the Superintendent, another copy remaining with the school principal. The Superintendent will develop regulations for filing procedures, per required insurance policy guidelines.

Date of Adoption: December 5, 1995

Student In-School Employment

Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and needs of the school for student help.

Student After-School Employment

If students choose to work during the school year (the), shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Students must be sixteen years of age or older to work in any "manufacturing, mechanical, or barber shop." Students must be fifteen years of age or older to work in any "mercantile-establishment." School guidance personnel shall make efforts to post employment notices.

Working Papers for Minors

Minors (15-18) receive employment certificates from the Superintendent or his/her designated agent in the town or city in which they live. The high school principal is the designated agent in the district. The school principal will establish hours during which students may obtain working papers and notices of such shall be included in the annual students' handbook. The high school issues ,working papers only to resident students in the town. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency. Any student requesting working papers must provide evidence of age and promise of employment according to state law.

Legal Reference: Connecticut General Statutes
 10- 193 Certificate of age of minors in certain occupations
 10- 194 Penalty
 10- 195 Evidence of age
 10- 197 Penalty for employer under fourteen
 10- 198 False statement as to age

Date of Adoption: June 4, 1996

#5160
Gifts to Employees

No principal, teacher, or other employee of the Board will accept money as a gift from any student. Gifts of appreciation given by an individual student or a class, parents or other persons to any employee of the Madison Public Schools should not be elaborate or unduly expensive. The Board will consider, as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This policy will not be interpreted as intending to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude will not be regarded as violations of this policy.

The Board expects that the solicitation of money for gifts for activity sponsors, teachers, or other individuals will be under the control of the school principal.

Date of Adoption: June 4, 1996