

# Parent/Student Handbook



Eau Claire Area School District  
[www.ecasd.k12.wi.us](http://www.ecasd.k12.wi.us)



## Mission

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## Statement

The mission of the Eau Claire Area School District is to educate our children in partnership with the family and the community to live responsible, creative and fulfilling lives in a rapidly changing world.



## Vision

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## Statement

Vision of the Eau Claire Area School District: "All children in the District are prepared for post-secondary success."

**2014-2015**

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We hope you find this document useful. It should be kept for future reference. If you have any questions, feel free to contact the Superintendent’s Office at 715-852-3002.

## **School Board**

A seven member Board of Education, elected at large for three-year terms, governs the District. The School Board meets on the first and third Monday of each month at the Administration Building, 500 Main Street, at 7:00 pm. The Board sets policy, approves the budget, and sets salaries for all employees. All citizens have the opportunity to speak during each meeting at a designated time. Citizens may also bring matters to the attention of the School Board. To find out about the proper procedure for placing an item on the agenda, call 715-852-3002. Board meetings are streamed live via the District's website during the meeting and are rebroadcast on Chippewa Valley Community Television (CTV) on the cable system, three times following each meeting: Tuesday at 1 pm, Wednesday at 8 am, and Friday at 7 pm. School Board meetings are also rebroadcast on the radio on Channel 101.9 FM at the same time the meetings are rebroadcast on Community Television. Meetings are also available on demand via CTV's website at <http://www.cvctv.org/>.

## **Emergency Weather Information**

The weather in Eau Claire and across Wisconsin is famous for its changing conditions. This year – as in past years – the Eau Claire Area School District, in consultation with Student Transit, will use a two-hour delay in school start times when inclement weather requires time to promote safer travel to school. Decisions about whether to close school due to inclement weather or to use a two-hour delay are typically made by 6 a.m. If the schools are closed because of bad weather, all athletic, after-school, and evening events are also canceled.

Announcements of these decisions are made by local television and radio stations, on the District's website, via the District's Facebook and Twitter accounts and an email is sent to those parents/guardians who have provided email addresses.

When a TWO-HOUR DELAY is announced, the following changes will be made to the school day:

- Busses will run two hours after their normal schedule.
- Buildings will begin classes two hours after the normal start time.
- Cold breakfast will be served at all schools.
- School lunch will be at or around the normal time.
- All morning and afternoon District Early Learning Programs (Head Start, Early Learning & EC4T) will be cancelled. Please note that if your child attends an EC4T community site, you should contact that site directly.

As we know, weather conditions can change rapidly. In the event that a two-hour delay must be reconsidered, the decision to close schools for the full day will be made no later than 8 a.m.

The same process will be used if bad weather or a peak energy alert develops after school has started for the day.

You, as a parent(s), may decide that the weather is too severe to send your child to school (especially a younger child). The School District respects your decision in this matter. Please send an excuse when your child returns.

## **Parent/Guardian Information**

### **Accommodating a Student's Religious Beliefs**

The Board of Education recognizes that reasonable accommodations with regard to academic requirements, including examinations, may have to be made from time to time because of a student's sincerely held religious beliefs. Parent(s)/guardian(s) may make requests regarding the above to the building principals. All requests will be judged individually based upon federal and state guidelines. Accommodations made under this policy shall be provided to students without prejudicial effect.

#### Procedures for Requesting Special Accommodations

1. Parents/guardians are responsible for contacting teachers or school administrators with questions and concerns dealing with curricular topics or assignments that they find objectionable. The curriculum guide and materials associated with any course will be available for inspection by the parent/guardian prior to making the written request for exclusion.

2. Requests for exclusion of a child from any school-authorized course, or portions of a course, must be made by the parent/guardian in writing to the building principal and must include an explanation of the reason for said request. The request must also identify that portion of the specific curriculum to which the request applies.
3. The written request will be evaluated by the building principal, who will consult with the teacher and make a decision on the request. Parents/guardians shall be informed of the decision in writing.
4. If the request is approved, the student will be assigned a work station away from the class under the supervision of authorized school personnel and will be given an alternate assignment by the teacher. Parents/guardians will be consulted when determining the alternate assignment. The excused student will not be penalized in any way or manner including receiving a lowered grade in the course or portions of a course from which the student was excused.
5. If principal approval for the request is denied, the parent/guardian may appeal the decision in writing to the Superintendent of Schools and, if necessary, to the Board of Education.

The entire process of responding to an accommodation request shall be completed within 90 days unless the parties involved agree to an extension of time. If after completing the above process a parent/guardian is still dissatisfied with the District's decision, he/she may appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision in accordance with the provisions of PI-9 Wisconsin Administrative Code.

### **Parent(s)/Guardian(s) Responsibilities**

Parent(s)/guardian(s) have the responsibility to be familiar with the School District's Code of Classroom Conduct, to discuss these guidelines with their child(ren), and to help enforce compliance with this code. (The code can be found starting on Page 13 of this document.)

Parent(s)/guardian(s) have the responsibility to promote prompt and regular attendance and provide the school with written explanations for absences or tardiness.

Parent(s)/guardian(s) have the responsibility to inform the school of any change in address, telephone number, e-mail address, or emergency contact information.

Parent(s)/guardian(s) have the responsibility to observe state law which requires all students to be immunized against certain diseases.

Parent(s)/guardian(s) have the responsibility to attend parent conferences.

### **Complaints**

When a problem or issue develops between the school and the home, parent(s)/guardian(s) are encouraged to go directly to the source of the problem. If it is a problem within the classroom, contact the teacher to resolve the concern. If you cannot resolve the problem, the next step would be to contact the Principal, then the Executive Director of Administration, the Superintendent, and as a last resort, the School Board.

### **Custodial Parent**

Any change in the custodial status of a child must be reported to the school principal. The School District has a policy regarding the rights of custodial parents and restrictions of non-custodial parents. No employee of the District shall knowingly disobey or disregard any provision of a court order relating to any child enrolled in a school subject to District control, upon receipt of a copy of such an order.

## **Student Attendance**

### **Attendance**

Wisconsin law requires that students attend school during the "full periods and hours" that school is in session. Early detection is very important for success in dealing with students who skip school. All students shall be required to

attend school until they graduate from high school or until the end of the quarter or semester of the school year they reach age 18.

The principal of each elementary school and the principal or his/her designee of each secondary school shall serve as the school attendance officer. The duties of the school attendance officer shall include the following:

1. Establishing and enforcing procedures in reporting accurate daily attendance in each classroom. This will include adherence to the attendance records procedures as well as the specific procedures unique to each building.
2. Determining which students are truant from school and reporting such trancies to the student's parent(s)/guardian(s) by the end of the second school day the student was truant and directing the parent(s)/guardian(s) to return the student to school no later than the next day on which school is in session. Such notices may be made by personal contact, mail, or telephone call provided a written record is kept. Notice by personal contact or telephone call shall be attempted before notice by mail may be given.
3. Maintaining accurate records on attendance, absences, and truancy and reporting to the Administration Building as required.
4. Processing requests to be excused from school attendance from students or parent(s)/guardian(s) and prior written approval for student absences from parent(s)/guardian(s). [Wisconsin Statute 118.15(3)]
5. Initiating legal proceedings against truant students or their parent(s)/guardian(s) in accordance with the procedures as outlined in School District policy.

## **Absences**

The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may request the parent(s)/guardian(s) to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometrical, or other valid professional appointments. Parent(s)/ guardian(s) are requested to make their appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian(s) on a vacation that cannot be scheduled when school is not in session. Parent(s)/guardian(s) shall be required to notify the school attendance officer prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent(s)/guardian(s) accompaniment are not excused absences.
7. A court appearance or other legal procedure that requires the attendance of the student.
8. A public health officer imposes a quarantine.
9. Attendance at special events of educational value as approved by the school attendance officer.
10. Approved school activities during class time.

11. Special circumstances that show good cause which the school attendance officer approves in advance.
12. Parent(s)/guardian(s) provide a prior written request for absence from school not to exceed ten days during the school year. Course work missed during this absence must be completed.

All other student absences from school will be recorded as trancies. Truancy is defined as any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent(s)/guardian(s) of such absent student or intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law. Trancies shall apply only to students who are under 18 years of age. Unexcused absences of students over 18 years of age shall be classified as attendance problems.

Parent(s)/guardian(s) of absent students are expected to notify the school of any student absences. Failure to make such contact shall result in notification of the absence by the school.

The school attendance officer may temporarily excuse a student from school attendance for a period not to exceed 30 days after securing sufficient written proof of the physical or mental condition of the student from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner or certified advanced practice nurse prescriber or Christian Science practitioner living and residing in Wisconsin.

The Board may excuse a student for "good cause" for a period not to exceed one year. Such requests must be made to the Board in writing with a full explanation of the reasons (cannot be based on disability) upon which the request is based, shall state the period of time the excuse is requested for, and shall include the written approval of the parent(s)/guardian(s). Either the school or the student may initiate such requests.

### **Enforcement of Attendance**

The school attendance officer shall have the authority to initiate any of the following actions to secure student or parent(s)/guardian(s) compliance with the compulsory attendance law:

1. Provide parent(s)/guardian(s) notification of absences or trancies/habitual truancy as required by law.
2. Request parent conferences regarding trancies or attendance problems.
3. Assign detention for truancy.
4. Make referrals for evaluation.
5. Make referrals to the district attorney and/or courts provided each of the following actions have been complied with prior to initiating legal proceedings:
  - a. Met with the student, parent(s)/guardian(s) to discuss truancy, or attempted to meet with them and been refused or received no response. This does not apply if the required meeting is not held within ten school days after the date of the habitual truancy notice.
  - b. Provided an opportunity for educational counseling to determine whether a change in curriculum would resolve the truancy problem and considered curriculum modifications possible within the current school program.
  - c. Evaluated the student to determine whether learning problems could be the cause of truancy, and if so, taken steps to overcome the learning problems. The student need not be evaluated if tests administered within the previous year indicate the student is performing at grade level.
  - d. Evaluated the student to determine whether social problems could be the cause of truancy and, if so, taken action or made appropriate referrals.

## **Students Leaving School Prior to the End of the School Year**

Absences from school during the last two weeks of the school year are strongly discouraged. Excused absences from school during the last two weeks of the school year will be granted only after approval by the school principal. Such requests must be supported by valid reasons and a written parental request. Students who leave school prior to the end of the school year will NOT be allowed to take final examinations early and will be given incompletes until both the following requirements are satisfactorily met:

1. The student completes all regular course requirements.
2. The student takes all final examinations.

## **Modified School Attendance**

The Board of Education is responsible for providing appropriate educational opportunities for all students under its jurisdiction. It has responded to this charge by developing a comprehensive curriculum that attempts to meet the needs of all students. There are some students, however, whose welfare and educational needs are not being met by the school. There are still other students who are unable to cope with the formal school environment due to personal characteristics. For these reasons, full time or continuous school attendance may not be appropriate, and modified attendance should be considered. Wisconsin state law provides that the program or curriculum of any student may be modified by the Board to meet their educational needs or that any student may be excused from school for physical or mental reasons or for other good cause for specified periods of time.

Options that may be considered include:

- An instructional modification within the existing school program.
- An attendance modification whereby a student would attend school more than one half-day but less than a full day with the requirement that the time outside of school be spent in an alternate educational program.
- Referral to an appropriate community agency, with the focus being a concentrated effort directed toward improving the student's behavioral, social, and emotional dynamics.
- A schedule modification whereby the student would be scheduled within the school program for the full seven-hour day but may not be following a program that will lead to graduation or be pursuing required courses.
- An attendance modification whereby a student would attend school half time or less but a minimum of one period per day.
- On-the-job training programs with cooperating employers.
- Other appropriate individualized education programs established in cooperation with the various local and state agencies.

## **Registration**

### **Age of Entrance into Kindergarten Programs**

The School District operates a voluntary four-year-old kindergarten program for children who are four years old by the legally prescribed date of September 1 of the year in which they enroll.

The School District operates an all-day five-year-old kindergarten program for all children who are five years old by the legally prescribed date of September 1 of the year in which they enroll. All students are required to attend five-year-old kindergarten prior to entering first grade

### **Open Enrollment**

In 1997 a law was enacted which created an inter-district public school choice program in Wisconsin. The program allows parent(s)/guardian(s) to apply for their children to attend school districts other than the one in which they live. Wisconsin residents in grades pre-K to 12 must apply to participate in open enrollment beginning the first Monday in February through the last weekday in April. It is recommended that parent(s)/guardian(s) submit an on-line application through the on-line application process at: <http://dpi.wi.gov/sms/psctoc.html> OR they may obtain a paper application after January 1 each year from any school district.

Under certain circumstances, nonresident school districts may deny an application. These are:

1. There is not space for the student in the nonresident school district.
2. The student has been expelled during the current school year or during the two preceding school years for certain violent conduct.
3. The special education program that the student needs is not available in the nonresident school district; there is no space in the special education program; or the student has been referred for an evaluation but has not yet been evaluated.

If more students apply to attend the nonresident school district than there are spaces, the nonresident school district must give preference to students who are already attending that district and to siblings of students who are already attending that district. After granting this preference, students assigned to any remaining spaces must be selected randomly.

### **Exceptions to the Open Enrollment Application Period**

Parents normally apply for open enrollment for the following school year during a three-month application period which begins in February and ends on the last weekday in April. However, 2011 Act 114 established a procedure by which parents may apply for open enrollment outside of the regular application period.

There are seven circumstances under which a parent may apply for an exception:

1. The student's resident school district determines that the student is a victim of a violent crime.
2. The student is or has been homeless in the current or preceding school year.
3. The student has been a victim of repeated bullying or harassment that has been reported to the resident school district and continues in spite of action taken.
4. The student's place of residence has changed due to the parent's military orders.
5. The student moved into this state within the past 30 days.
6. The student's place of residence has changed as a result of a court order or custody agreement, or the student was placed in a foster home or with a person other than the student's parent, or removed from a foster home or the home of a person other than the student's parent.
7. The student's parent and the nonresident and resident school districts agree that attending the nonresident school district is in the best interests of the student.

The Alternative Open Enrollment Application is available on the DPI's open enrollment website at <http://dpi.wi.gov/sms/psctoc.html>. It is strongly recommended that the parent contact the nonresident school district before submitting an application to discuss the possibility of the student's transfer.

## **Student Privacy, Files and Records**

### **Student Privacy**

School districts that receive federal funds for any program administered by the U.S. Department of Education are required by the Protection of Pupil Rights Amendment [29 U.S.C. § 1232(h)] to provide reasonable notice of their student privacy policies directly to parents at least annually at the beginning of the school year.



## **Release of Student Directory Information**

### **Definitions**

1. **“Student records”** means all records relating to individual students maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under §115.28(7) to hold a certificate, license or permit if such records and notes are not available to others, nor does it include records necessary for, and available only to the persons involved in, the psychological treatment of a student.
2. **“Progress records”** means those student records which include the student’s grades, a statement of the courses the student has taken, the student’s attendance record, the student’s immunization records, any lead screening records and records of the student’s extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
3. **“Behavioral records”** means those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student’s behavior, tests related specifically to achievement or measurement of ability, the student’s physical health records other than his or her immunization records or any lead screening records, law enforcement officers’ records, and other student records which are not progress records. Law enforcement officers’ records are maintained separately from other student records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when student records are no longer needed to provide special education. At the request of the student’s parents, the school district destroys the information that is no longer needed.
4. **“Directory data”** means those student records that include student’s name; address; telephone listing; date and place of birth; major field of study, participation in officially recognized activities and sports; weight and height of members of athletic teams; date of attendance; photographs, degrees and awards received; and the name of the school most recently previously attended by the student.
5. **“Student physical health records”** means those student records that include basic health information about a student, including the student’s immunization records, an emergency medical card, a lot of first aid and medicine administered to the student, an athletic permit card, a records concerning the student’s ability to participate in an education program, any lead screening records, the results of any routine screening test, such as for hearing or vision and any follow-up to such test, and any other basic health information as determined by the state superintendent.

### **Confidentiality of Student Records**

All student records maintained by a public school shall be confidential, except as provided in Items 1-18 below. The School Board shall adopt regulations to maintain the confidentiality of such records.

1. A student or the parent(s)/guardian(s) of a minor student shall, upon request, be shown and provided with a copy of the student’s progress records.
2. An adult student or the parent(s)/guardian(s) of a minor student shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student’s behavioral records. Such student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the behavioral records.
3. The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the school district clerk or designee with a copy of all progress records of a student who is the subject of any proceeding in such court.
4. Names of dropouts shall be provided to a court in response to an order under §118.163(2m)(b).

5. The school district clerk or designee shall provide a law enforcement agency with a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record except as permitted under §938.396(1) to (1x). A school district clerk or designee who discloses a copy of a pupil's attendance record to a law enforcement agency for purposes of a truancy investigation shall notify the student's parent or guardian of that disclosure as soon as practicable after the disclosure.
6. The school district clerk or designee shall provide a fire investigator with a copy of a student's attendance record if the fire investigator certifies in writing that the student is under §165.55, that the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and that the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
7. If school attendance is a condition of a student's dispositional order under §48.355 (2)(b)7 or 938.358 (2)(b) the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
8. Student records shall be made available to persons employed by the school district which the student attends who are required by the department under §115.28(7) to hold a license and other school district officials who have been determined by the school board to have legitimate educational interests, including safety interests, in the student records. Law enforcement officers' records obtained under §938.396 (1m) shall be made available as provided in §118.127(2). A school board member or an employee of a school district may not be held personally liable for any damages caused by the nondisclosure of any information specified in this paragraph unless the school district or its agent acted with gross negligence or with reckless, wanton or intentional misconduct in failing to disclose the information.
9. Upon the written permission of an adult student or the parent(s)/guardian(s) of a minor student, the school shall make available to the person named in the permission the student's progress records or such portion of the student's behavioral records as determined by the person authorizing the release. Law enforcement officers' records obtained under §48.396(1) or 938.396(1) or (1m) may not be made available under this exception unless specifically identified by the adult student or by the parent(s)/guardian(s) of a minor student in the written permission.
10. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.
11. The school board may provide any public officer with any information required under Chapters 115 to 121 of the State Statutes. Upon request by the DPI, the Board shall provide the DPI with any information contained in a student record that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with requirements under Chapters. 115 to 121.
12. Information from a student's immunization record shall be made available to the Department of Health Services to carry out the purposes of §252.04. Information from any student lead screening records shall be made available to state and local health officials to carry out the purposes of §254.11 to 254.178.
13. Upon request, the school district clerk or designee shall provide the names of students who have withdrawn from the public school prior to graduation to the technical college district board in which the public school is located or, for verification of eligibility for public assistance under Chapter 49, to the Department of Health Services, the Department of Workforce Development, or a county department under §46.215, 46.22 or 46.23.
14. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent(s)/guardian(s).
15. Personally identifiable information from the student records of an adult student may be disclosed to the parent(s)/guardian(s) of the adult student without the written consent of the adult student if the adult student is

a dependent of his/her parent(s)/guardian(s) for tax purposes (under the Federal Internal Revenue Code, 26 USC). This may be done unless the adult student has informed the school, in writing, that the information may not be disclosed.

16. A parent who has been denied periods of physical placement with a child under §767.24(4) does not have the rights of a parent or guardian under pars. (a) to (j) with respect to that child's student records.
17. The district shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
  - a. A copy of any expulsion findings and order or records of any pending disciplinary proceedings involving the student;
  - b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
  - c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

### **Access to Directory Data**

Except as otherwise provided below, directory data may be disclosed to any person after the school has: (a) notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, that all or part of the directory data items may not be released without their prior consent. At the end of this two-week period, each student's records will be appropriately marked by the records custodian(s) to indicate items the District will designate as directory data about the student. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, guardian ad litem, or the adult student.

1. If the District has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the board clerk shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.
2. If the District has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the board clerk shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the School District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
3. If the District has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the board clerk shall, upon request, provide names, addresses, and telephone listings to military recruiters in accordance with Section 9528 of the ESEA (20 U.S.C. 7908) and 10 U.S.C. 503.

### **Confidentiality of Student Physical Health Records**

Any student record relating to a student's physical health that is not a student physical health record is treated as a patient health care record under §146.81 to 146.84. Any student record that concerns the results of a test for the presence of HIV, antigen or non-antigenic products of HIV or any antibody to HIV shall be treated as provided under §252.15. In this subsection, "HIV" has the meaning given in §252.01(1m).

**Maintenance of Records**

Each school board shall adopt rules in writing specifying the content of student records and the time during which student records shall be maintained. No behavioral records may be maintained for more than one year after the pupil ceases to be enrolled in the school, unless the pupil specifies in writing that his/her behavioral records may be maintained for a longer period. A student's progress records shall be maintained for at least five years after the student ceases to be enrolled in the school. A school board may maintain the records authorized under §19.21(4)(c), or in such other form as the school board deems appropriate. A school board shall maintain law enforcement officers' records obtained under §48.396(1) or 938.396(1)(b) 2, or (c) 3 separately from a student's other student records. Rules adopted under this subsection shall be published by the school board as a Class 1 notice under Ch. 985.

**Transfer of Records**

Within five working days, a school district shall transfer to another school district all student records related to a specific student if the transferring school district has received written notice from the student if he or she is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a secured correctional facility, as defined in §938.02 (15p). In this subsection, "school" and "school district" include any secured correctional facility, secured group home, adult correctional institution, mental health institute or center for the developmentally disabled, that provides an educational program for its residents instead of or in addition to that which is provided by public and private schools.

**Use for Suspension or Expulsion**

Except as provided in the next paragraph, nothing in this section prohibits a school district from using a student's records in connection with the suspension or expulsion of the student or the use of such records by a multidisciplinary team under Ch. 115.

Law enforcement officers' records obtained under §48.396(1) or 938.396(1) or (1m) and records of the court assigned to exercise jurisdiction under Chs. 48 and 938 obtained under §938.396(7) may not be used by a school district as the sole basis for expelling or suspending a student or as the sole basis for taking any other disciplinary action, including action under the school district's athletic code.

**Application to Existing Records**

Any records existing on June 9, 1974 need not be revised for the purpose of deleting information from student records to comply with this section. A failure to specifically state reasons for denying an open records request for records that are specifically exempted from disclosure does not compel disclosure of those records.

**Amendment of Records**

1. A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request the District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the District shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.
2. If the District refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing before the Board. The request for the hearing shall be filed in writing with the Superintendent. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.
  - a. The Board President shall conduct the hearing. He/she shall designate two other Board members to serve with him/her on the hearing panel.

- b. The parent(s)/guardian(s) or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
- c. The decision of the hearing panel shall be based solely upon the evidence presented and shall include a summary of the evidence and the reason for the decision.
- d. The hearing shall be held and the parent(s)/guardian(s) or adult student informed of the hearing panel's decision in writing within a reasonable period of time after the hearing.
- e. If the hearing panel decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly.
- f. If the hearing panel decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the District shall inform the parent(s)/guardian(s) or adult student of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the hearing panel.

### **Complaints Regarding Alleged Noncompliance with Federal Requirements**

Adult students or parent(s)/guardian(s) of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

### **Rights Related to Education Records**

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The School District will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the School District will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the School District will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the District for special education. The School District will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record, the District will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent. The exceptions are

stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and Section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll. Also the District discloses "directory data" without consent, unless the parent notifies the District that it may not be released without prior parental consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### **Child Find Activity: Confidentiality of Personally Identifiable Information**

The Eau Claire Area School District is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the School District, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts child find activities each year. This notice informs parents of the records the School District will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The School District gathers personally identifiable information on any child who participates in child find activities. Parents, teachers and other professionals provide information to the school related to the child's academic performance, behavior and health. This information is used to determine whether the child needs a special education services. Personally identifiable information directly related to a child and maintained by the school is a student record. Student records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** student records. (See definition of student records on Page 7 and FERPA Guidelines on Page 11.)

### **Annual Notice of Special Education Referral and Evaluation Procedures**

1. Upon request, the Eau Claire Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the District receives a referral, the District will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The District locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the School District.
2. A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the School District in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.
3. Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the School District in which the child resides.
4. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Robyn Criego, Director of Special Education/Student Services, Eau Claire Area School District, at 715-852-3074, or by writing her at 500 Main Street, Eau Claire.

## **Student Progress**

### **Graduation Requirements**

Students must earn a minimum of 22 credits in grades 9-12 to qualify for graduation. Requirements include:

English	4 credits	Health	.5 credits
Math	2 credits	Physical Education	1.5 credits
Science	2.5 credits	Electives	8.5 credits
Social Studies	3 credits		

## **Student Discipline**

### **Discipline Philosophy**

The Eau Claire Area School District has high expectations for all students. The District also recognizes the potential of all students. To help reach that potential for each student, it is necessary to have a school and classroom free of disruption. The District requires that students respect the rights of all members of the school family—teachers, administrators, parents, support staff, and other students.

Discipline procedures are necessary so the rights of each member of the school family are protected and are designed to preserve and protect an orderly school atmosphere and to help prepare students for productive and meaningful adult lives. The District has overall policies but each school has specific discipline models.

Any student who, through actions, behavior, dress, appearance or presence, disrupts the normal routines of the educational process of the school or who follows a course of conduct which may reasonably be anticipated to become disruptive of the educational process, shall be subject to the discipline of the school.

### **Code of Classroom Conduct**

#### **Philosophy**

The future of our society depends on the education of students, and student learning must always be our focus. The Eau Claire Area School District recognizes this fact along with its responsibility to create, foster, and maintain a positive and safe school environment conducive to the teaching and learning process. Every member of the school community has a responsibility to cooperate in this central mission. The Eau Claire Community Core Values, which have been adopted by the Board of Education, help to clarify our beliefs. These core values are:

- Honesty** – To consistently seek and speak the truth
- Respect** – To value self, others, property, and diversity
- Responsibility** – To be accountable for your actions toward yourself, others, and the community
- Compassion** – To show care and kindness for others
- Courage** – To face difficult situations with confidence and determination
- Justice** – To consider the perspective of others and to demonstrate the courage to be consistently fair

The family is the cornerstone of our society. Schools will work with families and the community to promote a positive and safe climate where learning is the focus. Parent(s)/guardian(s) should be aware of their children’s activities, performance, and behavior in school. All students are expected to attend school and be ready and willing to learn.

Moral, ethical, and lawful behavior will be expected at all times in the Eau Claire Area School District. The District has a legal duty to do everything possible to eliminate the dangers of violence, weapons, drugs, and other disruptive behavior harmful to the educational environment. This duty is enforced through the District’s disciplinary policies. These policies provide procedures by which disruptive or dangerous students may be removed from the classroom or school community either temporarily or permanently.

### **Reasons for Student Removal from Class**

Student removal from class is a serious measure, and it will not be imposed in an arbitrary, casual, inconsistent, or discriminatory manner. No student will be removed from class on the basis of his/her basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability.

A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. All teachers should exercise their best professional judgment and follow building policies and practices when deciding whether it is appropriate to remove a student from class.

When a teacher has exhausted his/her strategies for classroom behavior management, he/she may ask a particular student to leave the class. In this situation the teacher is turning over control of the student's discipline to the principal and the problematic behavior may be processed as a Code of Classroom Conduct violation. Any student, grade pre-k through 12, may be removed from class for any conduct or behavior which:

- Is disruptive, dangerous, or unruly
- Violates behavioral rules and expectations set forth in each school's Student Handbook
- Violates District policies regarding suspension or expulsion

It is neither possible nor necessary to specify every type of improper or inappropriate behavior or circumstance that could justify the removal of a student from class under this Code of Classroom Conduct. More specifically, however, a teacher may remove a student from class for any of the following reasons:

- Acts of violence toward students, staff, or other individuals
- Acts of inciting
- Alcohol, tobacco, and other drug issues
- Other behaviors which seriously disrupt the learning environment

In addition, there may be grounds for removal from class for behavior or conduct that, though not necessarily in violation of the provisions above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with other students' learning or interference with the teacher's ability to teach effectively.

The Code of Classroom Conduct is specifically designed to address disruptive behavior in the classroom. However, the behaviors identified above may also occur in school hallways, the cafeteria, on school grounds, or at school functions. These dangerous, disruptive, or unruly behaviors cannot be tolerated in those locations either. Appropriate building disciplinary techniques (e.g., loss of privileges, time-out, detention, suspension) should be utilized when these behaviors occur in the school environment outside the classroom.

### **Procedures for Student Removal from Class**

Every teacher must establish classroom rules, and every teacher should have a plan for managing student behavior. Short-term removal from the classroom shall be included as a potential option in each teacher's classroom management plan. This plan, and its inherent behavioral expectations, needs to be communicated as clearly as possible to students and parent(s)/guardian(s). Intervention strategies and disciplinary actions taken prior to the removal of a student from class should always be documented.

Typical behavior management techniques work in a progressive fashion, and the removal of a student from class should be a last resort. However, the seriousness of certain situations may warrant immediate removal of a student from the classroom.

When a teacher has exhausted his/her strategies for classroom behavior management, he/she may ask a particular student to leave the class. On a rare occasion, if the student refuses to leave the classroom, a teacher may make the decision to remove the entire class. The class will relocate to an area which will enable learning to continue.



**Short-Term Removal**

Students who are removed from class by their teachers must immediately go, or be taken, to the main office of the school. When the student arrives at the office, the principal or designee will give the student the opportunity to briefly explain the situation. If the principal or designee is not available when a student arrives in the office, the student should be taken to the short-term removal area. The principal or designee should speak to the student as soon as possible. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the teacher's account of the situation.

Within 24 hours or one school business day of the student's removal from class, whichever is longer, the teacher shall submit to the principal or designee a concise and specific written explanation of the basis for the student's removal. Such information may be submitted on a standard form developed at the building level. The respective teacher will also be responsible for the communication, preferably in person or by telephone, with the minor student's parent(s)/guardian(s). In all contacts with parent(s)/guardian(s), interpreters should be utilized if the family member's primary language is not English. Contact should be attempted on the day of the incident.

For the duration of the removal, the student shall stay in the short-term removal area or in another area specified by the principal or designee. Generally, the student will be expected to be positively productive during his/her removal from class. In other words, during a short-term removal the student should be completing academic assignments, reading, or completing an assignment related to the misconduct (e.g., writing an account of the incident, developing a mediation essay, or preparing an apology).

In most situations, a student shall remain in the short-term removal area for at least the duration of the class or activity from which he/she was removed. Prior to allowing the student to return to his/her normal schedule, the principal or designee will speak to the student to determine the student's willingness and ability to return to class without further incident. In the event that it is not deemed appropriate to have the student return to the regular class schedule, the principal or designee will either retain the student in the short-term removal area or make other arrangements.

**Long-Term Removal**

Long-term removal is a more serious disciplinary action than short-term removal. Long-term removal should not ordinarily be considered until there has been a thorough discussion, including review of prior intervention attempts and consideration of alternatives, between the teacher(s), the parent(s)/guardian(s), and the principal or designee. If a teacher feels that the long-term removal of a student from class is in the best interest of the student and/or the class, the teacher must notify the principal in writing of this belief. The statement should include, as clearly and completely as possible:

1. The basis for the recommendation for removal.
2. The alternatives, approaches, and other steps considered or taken to avoid the need for long-term removal.
3. The positive and negative impact on the removed student.
4. The positive and negative impact on the rest of the class.

Upon receipt of a written recommendation for long-term removal from the classroom, the principal may consult with the teacher and/or other School District staff. In addition, it is usually important to inform and consult the student and the minor student's parent(s)/guardian(s) before any decision on long-term removal is reached.

Following consideration of the teacher's recommendation for long-term removal of a student, the principal or designee shall place the student into one of the following:

1. An alternative education program as defined by law.
2. Another class in the school or another appropriate place in the school as determined by the principal or designee.

3. Another instructional setting.
4. The classroom from which the student was removed if, after weighing all involved interests, the principal or designee determines that readmission to the class is the best or only alternative.

The building principal or designee shall attempt to notify the parent(s)/guardian(s) of a minor student in person or by telephone as soon as possible when a student is removed from class on a long-term basis. Written notification shall follow within two school business days of the actual decision for long-term removal. This notification shall include the reasons for the student's removal from class, the duration of the removal, and the decision regarding the student's placement.

The student in a long-term removal arrangement will receive an educational program and services comparable, but not necessarily identical, to those of the class from which he/she was removed. The program will not necessarily be in the same academic subject area as the former class.

Long-term removal from a class is an administrative decision and is, therefore, not subject to a formal right of appeal. However, the parent(s)/guardian(s) of a minor student, and/or the student, have the right to meet with the principal and teacher(s) who made the recommendation for removal. Whenever possible, the meeting should take place within three school business days of the request for the meeting. At the meeting, the principal shall inform the parent(s)/guardian(s) and/or the student as fully as possible regarding the reasons for the removal, the alternatives considered, and the basis for the decision. However, the principal maintains the authority to implement a removal to another classroom, placement, or setting prior to any such meeting, even if the parent(s)/guardian(s) or student objects to the removal.

If the student removed from class is also subject to more serious disciplinary action (i.e., suspension or expulsion) for the particular classroom conduct, the parent(s)/guardian(s) of a minor student or the student shall be notified of the potential disciplinary action. All such notices shall be in accordance with School District policy and legal requirements.

### **Considerations for Students with Disabilities**

For students with disabilities there are federal and state laws that identify procedures to follow to develop an appropriate educational program. In particular, placement for students with disabilities is a decision of the student's Individual Education Plan (IEP) team. These decisions are subject to numerous procedural safeguards, and teachers or administrators cannot make placement decisions unilaterally.

Many students with disabilities have a specific behavior intervention plan in their IEP. This behavior plan should address the following two elements:

- The extent to which the student should be expected to conform to behavioral requirements applicable to non-disabled students.
- Alternative consequences or procedures for addressing inappropriate behavior.

It is highly advisable that all IEP teams address these two issues and the Code of Classroom Conduct at least annually. The purpose of this discussion is to establish consensus regarding behavioral expectations, consequences of inappropriate behavior, and general disciplinary procedures.

These issues aside, students with disabilities who require special education services under state and federal law may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. However, no change in placement for more than ten school days may be made for a student with disabilities outside of the IEP process. This ten-day limit applies to out-of-school suspensions as well as days of short-term or long-term removal from class.

### **Communication with Students and Parents**

Each teacher will receive a copy of the Code of Classroom Conduct at the beginning of the school year. Teachers are responsible for informing students of the expected behavior in their classrooms. This should be done during the first few days of the school year.

## **Suspension of Students**

The following procedures, which are based on the laws of Wisconsin, State Statute 120.13 (1) (b) and case law, are to be followed in all suspension cases in order to assure students of statutorily established due process protection. The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions, on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability.

The procedures outlined here are not intended, however, to shield a student from suspensions that are properly imposed. Suspension is considered to be a necessary tool to maintain order as well as a valuable educational device. In-school suspensions are encouraged as an alternative to out-of-school suspensions. These procedures should be followed for all students. However, administrators should consider the offense and its relationship to an identified student's disability when making a suspension decision.

A student may be suspended for failure to comply with school rules; (such rules may be made either by the Board of Education, the administration, or a principal or teacher properly designated by the District administration) or for conduct of the student at school or while under the supervision of a school authority which endangers the property, health, or safety of others; or for conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health, or safety of any employee or School Board member of the school district in which the student is enrolled; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives. The administrator or his/her designee must determine that the student is guilty of noncompliance with school rules or the conduct charged and his/her suspension must be reasonably justified in order to suspend such student.

The student must be advised of the reason(s) for the proposed suspension before suspension begins. Prompt notice and reasons for the suspension must be given to the parent(s)/guardian(s) of a suspended minor student.

The school administrator may suspend a student for not more than five school days or if a notice of expulsion hearing has been sent, the suspension may be for not more than fifteen consecutive school days for noncompliance with rules of the administrator or his/her designee. The suspended student or his/her parent(s)/guardian(s) may, within five school days following the commencement of the suspension, have a conference with the School District administrator or his/her designee who shall be someone other than a principal, administrator, or teacher in the suspended student's school.

The parent(s)/guardian(s) of a suspended student with a disability may also request a meeting, with appropriate parties, to consider whether the conduct is attributable to the handicapping condition and, if so, whether a change in educational programming may be warranted. Such meetings, if decreed necessary by the appropriate parties, will be held as soon after the request as is practical.

If the administrator or his/her designee finds that the suspension was unfair or unjust or that it was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, then reference to the suspension must be expunged from the student's school records. Such findings must be made within 15 days of the conference.

The suspended student must be allowed the opportunity to make up any course work and take quarterly, semester, or grading period exams missed during the suspension period.

## **Expulsion from School**

The following procedures are taken from the laws of Wisconsin, §120.13 (1)(b)(c). These procedures are to be followed for all expulsion cases in the Eau Claire Area School District. The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability.

The Board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules; or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of

explosives; or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others; or finds that a student, while not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority; or finds that a student endangered the property, health, or safety of any employee or School Board member of the school district in which the student is enrolled and is satisfied that the interest of the school demands the student's expulsion. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage the property. In addition, the Board may expel a student who is at least 16 years old if the Board finds that the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority.

The Board will expel a student who possesses a firearm while at school or while under the supervision of a school authority in accordance with the provisions of law. Federal law 18USC 921 (a)(3) defines firearm as: (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

When a student is found to be in possession of a firearm under the conditions and definition above, the Board will:

1. Suspend the student from school.
2. Commence an expulsion hearing.
3. Expel the student from school for not less than one year.

The Board may modify these three requirements on a case-by-case basis. The Board shall hold a hearing prior to expulsion of a student. Not less than five days written notice of the hearing must be sent to the student and, if a minor, to his/her parent(s)/guardian(s).

## **Appeal Procedures**

It is the purpose of the following appeal procedures to provide fair treatment to students and parents when they feel they have been treated unjustly and when they feel the matter is serious enough to warrant a hearing with school authorities. The steps outlined hereafter are the procedures for a student and his/her parent(s)/guardian(s) to follow in appealing decisions relating to action taken by school personnel where they disagree. It should be understood that students and parent(s)/guardian(s) will be expected to follow these due process steps in the event legal action should be initiated at some later date. Procedures to be followed with suspected or identified students with disabilities shall be consistent with those mandated by law and as specified on the parent placement permission form.

1. After learning or being notified of an action taken by the school, the parent(s)/guardian(s) or an emancipated adult student may formally appeal the decision in writing to the administrator involved. This appeal must be received within 14 days from the first day the student or parent(s)/guardian(s) became aware, or were notified, of such action.
2. The administrator involved, within five days of receipt of such written appeal, shall formalize the action in writing and send a letter by registered mail to the parent(s)/guardian(s) outlining the specific details relating to: (a) violation or infraction, (b) the date of the violation or infraction, (c) the period of suspension or other action taken by the school, and (d) any other pertinent information.
3. After an appeal has been received and the school's formal reply mailed to the parent(s)/guardian(s), a date for a meeting will be established by the principal. Such date will be no later than seven days after receipt of the written appeal of the student and his/her parent(s)/guardian(s). Present at the meeting, in addition to the principal and/or the Superintendent or designee, shall be the school personnel involved, student, and parent(s)/guardian(s). The student will be provided with an opportunity to present evidence on his/her behalf

at the meeting. A record of the meeting, including the decision, will be put in writing and a copy will be mailed to the student and his/her parent(s)/guardian(s).

4. If the student and his/her parent(s)/guardian(s) are not satisfied with the conclusion, a second meeting may be requested before the Board of Education. The principal must receive, in writing, a request for such a second meeting before the Board of Education within 14 days of the mailing of the outcome of the original meeting. The student, or his/her parent(s)/guardian(s), may have counsel and witnesses at "Step 3" and "Step 4" of this procedure.

## **Teacher Qualifications**

Federal law requires that school districts notify parents annually of their right to request information on the professional qualifications of their child's teachers. There are questions parents may ask, including:

1. Is my child's teacher licensed to teach the grades or subjects assigned?
2. Has the state waived any requirements for my child's teacher?
3. What was the college major of my child's teacher?
4. What degree(s) does my child's teacher hold?
5. Are there instructional aides working with my child? If so, what are their qualifications?

All teachers within the Eau Claire Area School District have at least a bachelor's degree, and many possess advanced degrees. In addition, the majority of teachers are fully licensed for their assignments. A small number of teachers have been granted emergency or provisional licenses. In addition, we have instructional aides, and they are considered qualified for their work as well.

If you want to see the state qualification for your child's teacher or for information about your child's instructional aides, you may contact the District's HR Department at 715-852-3054 or find it on the Department of Public Instruction's website at [www.dpi.state.wi.us/tepd/iisearch.html](http://www.dpi.state.wi.us/tepd/iisearch.html).

## **Technology**

### **ECASD Technology, Network and Internet Usage Expectations**

For the purpose of this document, "technology" includes the use of any of the following at ECASD:

- The school network.
- The Internet.
- Any sites or software that supports learning.
- Any technological devices that belong to the school.
- Any personal technological devices used while on campus (cell phones, iPods, computers, etc.).
- Any private or commercial network accessed while on Eau Claire Area School District property.

#### **Expectations**

1. All use of personal and District technology resources must be in support of, and consistent with, the educational objectives of the Eau Claire Area School District.
2. Students are solely responsible for use, security and protection of any personal technological devices that he or she brings onto District property or while participating in school events.

3. Students are solely responsible for their behavior and language at all times. All District policies prohibiting bullying, harassment and discrimination apply with full force to an individual's online and other technology-based activities and communications.
4. Students will follow the school rules, Board policy and all applicable state and federal laws, including adhering to the Eau Claire Community Core Values ([www.ecasd.k12.wi.us/cms\\_files/resources/boardpolicy443\\_7.pdf](http://www.ecasd.k12.wi.us/cms_files/resources/boardpolicy443_7.pdf)) while using technology. (Board policies 443.7 and 364.1)
5. Any attempt to circumvent security or filtering systems is a violation of school rules and Board policy.
6. Utilizing District technology resources for commercial purposes is prohibited.
7. All students have a responsibility to respect the privacy and property (including intellectual property) of others. Students will only modify data, files, communications, applications and other content that they own or have permission to modify. Students will always provide citations for the work of others.
8. Students will respect and comply with proper use of copyrighted text, images, video and music, including transmitting, downloading, reproducing or using copyrighted material.
9. Students will only use their own credentials for accessing the network and will take full responsibility for the impact that their actions and words may have on themselves and others when using technology.
10. Students will carefully and critically consider their privacy and personal and electronic safety before sharing personal information, including last name, phone number or address. Students should never share passwords with others.
11. Students will follow technology safety practices such as always logging off or otherwise terminating network or Internet sessions before leaving any device connected to a network and/or the Internet.
12. To the extent not prohibited by applicable law, monitoring of users' activities may include the use of applications, services, equipment or other methods by which school personnel can:
  - a. Track and review users' Internet histories; online communication; uploaded, downloaded, saved, or deleted data, files, applications, programs, or other content; or other online activities;
  - b. Track and log network access and use by any person or under any account; or
  - c. Monitor fileserver space utilization by District users.
13. The Internet has inappropriate materials that do not support student educational or District goals. Students will practice self-discipline and good judgment in choosing the web sites that they visit: students will immediately notify a staff member should they see inappropriate information or pictures while using the school network and/or Internet. Inappropriate information includes anything that is hateful, racist, obscene or anything else that makes them uncomfortable.
14. Failure to follow the expectations established within this document or in related District policies will result in consequences to be determined based on the infraction and can include suspension or expulsion. Inappropriate use of technology while at school or under the supervision of school authorities can have non-school consequences when the conduct is also unlawful or violates the rights of others.

### Student Acceptable Use of Technology

If students choose to bring personal technological devices to school, the District will not be held liable for any damage, loss or theft of those devices during the school day or at school-sponsored activities.

**Elementary School:** Students are generally discouraged from bringing personal technological devices to school.

**Middle School:** Students shall be permitted to bring personal technological devices to school. However, access to those devices is limited to those times noted below:

- ❑ Before- and after-school in areas designated by the school principal or designee.
- ❑ In the classroom only at the request and under the supervision of a classroom teacher or designee.
- ❑ Use during the school day during unsupervised times is prohibited.

**High School:** Students shall be permitted to bring personal technological devices to school. However, access to those devices is limited to those times noted below:

- ❑ Before- and after-school in areas designated by the school principal or designee.
- ❑ At lunch time on campus in areas designated by the school principal or designee.
- ❑ In the classroom only at the request and under the supervision of a classroom teacher or designee.
- ❑ Use during the school day outside of a-c above is prohibited.

At all grade levels where student use of technological devices is required, the District will provide devices for students.

In no case are students permitted to use personal technology devices in schools or at school-related events while in restroom or locker room facilities. In order to ensure that proper protocol is followed and no mistakes occur, students shall “power down” all such devices prior to entering either restroom or locker room facilities. Any violation of the protocols associated with personal technology device use in restroom or locker room facilities shall result in a ban for personal use by the student during the time that student is enrolled in the Eau Claire Area School District and may result in referral to the appropriate legal authority for possible prosecution.

## **Transportation**

### **Eligibility**

Bus transportation is provided to pre/K-5 students living more than a mile from their neighborhood school and students in grades 6-12 living more than two miles from school.

### **Guidelines for Student Transportation**

School buses are the extension of the school. The bus driver, like the teacher of a school classroom, has the responsibility for the safety and welfare of the students. Because students’ behavior on the school bus directly affects their safety and the safety of others, the following regulations apply at all times when students are riding the school bus, including school field trips.

1. Students shall follow the instructions and directions of the bus driver at all times.
2. Students should arrive at the bus stop on time, waiting in a safe place off the road.
3. Students will wait until the bus comes to a complete stop before attempting to board.
4. During boarding or exiting from the bus, students will not run.
5. Once seated, students will remain seated while the bus is in motion and will not obstruct the isles with legs, feet, or other objects.
6. Students will be courteous to the driver and fellow passengers. Students who have not already been assigned to a seat by the driver, will be allowed to sit in any available seat on the bus.
7. Bullying, teasing, threatening, or harassing are hurtful and will not be tolerated.
8. To avoid choking, eating or drinking on the bus is not permitted.
9. Loud talking, laughing, yelling, singing, whistling, throwing of objects, standing or changing seats are prohibited. Serious safety hazards can result from noise and behavior that distracts the driver.
10. No part of the body (hands, arms, legs, or head) will be put out the window.
11. Nothing will be thrown from the bus.
12. Students will keep the bus clean and be respectful of bus company property. Students and/or parents of students who damage or deface the bus or bus equipment will be responsible for payment of any repairs/damage.
13. The bus company is not responsible for lost items.
14. Possession of cigarettes, chewing tobacco, alcohol, or illegal drugs while on the bus will not be tolerated.
15. Possession of flame or spark producing devices, including matches, lighters, etc. are prohibited.

16. Aggressive and/or physical conduct such as hitting, punching, fighting, and inappropriate touch are unacceptable behaviors and will not be tolerated.
17. Possession of weapons such as knives, chains, guns, or any other dangerous item(s) including laser pointers that can inflict injury are prohibited.

Violation of any of the above listed regulations will result in disciplinary action. (See Disciplinary Action Plan addressing school bus behavior.) Violations will not be tolerated. Students who do not follow these guidelines can be suspended from riding the school bus.

If actions result in the student or students needing to be removed from the school bus immediately, the Eau Claire Police Department will be called to assist in removing the student(s) from the bus. The student(s) will be released to his/her parent(s)/legal guardian(s) by the Eau Claire Police Department.

Students are assigned to a specific bus to and from school. Parents must request in writing any exception from this rule. Students will not be allowed on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request.

Parents and students are encouraged to contact Student Transit or the respective school official regarding any problems with school bus transportation. Students are encouraged to discuss issues with their bus driver, (during appropriate times) the principal, counselor, teacher, parent, or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, parents, school officials, bus driver, and the bus company work cooperatively together to solve any problems that may arise.

### **Responsibilities of the Bus Driver**

1. Bus drivers are responsible for disciplinary action on the bus.
2. Drivers will not use physical force on students except to defend themselves or to prevent injury to another student on the bus.
3. Drivers will attempt to solve problems as they occur. Students should feel free to discuss issues with the driver.
4. Drivers may assign specific student seating on the bus if needed.
5. Drivers will not refuse a student transportation home after school unless the student has been suspended from transportation.
6. In extreme cases of a serious nature, the driver can notify the Eau Claire Police Department to assist in removal of a student(s) from the bus.
7. Drivers will complete a misconduct report when observing and/or knowing of any violation of behavior/safety regulations including, but not limited to, inappropriate conduct on buses or boarding or exiting the bus. Student Transit will deliver a Misconduct Form to the appropriate school as outlined in the Disciplinary Action Plan.

The consequences of inappropriate or unacceptable behavior on the school bus is outlined in the Disciplinary Action Plan and will be imposed for violation of behavior/safety standards that cause danger to students or drivers.

Serious or repeated misbehaviors may result in long term or permanent loss of bus transportation privileges. Serious consequences apply for students who hit or bully anyone on the bus.

### **Disciplinary Action Plan: School Bus Conduct**

The following steps may be taken upon a violation of the Eau Claire Area School District Guidelines for Student Transportation.

#### **First Student Violation of Bus Policy**

1. First Offense: The bus driver will counsel the student(s), discuss the behavior, and give a verbal warning.
2. Assigned seating may be enforced.
3. Following the above interventions, a description of the violation will be written up by the driver on a Bus Misconduct Form and submitted by Student Transit to the respective school officials.



**Disciplinary Action: First Violation**

The school official may have a conference with the student, review the ECASD Guidelines for Student Transportation as appropriate per age level, and remind the student of the consequences of continued behavior. A copy of the report may be sent home to the student's parent(s)/guardian(s). A copy of the Misconduct Form will be kept on file at the school for future review.

**Second Student Violation of Bus Policy**

If the above actions have been taken and the student's behavior continues to violate the policy:

1. A second Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.

**Disciplinary Action: Second Violation**

1. The school official may have a second conference with the student discussing misconduct on the bus. A copy of the report may be sent home to the student's parent(s)/guardian(s) requiring a signature from the parent(s) and student. The form will be returned to the school. A copy of the misconduct form will be kept on file at the school for future review.
2. The student may be assigned in-school consequences to be determined by the respective school official.

**Third and Subsequent Student Violation of Bus Policy**

If the above actions were taken in the first and second violation and the student's behavior continues to violate the policy:

1. A third and subsequent Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.
2. The school official may have a conference with the student and the student's parent(s)/guardian(s) may be notified. A copy of the Misconduct Form may be given to the parent(s)/guardian(s) and student for review and signing. One of the following steps may be taken based on the severity of the behavior (the action is left to the discretion of the school official):

1<sup>st</sup> Bus Suspension: 3 school days

2<sup>nd</sup> Bus Suspension: 7 school days

3<sup>rd</sup> Bus Suspension: 15 school days

4<sup>th</sup> Bus Suspension: 30 school days

5<sup>th</sup> Bus Suspension: loss of bus privileges for the remainder of the school year \*

The following behaviors may merit suspension from riding the school bus. The respective school officials will determine such suspensions.

- a. Insubordination: Defined as a direct refusal to follow instructions of the bus driver or others in charge.
- b. Smoking, Drugs, or Alcohol: Defined to mean any act leading to or participating in these activities.
- c. Fighting: Defined to mean any act leading to aggression, harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
- d. Abusive or Offensive Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable (bullying or verbal abuse fall into this category).
- e. Destruction of Bus Property: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus or bus property.
- f. Repeat Offenders: Defined to mean students who have three completed Bus Misconduct Forms in a calendar school year.

Riding the school bus is a privilege, not a right. Students may lose their bus riding privileges immediately for serious violations to the ECASD Guidelines for Student Transportation. These include: physical fighting, destruction of property, use of a weapon, or making a dangerous threat to anyone while on the bus. Other penalties may include suspension or expulsion from school.

**\* Wisconsin law requires a student's attendance in school. If bus privileges are revoked, it will remain the responsibility of the parent(s)/guardian(s) to transport the student to and from school.**

## **Youth Options**

District students in the 11th or 12th grade may participate in the Youth Options Program in accordance with state law requirements and established procedures. The Youth Options Program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. Students interested in participating shall inform the District of their intentions to take post-secondary courses under this program, prior to enrollment in the course(s) and within designated timelines. The following criterion determines student eligibility for Wisconsin Technical Colleges:

1. The student cannot be credit-deficient\* or identified as a habitual truant.
2. The student must have a cumulative 2.5 grade point average (GPA).
3. The student cannot have any failures in the semester previous to making the Youth Options request.

\*Credit deficient is defined as a student with fewer than the required 5 ½ credits per year.

UW system universities establish their own entrance criteria.

The Board or its administrative designee shall determine whether a course taken through the Youth Options Program is comparable to a course offered in the District, whether it satisfies graduation requirements and what, if any, high school credits will be awarded to the student.

Courses taken as part of the Youth Options Program shall be paid for as follows:

1. The District shall pay for no more than the equivalent of 18 postsecondary semester credits per student (4 ½ high school credits).
2. If the course is taken for high school credit and the course is not comparable to a course offered in the District, the Board shall pay as required by law.
3. If the student is attending an institution of higher education or a technical college and the course is taken for high school credit and is comparable to a course offered in the District, the student shall pay as required by law.
4. If the course is taken for postsecondary credit only, the student shall pay the costs associated with the course as required by law.
5. If the student attending courses at a technical college under this program is a child with a disability, the Board shall also pay the costs of any special services required for the student as determined jointly by the District and technical college. The District may refuse to permit a child with a disability to attend a technical college under this program if it determines that the cost to the District would impose an undue financial burden on the District.
6. The District will pay only for the courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program.

The Board is not responsible for transporting students to or from postsecondary courses under this program.

The Executive Director of Administration shall administer the Youth Options Program in the District. All ninth, tenth, and eleventh grade students enrolled in the District shall be informed of the Youth Options Program annually.

## **General Student Information**

### **Athletics**

Students have the right to participate in athletics. In order to be eligible, a student must meet all requirements set forth in the District Athletic Code. A copy of the Athletic Code is available from the middle or high schools.

### **Bullying**

The Eau Claire Area School District shall promote a safe, secure, and respectful learning environment for all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. The District shall vigorously strive to eliminate bullying so that there is no disruption to the learning environment and learning process. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying has harmful social, physical, psychological and academic impact on the bullies, the targets, and the bystanders. The District shall proactively provide information to students and staff to reinforce respectful relationships. Reports of bullying may be made verbally or in writing. Formal complaints will be documented using the District complaint report form, which can be found on the District's website under "Forms."

### **Child Abuse/Neglect**

Any District employee who has reasonable cause to suspect that a child has been abused or neglected or has reason to believe that a child has been threatened with abuse or neglect, shall report that suspicion or belief to the appropriate authorities as quickly as possible.

### **Carrying Concealed Weapons**

The gun-free school zones law (Section 948.605 of the State Statutes) permits a person who is licensed to carry a concealed weapon to possess a handgun within 1,000 feet of the grounds of a school. However, the current law prohibition against carrying a firearm in or on the grounds of a school applies to a person who is licensed to carry a concealed weapon unless he/she meets one of the specific exceptions outlined in section 948.605(2) of the state statutes. Thus, in general, firearms are not allowed on school grounds, regardless of any rights afforded under Act 35 for carrying concealed weapons.

### **Extended Learning Opportunities/Homework**

The Board of Education recognizes that extended learning opportunities/homework are activities designed to enhance the individual learning needs of students. Extended learning opportunities/homework shall refer to those assignments to be completed outside of school by the student or independently while in attendance at school. Teachers shall ensure that students and parents are informed of extended learning opportunities/homework expectations.

The Superintendent shall oversee extended learning opportunity/homework procedures that:

- Reflect best practice research and District guidelines
- Extend classroom learning
- Explore educational learning experiences beyond the classroom
- Assess background knowledge
- Ensure extended learning opportunities/homework shall not be assigned as a disciplinary measure
- Ensure extended learning opportunities/homework require the use of common materials accessible to families in all socio-economic statuses
- Ensure extended learning opportunities/homework shall not be dependent on parent/guardian participation

### **Filming Students**

We are proud of our students and take every opportunity to showcase student achievement. We must, however, protect students from situations that may put them in imminent danger or less than a positive light. We adhere to state and federal laws that safeguard children and their families against release of student information used by

schools or provided by schools to parties external to the District. Photographs, films, and videotapes of children in the schools are subject to the provision of these laws.

The School District shall observe measures intended to protect children from their involvement in photographs, films, or videotapes of which they or their parent(s)/guardian(s) might reasonably object under the law. A signed consent form shall be required when photographing, filming, or videotaping occurs in a private place or where the private life of the student is likely to be invaded. Prior parental consent shall not be required when a student has voluntarily chosen or been allowed by parent(s)/guardian(s) to participate in or be a spectator at a school-related activity that is open to the public or general pictures in a public forum.

Parent(s)/guardian(s) may sign an "Opt Out Form" indicating that they don't want their child's photograph released to outside entities or within the School District. This form can be obtained from the building principal or can be found on the District's website. It can be filed and updated anytime.

## Immunizations

The Wisconsin Immunization Law requirements apply to any student admitted to a Wisconsin elementary, middle, or high school. All children entering school in Wisconsin need to submit a "Student Immunization Record" within 30 days of admission. This record includes immunizations the child has received since birth for DT (diphtheria and tetanus-pediatric), Td (tetanus and diphtheria-7 years and older), Tdap (tetanus, diphtheria and acellular pertussis-adolescents), DTaP (diphtheria, tetanus, and acellular pertussis-pediatric), DTP (diphtheria, tetanus and pertussis) Polio, Hepatitis B, MMR and Varicella (chickenpox or a history of chickenpox). Requirements may be waived for two reasons: 1) certification of a physician that the particular immunization required may be detrimental to the health of a child, or 2) objection to immunization on religious or personal conviction grounds.

Parents are required to have their children vaccinated as state law requires or claim a waiver. The Eau Claire City-County Health Department offers immunization clinics each month at no charge (call 715-839-2876 for dates and times.) Please contact your family doctor or the City-County Health Department at 715-839-4718 if you have questions.

Student Immunization Law – Age/Grade Requirements 2014-2015 School Year						
Age/Grade	Number of Doses					
PreK (2 yrs – 4 yrs)	4 DTP/DTaP/DT		3 Polio	3 Hep B	1 MMR	1 Var
Grades K – 5	4 DTP/DTaP/DT/Td		4 Polio	3 Hep B	2 MMR	2 Var
Grades 6 – 12	4 DTP/DtaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var

## Influenza Illness

As we enter influenza season, we encourage families to review prevention measures and teach children to make them part of their everyday routine. These good health habits can help stop the spread of germs and prevent respiratory illnesses like the flu:

- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your mouth and nose with a tissue when sneezing or coughing
- Wash your hands often with soap and water
- Avoid touching your eyes, nose, or mouth
- Don't share food or drinks with others

Families should develop alternate care plans for their children should their children become ill and need to stay home or in the event that their school is closed. Symptoms of influenza include fever of 100°F or more, cough, sore throat, body aches, headache and fatigue. Anyone exhibiting these symptoms should stay home, except to seek medical care.

## Lockers

When lockers are available, students have the right to a specific locker for use. The use of a locker other than the one assigned is prohibited. Items brought to school or those stored in lockers are not insured for reimbursement by the School District. The principal or his/her designee will set times for locker clean out by students and locker checks as the lockers are the property of the School District.

**Medication**

No medication shall be given to a student by any employee of the District unless written instructions for dispensing prescribed medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel.

In order for school personnel to dispense the medication, parent(s)/guardian(s) must complete a "Medication Consent Form," and the physician must have directional contact by letter with the school.

**Non-Discrimination**

The Eau Claire Area School District is committed and dedicated to the task of providing the best education possible for every child in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

No person shall be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity because of the student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. In determining qualifications for participation, all students shall be judged against the same pre-determined qualifying standards in a manner that is fair and objective.

Barrier-free access to school facilities shall be provided to the extent that no student with disabilities is denied an opportunity to participate in a District program available to students without disabilities.

Reasonable efforts shall be made to identify unserved handicapped/disabled students of this District eligible for special education and/or related services. Each identified student shall be provided with a free and appropriate public education, including a program of educationally-related services deemed essential for the educational success of that student. Such a program of special education services shall be provided in the least restrictive environment and in barrier-free facilities. To the maximum extent appropriate to the student's handicap/ disability, a handicapped/disabled student shall be placed in an educational setting with non-handicapped/disabled or less severely handicapped/disabled students.

**Discrimination Complaint Procedures**

The District encourages informal resolution of complaints concerning alleged discrimination. If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Stats., the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students 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, he/she can bring or send a complaint to Kay Marks, Executive Director of Human Resources, 500 Main Street, Eau Claire, WI 54701. Ms. Marks can be contacted at 715-852-3051.

Complaints relating to the identification, evaluation, placement, or provision of a free appropriate education of a child with a disability shall be resolved by procedures authorized in state and federal law. Also, complaints under federal law commonly referred to as EDGAR complaints (i.e., that the state or a subgrantee is violating a federal statute or regulation that applies to a program) shall be referred directly to the State Superintendent of Schools.

Other complaints will follow the steps identified below:

**Step 1** - A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator (principal). The building administrator shall forward a copy of the complaint to the appropriate administrator. For complaints related to school personnel, Kay Marks, Executive Director of Human Resources, should be contacted. For complaints related to the identification/placement/other issues of a special education student, Robyn Criego, Director of Special Education/Student Services, should be contacted. The building administrator shall also send a written acknowledgment of receipt of the complaint to the complainant within 15 working days.

**Step 2** - The appropriate administrator as identified in Step 1, along with the building administrator and other staff where appropriate, shall be responsible for the investigation of all formal complaints. Following the completion of the investigation, a written report shall be prepared. Unless the parties agree to an extension of time, the findings from the investigation shall be delivered, in writing, to the complainant within 45 days of the receipt of the complaint.

**Step 3** - If a complainant wishes to appeal a determination by the Executive Director of Human Resources or the Director of Special Education/Student Services, he/she may appeal, in writing, to the Board of Education within 30 days of receipt of the written findings. Within 15 days, the Board shall send a written acknowledgment of receipt of the appeal to the complainant. The Board shall consider all appeals and render a written decision within 45 days of receipt of the appeal.

**Step 4** - If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 15 days of receipt of the complaint or made a determination within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

**Step 5** - Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Room 1053, Chicago, IL 60606.

## **Observation and Group-based Intervention**

The Eau Claire Area School District is implementing a service delivery framework known as Response to Intervention or Instruction (RtI). Response to Intervention is the educational practice in which high quality instruction is delivered to all students based on their individual needs, and using the related data to drive educational decisions. It is a prevention and intervention based framework for all students that applies to academic subjects as well as to behavior supports (known as Positive Behavior Intervention and Supports - PBIS). These education "best practices" are nationally accepted standards of service delivery and evidence based, resulting in more efficient and effective education services being delivered to all students.

To assist in determining the appropriate instruction and interventions for all students within our framework, multiple forms of assessments are used in making this determination. Examples include academic and social/emotional/behavioral screeners, curriculum based assessments, and state assessments. In addition, educational support specialists may, from time to time, conduct observations within the classroom setting. These people may include resource teachers, school psychologists, school social workers, counselors, speech and language clinicians, occupational therapists, or physical therapists. These observations are intended to generate intervention ideas for instructional staff to utilize as a part of RtI. These observations by themselves will not result in any curriculum changes to your child.

On other occasions, these professionals may team up with other staff members or may by themselves engage in group-based interventions based on data identified needs. If it is believed that your child would benefit from a group-based intervention, you would be notified prior to the group intervention beginning and given the chance to ask any questions you may have or to opt your child out at that time.

## **Searches**

Desk, lockers, books, ID's, and equipment are loaned to students and remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized school purposes and in accordance with school rules. Students will be expected to reimburse the School District for damage to school property or the loss or theft of such property.

Administrators reserve the right to search the contents of students' lockers and desks at all times. Administrators will remove anything contrary to rules or detrimental to the school or safety of other students. Secondary students will be informed in writing of the procedures governing the use of lockers, desks, books and equipment, including the fact that possession of items that are contrary to law or school regulations shall be subject to seizure. Periodically scheduled and/or random searches will be conducted by the administrator or designee (school personnel) to see that lockers are being used in a manner consistent with District policy. Administrators will remove anything contrary to rules or detrimental to the school or safety of other students.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or desks or on their person that constitutes evidence of an illegal act or school rule violation, shall be subject to seizure.

## **Search & Seizure Procedures**

### **Searches Conducted by School Personnel**

In addition to locker and/or desk inspection, other searches may be conducted by school personnel according to the following guidelines:

1. A search authorized by school personnel must meet a “reasonable suspicion” standard. Searches permitted by these guidelines will normally meet the “reasonable suspicion” test if the person has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school and the measures adopted in conducting the search are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
2. The principal, assistant principal, or their designee, shall be authorized to search a student’s personal property including all electronic devices, school bags, backpacks, purses and the like, and motor vehicles on school property. Searches of a student’s personal property such as motor vehicles, school bags, purses, backpacks, or other items in the student’s possession, may be conducted where, under the circumstances, school personnel have reasonable suspicion that a student has dangerous or illegal items in his or her possession. Searches of a student’s person will be limited to clothing or items being carried. Strip searches will not be permitted by school personnel.
3. Any unauthorized item found in such searches may be removed and given to the parent(s)/guardian(s) of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

### **Searches by Law Enforcement Officers**

Law enforcement officers may conduct searches if the officer has a warrant, if the student consents to the search, if the student has been taken into custody, or if exigent circumstances exist (i.e. immediate safety concerns).

## **Student Accident Insurance**

The Eau Claire Area School District **does not provide** any type of health or accident insurance for injuries incurred by your child at school. A low cost accident insurance program is available for purchase. A letter of explanation is handed out to students at the beginning of the school year. Parent(s)/guardian(s) are encouraged to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate or if you do not have insurance, you may wish to consider purchasing student accident insurance through Student Assurance Services, Inc., of Stillwater, MN. This plan will provide benefits for medical expenses incurred because of an accident. For more information read the brochure that will be sent home with your child or contact Student Assurance Services, Inc., at 1-800-328-2739.

## **Student Dress and Grooming Guidelines**

Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parent(s)/guardian(s). Student dress or grooming shall not; however, affect the health or safety of students, disrupt the learning process within the classroom or school, or be destructive to school property.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day headwear of any type is not to be worn (unless prescribed by a physician due to medical reasons or for documented religious beliefs). Outdoor jackets and coats should not be worn.

2. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural groups or individuals.
3. Students are expected to wear hairstyles and clothing that will not present a health or safety hazard. Special requirements may be necessary in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas; i.e. safety glasses, aprons, hair nets, etc. Appropriate footwear must be worn unless exceptions are granted.
4. Students will dress in a way that does not endanger themselves or others and will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are 1) open backed or totally off the shoulder; 2) overly sheer so undergarments can be seen; or 3) low cut so that cleavage is exposed. Tops and bottoms are to touch or overlap. There should be no exposed midriff.

Students who violate the rules for school attire shall be asked to change or further disciplinary action will be taken, which may include suspension.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parent(s)/guardian(s) and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

### **Student Fees**

All students participating in high school athletics will pay a fee. That fee varies by sport and ranges from \$100 to \$300 per sport. Individuals pay for a maximum of two sports/year (the third sport is free) and there is a family cap of \$800/year. Students in non-athletic competitive activities at the high schools that have a paid coach or advisor will pay a fee of \$50 per activity. Students participating in middle school athletics/activities and elementary students participating in Special Olympics will pay a fee of \$40 per activity. All students at middle and high schools who qualify for reduced price meals will pay half the fee and those who qualify for free meals will pay no fee.

### **Student Wellness**

The Eau Claire Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools improve academic achievement and positive life-long practices. The school community will recognize the important role they play regarding good health and wellness practices.

### **Supplies/Books/Equipment**

Some school supplies are furnished to students. Students will be expected to pay for materials used in constructing projects of value that are taken home or become the property of the students. Students shall also be expected to pay the replacement cost for consumable supplies, workbooks, etc., that are lost or abused.

### **Tobacco Use**

The Eau Claire Area School District is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. State law prohibits the use of tobacco products on school property. This includes school buildings, grounds, all facilities used for school sponsored activities, and school-owned/rented vehicles. Possession of tobacco products on school property is prohibited for students of all ages.

1. Any violation of this policy for use or possession of tobacco products by students will result in the following disciplinary action(s):



a. Students Under Age 12 (Elementary and Middle School)

The student may serve a one to three day suspension, either in school or out of school, and/or be referred to Juvenile Intake as determined by the building principal. The parent/guardian will be notified and a parent conference is strongly recommended.

b. Students Over Age 12 (Middle and High School)

A citation will be issued (in accordance with Eau Claire City Ordinance 5044). The student may be assigned school consequences and/or be referred to Juvenile Intake as determined by the building principal.

2. Any violation of this policy for use of tobacco by employees will result in a citation.
3. Use of tobacco by adult visitors will result in a verbal notice of the nature of the violation. Noncompliance may result in notification of the proper authorities.

### **Vehicles on School Property**

No person shall operate, park, stop, or leave standing any motor vehicle which is not authorized by the principal in charge of the school upon and about the property or grounds of any school within the District.

Because of safety factors, security and liability, snowmobiles, go-carts, dirt bikes, all-terrain vehicles, and other off-road type vehicles are prohibited from being on school property or on property leased, rented, or otherwise used by the School District, or under the supervision of school personnel, or which is used for a school program or activity.

### **Vision & Hearing Screening**

Vision screenings will be administered by the school nurse and volunteers in Head Start, kindergarten, and grades three and seven. Children who do not pass the first vision screening will be retested several days later. Referral letters will be sent home to parent(s)/guardian(s) of all children who fail both vision screenings. Hearing screenings are administered by the school nurse and volunteers for children in Head Start, kindergarten, and grade one. A technician will recheck children who don't pass the hearing screening. Parent(s)/guardian(s) will receive a letter referring the child to his/her physician for further evaluation if their child fails both hearing screenings.

### **Weapons**

No one shall possess a weapon on school property, school buses, or at any school-related event. Any object which could be used to cause bodily injury or property damage and which has no school-related purpose for being in school or on school grounds, will be considered a weapon. Students violating the policy of possession of weapons will be subject to serious disciplinary action, including suspension and/or expulsion. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified, parent(s)/ guardian(s) will be notified, and student expulsion will be considered by the Board of Education.

## **General Buildings & Grounds Information**

### **Asbestos Management Plans**

The Asbestos Hazard Emergency Response Act (AHERA) requires public and private schools to inspect and prepare management plans for every building owned or leased by the school system. The Eau Claire Area School District (ECASD) is in compliance with this requirement. A periodic surveillance is done every six months and a re-inspection is completed every three years to assess the condition of the asbestos-containing material. The District provides an ongoing operations and maintenance program for all asbestos-containing material in the school system, as required by AHERA. All operations and maintenance programs are conducted by State of Wisconsin certified asbestos workers. Before any response actions such as a removal take place, building occupants will be notified. To review the asbestos management plans or to ask questions, contact Larry Sommerfeld at 715-852-3153.

## **Lead Paint Monitoring**

All or portions of many facilities owned or used by the ECASD may have been constructed using lead paint. The lead painted surfaces in these facilities are monitored and maintained in accordance with the federal EPA's rules and regulations (Rule-40 CFR 745). In addition, maintenance and removal of lead paint is conducted on a continuing basis throughout the District. The leaded dust generated by traditional renovation work can cause lead poisoning in children. It can also poison pregnant women, other adults, workers, and even pets. The Federal government has published a brochure to assist the public in understanding the dangers of lead paint. A link to that brochure can be found on the District's website under the Buildings and Grounds' Health and Safety link.

## **Peak Energy Control System**

In an effort to save money, the ECASD will again be participating in the Peak Energy Rate Program through Xcel Energy. The Peak Control Rate (PCR) is an alternative electric rate for customers who are able to shed load during Xcel Energy peaks. PCR customers agree to shed load to predetermined demand levels during peak demand times. The risk of the program is that it may affect the school day by needing to close school early. The District will handle an energy shut-down similar to closing school early for inclement weather. The news media will be contacted immediately to report the early closing. As with snow days, parents should have alternate arrangements made for students on days when the District closes early.