



EAU CLAIRE
AREA SCHOOL DISTRICT



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inspiration meet
to create the future!

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2019-2020 Family/Student Handbook & Directory

2019-2020 SCHOOL CALENDAR

Sept. 3 First Day of School for Students
Oct. 22..... Middle School Family-Teacher Conferences (evening)
Oct. 24..... No School for Elementary/Middle School Students
Oct. 24..... Elementary School Family-Teacher Conferences
Oct. 25..... FALL BREAK (All schools closed)
Oct. 28..... No School for Students
Nov. 1..... End of Secondary Marking Period
Nov. 5..... High School Family-Teacher Conferences (evening)
Nov. 15..... End of Elementary Marking Period
Nov. 25 & 26 No School for Students
Nov. 27-29..... THANKSGIVING BREAK (All schools closed)
Dec. 23—Jan. 1 WINTER BREAK (All schools closed)
Jan. 17 End of Secondary Marking Period
Jan. 20 No School for Students
Feb. 18 Middle School Family-Teacher Conferences (evening)
Feb. 19 End of Elementary Marking Period
Feb. 20 No School for Elementary/Middle School Students
Feb. 20 Elementary School Family-Teacher Conferences
Feb. 21 MID-WINTER BREAK (All schools closed)
Feb. 24 No School for Students
March 20..... End of Secondary Marking Period
March 23-27..... SPRING BREAK (All schools closed)
April 2..... High School Family-Teacher Conferences (evening)
April 10..... BREAK (All schools closed)
April 13..... No School for Students/Possible Make-up Day
May 22 No School for Students/Possible Make-up Day
May 25 MEMORIAL DAY (All schools closed)
June 5 Last Day of School for Students/End of Grading Period
June 8-10..... Possible Inclement Weather Make-up Day

Graduation Ceremonies

May 28 @ 7 p.m..... North High School in the “Doghouse”
May 29 @ 7 p.m..... Memorial High School at Zorn Arena



EAU CLAIRE
AREA SCHOOL DISTRICT

2019–2020

**Family/Student Handbook
& Directory**

Mary Ann Hardebeck, Ed.D.
Superintendent

Administration Building
500 Main Street
Eau Claire, WI 54701
(715) 852-3000
www.ecasd.us

Mission

To inspire and prepare our students to live creative, fulfilling, and responsible lives.

Vision

We challenge minds, build relationships, and nurture individual growth to prepare all students for post-secondary success.

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SUPERINTENDENT'S MESSAGE

Dear ECASD Families,

Welcome to the 2019-2020 school year!

We are excited to begin a new school year. As we prepare to end this decade, we look forward to partnering with you, with each other, and with the community to inspire and prepare our students to live creative, fulfilling, and responsible lives.

We are continually sharpening our efforts to meet the changing needs of ECASD's children and teens. We want our students and you to know that we are united in helping them to learn and to grow in a safe, secure, and positive learning environment.

When I visit schools, I see how our teachers and principals create learning environments that help this to happen each day for students. Their efforts and those of the entire ECASD staff help each student to experience the difference caring adults make in the lives of young people.

Please take a few minutes to look through this handbook. It offers information that might be helpful to you as the school year progresses.

If you have questions from the handbook, please contact your child's principal. We are looking for suggestions about how to keep families informed. So please feel free to share your ideas with your principal or to contact me.

On behalf of the over 1,400 employees who work in ECASD, I send you our very best wishes for a successful school year. I hope it is one that is filled with the joy of learning for all of us in ECASD.

Sincerely,

Mary Ann Hardebeck
Superintendent



SCHOOL BOARD

A seven member School Board, elected at large for three-year terms, governs the District. The Board sets policy, approves the budget, and evaluates the Superintendent.

School Board Members



ERIC TORRES
PRESIDENT
etorres@ecasd.us



JOE LUGINBILL
TREASURER
jluginbill@ecasd.us



AARON HARDER
BOARD MEMBER
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CHARLES VUE
BOARD MEMBER
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LORI BICA
VICE PRESIDENT
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LAURIE KLINKHAMMER
CLERK
lklinkhammer@ecasd.us



TIM NORDIN
BOARD MEMBER
tnordin@ecasd.us

School Board Meetings

The School Board meets on the first and third Monday of each month at the Administration Building, 500 Main Street, at 7:00 p.m. All citizens have the opportunity to speak during the Public Forum at each meeting.

School Board meetings are streamed live via the District's website. You can watch a rebroadcast of the meetings on Valley Media Works - Newsworks Channel 994 on Charter. They are streamed via Valley Media Works' website at www.valleymediaworks.org and simulcast on the radio on 101.9 FM each week at the same time on Wednesdays at 7 a.m., 1 p.m., and 7 p.m. and on Fridays at 7 p.m. Meetings are also available "On Demand" via Valley Media Works' website at www.valleymediaworks.org.

Student Representatives to the School Board

Each year the School Board selects a student from both Memorial and North high schools to serve as Student Representatives to the School Board. The Student Representatives do not have voting rights but play a valuable role in keeping the Board abreast of the voice of the students.

COMMUNICATIONS

BoardDocs

The ECASD has an electronic agenda system for its School Board meetings. The public can view the agenda and supporting documents associated with each meeting through the BoardDocs website (<https://go.boarddocs.com/wi/ecasd/Board.nsf>). This allows for viewing and/or printing information prior to meetings. This electronic system not only saves time and resources, it also provides the public greater access to information that School Board members use to make decisions. All documents associated with meetings are automatically archived and can be searched by meeting date or by using the search feature.

Another feature of BoardDocs is being able to view video clips of each meeting. From the BoardDocs agenda, you can click on each agenda item, find the TV icon, and view each segment of the meeting. If you need assistance with BoardDocs, please contact the Superintendent's Office at (715) 852-3002.



Emergency Weather Information

The Superintendent or designee of the Eau Claire Area School District, in consultation with Student Transit, makes decisions about when to close school due to inclement weather or to use a two-hour delay in school start times when inclement weather requires additional time to promote safer travel to school. These decisions are typically made by 6:30 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. You can also sign up for **Skylert Messaging** and get the information in a way that works best for you. Log into your Skyward account and click on the Skylert option. For more detailed instructions for Skylert, see below.

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 and school lunch will be at or around the normal time.
- ◆ Prairie Ridge Early Learning School and EC4T community sites will be closed.

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, 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 absence excuse when your child returns.

Skylert—Stay Informed/Stay Connected

The Eau Claire Area School District uses the Skylert system to communicate with families about emergency situations and weather-related delays/cancellations. Skylert allows us to quickly send mass notifications by phone, email, and/or text message to the numbers you designate. To sign up for Skylert text messages, follow these steps:

Communications

1. Log in to your Skyward account (see directions below under “Skyward” for more info) and click on the **SkyAlert** option listed on the left hand side.
2. Click on all notification options (School Hours Emergency, Attendance, General...) you would like to receive under My Skyward Contact Info AND the Additional Contact Info areas. School Hours Emergency, Attendance and Non-School Hours Emergency are required categories for the My Skyward Contact info area; you will not be able to uncheck them.
3. Add additional phone and or email addresses in the Additional Contact Info area.
4. To receive text messages, add all cell phone numbers in the **Text Message Numbers** section at the bottom of the screen. (Check with carrier for possible charges.)
5. Be sure to click the **Save** button before you exit.

Skyward — Family Access for Parents

Family Access is a real-time, secure Internet-based website that will allow you to view your student’s information. Different information is available for different grade levels.

Family Access will help you stay informed about your student’s progress. Your school and the District will also use Family Access as a communication tool to create a stronger relationship between parents and our school community.

To obtain your username and password, you can click on the SKYWARD link on our website (www.ecasd.us) and choose "Forgot login/password." If your account has an email associated with it, you will receive an email with your login information. If you do not have an email address associated with your account, you will need to contact your school. You can also contact the Enrollment Office for assistance at (715) 852-3063.

Using Social Media to Reach Out to the Community

The Eau Claire Area School District uses social media to extend its communications reach to students, families, employees, and the greater community through the use of the Facebook and Twitter. Users of social media get up-to-date ECASD information and announcements, including weather delays and school closings.

You can add ECASD to your Facebook account’s newsfeed by clicking “like” at www.facebook.com/ECASD. Twitter users can follow ECASD news and information via [@ecasdsuper](https://twitter.com/ecasdsuper). These sites may also be accessed by clicking on the Facebook and Twitter icons found on the www.ecasd.us home page in the upper right corner.

OVERVIEW

The District

The Eau Claire Area School District, with an enrollment of approximately 11,300 students, is the eighth largest school district in Wisconsin. It covers approximately 200 square miles, which includes most of the city of Eau Claire and portions of the townships of Brunswick, Clear Creek, Drammen, Hallie, Pleasant Valley, Rock Creek, Seymour, Union, Washington, and Wheaton. The District has an early learning school, twelve elementary schools, three middle schools, two high schools, and two charter schools.

Administration

The chief administrator of the ECASD is the Superintendent. Serving directly under the Superintendent are the Executive Director of Administration, Executive Director of Business Services, Executive Director of Human Resources and Executive Director of Teaching & Learning. (Please see Directory on Page 83 for contact information.)

Organization

ECASD's comprehensive instructional program begins in the Early Learning Program for children ages 3-4. Students attend grades K-5 in one of the twelve elementary schools. Students progress through the three middle schools, grades 6-8, and the two high schools, grades 9-12. Children are assigned to schools that serve their place of residence. The District also has two charter schools: Chippewa Valley Montessori for students in grades K-5 and McKinley for students in grades 6-12. The District's Administration Building is located at 500 Main Street and the Service Center for Buildings & Grounds is located at 623 N. Hastings Way.

Faculty

The District credits its success with students to its highly-qualified instructional staff. Our faculty consists of approximately 1,460 total staff with 879 certified staff members. Approximately 55% have a master's degree or higher and the average teaching experience is 13.8 years.

Eau Claire ranks third in the state of Wisconsin for the number of educators who have achieved National Board Certification through the National Board for Professional Teaching Standards. These educators have achieved the profession's gold standard for accomplished teaching, based on standards that define what teachers must know and be able to do to advance student learning.



Staff Qualifications

All teachers within the Eau Claire Area School District hold at least a bachelor's degree, and many possess advanced degrees. In addition, the majority of teachers are fully licensed by the Wisconsin Department of Public Instruction for their assignments. A very small number of teachers have been granted emergency licenses.

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 a variety of questions parents may ask about a teacher. For example:

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 my child's teacher's major in college?
4. What degree(s) does my child's teacher hold?

The status of the qualifications of your child's teacher's licensure can be found on the Wisconsin Department of Public Instruction department licensing website: <https://dpi.wi.gov/tepd/lookup>. If you do not have computer access, visit your local library, or contact the Eau Claire Area School District's (ECASD) Human Resources Department or your child's principal.

Answers to questions #3 and #4 can be obtained by contacting the ECASD's Human Resources Department at hrdepartment@ecasd.us or (715) 852- 3050.

In addition, paraprofessionals (such as special education assistants, general school assistants, bilingual education assistants, and health care assistants) are required to meet certain criteria under the Every Student Succeeds Act (ESSA) legislation. Questions about those requirements and how current ECASD paraprofessionals have met those requirements can be directed to the ECASD's Human Resources Department at hrdepartment@ecasd.us or (715) 852-3050.

For more information on teacher qualifications or the reporting requirement for teachers and paraprofessionals under the ESSA legislation contact the DPI Licensing and Professional Development Team at licensing@dpi.wi.gov or call (800) 266-1027.



FINANCE

The ECASD operates on an annual budget adopted by the School Board. The District uses a zero-based, program-driven, budget approach.

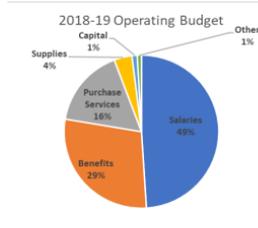
2018-19 Resources

ADOPTED BUDGET	AMOUNT
Local Revenue (38%)	\$ 53,552,751
State Revenue (54%)	76,806,166
Federal Revenue (3%)	4,891,553
Other Revenue (3%)	4,299,546
Working Capital (2%)	3,182,820
Total	\$142,732,836



2018-19 District Operating Budget

OBJECT	ADOPTED BUDGET
Salaries (49%)	\$ 69,912,568
Benefits (29%)	40,903,202
Purchased Services (16%)	23,747,501
Supplies (4%)	5,345,930
Capital (1%)	1,562,738
Other (1%)	1,260,897
Total	\$142,732,836



Not all school districts in Wisconsin are funded equally. School districts are limited in what they can spend by a REVENUE CAP that was set based on what districts were spending in 1993; revenue caps were put in place to control increases in property taxes and state aid. In 2018-19 the state average for per pupil spending was \$10,677; Eau Claire’s spending per pupil was \$10,434 for a difference of \$243. The ECASD is the eighth largest school district in Wisconsin and ranks 258 out of 421 school districts in spending.

Eau Claire Public Schools Foundation (ECPSF)



ECPSF is an independent nonprofit organization, dedicated to seeking charitable donations. ECPSF accepts funds to enhance the educational experience of our students. It awards grants to each school in the ECASD and supports educator creativity, innovation projects, and building endowment funds to enable future giving. To learn more about the ECPSF mission

and support public education or your child’s education, please visit www.ecpsfound.org. The Foundation encourages everyone to celebrate great education, thank a teacher, and make a gift online.

ENROLLMENT & REGISTRATION

Enrollment Office

If you are new to the area start the enrollment process online at www.ecasd.us/Enrollment. If you are moving within the District, log into your Skyward account and select the “New Student Online Enrollment” button. Grades PreK-12 student enrollment is then completed at the Enrollment Office located in the ECASD Administration Building at 500 Main Street.

When you come to complete the enrollment process, please bring these documents:

- ◆ Student's Birth Certificate
- ◆ Immunization Records
- ◆ Recent proof of family's address/residency (Examples: lease, mortgage documentation, or utility bill)
- ◆ If necessary, legal documentation regarding custody, placement, or educational decision making
- ◆ History of services (Examples: IEP Plans, 504 Plans, ACCESS scoring, or Gifted and Talented services)



Age of Entrance into Kindergarten

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.

Immunization Requirements

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 child(ren) 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 2018-2019 School Year						
Age/ Grade	Number of Doses					
PreK (2 years – 4 years)	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

PARENTS/GUARDIANS INFORMATION

Accommodating a Student's Religious Beliefs

The School Board 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. Parents/Guardians 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 parents/guardians 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 parents/guardians 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 parents/guardians may appeal the decision in writing to the Superintendent of Schools and, if necessary, to the School Board.

Parents/Guardians Information

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 the parents/guardians is still dissatisfied with the District's decision, they 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.

Child Care

Before and after-school childcare is provided by the YMCA on-site at the following schools: Flynn, Locust Lane, Manz, Meadowview, Montessori, Northwoods, Putnam Heights, Robbins, and Sam Davey. Students



from Lakeshore, Longfellow, and Sherman are transported to the YMCA. For more information about this service and the cost, call (715) 836-8460 or visit their website at www.eauclaireymca.org.

Grace School-Age Childcare provides before and after school childcare at Lakeshore, Roosevelt, and Sherman. Please call (715) 832-3039 for more information and the cost.

Complaints

When a problem or issue develops between the school and the home, parents/guardians 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. See Pages 80-83 for contact information and the format used for email in the ECASD.

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.

Family-Teacher Conferences

The family-teacher conference is a time set aside two times a year to discuss student academic and social/emotional progress. It is a vital component of the home/school connection and student success. These family-teacher conference days are created for the specific purpose of sharing information between families and teachers. It is very important that parents plan to attend on these specifically scheduled days. We understand that sometimes there are unforeseen circumstances that may prevent a parent from attending at these set times; however, we ask that you do not use these times for family vacations or other personal business which would cause you to miss your conference. Please note that if you choose not to attend during the specified days due to vacation activities, your formal conference will not be rescheduled.

Parents/Guardians Responsibilities

Parents/Guardians 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.

Parents/Guardians have the responsibility to promote prompt and regular attendance and provide the school with written explanations for absences or tardiness.

Parents/Guardians have the responsibility to inform the school of any change in address, telephone number, email address, or emergency contact information.

Parents/Guardians have the responsibility to observe state law which requires all students to be immunized against certain diseases.

Parents/Guardians have the responsibility to attend family-teacher conferences.

STUDENT ATTENDANCE

Attendance

Having an excellent education will help give students the best opportunity for success in life. Most children are typically educated at school and regular attendance is extremely important to get maximum benefits from what takes place in the classroom. Poor attendance delays educational achievement and the potential young people have for making effective choices regarding their futures. Promoting and supporting good attendance at school is essential to good learning and in later life where daily, prompt attendance at work is necessary to be successful.

Student 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 are absent from 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:



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 truanancies to the student’s parents/guardians by the end of the second school day the student was truant and directing the parents/guardians 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 parents/guardians and prior written approval for student absences from parents/guardians. [Wisconsin Statute 118.15(3)]
5. Initiating legal proceedings against truant students or their parents/guardians 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 parents/guardians 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. Parents/ guardians 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 parents/guardians on a vacation that cannot be scheduled when school is not in session. Parents/Guardians shall be required to notify the school attendance officer of vacation prior to the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parents/guardians accompaniment are not excused absences.
7. A court appearance or other legal procedure that requires the attendance of the student.



Student Attendance

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. Parents/Guardians 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 truanancies. 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 parents/guardians of such absent student or intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law. Truanancies 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.



Parents/Guardians 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 parents/guardians. 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 parents/guardians compliance with the compulsory attendance law:

1. Provide parents/guardians notification of absences or trancies/habitual truancy as required by law.
2. Request family 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, parents/guardians 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, take 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.

Leaving School Before 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 School Board 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.

Truancy

The Wisconsin Compulsory School Attendance Law states students are required to stay in school until they graduate or until the end of the school term, quarter or semester, during which they turn 18 years of age. A student is considered to be habitually truant if he/she is absent without an acceptable excuse all or part of five or more days in a semester.

What are the School Policies & Procedures Regarding Truancy?

1. Any student with an unexcused absence may be assigned a detention during one of the following times: before school, lunch-time, or after school on Monday, Tuesday, Thursday, or Friday.
2. Failure to serve an assigned detention may result in additional consequences, such as a police citation.
3. Upon the fourth unexcused absence, a police citation may be given.
4. Upon the sixth occurrence of truancy, a formal referral to the Juvenile Justice Court System may be initiated.
5. Other consequences of non-compliance, non-attendance or continued attendance issues may result in a court order for:
 - Participation in truancy reduction (abatement program)
 - AODA and/or psychological assessment
 - Counseling
 - Home detention
 - Suspension of driver's license
 - Community service
 - Revocation of work permit
 - Fine up to \$500
 - Removal from home
 - Juvenile detention
 - Department of Human Services (DHS) supervision, i.e. Social Worker



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 nurture the social/emotional development of 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.



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Discipline procedures are designed to preserve and protect an orderly school atmosphere and to help prepare students for productive and meaningful adult lives. The District has a responsibility to create, foster, and maintain a positive and safe school environment conducive to the teaching and learning process. 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

Schools will work with families and the community to promote a positive and safe climate where learning is the focus. Parents/guardians 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.

Board policies related to discipline can be found on the District’s website under www.ecasd.us/policies. Click on the 400 Series and Policies 443.7 and 447.

GENERAL STUDENT INFORMATION

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. Parents/guardians 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. If you are interested, visit www.1stagency.com/wischools.php?num=634 for more information or to purchase coverage.



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 address and educate students to the dangers of 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."

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.

Child Abuse/Neglect

Any District employee who has reasonable cause to suspect that a child has been abused, neglected, trafficked, 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.

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 parents/guardians. 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.

Student Information

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 open backed or totally off the shoulder, overly sheer so undergarments can be seen, or 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 parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Drugs & Alcohol

Wisconsin law prohibits students from possessing, using, selling, giving away, or being under the influence of alcohol or drugs during school hours, on school property, or at a school-sponsored activity. Students who violate this law will be subject to criminal prosecution as well as school punishment.

The District promotes the “no use” message for all students through school and community awareness programs. Students receive instruction about the hazards of drug and alcohol abuse through the school health curriculum.

Parents can find information and resources to help prevent underage alcohol or drug misuse on the Eau Claire County Alliance for Substance Abuse website at www.getinvolvedasap.org.

Emergency Action Plan

The ECASD utilizes emergency response plans designed for a variety of incidents. District staff in all schools are trained in, and practice for, incidents that require the schools to employ a “hold,” “secure,” “evacuate,” or “internal threat.” These drills, along with other required drills such as fire and severe weather, are practiced on a regular basis. The ECASD develops and coordinates these drills in partnership with the EC Police Department, EC Fire Department, and other emergency responders to ensure the safety of the students and staff.

How does the plan work?

Plans for responding to fire, tornado, medical, security, and other potentially life-threatening emergencies have been developed. Building principals determine if an event is a crisis or has the potential of becoming a crisis. The Administration Building staff will be notified of all crisis situations. County Emergency Service Agencies will coordinate emergency activities.



How do I get information about an incident?

Should an emergency event involve an entire school, the District administration will communicate with the public as soon as possible via the media. The building principal will also send parents a letter explaining the event and actions taken.

What if school closes early?

When school closes early, bus service will be arranged. (Student Transit, 715-839-5116). Children with no one to pick them up or no parent at home shall be discharged to the emergency drop spot identified by parents at the start of the school year.

Special Concerns

Special provisions for special populations - Contact building principals for details if children have special care needs. District administration will notify the YMCA and Grace Lutheran Day Care if school is cancelled. Day care providers will notify parents and make child care arrangements.

Extended Learning Opportunities/Homework

The School Board 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 opportunities/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 parents/guardians participation

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.



Harassment

The School Board supports an educational environment that is free of harassment and hate. The Board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is, therefore, the policy of the District that neither students nor employees will be allowed to engage in any form of harassment, hate, or intimidation toward other students or school employees.

It is the responsibility of all School District staff and students to ensure that these prohibited activities do not occur.



Regulations and complaint procedures can be found at www.ecasd.us/policies under 411.2-Rule (1) and Rule(2).

Harassment (Student Sexual Harassment)

The ECASD is committed to maintaining a learning environment that is free of sexual harassment toward or between students. Sexual harassment of a student can deny or limit, on the basis of sex or gender, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. The District shall not tolerate sexual harassment in any form and shall take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Sexual harassment is defined as:

- ◆ Any deliberate, repeated, or unwanted sexual advance
- ◆ Remarks or actions that are sexually offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic or work performance

Student Information

Sexual harassment can take the form of any unwanted sexual attention, ranging from the following:

- ◆ Leering
- ◆ Pinching
- ◆ Patting
- ◆ Verbal comments
- ◆ Display and/or exchange of graphic or written sexual material
- ◆ Electronic comments, photos, or other unwanted sexual materials/communication
- ◆ Subtle or expressed pressure for sexual activity, including requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the following:

- ◆ The possibilities of harassment escalation
- ◆ Unsatisfactory academic/work evaluations
- ◆ Difference in academic/work treatment
- ◆ Unwarranted comments to or by peers

It is the intent of the District to create an atmosphere where complaints shall be treated fairly and quickly. Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred should file a complaint with the building principal or any trusted School District employee in accordance with the District's Student Sexual Harassment Complaint Procedures, 411.1-Rule, which can be found at www.ecasd.us/policies.

All harassment complaints shall be taken seriously and be properly investigated in accordance with the District's Sexual Harassment Complaint Procedures, 411.1-Rule. Any staff member receiving a complaint shall immediately report it to the building principal. Appropriate actions shall be taken to prevent or correct the harassing behavior, which may include referral to law enforcement. There shall be no retaliation against anyone for reporting harassment or cooperating in a harassment investigation. The District shall respect the confidentiality of both the complainant and the accused to the extent possible. Persons who engage in harassment or retaliatory conduct in violation of Policy 411.1, Sexual Harassment, shall be subject to disciplinary measures consistent with District policies and procedures.

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.

Law Enforcement Procedures

Notification of Parents/Guardians Prior to Interview

Prior to any interview of a student who is the victim, witness, or complainant (except in case of an abuse situation, or if the student is believed to have information relative to an imminent threat or criminal activity), the SRO or principal shall attempt to contact the parent/guardian. Unless otherwise requested by the officer, the principal (or in the principal's absence their designee), may sit in on the interview. If contacted, a student's parent/guardian may be permitted to attend the interview at the discretion of the principal. Parents/guardians may not be permitted to attend such interviews in situations where law enforcement and the principal believe their presence would impair the investigation.

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).

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.

Meals at School



The National School Lunch and School Breakfast Programs are available at all schools in the District. Meals served under these programs must meet the guidelines set forth under the Healthy Hunger Free Kids Act of 2010 to receive

federal reimbursement. Children from households that meet Federal Income Guidelines are eligible for either free or reduced-price meals. Applications are available in all schools and at the Administration Building, 500 Main Street, in the Food & Nutrition Office.

Meal Charges

Unpaid charges are the responsibility of parents/guardians and place a financial strain on the Food and Nutrition Department. Our goals regarding student meal charges are to be consistent regarding charges; treat all students with dignity in the serving line regarding meal accounts; support positive interactions and outcomes to the maximum extent possible; establish processes that are age appropriate; encourage parents/guardians to assume the responsibility of meal payments; and promote self-responsibility of the student. The Food and Nutrition Department will notify parents/guardians regarding low or outstanding balances.

Elementary students will be allowed to charge meals if monies are available. Breakfast meals may not be charged after the maximum dollar equivalent of five lunch meals has been reached.

Middle and high school students will be allowed to borrow meal tickets from the school. However, after the fourth meal charge, students may call home to leave a message with their parents/guardians. Breakfast meals may not be charged.

Student Information

If a middle or high school student owes money for meal tickets, no a la carte items will be sold to the student and all transactions may become a cash basis transaction.

Families are responsible for any incurred meal charges and will continue to receive payment reminders for any unpaid meal account balances.

The Free Meal eligibility status allows a student to receive a free meal every day; however, balances incurred prior to application approval remain the responsibility of the parents/guardians. Families may apply for free or reduced-price meals anytime during the school year. A la carte items, which include milk purchased to drink with a meal brought from home, are not part of the USDA program, so must be purchased separately.

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 parents/guardians, 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, parents/guardians must complete a "Medication Consent Form," and the physician must have written directions to provide to 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, pupil services, recreational, or other program or activity because of the student's sex; race; religion; color; national origin; ancestry; immigration status; creed; pregnancy; marital or parental status; physical, mental, emotional, or learning disability; sexual orientation; gender identity; or gender expression. 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.

Student Information

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.

Children of homeless individuals and unaccompanied youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and unaccompanied youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by District personnel.

Discrimination Complaint Procedures

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; color; national origin; ancestry; immigration status; creed; pregnancy; marital or parental status; physical, mental, emotional, or learning disability; or sexual orientation; gender identity or gender expression, he/she can bring or send a complaint to Dr. Kaying Xiong, Director of Student Services, 500 Main Street, Eau Claire, WI 54701. Dr. Xiong can be contacted at (715) 852-3036.

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 at (715) 852-3050. For complaints related to the identification/placement/other issues of a special education student, Mandy Van Vleet, Director of Special Education, should be contacted at (715) 852-3074.

Student Information

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, he/she may appeal, in writing, to the School Board 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 Interventions



The Eau Claire Area School District has implemented a service delivery framework known as Multi-Level Systems of Supports (MLSS). MLSS 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 Behavioral Interventions 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.

Student Information

To assist in determining the appropriate instruction and interventions for all students within our framework, multiple assessments are used. 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 plans for instructional staff to utilize as a part of MLSS. These observations by themselves will not result in any curriculum changes for your child.

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



Office 365 for Home Use Program

With the District's email conversion to Office 365, Eau Claire Area School District students and families may download up to five copies of Microsoft Office (Word, Excel, Outlook, etc.) for FREE! Students and families are reminded that they are responsible for Tech Support for personal devices.



Families can use the plan as long as the student is enrolled in the ECASD. Eligibility may be re-verified at any time. When your license expires, you will be able to view documents previously created, but cannot edit or create new documents.

This license applies to any and all Office products, including Office 365. Find directions on how to install Microsoft at home at www.ecasd.us/hup.

Recess

Elementary students will go outside for recess everyday unless it is raining or the temperature is dangerously cold. The school staff will make that decision based on District guidelines. District guidelines state that students will stay inside for recess when the temperature is below 0° or -10° wind chill. Please send your child to school with appropriate clothes for the weather. Warm winter coats, hats, boots, and mittens are essentials of every elementary school child. If a child must stay inside for medical reasons, parents are required to send a note from the doctor detailing the period of time of restricted activity. When this is the case, the child will remain in the office and can read or play quietly.



Search & Seizure Procedures

Desks, 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.

Student Information

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 parents/guardians of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.



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.

Technology Acceptable Use

Per Board Policy 364.1—Updated 4/17/17

The Director of Technology shall be responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. To the extent appropriate to various groups of users, and with such additions as the administration deems necessary or appropriate, those rules and procedures shall:



1. Provide notice regarding the District's retention of ownership, control, and oversight of the District's technology and network equipment and resources. Specifically, to the extent not prohibited by law, and at all times and without further notice:
 - a. Individual users are subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that they create, store, send, delete, receive, or display on or over the District's Internet connection, network resources, file servers, computers, or other equipment.
 - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.
 - c. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (1) monitoring the person's activities; or (2) accessing equipment, data, communications, and other materials as described above.

Student Information

2. Provide notice to users that their use of District technology resources is solely at their own risk regarding possible damage to, or any other potential loss of, data, content, software, or equipment. The District makes no promises or warranties to users regarding potential damage or other loss.
3. Prohibit the use of the District's technology-related resources by any person who has not been authorized as a user by school officials.
4. Establish rules and expectations related to maintaining a safe, appropriate, and effective learning environment.
5. Confirm that all District policies prohibiting bullying, harassment, and discrimination apply with full force to an individual's online and other technology-based activities and communications.
6. Address and prohibit the unauthorized collection, disclosure, use, and dissemination of personal and personally-identifiable information regarding students, minors, and employees as applicable to technology-based resources.
7. Establish rules and expectations related to accessing and using systems, networks, and data appropriately, including rules
 - (a) prohibiting the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications; and
 - (b) prohibiting unauthorized access to systems, networks, and data.
8. Establish rules and procedures related to requests to temporarily adjust levels of Internet filtering/blocking where there is a demonstrated educational purpose and the request is otherwise consistent with District policies and applicable law.



Student Information

9. Provide notice to users regarding possible consequences for violations of the policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Consequences may include the suspension, restriction, or revocation of the privilege of use or access, the imposition of other disciplinary action by the District, and/or referral to law enforcement.
10. Provide a means for documenting each user's receipt and acceptance of the terms and conditions under which they may be authorized to use the District's technology-related resources.

The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual users' compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.



tate and enforce individual users' compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

Appropriately limiting a user's access rights to be consistent with the individual's role and authority of District technology resources is a privilege that requires each user to take an appropriate degree of personal responsibility for following District rules and procedures and for using sound judgment in his/her communications and other technology-related personal conduct and activities.

Additional Provisions Regarding Internet Safety

Consistent with applicable federal laws, including the Children's Internet Protection Act (CIPA), student Internet safety involves a combination of technology protection measures, monitoring, and instruction. [Pub L. No. 106-554 and 47 USC 254(h)]

Student Information

It shall be the responsibility of the Director of Technology, in consultation with such designees as deemed appropriate, to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornographic; or (c) as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.
2. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including: (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals; (c) cyberbullying awareness and response. Such educational activities shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

It shall be the responsibility of all members of the Eau Claire Area School District to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules, and guidelines regarding the acceptable, safe, and responsible use of technology resources.



Technology Acceptable Use Rules

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student’s general conduct while at school or while under the supervision of a school authority also apply to their use of District and personal technology, their online conduct, and their electronic communications. This document and various other District policies, rules, and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of “acceptable use” is that the District expects each student who uses District and personal technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

The District’s technology resources, including the District’s technology-related equipment, software, networks, network account, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District’s technology resources is required to follow the District’s established expectations for acceptable use and District core values.

In general, “acceptable use” means that a student is required to use technology resources in a manner that:

- ◆ has a legitimate educational or other school-authorized purpose;
- ◆ is legal;
- ◆ is ethical (including, for example, avoiding plagiarism);
- ◆ avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone’s privacy, accessing another person’s accounts, records, or files, etc.);
- ◆ avoids harm to property (including, for example, damaging hardware, software, equipment, another person’s work, or electronic files, etc.);
- ◆ avoids accessing or transmitting harmful or inappropriate material;
- ◆ is respectful of others; and
- ◆ is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.



Student Information

If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to the District, he/she should not use the District's technology resources.

If a student uses District or personal technology resources in a manner that violates the District's expectations for acceptable use (or any other established policy, regulation, rule, or directive), the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:

- ◆ Suspension, restriction, or revocation of the privilege of use of District technology resources;
- ◆ The imposition of academic consequences for academic-related violations;
- ◆ Suspension and/or expulsion from school; and/or
- ◆ Referral to law enforcement.

If a student has a question concerning any policy, notice, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

Technology Mobile Device Student Agreement

Introduction

The Eau Claire Area School District's Strategic Plan aligns with the International Society for Technology in Education (ISTE) standards for students. For the latest ISTE standards, visit www.iste.org.

Terms of Agreement

For purposes of this document, mobile device refers to any laptop or tablet. Examples include, but are not limited to, the Chromebook, iPad, HP Laptop, and the Apple MacBook Pro. Each piece of equipment is issued to a student as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator.

The Eau Claire Area School District is the legal owner of the mobile device and its accessories. The District reserves the right to take back the mobile device at any time.

Student Information

Right of possession and use is conditioned upon successful completion of the ECASD Digital Citizenship curriculum and compliance with the following:

- ◆ Mobile Device Student Handbook
- ◆ All Board policies, rules, and exhibits
- ◆ Classroom and school guidelines
- ◆ Local ordinances
- ◆ State statutes
- ◆ Federal laws
- ◆ Copyright laws and educational Fair Use policies

Damage and/or violations may result in the loss of privilege, disciplinary action, and/or legal action for the student.

Students are responsible for the mobile device at all times and will be re-



quired to pay for damaged, defaced, lost, or stolen mobile devices and protective cases due to negligence as determined by their principal. Families concerned about these costs should consider scheduling the mobile

device through their personal insurance plan. Costs are derived from current fair market value.

The right to use and possess the mobile device and all peripherals terminates no later than the last day of attendance. Failure to return the mobile device on or before this date to the school principal may result in charges being sought against the student and/or family.

Students are allowed access to electronic resources unless the school is notified in writing by the parents/guardians. When using the mobile device, all rules and guidelines are in effect before, during, and after school hours, for all ECASD mobile devices. All files stored on the mobile device or the network are also property of the District and may be subject to review and monitoring.

Student Information

Student Use of the Mobile Device

When using the mobile device, students need to act in an ethical and legal manner. All students need to demonstrate proper digital citizenship by recognizing and guarding their personal and private information. While on the Internet, students shall not share any personal identifying information.

Some of the mobile devices are equipped with camera, video recording, and audio recording capabilities. ECASD retains the rights concerning any recording



and/or publishing of any student or staff member's work or image. These digital media are for school use only.

Students are expected to report any damage to their issued mobile device as soon as possible. A student should contact his/her teacher immediately if he/she identifies or

knows about a security problem, or if he/she comes across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Personalization and Apps/Software on the Mobile Devices

- ◆ All students will have access to a cloud-based drive on which to store data.
- ◆ It is the responsibility of the student to back up files on a regular basis.
- ◆ All mobile devices may be re-imaged when they malfunction, or at any point during or after the school year. Re-imaging removes all data on the mobile device.
- ◆ All content must be legally purchased when downloaded to the mobile device.
- ◆ Students should protect their mobile device by digitally locking it.
- ◆ District email accounts will be added to the mobile device.

School Provided—Required Apps

- ◆ Required software/apps may be installed by the District throughout the school year.
- ◆ In compliance with the Children's Internet Protection Act, students under the age of 13 may not create online accounts outside of those managed by the District.

Student Information

Care of Mobile Device

General Information

- ◆ Students are responsible for the general care of the mobile device.
- ◆ Mobile device repair/replacement will be done by the ECASD Technology Department. Students may be issued a temporary mobile device, or other materials, until the damaged/lost mobile device is working properly or replaced.
- ◆ Each mobile device has unique identification numbers (internal and external). At no time should the numbers or labels be modified or removed.



Battery and Charging

- ◆ Mobile devices come with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- ◆ The mobile device is designed for daily use. Each user should monitor the battery status of the issued mobile device to ensure it is charged for classroom use.

Cases

- ◆ Some mobile devices come with a protective case. In those situations, leave the mobile device in its case at all times.
- ◆ Mobile device cases furnished by the school must be returned with only normal wear. To avoid replacement fees, no alterations (e.g. stickers, marks, etc.) should be made to the case.

Screen

- ◆ Cleaning: The mobile device should **only** be cleaned with a soft, lint-free cloth. Electronic devices do not respond well to liquids.
- ◆ Scratching: Avoid using any sharp objects on or near the mobile device.
- ◆ Cracking: Handle the mobile device with care, avoiding drops, crashes, and placing under heavy objects.

Storage and Carrying

- ◆ Never leave a mobile device unattended.
- ◆ Place the mobile device in a safe location when transporting it in a bag.
- ◆ Keep the mobile device away from food and drinks.

Tobacco & Vaping-Free Zones

The ECASD School Board recognizes that the use of tobacco products and vaping devices are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of tobacco products and vaping devices, both to users and non-users. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors.

It shall be a violation of Board policy for any ECASD student to possess, consume, display, or sell any tobacco products, tobacco-related devices, or vaping devices at any time on school property or at off-campus, school-sponsored events.

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 or Public Health Nurse, and volunteers in Head Start, kindergarten, and grades 2 and 4. Children who do not pass the first vision screening will be retested within a few weeks. Hearing screenings will be administered by the school nurse or Public Health Nurse, and volunteers in Head Start, kindergarten, and grade 1. A technician or school audiologist will recheck children who do not pass the first hearing screening. Referral letters will be mailed home to parents/guardians of all children who fail the screenings requesting the child have further evaluation. The school nurse will call parents/guardians to follow up.

Visual Media Use

State and federal laws safeguard children and their families against release of student information used by schools or provided by schools to parties external to the School District. Visual media (images and video) of students in the schools are subject to these laws.

Student Information

ECASD shall observe measures intended to protect students from their involvement in visual media to which they or their parents or guardians might



object under the law. The following provisions outline the extent to which that protection can and will be provided:

1. Capturing of visual media will not occur in private places (e.g., restrooms, locker rooms, etc.) where intrusion upon the privacy of a student of a nature highly offensive to a reasonable person may occur and for which charges of trespass may be actionable.
2. Parents may exclude individual students from visual media not covered above by completing the District's Opt-Out Form, except that a parent cannot opt the student out:
 - a. When a student has voluntarily chosen or been allowed by parents to participate in or be a spectator at a school-related activity that is open to the public (e.g., an athletic event, music concert, school play) or has chosen to be an officially designated school leader or role model (e.g., athlete, scholarship applicant, musician, or valedictorian). Rather, it will be assumed that the student and his/her parent or guardian have given tacit approval for the capturing of visual media of the student. Such footage may also be replayed without parental permission.
 - b. When stock or generic visual media are being obtained in public places (e.g., hallways, auditoriums, gymnasiums, general classrooms, playgrounds, athletic facilities, etc.) by School District or external media sources. Individual students will be allowed to exclude themselves from such shots if they so desire.
 - c. When visual media will be made of individual students for professional purposes, it will be controlled by School District employees responsible for the setting in which the capturing of visual media occurred, and will be erased or destroyed when the original purpose for which the record was made has been satisfied.
3. A parent may opt-out their child from District use of images of a student for a variety of public purposes (e.g., newsletters, web page banners, marketing materials, etc.). This will also opt-out the student from having his/her full name, address, email address, and telephone number disclosed. In all cases the name of a student younger than 13 will not be disclosed with a visual image.

Student Information

4. A signed parental consent form shall be required at all times to capture visual media of an individual student where that student is not a public figure by choice (e.g., victim, informant, witness), where the private life of the student is likely to be invaded, where the student's misconduct has come to public attention, or where a student's physical, mental or emotional condition/behavior is likely to be publicly exposed.
5. During normal school hours, representatives of the press/media will be expected to obtain permission from the building principal or his/her designee prior to interacting with staff or students on school property for any purpose.
6. Distribution of visual media of other students at school or captured at school where said image(s) and/or video is of a nature offensive or personal to a reasonable person will result in discipline including possible expulsion.

Weapons

No one shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) in school buildings and other buildings owned, occupied or controlled by the School District, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy. 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 for purposes of this policy. A student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing, and expelled from school for not less than one year. The School Board may modify this expulsion requirement on a case-by-case basis, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law. Students possessing other weapons in violation of this or any other policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A parent or guardian with access to student records will be notified of student weapons violations in all cases. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Wellness

The ECASD is committed to the optimal development of every student. The ECASD believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. The School Wellness Policy outlines the ECASD's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District's School Wellness Policy 458 can be found at www.ecasd.us/policies.

STUDENT PROGRESS

Academic Recognition System

Students entering grades 9-12 earn high school academic recognition through the following system:

Graduating seniors who have excelled in scholarship throughout grades 9-12 will be identified for recognition based on the following procedures and criteria:

1. All recognition will be based on grade point average (GPA).
2. GPA for recognition purposes will be based on credits earned the first 7 semesters in high school (minimum of 19 credits)
3. GPA will be based on credits earned in all courses taken in grades 9-12.
4. Students will attain honor student status according to the following: Highest Honors—4.00; High Honors—3.99-3.75; Honors 3.74-3.50.
5. Honor students will select a representative(s) to speak for them at graduation.

Students in grade 8 and younger will earn high school academic recognition in their high school years through a new system adopted by the School Board this past year. It is the vision of the School Board to promote post-secondary success for all students. The School Board values academic achievement and growth and recognizes students who have excelled during their high school careers. The ECASD will construct a Laude system that honors academic achievement and growth through multiple measures. The Executive Director of Teaching and Learning will oversee the development of the ECASD Laude system and its criteria. The Laude system details will be published in the 2019-20 Family/Student Handbook.

Elementary Grading

Standards-based grades have been used in the ECASD at the elementary level since 1999. At grades 4 and 5 traditional letter grades have been used in addition to standards-based grades. Research supports using standards-based grades to give a more accurate picture of what students know and can do rather than traditional letter grades.

During the 2017-18 school year the Elementary Standards-Based Grading Committee was created and consisted of grade 4 and 5 teachers, principals, and District staff. Based on research and input from teachers in grades 4 and 5, the committee recommended to the School Board to only use standards-based grades in grades 4 and 5 and to remove letter grades starting in the 2018-19 school year.

Graduation Requirements

Students in the graduating classes of 2019 and beyond must earn a minimum of 23.5 credits in grades 9-12 to qualify for graduation. Requirements include:

English	4 credits	Health	0.5 credits
Math	3 credits	Physical Education	1.5 credits
Science	3 credits	Electives	8.5 credits
Social Studies	3 credits		

Grading Scale

High schools in the ECASD use the following grading scale:

A	93%	4.00
A-	90%	3.67
B+	87%	3.33
B	83%	3.00
B-	80%	2.67
C+	77%	2.33

C	73%	2.00
C-	70%	1.67
D+	67%	1.33
D	63%	1.00
D-	60%	0.67
F	0%	

Report Cards and Family-Teacher Conferences

Report cards for students in grades 6-12 are issued four times during the year. During the 2019-20 school year, secondary marking periods will end on November 1, January 17, March 20, and June 5. Elementary students are on a trimester grading system. During the 2019-20 school year, elementary marking periods will end on November 15, February 19, and June 5.

Family-Teacher conferences are strongly encouraged at all grade levels. Check the 2019-20 School Calendar on the front cover for Family-Teacher Conference dates and watch for information from your child(ren)'s schools.



STUDENT PRIVACY, FILES AND RECORDS

Content of Student Records

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, records necessary for and available only to persons involved in the psychological treatment of a student, records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student, and law enforcement unit records.



1. **“Progress records”** maintained by the school include a statement of courses taken by the student, the student's grades, the student's immunization and lead screening records, the student's attendance record, and records of the student's extracurricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
2. **“Behavioral records”** maintained by the school include tests relating specifically to achievement or measurement of ability, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, student physical health records other than his/her immunization records or lead screening records, law enforcement officers' records, and any 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 ECASD informs parents when pupil records are no longer needed to provide special education. At the request of the student's parents, the ECASD destroys the information that is no longer needed.

- a. **“Student physical health records”** include basic health information about a student, including the student’s immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student’s ability to participate in an education program, any required lead screening records, the results of any routine screening test such as for hearing, vision, or scoliosis, any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.



- b. **“Patient health care records”** include all records relating to the physical health of a student prepared by or under the supervision of a health care provider which are not included in the “student physical health records” definition above.
- c. **“Law enforcement records”** include those records and other information obtained from a law enforcement agency relating to: (a) the use, possession or distribution of alcohol or a controlled substance (AOD) by a student enrolled in the District, (b) the illegal possession of a dangerous weapon by a child, (c) an act for which a District student was taken into custody based on the law enforcement officer’s belief that he/she violated or was violating certain specified laws, and (d) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or designee, subject to the agency’s official policy. Once the record information is received, the student named in the records and the parents/guardians of any minor student named in the records shall be notified of the information.
- d. **“Court records”** include those records received from a court clerk concerning a juvenile enrolled in the District who: (a) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (b) has been adjudged delinquent, (c) has school attendance as a condition of his/her court dispositional order, or (d) has been found to have committed a delinquent act at the request of, or for the benefit of, a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

3. **“Directory data”** means those student records that include student’s name, recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record, student’s school/grade level, degrees and awards received by the student, student’s participation in officially recognized activities and sports, weight and height of members of athletic teams, the name of the school most recently/previously attended by the student, and student’s dates of attendance (not including daily attendance records).

Confidentiality

All student progress and behavioral records maintained by the School District shall be confidential with the following exceptions:



1. General Access

- a. A student or the parents/guardians of a minor student shall, upon request, be provided with a copy of the student’s progress records.
- b. An adult student or the parents/guardians of a minor student shall, upon request, be shown the student’s behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parents/guardians shall, upon request, be provided with a copy of the behavioral records.
- c. The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the Board Clerk or designee with a copy of all progress records of a student who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent, guardian, or adult student of the order in advance of compliance therewith, except as otherwise provided by law.
- d. If school attendance is a condition of a student’s dispositional order under Section 48.355 (2) (b) 7 or 938.358 (2), 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.

- e. A law enforcement agency shall be provided 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 information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parents/guardians shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- g. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific 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/her tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

1) If law enforcement record information obtained by the District relates to a District student, the information shall also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

2) Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.

- h. Upon the written permission of an adult student or the parents/guardians of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parents/guardians of a minor student in the written request.
- i. 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. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
- j. The District may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.



Student Records

- k. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by an IEP team in accordance with state and federal law.
- l. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
- m. Upon request, the Board Clerk shall provide the names of students who have withdrawn from 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, to the Department of Health and Family Services, the Department of Workforce Development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- n. 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 parents/guardians.
- o. In response to a court order, the District shall provide to the court the names of all persons known by the District to be dropouts and who reside within the county in which the circuit court or the municipality court is located.
- p. Annually, on or before August 15, the District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the District, who are 15 years of age or older, who are not expected from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse).



Student Records

- q. Personally identifiable information from the student records of an adult student may be disclosed to the parent of the adult student without the written consent of the adult student if the adult student is a dependent of his/her parent 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.
- r. 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:
 - 1) A copy of any expulsion findings and order or records of any pending disciplinary proceedings involving the student;
 - 2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 - 3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

2. 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, of all the directory data items they refuse to permit the District to designate as directory data about that student. 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 parent, guardian, guardian ad litem, or the adult student by logging into Family Access and updating preferences or completing a new Opt-Out Form.



Student Records

- a. If the District has followed the notification procedure outlined above, and the parents/guardians or adult student do 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.
- b. If the District has followed the notification procedure outlined above, and the parents/guardians or adult student do 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 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.
- c. If the District has followed the notification procedure outlined above, and the parents/guardians or adult student do 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.



3. Access to Patient Health Care Record

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

Student Records

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome-AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

Records Maintenance/Disclosure

1. While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, his/her records will be transferred to the central administrative office. Patient health care records and law enforcement records shall be maintained separately from a student's other records.
2. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these guidelines. The building principal, or his/her qualified designee, shall be present to interpret behavioral records when inspection is made under "Access to Directory Data" above. Upon transfer of student records to the central administrative office, the District administrator or his/her qualified designee shall assume these duties.
3. A record of each request for access to, and each disclosure of, personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from, or the disclosure is to, the following person/party:
 - a. the parents/guardians or adult student;
 - b. a school official;
 - c. a party with written consent from the parents/guardians or adult student;



Student Records

- d. a party seeking directory data; or
 - e. a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.
4. A person's homeless status:
- a. should not be on a student's permanent record;
 - b. should be removed from a student's temporary records once the homeless status is lifted; and
 - c. should be automatically removed from all District records every academic year.

Transfer of Records

Student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from:

1. An adult student, or the parents/guardians of a minor student, that the student intends to enroll in the other school or school district;
2. Another school or school district that the student has enrolled; or
3. A court that a student has been placed in a juvenile correctional facility or secured child caring institution.

Amendments of Records

1. Parents/guardians or adult students who believe 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 parents/guardians or adult student of the decision.



Student Records

2. If the District refuses to amend the records, it shall inform the parents/guardians 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 District administrator. The parents/guardians 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 parents/guardians 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 parents/guardians 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 parents/guardians 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.

Records Retention

Records that are transferred to the Administration Building when the student ceases to be enrolled shall be maintained as follows:



Student Records

- a. All behavioral records will be destroyed one year after the date the student graduates from, or last attends, a school in the District unless the student, or the parents/guardians of a minor student, gives permission that the records may be maintained for a longer period of time. Where such written permission is received, behavioral records shall be maintained for the time period specified in the written permission or, if no such time period is noted, for as long as the District's needs require.
- b. Student progress records shall be retained permanently after the student ceases to be enrolled in the District.
- c. The District shall not destroy any educational records of a student if there is an outstanding request to inspect and review them.

Complaints Regarding Alleged Noncompliance with Federal Requirements

Adult students or parents 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).

Annual Notice

Parents/guardians and adult students shall be notified annually of the following: (a) the content of student records maintained by the District and the time during which they will be maintained; (b) their rights to inspect, review, and obtain copies of student records; (c) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; (d) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (e) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (f) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. The notice shall be published in the official newspaper and distributed to parents/guardians and adult students within the first three weeks of each school year.



When a student transfers into the District after the above notice has been given, the student and his/her parents/guardians shall receive a copy of the notice at the time and place of enrollment.

Student Directory Data

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parents or guardians (or adult student, if applicable) has notified the District that any or all of the student's directory data shall not be disclosed. Families can log into Family Access and update preferences or complete an Opt-Out Form if they wish to prohibit release of the student's directory data. If an appropriate party exercises a valid opt-out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless: (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.



able) has notified the District that any or all of the student's directory data shall not be disclosed. Families can log into Family Access and update preferences or complete an Opt-Out Form if they wish to prohibit release of the student's directory data. If an appropriate party exercises a valid opt-out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless: (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data:"

- ◆ Student's name
- ◆ Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- ◆ Student's school/grade level
- ◆ Degrees and awards received by the student
- ◆ Student's participation in officially recognized activities and sports
- ◆ Weight and height of members of athletic teams
- ◆ The name of the school most recently/previiously attended by the student
- ◆ Student's dates of attendance (not including daily attendance records)

The District's designation and use of directory data is further defined and limited as follows:

1. Pursuant to a state law requirement, unless the student's parents or guardians (or adult student, if applicable) has notified the District of his/her objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 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.

2. Although a student's address and telephone number are not designated as student directory data under this District policy, the District is nonetheless required by law to release a high school student's name, home address and telephone number to military recruiters and institutions of higher education, upon their request, unless the student or the student's parents or guardians, as applicable, have notified the District that such information shall not be released without prior written consent. The District shall notify adult students and parents and guardians of high school students under the age of 18 of their right to opt-out of such disclosures. Requests for student contact information under this paragraph include requests from any technical college district for the contact information of students who may be graduating from high school in the current school year.

Directory Data Notice and Opt-Out Decisions

Upon a student's initial enrollment and registration in the District, upon re-enrollment following a gap in enrollment, and annually thereafter for continuing students, the District shall provide parents, guardians and adult students with notice of the District's designation of student directory data, opt-out rights, and opt-out procedures. The notice shall be provided via publication in the Family/Student Handbook & Directory, the District's Back to School Newsletter, and shall also be made available through the District website.



Parents and guardians of students who are newly enrolled or re-enrolling after a gap in enrollment (or an enrolling or re-enrolling adult student, if applicable) shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During any such 14-day period, the District shall avoid the release of student directory data under this policy. Annually, the District also administers a 14-day non-disclosure period coinciding with the beginning of each school year. During this annual period, the parents or guardians of a continuing student (or an adult continuing student) may make or adjust directory data opt-out decisions.

Regarding decisions to opt-out from the school's disclosure of all or any part of the directory data under this policy:

1. Using procedures established by the administration, parents or guardians (or adult student, if applicable) may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.

2. Unless the District issues notice to parents, guardians, or an adult student stating that a new opt-out decision is required (in which case a 14-day non-disclosure period shall again apply), an opt-out decision from the disclosure of directory data under this policy shall remain in effect until it is modified or withdrawn by an appropriate party.

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.

Student 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.

SPECIAL EDUCATION

Full Educational Opportunity Goal

It is the goal of the ECASD to provide full educational opportunity to all children with disabilities in the area served by the ECASD. The ECASD has available to all of its children with disabilities the variety of educational programs and services available to nondisabled children in the ECASD, including: art, music, Family and Consumer Science, Career and Technical Education, or any program or activity in which nondisabled children participate. The ECASD provides supplementary aids and services determined appropriate and necessary by the child's IEP Team, to ensure that children with disabilities have an equal opportunity to participate in nonacademic and extracurricular services and activities.



Free Appropriate Public Education

All children with disabilities for whom the ECASD is responsible are provided a free appropriate public education. Special education and related services are provided to these children with disabilities, including, as required by 34 CFR § 300.530(d), children with disabilities who have been suspended or expelled from school. Children with disabilities entitled to a free appropriate public education are children age three, but not yet 21, who have not graduated from high school with a regular high school diploma and, for the duration of a school term, persons who become 21 years old during that school term and who have not graduated from high school with a regular diploma. A regular high school diploma does not include an alternative degree that is not fully aligned with the State's academic standards, such as a certificate or a general educational development credential (GED). The special education and related services provided to children addresses all of their special education and related services needs and are provided by personnel qualified as required by 34 CFR § 300.156.

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 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 and FERPA Guidelines included in this handbook.)

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 Mandy Van Vleet, Director of Special Education, Eau Claire Area School District, at (715) 852-3074, or by writing her at 500 Main Street, Eau Claire, WI 54701.



INSTRUCTION

Early College Credit Program

The ECASD shall offer to high school students who meet eligibility requirements to enroll in one or more courses at an institution of higher education that is physically located within the State of Wisconsin through the Early College Credit Program.



The Early College Credit Program allows a student to earn post-secondary credit while in high school. Programming for Early College Credit is provided by an institution of higher education (university).

The Director of Academic Services shall be responsible for determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law and District policy.

To enroll in the Early College Credit Program a student must:

- Be a junior or a senior in good academic standing.
- Complete an application for admission to the institution of higher education by March 1st for fall enrollment, May 1st for summer, and November 1st, for enrollment in the spring semester.
- Enroll in a course that is not comparable to a course offered in the District. If the student or family chooses to enroll in a course that is comparable to what is currently offered within the District, the student/family shall assume the cost for the course taken at the university.

If a student disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course, the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

The District shall cover 75% of the cost of a course taken that is not comparable to what the District offers. Families may be charged for 25% of the course. If the student does not receive a passing grade for the course, the family may assume responsibility for reimbursing the District for the total cost of the course. If the student/family does not reimburse the District for the course that the student failed, the student may be ineligible for any further participation in the Early College Credit Program. The District shall pay for up to 18 university credits for each student. The student/family will assume responsibility for any needed transportation for this program.

Equal Educational Opportunity

The ECASD provides equal educational opportunities for all students regardless of sex; race; religion; color; national origin; ancestry; immigration status; creed; pregnancy; marital or parental status; sexual orientation; gender identity or gender expression; or physical, mental, emotional, or learning disability.

Technical College Course Program (Start College Now Program)

The Eau Claire Area School District shall offer to high school students who meet eligibility requirements to enroll in one or more courses at a technical college that is physically located within the State of Wisconsin through the Technical College Course Program (Start College Now Program).



The Start College Now Program allows a student to earn post-secondary credit while in high school. Programming for the Start College Now Program is provided by technical colleges in Wisconsin.

The Director of Academic Services shall be responsible for determining whether the District will approve individual applications and pay for specific courses based on the criteria established in State law and District policy.

To enroll in the Start College Now Program a student must:

- Be a junior or a senior in good academic standing.
- Complete an application for admission to the technical college by March 1st for fall enrollment and November 1st for enrollment in the spring semester.
- Enroll in a course that is not comparable to a course offered in the District. If the student or family chooses to enroll in a course that is comparable to what is currently offered within the District, the student/family shall assume the cost for the course taken at the technical college.

If a student disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course, the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

Instruction

The District shall cover the tuition, fees, and materials associated with a course taken through the Start College Now Program. If the student does not



receive a passing grade for the course, the family will assume responsibility for reimbursing the District for the total cost of the course. If the student/family does not reimburse the District for the course that the student failed, the student will be ineligible for any further participation in the Start

College Now Program. The District shall pay for up to 18 technical college credits for each student.

The student/family will assume responsibility for any needed transportation for this program.

Testing & Assessments in the Secondary Schools

Re-assessments allow students to master academic learning standards that they may not have mastered on their first attempt. Students in ECASD secondary schools may earn the opportunity to be re-assessed based on the following guidelines.

1. Assessments will be used as evidence of achievement of standards for the subject.
2. The academic grade will reflect the highest performance for a student's achievement of standards for the subject.
3. Students will have the opportunity for re-assessments by developing a corrective learning plan, in collaboration with their teacher, for improving achievement that includes instruction and practice.
4. Report card grades will be issued at the end of each marking period. A grade of insufficient evidence (I = Incomplete) will stand until enough evidence has been provided to evaluate the standard(s), or two weeks have passed.



Buildings and their individual departments determine the time frame allowed for re-assessments and corrective learning plan expectations. Families with specific questions regarding re-assessments should contact their child's principal.

TRANSPORTATION

Bus transportation is provided to PreK-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. Please have students arrive at the bus stop five minutes before their scheduled time.
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 walk and not run.
5. Once seated, students will remain seated while the bus is in motion and will not obstruct the aisles 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. In an effort to reduce the risk of allergic reactions and choking, eating or drinking on the bus are 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. Students will keep hands, arms, legs, and head inside the bus at all times.
11. Students will refrain from throwing objects from the bus.



Transportation

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. Use of cigarettes, e-cigarettes, vapes, 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. 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 or Sheriff will be called to assist in removing the student(s) from the bus. The student(s) will be released to his/her parents/legal guardians 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.

BUILDINGS & GROUNDS

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 the ECASD Service Center at (715) 852-3150.

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.

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Memorial High..... (715) 852-6300

Absentee Phone Line..... (715) 852-6300 (Press 1)

Fax.....(715) 852-6304

Principal TBD

2225 Keith Street, Eau Claire, WI 54701

North High (715) 852-6600

Absentee Phone Line..... (715) 852-6600 (Press 1)

Fax.....(715) 852-6604

Cale Bushman, Principal

1801 Piedmont Road, Eau Claire, WI 54703

McKinley Charter (715) 852-6900

Absence Phone Line (715) 852-6901

Fax.....(715) 852-6904

Pete Riley, Principal

1266 McKinley Road, Eau Claire, WI 54703

DeLong Middle (715) 852-4900

Absentee Phone Line.....(715) 852-4900

Fax.....(715) 852-4904

Dr. Tim O'Reilly, Principal

2000 Vine Street, Eau Claire, WI 54703

Northstar Middle (715) 852-5100

Absentee Phone Line.....(715) 852-5100

Fax.....(715) 852-5104

Tim Skutley, Principal

2711 Abbe Hill Drive, Eau Claire, WI 54703

South Middle..... (715) 852-5200

Absentee Phone Line.....(715)852-5200

Fax.....(715) 852-5204

Paul Uhren, Principal

2115 Mitscher Avenue, Eau Claire, WI 54701

Flynn Elementary.....(715) 852-3300

Absentee Phone Line (715)852-3300

Fax(715) 852-3304

Adam Keeton, Principal

1430 Lee Street, Eau Claire, WI 54701

Lakeshore Elementary(715) 852-3400

Absentee Phone Line (715)852-3401

Fax(715) 852-3404

Colleen Miner, Principal

711 Lake Street, Eau Claire, WI 54703

Locust Lane Elementary.....(715) 852-3700

Absentee Line.....(715) 852-3700

Fax(715) 852-3704

Laura Schlichting, Principal

3245 Locust Lane, Eau Claire, WI 54703

Longfellow Elementary.....(715) 852-3800

Absentee Phone Line (715)852-3800

Fax(715) 852-3804

Sarah Fisher, Principal

512 Balcom Street, Eau Claire, WI 54703

Manz Elementary(715) 852-3900

Absentee Phone Line (715)852-3900

Fax(715) 852-3904

Heather Grant, Principal

1000 E. Fillmore Avenue, Eau Claire, WI 54701

Meadowview Elementary.....(715) 852-4000

Absentee Phone Line (715)852-4000

Fax(715) 852-4004

Kurt Madsen, Principal

4714 Fairfax Street, Eau Claire, WI 54701

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Northwoods Elementary..... (715) 852-4100

Absentee Phone Line (715)852-4100

Fax..... (715) 852-4104

Luke Stordahl, Principal

3600 Northwoods Lane, Eau Claire, WI 54703

Putnam Heights Elementary (715) 852-4200

Absentee Phone Line(715)852-4200

Fax.....(715) 852-4204

Heidi Neumann-Kneeland, Principal

633 W. MacArthur Avenue, Eau Claire, WI 54703

Robbins Elementary (715) 852-4600

Absentee Phone Line(715)852-4600

Fax.....(715) 852-4604

Jake Donze, Principal

3832 E. Hamilton Avenue, Eau Claire, WI 54701

Roosevelt Elementary..... (715) 852-4700

Absentee Phone Line(715)852-4701

Fax.....(715) 852-4704

Ben Dallman, Principal

3010 Eighth Street, Eau Claire, WI 54703

Sam Davey Elementary (715) 852-3200

Absentee Phone Line(715)852-3200

Fax(715) 852-3204

Dr. Joe Eisenhuth, Principal

3000 Starr Avenue, Eau Claire, WI 54703

Sherman Elementary (715) 852-4800

Absentee Phone Line(715)852-4801

Fax.....(715) 852-4804

Joel Dimock, Principal

3110 W. Vine Street, Eau Claire, WI 54703

Chippewa Valley Montessori Charter ... (715) 852-6950

Absentee Phone Line(715)852-6950

Fax(715) 852-3504

Todd Johnson, Principal

400 Cameron Street, Eau Claire, WI 54703

Prairie Ridge Early Learning (715) 852-3600

Absentee Phone Line(715)852-3600

Fax(715) 852-3604

Heidi White, Principal

3031 Epiphany Lane, Eau Claire, WI 54703

Eau Claire Virtual School..... (715) 852-3030

Absentee Phone Line(715)852-3030

Fax(715) 852-3038

Jim Schmitt, Principal

500 Main Street, Eau Claire, WI 54701

School Support Directory

Administration Building..... (715) 852-3000

Fax(715) 852-3004

500 Main Street, Eau Claire, WI 54701

Superintendent’s Office (715) 852-3002

Fax(715) 852-3126

Mary Ann Hardebeck, Ed.D., Superintendent

Executive Director of Administration

Kim Koller(715) 852-3007

Executive Director of Business Services

Abby Johnson(715) 852-3017

Executive Director of Human Resources

Kay Marks.....(715) 852-3051

Executive Director of Teaching & Learning

Jim Schmitt(715) 852-3081

The format used to **email staff** is:

— First initial — Last name

For example, John Smith’s email

— @ecasd.us address is: *jsmith@ecasd.us*

Fun Facts



EAU CLAIRE AREA SCHOOL DISTRICT

	ECASD has an enrollment of approximately 11,300 students and is the 8 th largest school district in the state of Wisconsin. It covers approximately 200 square miles. The District has 12 elementary schools, 1 early learning school, 3 middle schools, 2 charter schools, 2 high schools, and 1 virtual school. ECASD employs 1,400 staff and is the third largest employer in Eau Claire.
	ECASD has been a continuous district since 1889 and has been recognized by the Eau Claire Chamber of Commerce as being in business for over 100 years.
	ECASD teachers have an average of 11 years teaching experience and 55% have a Master's Degree or Doctorate.
	ECASD was named to the College Boards' AP National Honor Roll four times in the last six years.
	ECASD achieved National Certification for Project Lead the Way (STEM education).
	ECASD served 870,325 lunches and 259,751 breakfasts to students and adults in our District last year.
	The ECASD Early Learning Program is recognized by the National School Boards Association as an exemplary pre-school model.
	ECASD ranks third in the state of Wisconsin for the number of educators who have achieved National Board Certification through the National Board for Professional Teaching Standards.
	Student Transit transports roughly 7,500 riders to and from school each day covering over 1.2 million miles per school year.
	ECASD was honored as a <i>District of Distinction</i> for its summer school initiative: Removing Barriers for All Learners.