STUDENT HANDBOOK

Memorial is a safe place where all students have an equal opportunity to learn. Faculty and staff are dedicated to helping students achieve high levels of success. The policies and procedures contained in this handbook are designated to help the school run smoothly so that all members of the Memorial community can focus on learning. This information has been carefully prepared so that it will assist you in achieving success at Memorial High School. Please read and review the information carefully. If you have any questions or comments, please see a teacher, counselor, or one of the building administrators.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly in compliance with the rules established for the orderly conduct of the District’s educational mission. The District’s rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. Students’ responsibilities for achieving a positive learning environment at school-related activities shall include the following:

1. Attending all classes, each day and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect for individuals and property.
4. Conducting themselves in a responsible manner.
5. Paying required fees and fines.
6. Observing all school rules.
7. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
8. Pursuing mastery of the essential elements of the curriculum of study.
9. Dressing and appearing in accordance with the school standards of propriety, safety, health, and good grooming.

Students experiencing academic difficulties should contact their teacher, counselor or administrator.

| ADMINISTRATION |
|-----------------|-----------------|-----------------|
| Principal       | Trevor Kohlhepp | 715-852-6310    |
| Associate Principal / AD | Kevin Thompson | 715-852-6313    |
| Associate Principal | TBD            | 715-852-6311    |
| Associate Principal | Travis Hedtke  | 715-852-6312    |
| Police Liaison Officer | Ben Hundt    | 715-852-6428    |
| Administrative Secretary | Kelly Hayden  | 715-852-6301    |
| Parent Coordinator | Kristin Craker | 715-852-6307    |
| Attendance Secretaries | Deb Brotl  | 715-852-6302    |
|                | TBD    | 715-852-6317    |
| Registrar | Ann Rzepiejewski | 715-852-6314    |
| Financial Secretary | Val Wood    | 715-852-6318    |
| Security/Parking Lot Attendant | Lori Minch | 715-852-6319    |

| STUDENT SERVICES DEPARTMENT |
|-----------------------------|-----------------------------|-----------------------------|
| Counselors | Chad Siverling (A-Di) | 715-852-6337  |
|       | John Samb (Do-I)      | 715-852-6335  |
|       | Michelle Moss (J-Mo)  | 715-852-6334  |
|       | Jane Corning (Mr-Sn)  | 715-852-6331  |
|       | Lisa Steig (So-Z)     | 715-852-6330  |
| School Psychologists | TBD | 715-852-6336  |
|                  | TBD | 715-852-6338  |
| Student Services Secretary | TBD | 715-852-6332  |
| Athletics/St. Services Assistant | Jon Redwine | 715-852-6326  |
| School Nurse | Tori Hugo | 715-852-6470  |
| Nurse Assistant | Ruth Myers | 715-852-6499  |
| Skills Center | Paula Stark | 715-852-6434  |

SOAR WITH THE EAGLES

Memorial High School recognizes hard work, progress, and achievement. The SOAR program is available to all students and rewards excellence, improvement in academic and co-curricular achievement, and good attendance. For more information contact a teacher, counselor, administrator, or view the PBIS link on the MHS website under About/Parent and Student Information/PBIS.

http://www.ecasd.us/Memorial-High-School/About/Parent-and-Student-Information/Positive-Behavioral-Interventions-and-Supports-(PBIS)
ATTENDANCE
Attendance and academic performance are closely related. To benefit fully from the instructional program, all students are expected to attend school regularly and to be on time for all classes, study halls, and homerooms. The high school attendance policies are designed to develop students’ punctuality, self-discipline, and responsibility.

ATTENDANCE PROCEDURES
Parents/Guardians are asked to contact the attendance office between 7:00 a.m. and 3:30 p.m. on the day their student will be absent or has been absent for a portion or for the full day, or provide the school with a written verification of absence. Students are required to check out and in of the attendance office when leaving or arriving back to school. After 48 hours from the date of the absence, should no call be received or written excuse provided, the absence will be considered unexcused.

EXCUSED ABSENCES
All excused absences require parent/guardian/legal custodian written/verbal verification which is to be submitted to the school attendance officer in advance of the absence or prior to re-admittance to school. However, the administration reserves the right to make all final attendance decisions. The following are excusable reasons for absence as noted in District policy:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days. This will be required to excuse any absence that remains unexcused over 14 days.

2. An illness in the immediate family which requires the absence of the student because of family responsibilities.

3. Medical, dental, chiropractic, optometry or other valid professional appointments. Parents or 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 the opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. For the purpose of reviewing the student’s attendance record and overall performance record, the parent/guardian shall be required to notify the school attendance officer prior to leaving on vacation. Student vacations or trips without parent/guardian accompaniment are not excused absences.

7. A court appearance or other legal procedure which requires the attendance of the student.

8. Quarantine as imposed by a public health officer.

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 and which are approved in advance by the school attendance officer.

12. Parent/guardian provides a prior written request for absence from school not to exceed 10 days during the school year. Course work missed during this absence must be completed.

If excused absences exceed 10 days in a school year, the school may notify parents/guardians that any further absences will require a doctor’s excuse. This includes missing full or partial days. This authority is granted to school administrators under Statute 118.15.

ABSENCES AND EXTRA-CURRICULARS
Students who are absent a full school day due to illness or extended medical reasons may not be allowed to participate in extra-curricular activities on the day of the absence without administrative approval.

UNEXCUSED ABSENCES
Students who have an unexcused absence may lose credit for the class period(s) missed. Students skipping classes may be assigned after-school or noon lunch detentions for each class period missed. All unexcused absences must be cleared within 48 hours. Any exceptions to this rule will require administrative approval.

TARDINESS
A tardy is defined as arriving to class 5 minutes late or less. More than 5 minutes late is considered an unexcused absence. Repeated tardiness may result in teacher contact with the parent/guardian and office referrals.
TRUANCY

Truancy is defined as an absence without a valid excuse from all, or any part of the school day. According to State Statute 118.16 (1) (a) “Habitual truant” means a pupil who is absent from school without an acceptable excuse under sub. (4) and section 118.15 for part or all of 5 or more days on which school is held during a school semester.” If the student meets the state definition of being “habitually truant” a court referral can be initiated.

HOMEWORK REQUESTS

Students and parents are asked to access Skyward Family Access, or contact teachers through email when needing assignment information due to absences from school. In special cases after 3 consecutive days of an absence, a homework request can be made by calling Student Services at 852-6332. Please allow 24-hours after the request before picking up collected assignments.

MAKE-UP POLICY

It is the student’s responsibility upon returning to school from any absence to check with the teachers involved for assignments and other work missed. The assigning of make-up work should not be construed as a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed. Teachers will provide missing work and allow two days for each day of an excused absence to complete any work missed. Other mutually agreeable arrangements may be made between the teacher and the student. When a student has been informed in advance of an impending assignment or test and then has been absent from school, the student will be expected to be prepared to turn in the assignment or take the test on the day he/she returns to school. Credit for work completed may be reduced or not counted due to an unexcused absence.

ADULT CONTRACTS

Students over the age of 18 are allowed to take the legal responsibility for their attendance by completing an Adult Contract. Students must meet with an associate principal to discuss the contract and complete the necessary paperwork.

SENIOR RELEASE

Seniors must be out of the building during any release hours unless prior arrangements have been made with administration.

PERSONAL TRANSPORTATION

Students who arrange their own transportation to school assume the responsibility for their arrival time. Students who arrive at school tardy due to personal transportation problems will be unexcused. Students should allow additional transportation time in the event of poor weather.

LEAVING THE BUILDING / RETURNING TO SCHOOL

Students MUST check in and out of school through the attendance office. Memorial High School has a CLOSED CAMPUS except during lunch periods. ALL students are required to remain inside the building at all times, except when supervised by a MHS staff member. Students who must leave the building during the school day are required to obtain a building release slip from the attendance office. Failure to follow the appropriate procedure may require contact between the parent/guardian and an administrator to determine acceptability of the reason for leaving the building. When returning to school or arriving late, students must enter door #4 and check in with the attendance office.

HALL PASSES

1. Without a hall pass which specifically gives the student permission to move from one place to another, students cannot be in the halls when classes are in session.
2. Passes must be obtained in advance from teachers involved in the activity.
3. Students are expected to report promptly to the designated area of the pass and stay there for the specified amount of time.
4. Students found in the halls without a pass must report to the attendance office to receive an “Unexcused Absence Slip” and may be subject to disciplinary action.
5. The attendance office will not issue an admit slip for students who are tardy going from class to class.
6. Any student abusing the pass privilege may be placed on a no-pass list.

COMMONS/LUNCH

The Memorial High School commons serves traditional and á la carte selections each lunch period. Student lunches MUST be eaten in the commons or in designated eating areas inside or outside the building. Students may not consume food or beverages in any other area of the building.
PROGRESS REPORTS
Quarter grades are Memorial’s primary progress report. However, mid-quarter progress reports are sent to parents as indicators of their child’s academic achievement during quarters. Students doing unsatisfactory work in their class will be issued progress reports at approximately the mid-point of each grading period. Normally a student who is achieving an F or low D at the end of the fifth week will receive a progress report the sixth week of the quarter.

FINAL EXAMINATIONS
A written examination or some other appropriate type of evaluation will be given to each student at the end of each quarter. Such examinations shall be a minimum of one period in duration. There will be a required final examination at the end of each course, whether it be a full-year course, semester course, or a course of shorter term. Final examination marks shall count as not more than twenty percent (20%) of the final course grade. The instructor shall gain prior approval from the principal if any of the above examinations are to deviate from a written type. The district shall also provide for the reasonable accommodation of a student’s sincerely-held religious beliefs with regard to academic requirements including examinations in accordance with Board Policy and for procedures for accommodating a student’s religious beliefs. Students needing to take finals early will need prior approval from their counselor and administration.

GRADING
Students are graded on a plus/minus system. Grades are reported on a quarter and semester basis. An incomplete grade for a semester or year is given only under extenuating circumstances and must have administrative approval. For a details, consult the MHS web site at:
http://www.ecasd.us/Memorial-High-School/Main-Office/Student-Services/Academics

TRANSCRIPTS
Current students may obtain official transcripts at parchment.com free of charge. All transcript requests will be processed by Memorial High School within two business days.

PUPIL RECORDS
Parents, guardians, and students may examine school records. Requests to examine student records are made through the student services department.

STUDENT WITHDRAWAL/TRANSFER
A student withdrawal/transfer form must be completed before a student is officially withdrawn from Memorial High School. The student services office issues the student withdrawal/transfer form on the last day of full attendance. This form is taken to each class, the library, the student services office, the business office, and to an administrator. Each person checks for fees or fines and signs accordingly. Teachers are asked to assign a grade at that time. This form is returned to the student services office with the signature of the parent/guardian.

VISITOR PASSES
All visitors, including alumni, will be admitted to the building only by signing in and wearing a Visitor’s Pass available in the reception/attendance offices.

EMERGENCY DRILLS
Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions of the teachers or marshals quickly and in an orderly manner.

CLOSING OF SCHOOL
The decision to close the school is a very important one with many ramifications. Several variables must be considered before the final decision is made. The final decision for closing school due to bad weather or energy will be made by the superintendent, and subsequently broadcast via local radio/TV stations, and a Skyward Alert, and on all ECASD websites.
SCHOOL BUS RIDERS

It is the cooperative mission of the ECASD and Student Transit to provide safe transportation to and from school in our district. To facilitate this process, guidelines are in place for bus behavior, and the resulting disciplinary actions that may be taken to enforce the safety of our students. These guidelines and policies can be found in the ECASD handbook, which you will receive in a mailing at the beginning of each school year, or can requesting by calling the ECASD district office at 715-852-3002. The handbook can also be found online at https://www.ecasd.us/District/About/Parent-Student-Handbook. It is the responsibility of each student and their parent/guardian to read the guidelines and disciplinary action policy. Riding the bus is a privilege and not a right. If a student’s bus privileges are revoked due to violation of this policy, it remains the responsibility of the parent/guardian to transport the student to and from school.

ANIMALS IN SCHOOL

ECASD policy 382 states: The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids. The ECASD will only allow live animals to be brought into district buildings for educational purposes, and only under conditions which ensure the health and safety of children, staff, and the well-being of the animal. Persons bringing live animals into district buildings must receive prior written permission from the building supervisor. Service animals are permitted in district buildings as permitted by the Americans with Disabilities Act.

DANCE REGULATIONS

All dances at Memorial are open only to students currently enrolled at Memorial High School who have a valid student ID card.

1. For all dances, Memorial students wishing to have a non-Memorial student attend must obtain a dance guest permission form from the office or on the website at http://www.ecasd.us/Memorial-High-School/About/Parent-and-Student-Information
2. Once students leave a dance, they may not re-enter.
3. All school rules pertaining to student conduct apply.

WORK PERMITS

New in 2017: State Law requires everyone under 16 years of age with a job to have a work permit. A permit is issued by the principal’s secretary (room 1212) or in Student Services (room 1250). Work permits may be denied if the student has attendance problems as court ordered. Students must be present and are responsible for providing the following information: a letter from the employer on business letterhead, approval note from his/her guardian, a birth certificate OR driver’s license, social security card, and $10.

USE OF ELEVATOR

The elevator is available to handicapped or injured students who cannot climb stairs. Students should report to their counselor to inquire about elevator use.

LOCKERS

Each student will be assigned one corridor locker and possibly other storage areas for her/his personal use. These lockers and storage areas are the sole property of the Eau Claire Area School District. To ensure student compliance with district rules and regulations, lockers are subject to periodic and random inspection by authorized school personnel. Locker searches are conducted by school administration or a designee. In addition, scheduled locker clean-outs will be conducted. Students should not attach permanent markings and/or stickers to a locker. Damage caused to a locker is the responsibility of the student and may result in disciplinary and/or monetary action. To ensure the highest security for personal property, students are strongly encouraged not to share a locker or combination with other students. Personal locks may not be used on any district-owned locker.

LOST AND FOUND

The attendance office will act as a clearing agency for lost and found items. It is the student’s responsibility to check to see if lost items have been turned in. At the end of each quarter, all items in the lost and found will be discarded. Neither Memorial High School nor any of its organizations are responsible for lost or stolen items.

POSTERS AND NOTICES

All posters and/or notices displayed within the school or on campus must have prior authorization from an administrator and be displayed in designated areas only.
PERSONAL DRESS
Each student has the right to determine his/her personal dress within guidelines. Students have the responsibility to dress appropriately for school. Footwear must be worn except for approved activities. Students have the responsibility for wearing safety or special-purpose equipment whenever it is required. The limits that are imposed on dress relate to health, safety, cleanliness, and/or distracting or indecent clothing as defined by Wisconsin Statutes 120.13(1), and Rules and Regulations 5131.2: “clothing that advertises alcohol and/or controlled substances and/or which contains suggestive, inappropriate or lewd statements or pictures is not permitted.” Students are to follow the dress code guidelines detailed by the Eau Claire School Board statute 443.1. To learn more, go to the MHS website: http://www.ecasd.us/Memorial-High-School/About/Parent-and-Student-Information.

DISCIPLINE
Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process or who engages in hostile behavior on campus or at an off-campus school sponsored/sanctioned activity will be subject to school discipline. The administration reserves the right to treat each disciplinary case on its specific merits; disciplinary action will usually include a written referral placed in the discipline file. The following list includes, but is not limited to, actions that will result in a disciplinary action:

- Violation of classroom rules
- Insubordination and/or disrespect
- Fighting/Harassment/Intimidation
- Possession of a weapon or “look-alike” weapon
- Vandalism
- Forgery
- Truancy
- Parking lot violations
- Commission of a crime
- Tampering with fire alarms
- Possession, selling, or consumption of drugs; or “look-alike” drugs
- Gross immorality
- Cheating/plagiarism
- Infraction of bus rules and regulations
- Card/game playing and/or gambling
- When the presence of the student is detrimental to the best interest of the school
- Use and/or possession of any type of explosive
- Use of profane or obscene gestures, language, or clothing
- Leaving school without checking out
- Violation of school rules
- An activity or action deemed inappropriate or disruptive by an administrator

The following list includes the most recognized forms of discipline:

- Verbal warning
- Written notification to parent/guardian
- Phone call to parent/guardian
- Detention
- School-supervised service
- Parent/guardian meeting
- Loss of parking lot privileges
- Confiscation of electronic devices
- Referral to a district/building specialist or program
- Out-of-school suspension
- Athletic code violation
- Police referral/municipal citation
- Notification to Department of Human Services
- Notification to probation and parole
- Expulsion
- Deferred expulsion

DETENTION
Detentions will be assigned during the lunch hour or after school. If a student misses the scheduled detention, the detention will be doubled. If the doubled detention is skipped, he/she will be assigned an out-of-school suspension.

OUT-OF-SCHOOL SUSPENSIONS
1. Students who are suspended from school are not permitted to participate in or attend any school-sponsored activities during the period of the suspension.
2. Out-of-school suspension is considered an excused absence.
3. A parent/guardian conference may be required before a student is allowed back to school.

PARKING AND TRAFFIC REGULATIONS
Use of the school parking lot is a privilege.Repeated noncompliance with any school rules may result in a student’s losing his/her parking lot privilege for a specified period of time. Be aware that spots for student parking are limited and once the lot is full, no additional permits will be issued for the school year.
**CHEATING**

The faculty of Memorial High School will not tolerate any form of cheating. The consequences for the first and subsequent incidents of cheating may include:

- Earning of a zero for the assignment, quiz, test, paper, or project.
- A personal contact between the teacher and the student’s parent/guardians.
- A discipline referral forwarded to administration and the counselor for inclusion in the student’s discipline file.
- A report of cheating will be provided to the student’s academic advisor; e.g. National Honor Society.
- An incident of cheating may result in a required parent/guardian/student conference with an administrator, the counselor, and the teacher(s).
- An incident of cheating in a class may result in the student being removed from the class without credit.
- A parent or student may appeal the consequences of an incident of cheating to the building principal.

**TELEPHONE / CELL PHONE USE**

Student telephone messages will be delivered only in emergencies only. Emergency calls from parents or family members should be initiated through the attendance office. Students will be permitted to use the telephones in the attendance office, with approval. Cell phone use is allowed before school, after school, during passing times and during lunch. Students may also use their cell phone or electronic device when given permission from their instructor. Students will not be allowed to leave class, arrive late to class, or leave early to make personal cell phone calls. In no case are students permitted to use personal technology devices in schools or at school-related events while in restroom or locker room facilities. In order to ensure that proper protocol is followed and no mistakes occur, students shall “power down” all such devices prior to entering either restroom or locker room facilities. Any violation of the protocols associated with personal technology device use in restroom or locker room facilities shall result in a ban for personal use by the student during the time that student is enrolled in the Eau Claire Area School District and may result in referral to the appropriate legal authority for possible prosecution. Expectations for student technology use can be found on pages 37-40 of the district handbook, which is on the ECASD website at [https://www.ecasd.us/District/About/Parent-Student-Handbook](https://www.ecasd.us/District/About/Parent-Student-Handbook). Violation of this policy may result in disciplinary actions such as temporary confiscation of the device from one day to a week or more as determined by administration.

**USE OF SCHOOL COMPUTERS**

School computers are the property of the Eau Claire School District. All files stored on school computers should NOT be considered private as they may be viewed by authorized school personnel at anytime. Attempts to circumvent security and/or damage school computers will be viewed as trespassing and vandalism. Appropriate legal action by the school district will be taken and consequences will be administered. Students are to the Student Acceptable Use of Technology Policy and guidelines detailed by the Eau Claire School Board statute 363.2. To learn more, go to the MHS website: [http://www.ecasd.us/Memorial-High-School/About/Parent-and-Student-Information](http://www.ecasd.us/Memorial-High-School/About/Parent-and-Student-Information).

**TOBACCO PRODUCTS**

State law prohibits the use, possession, or purchase of any tobacco or nicotine products by individuals under the age of 18. State law and city ordinance also prohibits the use of tobacco or nicotine on any school owned, rented, or controlled premises. Students who violate state law or other school policies are subject to disciplinary action, including municipal citations.

**DRUGS/ALCOHOL**

Any use or possession of alcohol or other drugs, or items deemed to be “look-alikes”, or students that appear to be under the influence of alcohol or other drugs, or “look-alikes” are subject to consequences. Possessing the paraphernalia associated with drug use, or selling alcohol or other drugs, or “look-alikes” at school or at a school-sponsored or related activity is prohibited (WI Stats. Ch. 161 and 125) and should be reported to a teacher, counselor, or administrator immediately.

**RANDOM DRUG SEARCHES**

The Eau Claire Area School Board has given authorization to the Superintendent of Schools to implement random searches for illegal drugs using drug-sniffing dogs. At any time, before, during, or afterschool hours, drug-sniffing dogs will be searching lockers, vehicles, the parking lot, and any areas directly supervised, rented, or leased by the school district. These legal random searches are to ensure the safety of the school.
WEAPONS
Students found to possess or to have previously possessed a weapon on campus, on the school bus, or at any school-sanctioned event will be suspended from school immediately and will be recommended for expulsion. A weapon is any object used, or threatened to be used, to do bodily harm to oneself or another. “Look-alike” weapons are not allowed on campus, on the school bus, or at any school-sanctioned event. Weapons include articles commonly used or designed to inflict bodily harm and/or to intimidate other persons, as well as articles designed for other purposes which are used or intended to be used in a manner that would inflict bodily harm and/or to intimidate, e.g. toy weapons or replicas of weapons. Students who possess or who have possessed “look-alike” weapons will receive severe disciplinary action, including possible recommendation of expulsion.

FIGHTING/HARASSMENT
Fighting and/or harassment will not be tolerated on campus, on the school bus, or at any school-sanctioned event! Fighting will result in an out-of-school suspension and possible police referral. Harassment will be investigated and measures will be taken to ensure that every student is able to attend Memorial High School without fear. Students who instigate fights and/or harassment but are not physically involved in a specific incident submit themselves to the same penalties as those who are physically involved. Any incidents of fighting and/or harassment should be reported to a teacher, counselor, or administrator immediately.

SEXUAL HARASSMENT
As with other forms of harassment, sexual harassment will not be tolerated at Memorial High School. Sexual harassment includes, but is not limited to, unwelcome verbal, written, or acted communications from one student to another student or group of students which contain sexual-or-gender-related derogatory content.

RELIGIOUS BELIEFS POLICY
In accordance with Wisconsin Act 227 and the Eau Claire Area School District’s Rules and Regulations #6129, accommodations will be made for students’ sincerely held religious beliefs as they pertain to the instructional program including examinations and other academic requirement.

NON-DISCRIMINATION POLICY
The Eau Claire Area School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. All discriminatory practices should be reported to a teacher, counselor, or administrator.

The district encourages informal resolution of complaints under this policy. 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 s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Eau Claire Area School District, 500 Main Street, Eau Claire, WI 54701.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to Administration. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC s. 1415 and ch.115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 15, sub ch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints and which proclaim that the state or a sub-grantee is violating a federal statute or regulation that applies to a program, shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination, 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 45 days of receipt of the complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Step 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.