



2025  
**Family  
Handbook**  
2026



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Meet to Create the Future* #ECASDinspires



**EAU CLAIRE**  
AREA SCHOOL DISTRICT

# 2025-2026 SCHOOL CALENDAR

September 1.....	LABOR DAY (all schools closed)
September 2.....	First Day of School for Students
October 16.....	Family-Teacher Conferences (All Day; No School for Students)
October 17.....	No School for Students
October 20.....	No School for Students
November 7.....	End of Secondary School Marking Period
November 24-25.....	No School for Students
November 26-28.....	THANKSGIVING BREAK (all schools closed)
December 24 – January 2.....	WINTER BREAK (all schools closed)
January 19.....	No School for Students
January 22.....	End of Marking Period
January 23-26.....	No School for Students
February 26.....	Family-Teacher Conferences (Evening)
February 27.....	Family-Teacher Conferences (All Day; No School for Students)
March 2.....	No School for Students
March 27.....	End of Secondary School Marking Period
March 30 – April 3.....	SPRING BREAK (all schools closed)
April 27.....	No School for Students
May 25.....	MEMORIAL DAY (all schools closed)
June 4.....	Last Day of School for Students/End of Grading Period

## Graduation Ceremonies

May 20 @ 7:00 pm.....	Eau Claire Virtual School at DeLong
May 21 @ 7:00 pm.....	North High School in the Doghouse
May 22 @ 7:00 pm.....	Memorial High School at Memorial
June 2 @ 7:00 pm.....	McKinley Charter School at Memorial

Eau Claire Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, immigration status, pregnancy (or related conditions), marital status, parental status, sexual orientation, sex (including gender status, change of sex, gender identity, or gender expression), or physical, mental, emotional, or learning disability. Furthermore, the Board of the Eau Claire Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator.

The full notice of nondiscrimination is located at [go.ecasd.us/nondiscriminationnotice](https://go.ecasd.us/nondiscriminationnotice).

The information included in this handbook was accurate at the time of printing.

For the most up-to-date information, please visit [www.ecasd.us](https://www.ecasd.us).



# Family Handbook & Directory

**Michael Johnson**  
Superintendent

**Administration Building**  
500 Main Street  
Eau Claire, WI 54701  
(715) 852-3000  
[www.ecasd.us](http://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 Eau Claire Area School District (ECASD) Families,

Welcome to the 2025-2026 school year!

I hope you have been having a wonderful summer and participating in some active outdoor activities with family and friends. Our Summer Programs have been enjoyed by thousands of our students, allowing them to explore academic areas of interest, participate in engaging activities with our staff and community partners, and enjoy hands-on and physical fitness opportunities.

We have been continuing our development across all departments and schools this summer as we strive to ensure opportunities for learning and experiences for each student. As we approach the new school year, our students' academic success and their social and emotional growth are key priorities, as we have learned from our families, staff, and students themselves.

Please take a few minutes to look through this handbook, as it offers information that will be helpful to you during the school year. Please note important dates at the beginning of the handbook including Family-Teacher Conferences which provide a critical opportunity for school staff and families to collaborate and support student success.

If you have questions from the handbook, please contact your school principal. We always welcome suggestions about how to keep our families informed, so please feel free to share your ideas with your principal.

On behalf of the ECASD staff and our School Board, I wish you a successful and positive school year!

Sincerely,

Michael Johnson  
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

Dr. Tim Nordin, President, [tnordin@ecasd.us](mailto:tnordin@ecasd.us)

Dr. Lori Bica, Vice President, [lbica@ecasd.us](mailto:lbica@ecasd.us)

Dr. Stephanie Farrar, Clerk/Governance Officer, [sfarrar@ecasd.us](mailto:sfarrar@ecasd.us)

Jarrett Dement, Treasurer, [jdement@ecasd.us](mailto:jdement@ecasd.us)

Jasmine Case, Board Member, [jcase1@ecasd.us](mailto:jcase1@ecasd.us)

Pa Thao, Board Member, [pthao1@ecasd.us](mailto:pthao1@ecasd.us)

Erica Zerr, Board Member, [ezerr@ecasd.us](mailto:ezerr@ecasd.us)

## School Board Meetings

The School Board meets on the first and third Monday of each month (unless otherwise noted) 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 regular meeting.



School Board meetings are open to the public and streamed live via YouTube and recorded. If you wish to listen and watch a livestream of the meeting (and not speak during public comment), please go here: <https://www.youtube.com/@ecasdboardroom/streams>. Recordings of each meeting are posted on the agenda page in BoardDocs.

## Student Representatives to the School Board

Each year the School Board selects one student from each high school to serve as the Student Representative 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 ([go.ecasd.us/boarddocs](http://go.ecasd.us/boarddocs)). This allows for viewing and/or printing information prior to meetings and not only saves time and resources but 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 the ability to view each meeting. From the BoardDocs agenda, you can click on “Watch Video,” and then watch the entire video or view a particular segment. If you need assistance with BoardDocs, please contact the Superintendent’s Office at (715) 852-3002.

## Inclement Weather Information

The Superintendent or Designee of the ECASD, 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. As we all know, weather conditions can change rapidly. In the event that a two-hour delay must be reconsidered, the decision to close schools for the full day will be made no later than 8:00 a.m. The same process will be used if bad weather or a peak energy alert develops after school has started for the day. If schools are closed because of bad weather, athletic, after-school, and evening events may also be canceled.

Announcements of these decisions are made by local television and radio stations, on the District’s website, via the District’s social media, by email to families who have provided email addresses, and via text through ParentSquare for those who have not opted out.

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

- Buses 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.
- Both A.M. and P.M. classes at Prairie Ridge Early Learning School and all EC4T community site classes will be closed. Eau Claire Virtual School will operate as normal.

Families may decide the weather is too severe to send their child to school (especially a younger child). The ECASD respects your decision on this matter. Please notify your child’s school if you will not be sending your child to school.

## Skyward – Family Access



Family Access is a real-time, secure, internet-based website that allows users to view student 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 Office will use Family Access as a communication tool to create a stronger relationship between families and our school community.

To obtain your username and password, go to [www.ecasd.us](http://www.ecasd.us), click on "Family Portal" at the top of the page, then click on the Skyward login button. Enter your Login ID and Password. If you do not have this information, click "Forgot your 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, please contact your school. You can also contact the Enrollment Office for assistance at (715) 852-3063.

## Skyward – Mobile Access for Families

A Skyward Mobile Access app is available from the iTunes Store, the Google Play Store, and the Amazon App Store. This app gives families the ability to view their student's grades, schedule, and/or report cards and submit absence requests. The data you can view might vary between schools.

## Using ParentSquare to Stay Connected

The District uses ParentSquare to communicate with families about emergency situations and weather-related delays/cancellations. ParentSquare quickly sends mass notifications by text, email, voice message or (optional) app notification to the number you've provided to the District in Skyward. You will automatically be enrolled to receive text messages. Your student's teacher may also use ParentSquare to communicate home using text messages. You can save the number the teacher is texting from, and you can text them whenever you need to!



Please consider the following:

- You can experience ParentSquare through only text messages if you prefer; however, there is also an app you can download that will enhance the experience! Find it in the Apple App store or Google Play store, depending on your mobile device.
- Check your Skyward Family Access account, and make sure your contact information is correct.
  1. Log into your Skyward account, choose a student's account to manage.
  2. Click Student Info, click Request Changes for [student], and click Family Information.

3. Please note: If you are listed as Guardian/Family Number 2, you must contact the school secretary to update your information.

## Using Social Media to Reach Out to the Community

The District uses social media to extend its communication reach to students, families, employees, and the greater community through the use of Facebook and Instagram. 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](http://www.facebook.com/ECASD). Instagram users can follow ECASD news and information via @ecasd1.



# OVERVIEW

## The District

The ECASD, with an enrollment of just under 11,000 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 three charter schools.



## Administration

The chief administrator of the ECASD is the Superintendent. Serving directly under the Superintendent are the Executive Director of Business Services, Executive Director of Human Resources, Executive Director of Student Services & Special Education, and Executive Director of Teaching and Learning. (Please see Directory on Page 85 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 three charter schools: Chippewa Valley Montessori for students in grades 4K-5, Eau Claire Virtual for students in grades 4-12, 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 more than 1,600 total staff with 1,004 certified staff members. Approximately 57% have a master's degree or higher and the average teaching experience is 13.11 years.

Eau Claire has a 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 ECASD 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 stipulated licenses while they work toward full licensure.

Federal law requires that school districts notify families annually of their right to request information on the professional qualifications of their child's teachers. There are a variety of questions families 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 ECASD's Human Resources Department at [humanresources@ecasd.us](mailto:humanresources@ecasd.us) or (715) 852-3050 or your child's principal. Answers to questions #3 and #4 can also be obtained by contacting the ECASD's Human Resources Department.

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 [humanresources@ecasd.us](mailto:humanresources@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](mailto:licensing@dpi.wi.gov) or call (800) 266-1027.

# FINANCE

The ECASD operates on an annual budget adopted by the School Board.

2024-25 Resources		2024-25 District Operating Budget	
		Salaries & Benefits (69.4%)	\$116,988,741
Local Revenue (33.1%)	\$ 55,726,733	Intermediate Source (0.6%)	\$968,095
State Revenue (60%)	\$101,076,769	Purchased Services (21.6%)	\$36,468,022
Federal Revenue (4.1%)	\$6,895,040	Supplies (4.9%)	\$8,303,491
Other Revenue (2.9%)	\$4,834,136	Capital (0.3%)	\$479,052
		Other (3.2%)	\$5,325,277
<b>Total</b>	<b>\$168,532,678</b>	<b>Total</b>	<b>\$168,532,678</b>

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 2022-23 the state average for per pupil spending was \$12,506; Eau Claire’s spending per pupil was \$11,735 for a difference of \$771. The ECASD is the eighth largest school district in Wisconsin and ranks 280 out of 421 school districts in spending.

## Eau Claire Public Schools Foundation (ECPSF)

Eau Claire Public Schools Foundation (ECPSF) is an independent nonprofit organization, dedicated to seeking charitable donations on behalf of the ECASD to enhance the educational experience of our students. It awards grants to each ECASD school and supports educator creativity, innovative projects, and building endowment funds to enable future giving. To learn more about ECPSF’s mission and support your child’s education, please visit [www.ecpsfound.org](http://www.ecpsfound.org). ECPSF encourages everyone to celebrate great education, thank a teacher, and make a gift online.

# ENROLLMENT & REGISTRATION

## Enrollment Office

The Enrollment Office welcomes your family to the ECASD. We are happy to assist you, whether you are new to the area or transferring within the District. Enrollment applications are completed online by visiting [www.ecasd.us/Enrollment](http://www.ecasd.us/Enrollment). You can create a new account or log into your existing Family Access account to access the New Student Online Enrollment form. The Enrollment Office is located in the ECASD Administration Building at 500 Main Street. To complete the enrollment process, please provide the following documents via upload, in person, or by email ([enrollment@ecasd.us](mailto:enrollment@ecasd.us)):

- 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 scores, or Talented and Gifted services)

## Age of Entrance Into Kindergarten

The 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 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), Polio, Hepatitis B, MMR, Varicella (chickenpox or a history of chickenpox), and meningococcal (MenACWY). 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.

Families are required to have their child(ren) vaccinated as state law requires or claim a waiver. The Eau Claire City-County Health Department offers

immunizations by appointment if eligibility criteria are met. Call (715) 839-4718 for more information or follow this link:

<https://www.eauclairawi.gov/government/our-divisions/health-department/clinics/immunization-clinics>

Please contact your child’s primary care provider or the Eau Claire City-County Health Department to schedule an appointment.

<b>Student Immunization Law – Age/Grade Requirements 2025-2026 School Year</b>							
<b>Age/Grade</b>	<b>Required Immunizations (Number of Doses)</b>						
<b>PreK (Ages 2-4)</b>	4 DTap/DT/Td		3 Polio	3 Hep B	1 MMR	1 Var	
<b>Grades K – 6</b>	4 DTap/DT/Td		4 Polio	3 Hep B	2 MMR	2 Var	
<b>Grades 7 – 11</b>	4 DTap/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var	1 MenACWY
<b>Grade 12</b>	4 DTap/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var	2 MenACWY

# FAMILY INFORMATION

## Accommodating a Student's Religious Beliefs

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regards to assessments and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

## Child Care

Before and/or after-school childcare is provided by the YMCA on-site at the following schools: Flynn, Locust Lane, Manz, Meadowview, Northwoods, Putnam Heights, Robbins, and Sam Davey. Students from Longfellow and Montessori are transported to the YMCA. For more information about this service and the cost, call (715) 836-8460 or visit their website at [www.ymca-cv.org/eaucloaireymca](http://www.ymca-cv.org/eaucloaireymca).

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, families are encouraged to connect directly with the adults closest to the situation. This could be a teacher, a coach, a nurse, or another adult who works with the student. If families cannot resolve the problem with those adults, the next step would be to contact the principal or the assistant principal. If, after talking with the principal, the situation is still not resolved, families could then contact the Superintendent. See Pages 78-81 for contact information. Please see District Policy 9130 on our website for more information and guidelines.

## 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. For more information, please see District Policy 5231 on our website.

## Family-Teacher Conferences

The family-teacher conference is a time set aside twice a year to discuss student academic, social, and 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 families plan to attend on these specifically scheduled days. We understand that sometimes there are unforeseen circumstances that may prevent a family 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 may not be rescheduled.

## Virtual Learning

On rare occasions, the District may need to implement virtual learning. This is intended to allow for a continuation of instruction during special circumstances that prevent the District from holding in-person classes. Circumstances requiring virtual learning may include:

- Inclement weather
- A state of emergency due to a natural disaster
- Significant outbreak of contagious illness
- Other emergency situations as deemed necessary by local, state, or federal government agencies or the Eau Claire Board of Education



If virtual learning is required, the District will strive to provide equitable access to the following items for all students:

- Mobile devices to be used for virtual learning
- Specialized devices and/or programs to support unique learning populations, including special education and English learners
- Internet access for students without reliable internet service at home
- Meals, provided either via pick-up or delivery to specified areas (if possible)
- Regular communication from teachers to provide virtual instruction
- Regular communication from the District with updates regarding the situation

Implementing virtual learning may occur with very little notice. The District will communicate as quickly as possible with all families regarding the situation, meal services, and other necessities. The District will also abide by practices that protect student safety and privacy while in an online environment ([go.ecasd.us/OnlinePrivacyGuide](http://go.ecasd.us/OnlinePrivacyGuide)) and expect students to follow basic online behavior expectations:

- Student Internet Etiquette (Netiquette): [go.ecasd.us/Netiquette](https://go.ecasd.us/Netiquette)
- K-6 Student Internet Etiquette (Netiquette): [go.ecasd.us/K6Netiquette](https://go.ecasd.us/K6Netiquette)
- (Español) Student Internet Etiquette (Netiquette): [go.ecasd.us/EsNetiquette](https://go.ecasd.us/EsNetiquette)
- (Hmong) Student Internet Etiquette (Netiquette): [go.ecasd.us/HmNetiquette](https://go.ecasd.us/HmNetiquette)

Staff may record their instruction in the District's online meeting platform on a regular basis. These recordings will remain the property of ECASD and will not be shared with outside entities.



# STUDENT ATTENDANCE

## Attendance

Having an excellent education will help give students the best opportunity for success in life. 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 later in life where daily, prompt attendance at work is necessary to be successful.

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 working 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 their designee of each secondary school shall serve as the school attendance officer. The duties of the school attendance officer shall include the following:

1. Establishing and enforcing procedures in reporting accurate daily attendance in each classroom. This will include adherence to the attendance requirements and procedures as well as the specific procedures unique to each building.
2. Determining which students are absent from school and reporting such absences to the student’s family by the end of the second school day the student was absent and directing the family 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 families and prior written approval for student absences from families. [Wisconsin Statute 118.15(3)]
5. Initiating legal proceedings against truant students or their families 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 family 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, optometric, or other valid professional appointments. The family is requested to make 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 a student to accompany their family on a vacation that cannot be scheduled when school is not in session. The family shall be required to notify the school attendance officer of the 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 family accompaniment are not excused absences.
7. A court appearance or other legal procedure that requires the attendance of the student.
8. A public health officer imposes a quarantine.
9. Attendance at special events of educational value as approved by the school attendance officer.
10. Approved school activities during class time.
11. Special circumstances that show good cause which the school attendance officer approves in advance.
12. The family must provide a prior written request for absence from school not to exceed ten days during the school year. Course work missed during this absence must be completed.



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

Families 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, nurse practitioner, 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 family. 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 family compliance with the compulsory attendance law:

1. Provide family notification of absences or trancies/habitual truancy as required by law.
2. Request family conferences regarding trancies or attendance problems, i.e., AIMS meetings.
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’s family to discuss truancy or attempted to meet with them and been refused or received no response. This does not apply if the required meeting is not held within ten school days after the date of the habitual truancy notice.
  - b. Provided an opportunity for educational counseling to determine whether a change in curriculum would resolve the truancy problem and considered curriculum modifications possible within the current school program.
  - c. Evaluated the student to determine whether learning problems could be the cause of truancy, and if so, taken steps to overcome the learning problems. The student need not be evaluated if tests administered within the previous year indicate the student is performing at grade level.
  - d. Evaluated the student to determine whether social problems could be the cause of truancy and, if so, taken action or made appropriate referrals.

(Items b, c, & d above do not apply if the officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absence from school.)

The District is working closely with the Department of Human Services (DHS) and the Assistant District Attorney's office to support students/families with truancy concerns. The DHS Truancy Program is a strengths-based, voluntary Court diversion program that focuses on family engagement/support and identifying/addressing the root cause of the truancy. The Systems of Care program may be utilized to support students and families in need of additional school and community support, with the goal of improving school attendance and preventing Court involvement. Students can earn incentives, such as gift cards for regular attendance and passing grades. In addition, students will work with a mentor who can coach them in meeting their goals. Please talk to your school attendance officer with any questions regarding these programs or attendance concerns.

### **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 family request. Students who leave school prior to the end of the school year will NOT be allowed to take final examinations early and will be given incompletes until both the following requirements are satisfactorily met:

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

### **Modified School Attendance**

The Board 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 they are absent without an acceptable excuse all or part of five or more days in a semester.

### What are School Policies & Procedures Regarding Truancy?

Parents/Guardians are expected to report an absence by contacting the attendance office, documenting in Skyward, or providing school with a written verification of the absence. This is expected for an absence of either a **portion of** or a **full** day. If after 48 hours no excuse is provided, the absence will be considered unexcused.

The school attendance officer shall have the authority to initiate any of the following actions to secure student or family compliance with the compulsory attendance law:

1. Provide family notification of absences or truanancies/habitual truancy as required by law.
2. Request family conferences regarding truanancies or attendance problems, i.e., AIMS meetings.
3. Assign in school 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. When part or all of 5 days have been unexcused, a letter will be sent to schedule an **Attendance Improvement Meeting (AIM)**. At this meeting, the DHS Truancy program will be offered to the student/family. If the family does not attend the meeting, the student may be issued a citation by the Eau Claire County Juvenile Intake Worker, pursuant to the Eau Claire County Code of Ordinances, Section 9.95.
  - b. Upon the seventh occurrence of truancy, the school may make a referral to the Eau Claire County Juvenile Intake Worker.

- c. The Eau Claire County Juvenile Intake Worker may issue a citation to the student.
- d. The Eau Claire County Juvenile Intake Worker may also issue a citation to a parent or parents for contributing to the truancy pursuant to Eau Claire County Code Section 9.95.020. If a citation is issued to a parent, it shall include court costs.
- e. There may be other sanctions associated with a truancy citation. See Eau Claire County Code of Ordinances Secs. 9.95.040 & 9.95.050."

The School District is working closely with the Department of Human Services (DHS) and the Assistant District Attorney's office to support students/families with truancy concerns. The [Systems of Care](#) program may be utilized to support students and families in need of additional school and community support, with the goal of improving school attendance and preventing Court involvement. Students can earn incentives, such as gift cards for regular attendance and passing grades. In addition, students will work with a mentor who can coach them in meeting their goals. Please talk to your school attendance officer with any questions regarding these programs or attendance concerns.



# STUDENT DISCIPLINE

## Discipline Philosophy

The ECASD has high expectations for all students. Using the Positive Behavioral Interventions and Supports (PBIS) framework, schools will work with families and the community to promote a positive and safe learning environment. The collaborative efforts of all students and staff will ensure a positive learning culture for everyone.

Any student who, through actions, behavior, dress, appearance, or presence, disrupts the 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, will be subjected to the disciplinary process of the school.

## Code of Classroom Conduct

The ECASD uses the Equitable Multi-Level System of Supports (EMLSS) as a decision-making framework to guide staff in selection and implementation of best practices for improving academic and behavioral outcomes for students. Within the E-MLSS framework, all schools are expected to braid academics and behaviors to support student learning. As such, all schools shall utilize the Positive Behavior Interventions and Supports (PBIS) framework to create a supportive social and emotional learning environment to ensure access, opportunity, and success for all students.

PBIS requires that schools define and teach behavioral expectations for all students in order to maintain a safe and productive learning environment. These expectations should be created with students at the beginning of the school year and be taught, practiced, and reviewed on a consistent basis throughout the year. When students engage in behaviors that interfere with teaching and learning, they may be temporarily removed from the learning environment.

For more information, please see District Policy 5500 on our website.

### **Why a Student May Be Removed From Class**

The Code of Classroom Conduct is designed to ensure that all staff can teach and all students can learn in a safe, equitable, and positive environment that is free of bias. The teacher shall follow the continuum of consequences as defined within the behavioral framework of the school. Once a teacher has exhausted their strategies outlined by the schools' PBIS behavior matrix to manage the student's behavior, the student may be removed from the learning environment following the Code of Classroom Conduct policy.

On the rare occasion when a student may be asked to leave their learning environment due to a Code of Classroom Conduct violation, the teacher/designee will provide an intervention for the student to alleviate future removal from the class. The intervention(s) must be documented in the District's Response to Intervention system.

# GENERAL STUDENT INFORMATION

## Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.

N. distributing or receiving questions from quizzes, tests, assessments, etc.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

## Accident Insurance

The ECASD does not provide any type of health or accident insurance for injuries incurred by your child at school. Your family is 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](http://www.1stagency.com) for more information or to purchase coverage.

## Athletics

The secondary school athletic program offers a variety of athletic experiences to students willing to make the necessary commitments to become contributing members of an athletic team. To be eligible, a student must meet all requirements set forth in the District Athletic Code. A copy of the Athletic Code is available on middle and high school websites.

## Bullying

The ECASD 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 can show up as a physical, verbal, psychological, or cyber act. Bullying has a harmful social, physical, psychological, and academic impact on the bullies, the targets, and the bystanders. Through the use of the PBIS framework, the District shall proactively teach and support students to develop and reinforce respectful relationships with

one another. Reports of bullying may be made verbally or in writing. Formal complaints will be documented using the District's form called "*Formal Student Bullying, Discrimination, and/or Harassment Reporting Form*," which can be found on the District's website at <https://www.ecasd.us/familiesandstudents/forms>.

## Carrying Concealed Weapons

No employee of the Eau Claire Area School District shall possess or use any destructive device, firearm or other dangerous weapon (as defined under [section 948.61](#) of the state statutes) of any kind, whether concealed or not concealed, at any time:

- in any school or other building/facility that is owned, occupied or controlled by the District;
- on the grounds of a school or on other school premises;
- in any District-owned vehicle or on any form of District-provided transportation;
- at school-related activities; or
- when acting within the scope of his/her employment.

The only exceptions to this policy are where state law prohibits a school district from restricting an employee's right to possess a firearm or other dangerous weapon in a location covered by this policy (e.g., an employee holding a valid license to carry a concealed weapon has limited rights to store a licensed weapon in his/her own vehicle, which rights are further restricted when the vehicle is located on school grounds). This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose. It is also understood that school administrators and employees may sometimes have a need to temporarily take possession of a firearm or other weapon that is present in a school environment in order to address a violation of law or policy and to protect the health and safety of others. Temporary possession of a firearm/weapon under such circumstances shall be considered authorized and shall not be considered a violation of this policy. In such circumstances, the firearm/weapon should be stored in a secure manner until it can be safely turned over to law enforcement or other appropriate party at the earliest reasonable opportunity.

Law enforcement officers should be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. In addition to reporting actual weapons situations to law enforcement officers as required by this policy, school employees and other mandated reporters of threats of school violence are also required to report any serious and imminent threat of violence in or targeted at a school that they become aware of to a law enforcement agency in accordance with state law requirements and Board policy. Appropriate information and training shall

be provided to staff in dealing with weapons situations in accordance with the school safety plan.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment and may be referred to law enforcement officials for possible prosecution under applicable laws or ordinances.

## Child Abuse/Neglect

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. It is important that families recognize the signs of sex trafficking/abuse and take steps to prevent and intervene. Below are some indicators that families should be mindful of and take action if you suspect the following with your child:

- Suddenly has a new hairstyle, nails, accessories, clothing etc.
- Is “couch surfing” and often not home
- Shows signs of fear, anxiety, depression, aggression, or emotional distress
- Shows signs of drug addiction or gang affiliation
- Makes references to sexual situations that are unusual for a child of that age or engages in high-risk sexual behaviors
- Has a “boyfriend” or “girlfriend” who is noticeably older
- Has an explicit sexual online profile
- Has knowledge of the commercial sex industry; uses words like Track, Stroll, Johns, Tricks, etc.

These are only a few of the signs that something may be occurring. This list is not inclusive nor are these indicators to be used as a given that your child may be in a sex trafficking situation. The best way to prevent and intervene in these situations is to know your child and talk to them consistently to learn more. If you suspect your child is in immediate danger, call 911. You may also contact the Eau Claire Department of Child Protective Services at (715) 839-7118.

## Dress & Appearance Guidelines

As per District Policy 5511, the District recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator and/or Designee shall establish such dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices that:

- A. present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and appearance within the building or at school-sponsored events or activities;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. obscenity;
- B. language or depictions intended to incite violence or foment hatred of others.

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's family.

## Drugs & Alcohol

The misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The District actively promotes a message of abstinence from substance use through various educational programs within the school and local community. Students receive education on the dangers of drug and alcohol misuse as part of the school health curriculum. Families can access resources and information to prevent underage substance misuse through the [Eau Claire Health Alliance website](#).

In accordance with Wisconsin law (WI Stat.120.12 & 125.09), students are prohibited from engaging in activities involving alcohol, tobacco, or other drugs during school hours, on school premises, or at school-affiliated events. Those found in violation of this law may face disciplinary actions from the school. Instances of repeat offenses or involving illegal alcohol or drug activity may be referred to the Eau Claire Police Department. This includes the misuse of over-the-counter drugs or medications. Students are also prohibited from carrying matches, lighters, or any devices used for consuming tobacco/nicotine products. In the event of a violation of alcohol, tobacco, and other drug policies, parents or guardians will be notified, irrespective of the student's age.

The District Administrator has been granted authority by the Eau Claire Area School Board to conduct random searches for illegal drugs using drug sniffing dogs or other methods. These searches may occur at any time to ensure the safety of students and staff.

## Emergency Action Plan



The ECASD utilizes the Standard Response Protocol (SRP), founded by the “I Love U Guys” Foundation, to respond to critical incidents. All staff and students are trained in the 5 specific action steps to be used in all hazard response. These actions include Hold, Secure, Lockdown, Evacuate, and Shelter. Schools are required to test and drill these actions throughout the school year. The ECASD Safety Coordinator collaborates with the Eau Claire Police

Department, Eau Claire Fire Department, and other first responder agencies to create a culture of safety and ensure staff and students know how to respond efficiently and effectively to any emergency incident.

### How does the plan work?

The SRP will be utilized for responding to situations as they happen. The situation will dictate the level of response needed from staff, first responders, and ECASD administration.

## How do I get information about an incident?

Should an emergency event involve an entire school, the District administration will communicate with the public through its normal communication streams.

## What if school closes early?

When school closes early, bus service will be arranged with Student Transit at (715) 839-5116. Children with no one to pick them up or no family member at home shall be discharged to the emergency drop spot identified by families 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. Daycare providers will notify families and make childcare 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 families 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 family participation

## Fees

All students participating in high school athletics will pay a fee. That fee varies by sport and is available July 1<sup>st</sup> of each school year. Individuals pay for a maximum of two sports/year (the third sport is free at high school), and there is a family cap. Students in non-athletic competitive activities at the high schools that have a paid

coach or advisor will pay a fee per activity. Students participating in middle school athletics/activities and in Special Olympics will pay a fee per activity. All students who qualify for reduced price meals will pay half the fee and those who qualify for free meals will pay no fee. Those who qualify should still complete a fee form or log into [www.myschoolbucks.com](http://www.myschoolbucks.com) to process.

## Harassment

The 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 students to maintain a safe and supportive learning environment. 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 in our policies here:

- 5517: Student Anti-Harassment  
<https://go.ecasd.us/antiharassment>
- 5517.01: Bullying  
<https://go.ecasd.us/bullying>
- 9130: Public Requests, Suggestions, or Complaints  
<https://go.ecasd.us/generalcomplaints>

## Sex-Based Discrimination & Harassment (Title IX)

The Board of the ECASD does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. As such, the District is committed to maintaining a learning environment that is free of all harassment, including sexual harassment and sex-based discrimination.

Sexual harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. The District shall take all necessary and appropriate action to eliminate it, up to and including discipline of the offender(s). Sex-based harassment is a form of sex discrimination and means sexual harassment and other forms of harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, and other conduct on the basis of sex, that is:

- quid pro quo harassment; or
- hostile environment harassment; or
- specific offenses (e.g. sexual assault, dating violence, domestic violence, or stalking).

The following conduct, if found to be so severe, pervasive, and objectively offensive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment), may constitute sex-based harassment:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- unwelcome behavior or words directed at an individual because of gender;
- inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve 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

## Complaints of Sex-Based Discrimination and Harassment

It is the intent of the District to create an atmosphere where complaints shall be treated fairly and in a timely manner. Any person who believes they have been harassed or have knowledge that a policy violation has occurred must notify the building principal, Title IX Coordinator, or any trusted District employee. The District's nondiscrimination policy and grievance procedures can be found at [go.ecasd.us/sexdiscriminationpolicy](https://go.ecasd.us/sexdiscriminationpolicy). In addition, inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both. All harassment complaints shall be taken seriously and be properly investigated in accordance with the District's complaint procedures.

### Grievance & Reporting Procedures

For details on the grievance procedures, refer to the section of this handbook titled, "Discrimination Complaint Procedures" (page 42). Any staff member receiving a complaint of sex-based harassment or discrimination shall immediately report it to the building principal and/or notify the Title IX Coordinator. Appropriate actions shall be taken to prevent or correct the harassing behavior, which may include referral to law enforcement.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the ECASD Employee Handbook at <https://www.ecasd.us/departments/human-resources/employee-handbook> and/or the ECASD Family Handbook at <https://www.ecasd.us/familiesandstudents/family-student-handbook>.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

### No Retaliation

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 District Policies [2264](#), [2266](#), [5517](#) and other applicable policies shall be subject to disciplinary measures consistent with District policies and procedures.

The district designates and authorizes the following individuals to oversee and coordinate efforts to comply with Title IX and its implementing regulations:

#### FOR STUDENTS

Dang Yang

Director of Equity, Diversity, and Inclusion (EDI) & Title IX Coordinator

500 Main Street

Eau Claire, WI 54701

[dyang1@ecasd.us](mailto:dyang1@ecasd.us)

(715) 852-3069

## FOR STAFF & EMPLOYEES

Michelle Golden  
Executive Director of Human Resources & Title IX Coordinator  
500 Main Street  
Eau Claire, WI 54701  
[mgolden1@ecasd.us](mailto:mgolden1@ecasd.us)  
(715) 852-3051

## Illness

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 illness:

- 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 they become ill and need to stay home based on the District's sick child guidelines:

- Fever – Temperature of 100.4 F or higher
- Diarrhea
- Vomiting
- Persistent cough
- Draining or spreading rash

## Law Enforcement Procedures

### Notification of Families Prior to Interview

Officers in the Eau Claire Police Department serve as ECASD School Resource Officers. The School Resource Officer does not act as the primary responder to school discipline. The purpose of their presence is to promote a positive and safe learning environment, act as a resource within the school community, assist in the education of students regarding police issues, and conduct necessary enforcement activities within schools. The School Resource Officers are plain clothed officers who possess all of the equipment of an officer.

Reasonable and appropriate attempts shall be made to notify the parent(s) or guardian of any student who is interviewed by a law enforcement official on school premises during the school day, with advance notice encouraged but not strictly required. 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. If a student is interviewed by law enforcement officials without a parent/guardian or administrator presence, the

principal or designee shall explain the circumstances that led to the interview and place a written report of the incident in the student's file. Unless otherwise requested by the officer, the principal (or in the principal's absence, their designee) may sit in on the interview.

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

To the extent permitted by law, a school official conducting student-related search activities outlined in District Policy 5771 or any other District policy may request the active assistance of a school liaison officer or other law enforcement official.

### **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 District. The principal or designee will set times for locker clean out by students and locker checks, as the lockers are the property of the District.

### **Meals at School**

Eau Claire Area School District participates in the National School Lunch and School Breakfast Programs at all ECASD schools. Meals served under these programs must meet the nutritional standards set forth under the Healthy Hunger Free Kids Act of 2010. Children from households that meet Federal Income Guidelines are eligible for either free or reduced-price meals. Applications are available online at [www.myschoolapps.com](http://www.myschoolapps.com). Paper copies are mailed to each household before the start of the school year. They are also available in all ECASD schools, and at the Administration Building, 500 Main Street, in the Food and Nutrition Office. Any information you provide is confidential and will be used only for the purpose of determining eligibility. For more information please visit [www.ecasd.us/departments/food-nutrition](http://www.ecasd.us/departments/food-nutrition). If you have any questions or need assistance, please contact the Food and Nutrition Office at [SchoolNutrition@ecasd.us](mailto:SchoolNutrition@ecasd.us) or (715) 852-3061.

### **Breakfast**

The school breakfast program is available to all students daily. Meals at school must meet the USDA's nutrition guidelines to provide students with energy necessary for learning. Breakfast meals provide  $\frac{1}{4}$  of the Recommended Dietary Allowances for protein, Vitamin A, Vitamin C, iron, calcium, and calories by age range. In addition, no more than 30% of the calories come from fat and no more than 10% of calories come from saturated fat. At breakfast, students may decline to take one item offered but must take a full serving of a fruit or vegetable to complete the meal.

### **Lunch**

The school lunch program is available to all students daily. Lunches are designed to provide  $\frac{1}{3}$  of the Recommended Dietary Allowances for protein, Vitamin A, Vitamin C, iron, calcium, and calories by age range. In addition, no more than 30% of the calories come from fat and no more than 10% of calories come from saturated fat. Eau Claire Area School District utilizes the "Offer vs Serve" provision for breakfast and lunch. In order to have a complete meal, each student must

choose three of the five food components offered (grain/bread, meat/meat alternate, fruit, vegetable and milk). Students are encouraged to try all sides offered but are required to take a full serving of at least one fruit or vegetable.

## Meal Charges

The District has a pre-payment system for school meals; however, we recognize that, on occasion, students may forget to bring meal money to school. Unpaid charges are the responsibility of parents/guardians and place a financial strain on the Food and Nutrition Department. We understand that mistakes happen, but meal payments are important to our program.



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 families to

assume the responsibility of meal payments, and promote self-responsibility of the student. The Food and Nutrition Department will notify families regarding low or outstanding balances.

Student accounts that incur a negative balance will be monitored closely, and reminders will be given to students and sent home. In addition, students will not be allowed to purchase a la carte if their account has a negative balance. Transactions may become a cash-based transaction. It is the responsibility of the guardian to monitor the account balance and send funds appropriately. If an account becomes negative, a guardian must contact the student's school and/or the Food and Nutrition office at (715) 852-3061 to establish a payment plan. Families will continue to receive payment reminders for any unpaid meal account balances. If a negative balance accrues and a payment plan is not established a Free and Reduced meal application will need to be completed for meal service to continue. School staff personnel will personally reach out to you.

The Free Meal eligibility status allows a student to receive one free breakfast and one free lunch every day; however, balances incurred prior to application approval remain the responsibility of the family. 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

**Administration of Prescription Drugs by School Staff:** Prescription Medication will only be given to students when the District receives a "Medical Consent Form" with authorized written instructions from the child's practitioner accompanied by the written authorization of the parent Prescription medication must be provided in the original container with the prescription label showing the name and telephone

number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

**Administration of Nonprescription Drugs by School Staff:** Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office. Substances that are not FDA approved (i.e., natural products, food supplements) will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

## Non-Discrimination

The ECASD is committed and dedicated to the task of providing the best education possible for each child in the District. The Board is committed to providing an equal educational opportunity for all students in the District. 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 race, color, religion, national origin, ancestry, creed, pregnancy (or related conditions), marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student programs and activities. In determining qualifications for participation, all students shall be judged against the same predetermined qualifying standards in a manner that is fair and objective.

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

Reasonable efforts shall be made to identify unserved 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 disability, a disabled student shall be placed in an educational setting with non-disabled or less severely disabled students.

The District ensures that homeless children and youth have equal access to educational programs provided to other children and youth. They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including transportation services, educational services for which the children/youth meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners), talented and gifted programming, career and technical education programs, and school nutrition programs. No homeless child or youth shall be

required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes, but is not limited to, children and unaccompanied youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, or campgrounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; or living in cars, parks, public spaces, abandoned buildings, substandard housing, bus stations, or similar settings.

## Discrimination Complaint Procedures

### Complaint Process

If any person believes that there has been a violation of a District nondiscrimination policy, that the District has failed to meet any of its obligations under state or federal nondiscrimination law, or that any unlawful discrimination has occurred (including harassment or prohibited retaliation) for which the District is responsible, they may bring forward a complaint or notification under these procedures. It is the District's expectation that all such complaints will be brought forward and processed in good faith.

Complaints under these procedures shall normally be submitted to a school administrator or directly to the District's Equal Educational Opportunities Compliance Officer (“Compliance Officer”), who also serves as the District's designated coordinator, for all student and other non-employment matters under the following federal laws: Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act. The following individual currently serves as the Compliance Officer for students:

Dang Yang

Director of Equity, Diversity, and Inclusion (EDI) & Title IX Coordinator

500 Main Street

Eau Claire, WI 54701

[dyang1@ecasd.us](mailto:dyang1@ecasd.us)

(715) 852-3069

The Executive Director of Human Resources shall perform the duties of the Compliance Officer (including receiving complaints) if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer. The following individual serves as a Compliance Officer for employees:

Michelle Golden

Executive Director of Human Resources & Title IX Coordinator

500 Main Street

Eau Claire, WI 54701

[mgolden1@ecasd.us](mailto:mgolden1@ecasd.us)

(715) 852-3051

Any person presenting a notification or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the Compliance Officer as early as possible in the process, preferably at or even prior to the time that the detailed notification or complaint is made.

In conjunction with the District's receipt of notice of any notification or complaint of alleged discrimination or retaliation under these procedures, the District shall consider (and the Complainant may affirmatively request consideration of) any interim supportive measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the Complainant and ensure equal access to the District's education programs and activities).

### **Informal Resolution of Complaints and Concerns**

The District encourages the voluntary, informal resolution of student discrimination complaints or related concerns. For example, if an issue or concern is brought to the attention of a building principal and the building principal offers a resolution that is satisfactory to both the District and to the person who presents the issue(s), it is not necessary to initiate a more formal investigation or to issue a formal determination of the complaint under the steps outlined below. Any time prior to agreeing to a resolution and prior to a determination of responsibility, any party has the right to withdraw from the informal resolution process and resume the grievance process in alignment with district policies and procedures.

If neither party is satisfied with a proposed resolution or believes the issue is too significant to pursue and resolve informally, the Complainant may initiate (or continue to pursue) the grievance procedures according to the steps listed below.

### **Formal Complaint Procedures**

A formal complaint means that an investigation is formally requested (or required) using the grievance procedures in the applicable policies to gather the facts of the complaint, to make a determination of responsibility, and to identify formal resolutions to address and correct the impact of the misconduct.

**Step 1:** A written statement or oral submission of the formal complaint shall be prepared by the Complainant, and submitted to the Compliance Officer or their administrative-level designee. The District has a form available for this purpose, titled "Formal Student Bullying, Discrimination, and/or Harassment Reporting Form" found at [www.ecasd.us/familiesandstudents/forms](http://www.ecasd.us/familiesandstudents/forms). All complaints should include the following information to the extent known: the identity of the Respondent; a detailed description of the facts (i.e. when, where, and what occurred); and a list of potential witnesses. Within 10 days, the Compliance Officer shall determine whether to dismiss or investigate the complaint based on the information provided in the complaint.

**Step 2:** Upon a decision to investigate, the Compliance Officer shall investigate or coordinate an appropriate investigation of the complaint(s) and, in a manner consistent with applicable policies and student records laws, issue a written determination to the Complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. Investigations

generally will include: interviews with the Complainant; interview(s) with the Respondent; interviews with relevant witnesses; and consideration of any documentation or other evidence. During the investigative process, informal resolutions may be sought, and supportive measures may be implemented. This initial, written administrative determination shall normally be made within 90 days of the filing of the formal complaint, although some matters may require additional time. If a complaint presents particularly complex or serious allegations, the Compliance Officer may immediately notify the parties of the complaint and involve the District Administrator in deciding how to proceed to a determination of the complaint.

**Step 3:** If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) wishes to appeal the determination of the formal complaint, they may submit a signed statement of appeal to the District Administrator. Details and requirements of the appeals process are found under the appropriate policy that applies to the misconduct. Appeals must be submitted to the Compliance Officer and/or District Administrator within 5 school days of the date of the determination. After conducting any further inquiry into the matter that the District Administrator deems appropriate, the District Administrator shall formulate a conclusion and respond in writing to the appeal. The response will normally be issued within 10 school days. If the District Administrator was involved in making the initial determination, the request for appeal shall be treated as a request for consideration.

**Step 4:** If, at this point, the complaint has not been satisfactorily resolved, further appeal may be made within 30 days to the Department of Public Instruction (DPI), Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 53707 608-266-1781. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the Complainant believe discrimination occurred, and the relief or outcome the Complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the Complainant may appeal directly to the DPI if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a determination within 90 days of receipt of the written complaint.

Nothing within these locally established complaint procedures shall preclude individuals from filing a discrimination complaint or request for enforcement directly with the U.S. Department of Education's Office of Civil Rights (OCR), as authorized by law. Such complaints may be made to the regional OCR division:

Denver Office for Civil Rights  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: 303-844-5695  
Fax: 303-844-4303  
TDD: 1-800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

## Office 365 for Home Use Program

ECASD 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](http://www.ecasd.us/hup).

## Recess

Elementary students will go outside for recess everyday unless it is raining or the temperature is dangerously cold. 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 below -10 with 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, families 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

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes, but is not limited to, conducting search activities as outlined in this or other District policies.

**Locker Searches** – A school locker is provided for the convenience of the student to be used solely and exclusively for the storage of the student's wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. The locker is assigned to a student but remains the property of the District. At no time does the District relinquish its exclusive control of the lockers. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. Locker searches under this policy may be conducted by the Superintendent, a building principal or assistant principal, a school employee specifically designated by the Superintendent or building principal, a school liaison officer, or other law enforcement official who is acting at the request of or in conjunction with school authorities. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student or retained for disciplinary proceedings or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

**Search of Students and/or Their Personal Belongings** – District staff may conduct a search of a student or the student's personal belongings (e.g., backpacks) when the student voluntarily consents to the search or where there is reasonable suspicion that the student has in their possession items that violate the law, Board policies, or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student's personal belongings should generally be conducted outside the presence of other students. No District official, employee, or person acting as an agent of the District shall conduct a strip search of a student.

**Vehicle Searches** – The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies, or school rules or the student has given consent to the search of the vehicle.

**Use of Canine Units in Safety and Search-Related Activities** – The District authorizes the use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the Superintendent or designee or is pursuant to a court order or warrant; (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine; and (3) the canine unit is represented by the sheriff or chief of law enforcement agency providing the service as capable of accurately detecting specific contraband. The District shall not use trained canine units to sniff a student's person, including articles of clothing a student is wearing or a bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle, or other property in accordance with this policy.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal internet accounts.

To the extent permitted by law, a school official conducting student-related search activities under this or any other District policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized item found as a result of a search. Items belonging to the student but removed or temporarily confiscated by the District will generally be held by the school for return to the student's parent/guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and the student's parent/guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

## Supplies/Books/Equipment

Some school supplies are furnished to students. Students shall also be expected to pay the replacement cost for textbooks, workbooks, technology items, etc., that are lost or damaged.

## STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Users of District technology resources do so solely at their own risk and assume all responsibility for any and all possible damage or loss of data, content, software, or equipment. The District makes no promises or warranties to users regarding potential damage or other loss.

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria

(taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the District Administrator and/or Designee, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator and/or Designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Families are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their families may find inappropriate, offensive, objectionable, or controversial. Families of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., ‘hacking’, ‘harvesting’, ‘digital piracy’, ‘data mining’, etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media(including in chat rooms), and cyberbullying awareness and response.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and/or Designee as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

## Technology Systems Used as Part of Student Instruction & Learning

As part of our district's commitment to providing high-quality, modern educational experiences, we utilize **Google Workspace for Education** and **Microsoft 365 Education** platforms to support student learning, collaboration, and communication.

These tools allow students to access services such as Google Docs, Google Drive, Microsoft Apps, and OneDrive, among others. They are widely used in educational settings and are designed with student privacy and safety in mind.

By participating in our educational programs, students will be exposed to digital tools provided by Google and Microsoft. Our district manages these services under strict privacy and security guidelines, and student accounts are governed by educational terms of service that limit data collection and usage.

- **Google Workspace for Education:** Google provides information about the data it collects, how it uses it, and how it discloses it in its [Google Workspace for Education Privacy Notice](#).
- **Microsoft 365 Education:** Microsoft outlines its data practices, including how it collects, uses, and protects student data, in its [Microsoft Privacy Statement](#) and [Data Privacy Notice](#).

Our district takes student data privacy seriously and complies with applicable regulations such as the Family Educational Rights and Privacy Act (FERPA). We are here to support you and ensure a safe and productive digital learning environment.

## 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 their use of technology and in their 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.

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, they 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.

Additionally, accounts with District-contracted vendors are created and managed by the District to support student use of technology that supports classroom and co-curricular activities.

## Technology Mobile Device Student Agreement

### Introduction

The Eau Claire Area School District strategic plan aligns with the International Society for Technology in Education (ISTE) standards for students. For the latest ISTE standards, visit [www.iste.org](http://www.iste.org).

### Terms of Agreement

For purposes of this document, a device refers to any laptop or tablet. Examples include, but are not limited to, the Chromebook, iPad, Windows or Apple Laptop, and any accessories like power supplies, charging cables, or stylus devices like Apple Pencils. 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, school-issued calculator, musical instrument, or athletic uniform.

The Eau Claire Area School District is the legal owner of the device and its accessories. The District reserves the right to take back the device at any time. 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 device at all times and will be required to pay for damaged, defaced, lost, or stolen devices and protective cases **due to accidents or negligence** as determined by their principal. Families concerned about these costs should consider scheduling the device through their personal insurance plan. Costs are derived from the current fair market value.



## ECASD Technology Devices Repair and Replacement Costs

Item - Supply	Replacement Charge as of 07.01.25
Apple charger block and cord	\$ 20.00
Apple charger block only	\$ 15.00
Apple charger cord only	\$ 5.00
Apple Pencil Gen 1	\$ 100.00
Apple Pencil Gen 2 (HS Art Classes)	\$ 130.00
Chromebook/Laptop charger	\$ 25.00
Mifi Hotspot charger block	\$ 5.00
Mifi Hotspot cord	\$ 5.00
Lenovo Chromebook Case	\$ 50.00
Replacement of iPad case w/o keyboard	\$ 38.00
Replacement of iPad case keyboard	\$ 120.00
iPad Repair (accidental damage)	\$ 40.00
Chromebook Repair (accidental damage)	\$ 40.00
Laptop Repair (accidental damage)	\$ 80.00
iPad, Chromebook, Laptop Repair (intentional damage)	**
** Actual replacement cost of repair or of device, to be determined after evaluation by Technology staff.	

Item - Equipment	Replacement Charge as of 07.01.25
Apple iPad 10th Gen, 64 GB	\$ 329.00
Apple iPad Air 4th Gen	\$ 653.00
Apple iPad Pro 11" kit 265GB	\$ 1,018.00
Lenovo 500E Gen4 Chromebook	\$ 435.00
Dell 3120 Chromebook	\$ 422.00
Dell 3140	\$ 545.00
Dell 3300	\$ 534.00
Dell 3310	\$ 560.00
Dell 3310 Gen 2	\$757.00
Dell 3340	750.00
Dell 3410	\$ 799.00
Dell 3420 - Standard Config	\$ 859.00
Dell 3420 - w/ Graphics Card	\$ 921.00
Dell 3550	\$ 848.00
Dell Precision 3551	\$ 1,535.00
Dell Rugged 5420	\$ 1,704.00
Hotspot--Orbic	\$ 60.00
Hotspot--Jetpack 8800	\$ 149.00
Lithium Battery - JAR System	\$ 112.00

Please visit [go.ecasd.us/TechFees](http://go.ecasd.us/TechFees) for additional fee information.

The right to use and possess the device and all accessories terminates no later than the last day of attendance. Failure to return the 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 parent/guardian. When using the device, all rules and guidelines are in effect before, during, and after school hours, for all ECASD devices. All files stored on the device or the network are also a property of the District and may be subject to review and monitoring.

### **Student Use of the Mobile Device**

When using the 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 personally identifying information.



Some of the devices are equipped with a 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 devices as soon as possible. A student should contact their teacher immediately if they identify or know about a security problem, or if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

### **Personalization and Apps/Software on the Mobile Device**

- 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 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 device.
- All content must be legally purchased when downloaded to the device.
- Students should protect their devices through digitally locking.
- District email accounts will be added to the 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.

### **Care of Mobile Device**

General Information:

- Students are responsible for the general care of the device.

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

#### Battery and Charging:

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

#### Cases:

- Some devices come with a protective case. In those situations, leave the device in its case at all times.
- 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 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 device.
- **Cracking:** Handle the device with care, avoiding drops, crashes, and placing under heavy objects.

#### Storage and Carrying:

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

## Use of Tobacco and Nicotine by Students

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking 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 these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking, at any time on school

property or at off-campus, school-sponsored events. The Board authorizes the District Administrator or Designee to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

For more information, please see District Policy 5512 on our website.

## Vehicles on School Property

No person shall park, stop, or leave standing any motor vehicle after normal business hours unless 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.

## Visitors to District Buildings

Safety is essential for a productive learning environment. The ECASD uses the Raptor Visitor Management System at all schools to screen and account for all visitors during the school day. Upon entering a District building, visitors will be asked to present an ID, which will be scanned or manually entered into the system. If a visitor does not have a U.S. government-issued ID, the staff member will ask to see another form of identification and will manually enter the person's information into the Raptor system. The Raptor system only checks the visitor's name and date of birth for comparison with a national database of registered sex offenders to ensure that registered sex offenders are not entering our facilities without escort. No other data from the ID is gathered or recorded. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

Thank you, in advance, for your understanding and support of enhanced safety protocols in our District.

For more information, please see District Policy 9150 on our website.

## 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.

ECASD shall observe measures intended to protect students from their involvement in visual media to which they or their families 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. Families may exclude individual students from visual media not covered above by completing the District's Opt-Out Form, except that a family member cannot opt the student out:
  - a. When a student has voluntarily chosen or been allowed by their family 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 their family have given tacit approval for the capturing of visual media of the student. Such footage may also be replayed without family 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. Families 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 their full name, address, email address, and telephone number disclosed. In all cases, the full name of a student younger than 13 will not be disclosed with a visual image without parent permission.
4. A signed family 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 their 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

As per District Policy 5772, the Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the

District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator and/or Designee will refer any student who violates this policy to the student's family and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

## Wellness

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

For more information, please see District Policy 8510 on our website.



# STUDENT PROGRESS

## Academic Recognition System

### Laude System

The ECASD has constructed a Laude System that honors academic achievement and growth through multiple measures. Graduating seniors who have excelled throughout grades 9-12 will be identified for recognition based on the following procedures and criteria.

	<b>Cum Laude</b>	<b>Magna Cum Laude</b>	<b>Summa Cum Laude</b>
GPA	3.500 - 4.00	3.750 - 4.00	4.00
Dual Credit Courses	2 ECASD credits	3 ECASD credits	5 ECASD credits

*Note: Grade Point Average will be used as a factor in determining our Wisconsin Academic Excellence Scholarship*

### Dual Credits:

- Dual credits are earned by enrolling in a post-secondary articulated course.
- Dual Credit recognized by the ECASD include Project Lead the Way (PLTW), Advanced Placement (AP), Transcribed Credits (TC), Start College Now, CVTC Academy Courses and Early College Credit.

## Elementary Grading

Standards-based grades have been used in the ECASD at the elementary level since 1999. Research supports using standards-based grades to give a more accurate picture of what students know and can do rather than traditional letter grades. No letter grades are given during the elementary grades.

## Graduation Requirements

Students 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		

*Students graduating from high school in 2028 will be required to take a personal financial literacy course. These students will take this required course either their junior or senior year of high school.*

## Grading Scale

High schools in the ECASD use the following grading scale:

A	93%	4.00	C	73%	2.00
A-	90%	3.67	C-	70%	1.67
B+	87%	3.33	D+	67%	1.33
B	83%	3.00	D	63%	1.00
B-	80%	2.67	D-	60%	0.67
C+	77%	2.33	F	0%	

## Report Cards & Family-Teacher Conferences

Report cards for students in grades PK-5 are issued two times per year. During the 2025-2026 school year, elementary marking periods will end on January 22, and June 4. Report cards for students in grade 6-12 are issued four times per year. During the 2025-2026 school year, secondary marking periods will end on November 7, January 22, March 27, and June 4.

Family-teacher conferences are strongly encouraged at all grade levels. Family-teacher conferences will be held every Fall and Spring (please refer to the calendar dates on the inside front cover of this handbook).



# STUDENT PRIVACY, FILES, & 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 their 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 family specifies in writing that the records may be maintained for a longer period of time. The ECASD informs families when pupil records are no longer needed to provide special education. At the request of the student's family, 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 they violated or were 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 families 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 they have 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 their 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 family of a minor student shall, upon request, be provided with a copy of the student's progress records.
  - b. An adult student or the family 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 their family 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 family 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 family 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 their 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

family member or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill their professional or District responsibility.

- i. 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.
  - ii. 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 family 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 their 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 family 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 family 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.
- 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 family.
  - 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).
  - q. Personally identifiable information (PII) from the student records of an adult student may be disclosed to the family of the adult student without the written consent of the adult student if the adult student is a dependent of their family 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:
    - i. A copy of any expulsion findings and order or records of any pending disciplinary proceedings involving the student;
    - ii. A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
    - iii. 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 family 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 family, guardian ad litem, or the adult student

by logging into Family Access and updating preferences or completing a new Opt-Out Form.

- a. If the District has followed the notification procedure outlined above, and the family 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 family 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 family 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:
- 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, their 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 their 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 their 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 family or adult student;
  - b. a school official;
  - c. a party with written consent from the family or adult student;
  - 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 family 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. Families 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 family or adult student of the decision.

2. If the District refuses to amend the records, it shall inform the family or adult student of the refusal and advise them of the right to a hearing before the Board. The request for the hearing shall be filed in writing with the District administrator. The family 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. They shall designate two other Board members to serve with them on the hearing panel.
  - b. The family or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of their choice at their 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 family 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 family 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

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

1. All applicable pupil records will be destroyed seven years after the date the student graduates from, or last attends, a school in the District.
2. Transcripts, high school report cards, degrees, and awards shall be retained permanently after the student ceases to be enrolled in the District.
3. 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 families 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

Families 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 families 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 their family shall receive a copy of the notice at the time and place of enrollment.

## Student Directory Data

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. a student's name;
- B. photograph;
- C. major field of study;
- D. participation in officially recognized activities and sports;
- E. height and/or weight, if a member of an athletic team;
- F. dates of attendance;
- G. date of graduation;
- H. degrees and awards received;
- I. name of the school most recently previously attended.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail address (if available), and

telephone listing not be released without prior consent of the parent(s)/eligible student.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data" on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

For more information, please see District Policy 8330 on our website.

## Directory Data Notice & 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 Handbook and shall also be made available through the District website.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

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 students, 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.
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 to 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 their tasks. A school official has a legitimate educational interest if

the official needs to review an education record in order to fulfill their 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 access and 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 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 qualified personnel as required by 34 CFR § 300.156.

## Child Find Activity: Confidentiality of Personally Identifiable Information

The ECASD is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the School District, and children who are homeless. 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 families of the records the School District will develop and maintain as part of its child find activities. This notice also informs families of their rights regarding any records developed.

The School District gathers personally identifiable information on any child who participates in child find activities. Families, 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 & Evaluation Procedures

1. Upon request, the ECASD 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 families 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 them 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 family that the referral will be made.
3. Others, including families, 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 your child's principal or Dana McConnell, Director of Special Education, at [dmcconnell1@ecasd.us](mailto:dmcconnell1@ecasd.us).

# 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 Post-Secondary Readiness 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 high school student in good academic standing.
- Complete an application for admission to the institution of higher education by March 1 for fall enrollment, February 1 for summer, and October 1 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 total between Early College Credit Program and Start College Now (see below) 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 race; color; religion; national origin; ancestry; creed; immigration status; pregnancy; marital status, parental status; sexual orientation; sex (including



gender status, change of sex, gender identity or gender expression); or physical, mental, emotional, or learning disability.

## Technical College Course Program (Start College Now Program)

The ECASD 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 Secondary Programming and Post-Secondary Readiness 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 1 for fall enrollment and November 1 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.

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 total between Start College Now and Early College Credit Program (see above) 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 an extension of the school. The bus driver, similarly to a classroom teacher, is responsible for the safety and welfare of the students under their supervision. Students' behavior on the school bus directly affects their safety and the safety of others. To ensure the safety of all passengers, the following bus safety regulations apply at all times, including school field trips.

1. Parents should contact the Student Transit Routing Department for route or bus stop changes.
2. Students are expected to follow the instruction and direction of the bus driver at all times.
3. Students should arrive at the bus stop five minutes before their scheduled pick-up time.
4. Students will wait until the bus comes to a complete stop before attempting to board.
5. While boarding or exiting the bus, students will walk and not run.
6. Students will remain seated while the bus is in motion and will not obstruct the aisles with legs, feet, or other objects.
7. The bus driver may assign seats to individuals who do not follow the outlined safety regulations. Students who have not already been assigned a seat by the driver will be allowed to sit in any available seat on the bus.
8. Bullying, teasing, threatening, and/or harassing are hurtful and will not be tolerated. Students will be courteous to the driver and fellow passengers.
9. To reduce the risk of allergic reactions and choking, eating or drinking on the bus is strongly discouraged.
10. Loud talking, laughing, yelling, singing, whistling, throwing objects, standing, or changing seats are prohibited. Serious safety hazards can result from noise and behavior that distracts the driver.
11. Students will keep hands, arms, legs, and head inside the bus at all times.
12. Students shall not throw objects from the bus.
13. Students will keep the bus clean and be respectful of bus company property. Students and/or families of students who damage or deface the bus or bus equipment could be responsible for payment of any repairs/damage.
14. The bus company is not responsible for lost items.



15. Use of cigarettes, e-cigarettes, vapes, chewing tobacco, alcohol, or illegal drugs is prohibited by law.
16. Possession of flame or spark producing devices, including matches, lighters, etc., is prohibited.
17. Aggressive and/or physical misconduct such as hitting, punching, fighting, and inappropriate touch are unacceptable behaviors and will not be tolerated.
18. Possession of weapons such as knives, chains, guns, or any other dangerous item(s) including laser pointers that can inflict injury is prohibited.
19. The use of electronic devices to engage in harassment, cyberbullying, or any form of inappropriate behavior towards other students or drivers is strictly prohibited. Students accessing or sharing explicit content and recording audio, video, or taking photos without consent should be reported immediately to school staff or bus driver.

Student Transit may utilize video surveillance on buses to ensure student safety.

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, local law enforcement could be called to assist in removing the student(s) from the bus. The student(s) will be released to their family by the assisting agency.

Students are assigned to a specific bus to and from school. Families 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 family request.

Families 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, family member, or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, families, 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, families should have alternate arrangements made for students on days when the District closes early.

# SCHOOL DIRECTORY

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

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

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

*Dave Oldenberg, Principal*

2220 Fairfax Street, Eau Claire, WI 54701

**North High** ..... (715) 852-6600

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

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

*Kim Koller, Principal*

1801 Piedmont Road, Eau Claire, WI 54703

**McKinley Charter** ..... (715) 852-6900

Absentee Phone Line ..... (715) 852-6901

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

*Kyrsha Hedtke, Principal*

1266 McKinley Road, Eau Claire, WI 54703

**DeLong Middle** ..... (715) 852-4900

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

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

*Michele Wiberg, Principal*

2000 Vine Street, Eau Claire, WI 54703

**Northstar Middle** ..... (715) 852-5100

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

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

*Adam Keeton, Principal*

2711 Abbe Hill Drive, Eau Claire, WI 54703

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

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

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

*Caleb Hundt, Principal*

2115 Mitscher Avenue, Eau Claire, WI 54701

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

Absentee Phone Line ..... (715) 852-3300

Fax ..... (715) 852-3304

*Pa Sia Moua, Principal*

1430 Lee Street, Eau Claire, WI 54701

**Lakeshore Elementary** ..... (715) 852-3400

Absentee Phone Line ..... (715) 852-3401

Fax ..... (715) 852-3404

*Jessica Pelka, Principal*

711 Lake Street, Eau Claire, WI 54703

**Locust Lane Elementary** ..... (715) 852-3700  
Absentee Phone Line ..... (715) 852-3700  
Fax..... (715) 852-3704  
*Khoua Vang, 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  
*Angela Funk, Principal*  
1000 E. Fillmore Avenue, Eau Claire, WI 54701

**Meadowview Elementary** ..... (715) 852-4000  
Absentee Phone Line ..... (715) 852-4000  
Fax..... (715) 852-4004  
*Travis Logslett, Principal*  
4714 Fairfax Street, Eau Claire, WI 54701

**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  
*Diana Lesneski, Principal*  
633 W. MacArthur Avenue, Eau Claire, WI 54703

**Robbins Elementary** ..... (715) 852-4600  
Absentee Phone Line ..... (715) 852-4600  
Fax..... (715) 852-4604  
*Jacob Donze, Principal*  
3832 E. Hamilton Avenue, Eau Claire, WI 54701

**Roosevelt Elementary** ..... (715) 852-4700  
Absentee Phone Line ..... (715) 852-4700  
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

*Ashley Hensley, Principal*  
3000 Starr Avenue, Eau Claire, WI 54703

**Sherman Elementary** ..... (715) 852-4800  
Absentee Phone Line ..... (715) 852-4800  
Fax ..... (715) 852-4804

*Alicia Kirkman, 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

*Pamela Hermodson, Principal*  
400 Cameron Street, Eau Claire, WI 54703

**Eau Claire Virtual Charter** ..... (715) 852-3501  
Absentee Phone Line ..... (715) 852-3501  
Fax ..... (715) 852-3004

*Kurt Madsen, Principal*  
500 Main Street, Eau Claire, WI 54701

**Prairie Ridge Early Learning** ..... (715) 852-3600  
Absentee Phone Line ..... (715) 852-3600  
Fax ..... (715) 852-3604

*Laurie Haus, Principal*  
3031 Epiphany Lane, Eau Claire, WI 54703

## 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  
Michael Johnson, Superintendent

**Executive Director of Business Services**  
Dr. Mark Elworthy ..... (715) 852-3017

**Executive Director of Human Resources**  
Michelle Golden ..... (715) 852-3051

**Executive Director of Student Services & Special Education**  
Dr. Kaying Xiong..... (715) 852-3036

**Executive Director of Teaching and Learning**  
Mandy Van Vleet ..... (715) 852-3074

**August 25-29:** 5 staff days total before school starts (combination of 2 Workdays & 3 Professional Learning Days)

AUGUST 2025						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**February 26:** Regular School Day for Students & Evening Family/Teacher Conferences (4 hrs after school)  
**February 27:** No School for Students - Family/Teacher Conferences (8 hours)

**September 1:** All Schools Closed, Admin Bldg Closed  
**September 2:** First Day of School for Students (Welcomes Back Day for Elementary)

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March 2:** No School for Students - PL/IP Day for Staff  
**March 27:** End of Secondary School Marking Period  
**March 30 & 31:** All Schools Closed

**October 16:** No School for Students - Family/Teacher Conferences (7:45 am - 8:15 pm)  
**October 17:** All Schools Closed  
**October 20:** No School for Students - PL/IP Day for Staff

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**April 1-3:** All Schools Closed, Admin Bldg Closed April 3  
**April 27:** No School for Students - PL/IP Day for Staff

**November 7:** End of Secondary School Marking Period  
**November 24:** No School for Students - PL/IP Day for Staff  
**November 25:** No School for Students  
 Certified Staff - Building Directed Day  
**November 26-28:** All Schools Closed, Admin Bldg Closed November 27 & 28

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May 20:** Graduation ECVS - 7:00 p.m.  
**May 21:** Graduation North - 7:00 p.m.  
**May 22:** Graduation Memorial - 7:00 p.m.  
**May 25:** All Schools Closed, Admin Bldg Closed

**December 24-31:** All Schools Closed, Admin Bldg Closed December 24, 25, & 31

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**June 2:** Graduation McKinley - 7:00 p.m.  
**June 4:** Last Day of School for Students  
**June 5:** Staff Workday - Last Day for Staff

*Graduation dates will be added once confirmed.*

**Color Key:**  
 Start/End School Year  
 All Schools Closed  
 Staff Only  
 Family/Teacher Conferences  
 Regular School Day, 4 hours of Evening Conferences  
 PL = Professional Learning – Staff engage in learning  
 IP = Instructional Planning – Teams plan instruction based on student learning data

**January 1 & 2:** All Schools Closed, Admin Bldg Closed  
**January 19:** All Schools Closed  
**January 22:** End of Marking Period  
**January 23:** No School for Students - Staff Workday  
**January 26:** No School for Students - PL/IP Day for Staff

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Approved by School Board -- 01/06/2025; Graduation Dates added on 06/17/2025

**NOTE:** The district will communicate announcements about emergency school closures through Parent Square messages, Skyward messages, on the ECASD website, on the ECASD Facebook page, and through local media outlets.

## School Start/End Times 2025-26

School	Phone #	Start Time	End Time	Breakfast
Prairie Ridge (AM session)	852-3600	8:25 AM	11:55 AM	8:30 AM
Prairie Ridge (PM session)	852-3600	12:45 PM	4:15 PM	
Flynn	852-3300	8:40 AM	3:40 PM	8:25 AM
Lakeshore	852-3400	8:10 AM	3:10 PM	7:55 AM
Locust Lane	852-3700	8:10 AM	3:10 PM	7:50 AM
Longfellow	852-3800	8:40 AM	3:40 PM	8:20 AM
Manz	852-3900	8:40 AM	3:40 PM	8:20 AM
Meadowview	852-4000	8:10 AM	3:10 PM	7:50 AM
CV Montessori	852-6950	8:35 AM	3:35 PM	8:10 AM
Northwoods	852-4100	8:45 AM	3:45 PM	8:30 AM
Putnam Heights	852-4200	8:40 AM	3:40 PM	8:20 AM
Robbins	852-4600	8:45 AM	3:45 PM	8:30 AM
Roosevelt	852-4700	8:35 AM	3:35 PM	8:15 AM
Sam Davey	852-3200	8:40 AM	3:40 PM	8:25 AM
Sherman	852-4800	8:40 AM	3:40 PM	8:15 AM
DeLong	852-4900	7:30 AM	2:51 PM	7:10 AM
Northstar	852-5100	7:30 AM	2:51 PM	7:10 AM
South	852-5200	7:30 AM	2:51 PM	7:10 AM
Memorial	852-6300	7:35 AM	3:00 PM	7:00 AM
North	852-6600	7:35 AM	3:00 PM	7:10 AM



*Where Knowledge and Inspiration  
Meet to Create the Future*

