

Student-Family
Engagement and Learning
Handbook

MEMORIAL HIGH SCHOOL

2225 Keith St.

Eau Claire, WI 54701

715-852-6300

www.ecasd.us

Expectations for Learning

Expectations for Students:

- ★ Learn every day
- ★ Check school email and respond in a timely manner
- ★ Access work through Canvas, grades in Skyward
- ★ Turn in work on time
- ★ Participate in Teams meetings/class discussions
- ★ Reach out to school staff when you have questions or do not understand an assignment

Expectations for Parents/Guardians:

- ★ **Provide up-to-date contact information for all parents/guardians and emergency contacts, including preferred method of contact: phone or email.**
- ★ Encourage students to learn every day
- ★ Encourage students to participate in Teams meetings/class discussions
- ★ Check email, communicate with staff for questions/concerns
- ★ Monitor work via Canvas and monitor grades via Skyward

Technology Information

For Technology Assistance, call: 715-852-3411
Our Helpdesk is staffed from 8am-3pm Monday-Friday

Reminder: The ECASD only supports student account creation with vendors that we have a signed Data Privacy Agreement to protect our students' personally identifiable information to the standards that we are legally comfortable with when considering our District Board Policy and applicable laws. Should parents/guardians choose to enroll their child and share personally identifiable information with vendors on their own, they have that legal authority and assume liability.

More information about technology can be found at:

<https://www.ecasd.us/District/At-Home-Learning/Tech-Support-and-Resources>

*Students and families should keep in mind that directions may differ slightly depending on both device and browser being used.

Username and Passwords

- Username for students is their student ID number followed by @ecasd.us
*some apps do not require the @ecasd.us as part of the username, so you may want to try different ways if you cannot get into the account
- Password is their lunch PIN (*if you do not know this number, please contact food service*)

School e-mail

- Go to the district website www.ecasd.us
- Click on the purple Student Technology Resources Login icon on the right side of page
- Scroll down to Student Email (Office 365) and click
- Enter username and password

Microsoft Teams

- All meeting invites come via e-mail
- Click on “Join Meeting”

Canvas

- Go to the district website www.ecasd.us

- Click on Canvas LMS on the top left of the screen
- Click on the Canvas Student or Canvas Parent icon on the middle right side of the page
- Enter username and password

How to set up a parent/observer account:

1. Go to the district website www.ecasd.us
2. Click “Canvas LMS” on the blue toolbar
3. On the left-hand side of the screen click “How to sign up as a Parent Observer”
4. Follow the step by step procedure. In this procedure the student is given a “pairing code” in which the parent uses AFTER the student has logged out.

The parent then complete steps 5-7 using the pairing code they were given.

*If a student is not willing to share their login info with a parent, it's just their email for the login and lunch code for the password which can be obtained through food service or school secretary.

Skyward

- Go to the district website www.ecasd.us
- Click on Skyward Access icon on the right side of the page
- Enter username and password
- If you do not have a parent Skyward account, please contact enrollment at the Board of Education Office at 715-852-3063

Staff Directory/Community Resources

Technology Assistance (8am-3pm M-F) 715-852-3411

Student Transit 715-839-5116

Name	Position	E-mail Address	Phone
Dave Oldenberg	Principal	doldenberg@ecasd.us	715-852-6310
Kelly Hayden	Admin. Secretary	khayden@ecasd.us	715-852-6301
Kristin Craker	Attend. Secretary	kcraker@ecasd.us	715-852-6302
Amy Mettler	Attend. Secretary	amettlerknepper@ecasd.us	715-852-6317
Sheila Topper	School Psychologist	stopper@ecasd.us	715-852-5117
Tori Hugo	School Nurse	Thugo@ecasd.us	715-852-6470
Heather Kapanke	School Counselor (A-C +EL Students)	hkapanke@ecasd.us	715-852-6337
John Samb	School Counselor (D-I)	jsamb@ecasd.us	715-852-6335
Michelle Moss	School Counselor (J-Mo)	mmoss@ecasd.us	715-852-6334
Jane Corning	School Counselor (Mr-Sn)	jadlercorning@ecasd.us	715-852-6331
Lisa Steig	School Counselor (So-Z)	lsteig@ecasd.us	715-852-6330
Val Logan	Partnership Coordinator	vlogan@ecasd.us	715-852-6307

Mental Health Resources:

If your concern is an emergency, call 911

For a Mental Health crisis, please call:

- Northwest Connections 1-888-552-6642
- National Suicide Hotline 1-800-273-8255
- Wisconsin HOPELINE text HOPELINE 741741

Community Resources:

COVID-19 Call Center 715-831-7425

Eau Claire City-County Health Department 715-839-4718

Eau Claire County Department of Human Services (DHS) 715-839-7118

Chippewa County Department of Human Services (DHS) 715-726-7788

Food Pantry Information 715-835-9415 fmpfoodbank.org

Community Table 715-835-4977

Homelessness Concerns...please call your school counselor

WHAT TO DO WHEN STUDENTS ARE NOT ENGAGING?

Protocols for staff when students are not engaged....

If a student is not engaging in coursework: (A timeline is important so that students can't get too far behind.)

1. Teacher emails student AND parent two times, if no response within one day of email
2. Teacher calls home to talk with parents. If parents indicate need for other help, referral to school counselor or other staff may be warranted. If no answer, leave a message.
3. If after phone call home the student is still not engaged and teacher has not heard back from parent, second call from teacher. Leave another message and email.
4. If teacher phone calls don't prompt engagement, call home from school counselor or team member set up by school (see considerations below).
5. If no contact can be made, leave a message and send a certified letter.
6. If no response to voicemail or email, referral for a welfare check.