



**Eau Claire Virtual School
(ECVS)
Student Handbook**

2023-24

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If you would like language assistance to interpret these materials, please call your child's school, or this number: 715-852-3555.

Yog koj xav tau cov ntawv nov txhais ua lus Hmoob, thov hu tus xov tooj no: 715-852-3555. Si Ud.

le gustaría ayuda para interpretar el idioma de estos materiales, por favor llame Ud. a la escuela de su hijo o hija, o: 715-852-3555.

1. Welcome to the Eau Claire Virtual School!

Eau Claire Virtual School contracted with Eau Claire Area School District to provide ECVS. As part of the Eau Claire Area School District, ECVS is governed by contract with the Eau Claire Area School District School.

This school handbook provides school-specific information in addition to the general policies documented in the District's Family/Student Handbook. Because this school handbook does not constitute the full set of policies related to the Eau Claire Virtual School (ECVS), please read the District's Family/Student Handbook along with this handbook. Both documents may be updated during the year as needed when Eau Claire Area School District policies or school guidelines are updated. If there are any discrepancies between this handbook and District's Family/Student Handbook, the policies in this handbook override policies in the District's Family/Student Handbook and are the binding policies that should be followed.

2. School Mission and Overview

A. Philosophy/Mission. Eau Claire Virtual School provides an innovative educational path that allows for the creative blend of options and opportunities to continually build the strengths of each learner. ECVS strives to provide high-quality, relevant, and enriching learning experiences to develop engaged and passionate learners, confident in their abilities, and able to retain and apply developed skills.

B. Students Served. All students in grades K-12 are eligible to enroll in ECVS subject to the open enrollment application process per Wisconsin Statutes and District Open Enrollment Policy.

D. Main Features of Educational Program. The ECVS student environment combines flexibility and personalization and allows students access to learning experiences from a variety of settings. ECVS staff facilitate student learning and coordinate with Learning Coaches at home to ensure every student is appropriately supported. Community events are coordinated which allow students to build relationships with local educators and with each other, and to learn collaboratively in an engaging local venue.

3. School Organization and Roles

3.1 School Information

Email	virtualschool@ecasd.us
Web Address	https://www.ecasd.us/Eau-Claire-Virtual-School/Home
Administration address	1430 Lee Street. Eau Claire, WI 54701
Phone	715-852-3501
Fax	715-852-3004
Grades served	K-12
ECVS Administrator	James Schmitt
Administrator phone	715-852-3081
ECVS Counselor	Lisa Steig
Counselor phone/email	715-852-3508/lsteig@ecasd.us

3.2 School Schedule

3.2.1. School Calendar

The school calendar of the ECVS will be the same as the Eau Claire Area School District calendar with the following exceptions.

- ECVS will not be affected by ECASD school closings due to inclement weather. Synchronous and asynchronous learning will continue as normal.
- Some informational meetings and events may be scheduled before or after the start of the school year to provide information and a chance to connect with other students. These meetings will not impact on a student's instruction or grades.
- Course completion for students in Grade 12 in the spring semester shall be the end of second Sunday prior to the graduation ceremony to allow for Pearson grading and credit checks.

ECASD Calendar can be found at: <http://www.ecasd.us/District/About/Events>

3.2.2 Required Instructional Hours

Based on a 170-day school year:

- Grades K-6 = 1050 hours (6.2 hours per day)
- Grades 7-12 = 1137 hours (6.7 hours per day)

*Note that these are the minimum hours required by the state and that students are responsible for mastering all material which may require additional time.

3.2.3 Emergency Closure Plans

If the school's office(s) close due to an emergency, a Skyward email notice will be sent from the school to all families explaining the details of the office closure.

3.3 Enrollment, Withdrawals, and Transfers

3.3.1 Enrollment Process

ECVS is a public school and therefore is governed by the state of Wisconsin and Department of Public Instruction laws regarding enrollment. Completion of these requirements, within the timelines described below, is required for enrollment with ECVS. The process for enrollment differs if the student is new to ECASD and if they are an ECASD resident. A summary of the steps may be found here: <https://www.ecasd.us/Eau-Claire-Virtual-School/Enrollment-Information>.

1. All new students to ECVS must apply for ECVS enrollment for first semester of the school year by **August 15** prior to the first day of the first semester. For enrollment for second semester of the school year, students must apply by **January 1** prior to the first day of the second semester.
2. Students with Individualized Education Programs (IEPs) must participate in an IEP team meeting to determine if a free appropriate public education (FAPE) can be provided through placement at Eau Claire Virtual School. Students and their families will be contacted by ECASD Special Education staff, and they must be available to complete the IEP team meeting before the start of the semester. Students applying through Open Enrollment must send a copy of their current IEP through the Open Enrollment process.
3. Students applying for enrollment for their second semester of Grade 12 must have been enrolled in ECVS for at least one other semester of their high school career to be eligible for re-enrollment with ECVS.
4. Once enrolled, students are expected to be actively participating in the curriculum. Actively participating is defined as completing lessons and marking them as completed within their student's Learning Management System (Pearson), attending virtual classes, and/or taking assessments. Failure to Participate and its consequences are described in Section 4.2.

3.3.2 Part-Time Attendance in Another High School Program

ECVS adheres to all State requirements and statutes regarding enrollment. For more information regarding enrollment, visit the DPI website. ECVS is a full-time program; therefore, students may not be concurrently enrolled in another public school on a full or part-time basis. However, **high school students** may apply to take up to two (2) classes per semester, or two (2) credits, per year at an approved institution through the Part-Time Attendance Program. Applications need to be submitted at least six (6) weeks prior to the start of the course. The decision whether to enroll in ECVS should not be contingent upon approval to participate in a course or activity at another institution. Violations of this procedure may result in withdrawal from the school.

ECVS students may participate in extracurricular activities and athletics in the school they would attend in-person. ECVS students may not participate in another school's events (i.e., prom) as guests without the approval of the ECVS and host principal. Approval is granted using the guest permission form provided by the hosting school.

3.3.3 Mandatory Testing

ECVS is a public school and thus, all students enrolled in ECVS are public school students. Therefore, all students in grades 3–11 must participate in Wisconsin State Assessments and Screeners.

- These assessments are administered in fall and spring of each school year and will be proctored in person by a state certified staff member. Wisconsin State Assessments are administered within the window of time afforded all public schools by the DPI.
- More information regarding testing sites, dates, and times will be provided to parents/guardians during the school year.
- The above information is subject to change based on the requirements established by the Department of Public Instruction.
- High school students must also pass a state-required Civics Graduation Exam prior to graduation.
- To assist in having an accurate picture of students' progress in Reading and Mathematics, ECVS staff will administer Reading and Mathematics screeners multiple times during the school year. These assessments are required for all students, and the data can then be used to provide families and Learning Coaches with feedback regarding their student's progress and plans for supporting their future learning.
- ECVS makes every attempt to provide testing sites within a one-hour radius of all students whenever and wherever possible.

3.3.4 Dropping/Changing Electives – Grades 7-12

Below are the procedures for dropping an elective:

- Parent/guardian sends an email request to counselor to change a course.
- The counselor, the parent/guardian, and student will discuss the reason(s) for the request.
- The Principal will review and approve or deny the request.

If approved, the counselor and parent/guardian will be notified, and the course will be dropped/changed.

If denied, the counselor will be notified with an explanation. Every effort will be made to process the request in a timely manner. All electives dropped after the first three weeks may result in the student receiving a grade of "WF" or "F" for the course.

4. Attendance

4.1 Marking and Verifying Attendance

Parents/guardians and/or Learning Coaches for students document attendance in the Education Management System (Pearson Connexus®). Attendance data are then reviewed for accuracy by ECVS staff, and the data are transferred by the ECVS registrar to Skyward.

School Responsibilities

- **Review Attendance Records** – ECVS staff monitor and review attendance records on a weekly basis. ECVS follows ECASD attendance policies for excused and unexcused absences. This includes notifying parents/guardians if there are seven and ten excused absences, and/or if there are three and five unexcused absences. When ten excused and/or five unexcused absences occur, an Attendance Improvement Meeting (AIM) will

occur. If attendance continues to be an issue after the AIM, then the student may be referred for truancy to Eau Claire County.

- **Official Attendance Record** – The Education Management System’s attendance system is the record of Learning Coach documented attendance. It is, however, only one of many sources used to determine if a student is meeting the school’s instructional requirements. In certain cases, where it has been determined that a student has not completed enough work or that certain other school requirements have not been fulfilled, the Principal may invalidate the parent/guardian and/or Learning Coach record resulting in sanctions up to and including withdrawal.

4.2 Failure to Participate (FTP)

Whenever a student attending ECVS fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, ECVS will notify the student’s parent or legal guardian. This is considered failure to participate (FTP).

The third time in the same semester that a student fails to respond appropriately to a school assignment or directive (FTP) from ECVS staff (including Pearson instructors) within 5 school days, ECVS may remove the student. The removal process is outlined below.

Removal due to Failure to Participate:

- Eau Claire Area School District’s enrollment office will be notified.
- The school district of the student’s local resident district will be notified.
- The Department of Public Instruction (DPI) will be notified.
- For open enrolled students, the Eau Claire Area School District may withdraw the student and notify the student’s resident district.
- For students who reside within the boundaries of the Eau Claire Area School District, ECASD may be transferred the student to their ECASD school noted in their Skyward pathway. The student’s family may choose to attend other school options outside of ECASD if this occurs.

5. Grading and Student Evaluation

Overdue Assignments: Students should be keeping up with their daily schedules. However, ECVS understands that circumstances may arise which cause a student to fall behind. Therefore, ECVS allows some flexibility with overdue lessons.

Targeted Instruction Sessions: Students may be required to attend small group targeted instruction sessions. These virtual classes are designed to assist students by targeting specific areas in need of improvement. Attendance is required. Students will be notified via email if they are expected to attend a targeted instruction session.

Plagiarism: Second Offense - The second time a student is caught plagiarizing during the school year, they will receive a failing grade and will not have the opportunity to redo the assessment/assignment. The third offense of plagiarism will result in a Failure to Participate Notice.

Submitting Authentic Assignments: To avoid the required work, some students may submit blank or irrelevant documents for an assignment. This does not meet the participation and attendance requirements of ECVS. The first occurrence will result in the deletion of the

document and a specific due date for the required work. If this date is not met, a Failure to Participate notice may be issued. Any additional instances will result in the deletion of the document and may result in an automatic Failure to Participate notice.

6. High School Programs and Policies

Graduation Requirements

Students must earn a total of 23.5 credits (in specific areas and subjects as outlined in this Supplement). Students in grades 9-11 are required to take a minimum of six credits per year. Seniors must take a minimum of five credits unless they are credit deficient. No student may take more than seven credits per year without administrative approval.

Students must also pass a state-required Civics Graduation Exam.

Graduation

At the close of the second semester, ECVS staff will review each senior's records to ensure that these students have completed all graduation requirements. A school representative will then initiate the "withdrawal for graduation" process in Connexus for those students who have completed all requirements.

Unofficial transcripts will be available to students via Connexus if the student is enrolled in ECVS, and official transcripts will be available at any time by contacting the school. In unique situations, a student may graduate after the first semester of Grade 12. If this occurs, the graduate will receive their diplomas at the end of the second semester, when the rest of the graduating class receives their diplomas. The student will be eligible to participate in the graduation ceremony.

Area and Subject Requirements

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

Requirements include:

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

National Collegiate Athletic Association (NCAA) Eligibility

In order to be eligible for National College Athletic Association (NCAA) scholarships, students must meet certain academic and other requirements, including but not limited to taking NCAA-approved high school courses. Many of Eau Claire Virtual School's core and elective courses are NCAA-approved; however, students interested in NCAA scholarships should contact the school to determine an appropriate course schedule that will help them meet NCAA requirements. Students should also visit the NCAA Eligibility Center for more information.

Grade and Grade Point Averages

Students must earn a 60% (D-) or better in a course in order to earn credit for it. Courses with earned grades below a 60% (D-) will not be awarded with credit, but will appear on student records and will be included in a student's grade point average (GPA). Grade point averages will only include graded courses; pass/fail courses will not be averaged into a student's GPA.

Grade	Minimum %	Passing?	GPA
A	93	Yes	4.00
A-	90	Yes	3.67
B+	88	Yes	3.33
B	83	Yes	3.00
B-	80	Yes	2.67
C+	78	Yes	2.33
C	73	Yes	2.00
C-	70	Yes	1.67
D+	68	Yes	1.33
D	63	Yes	1.00
D-	60	Yes	0.67
F	0	No	0.00

Academic Recognition and ECASD Cum Laude System

ECASD has constructed a Laude System that honors academic achievement and growth through multiple measures. This academic recognition policy will be effective starting with the class of 2023. This will replace our current rank system. Graduating seniors who have excelled in scholarship throughout grades 9-12 will be identified for recognition based on the following procedures and criteria.

For students in the graduating class of 2023 and beyond, the following guidelines will apply:

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

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), and Transcribed Credits (TC), Start College Now, and Early College Credit.

Implementation Timeline:

- The student's standing after seven high school semesters will be used for ceremony recognition. A gold cord will designate a GPA of 3.75 or higher.
- The student's standing after eight high school semesters will be used for transcript recognition
- This updated academic recognition policy will go into effect for the class of 2023

The following will not be used in the recognition system:

- Extra curriculars
- Weighted GPA
- Class rank
- College entrance exams (ACT/SAT)

Release of High School Records/Transcripts

ECVS will provide educational records, including class rank (if applicable), test scores, and letters of recommendation to third parties such as post-secondary institutions, scholarship committees, and/or potential employers, only with prior written approval from the student's parent(s)/legal guardian(s), or from the student if they is aged 18 or older or an emancipated minor. Transcripts are requested by the student's family through Parchment. Access to this service is available on the ECVS website.

In order to ensure that application deadlines are successfully met, advance notice of at least 10 working days is required for requests to provide educational records other than transcripts to students, parents/guardians, and/or third parties. Thirty days of notice are required for letters of recommendation. Note that class rank is only calculated twice a year for classes on or before 2022.

Requests for records other than transcripts should be made by contacting the ECVS office.

Prerequisites

Students must meet all course prerequisite requirements prior to registration. Prerequisites are listed by each course's overview in the course catalog. Semesters A and B of a course cannot be taken concurrently (during the same semester), unless one of the courses is for credit recovery.

Schedule Changes

Changing a schedule will be allowed for extenuating circumstances. The decision will be based on the best interests of the student, along with considerations about the enrollment in the class that the student is requesting to drop and/or the class that the student is requesting to add.

After school opens, a no grade penalty drop will be made only for the following reasons:

- a. An error has been made on the student's schedule.
- b. A change is needed to meet a graduation requirement.
- c. Students may request a drop during the first three weeks of school without it affecting their GPA. A no grade penalty drop will be granted only if there is a consensus that a significant effort has been shown by that student.
- d. In unusual circumstances, during the second and fourth quarters, an administrative waiver will be considered after consultation with the student, parents/guardians, teachers, and principal.

All class drops for reasons not included in the above (a., b., c., or d.) will result in the student receiving a grade of “WF” for the semester in that course. The student will not be able to add another course. Define “WF” – Withdraw/Fail

If a student wants to add a course, they must contact the principal before the end of the second week of the semester. The request will be considered at the sole discretion of the School Administration. The missed work will need to be made up prior to the end of the semester or will be averaged in as a failing grade in the final grade.

Credit from Other Schools

As part of the enrollment process, families submit their students’ most recent report cards and/or transcripts. The School staff will analyze previously earned credits and determine which credits will transfer to ECVS. The principal and/or other school staff may require complete unofficial transcripts or complete end-of-year report cards before approving a student’s grade level and course selection. Official transcripts are required within the first 30 days of school for final credit transfer approval and for final course approval. Upon graduation or withdrawal, the official ECVS transcript will display both the credits earned at ECVS as well as any transfer credits.

Credit for Coursework Completed in a Non-Standard School Program

Students may request to receive credit for courses completed in previous educational settings other than fully accredited schools, including home school, non-accredited public, private, alternative or international schools. All approved credit transfers will be recorded on the transcript with a pass/fail grade.

There are two options for requesting and being granted credit by ECVS for coursework completed in a non-standard school program:

- **Assessment:** The student takes and achieves a passing grade (D-) on the ECVS exam(s) associated with the course. This may be the midterm and final exam or other proficiency exam as determined by the content area teacher. The test(s) must be taken in a school-approved proctored setting.
- **Competency:** Based on the placement materials submitted by the student, the subject area teacher decides about where to place the student. After the student has completed one full semester at ECVS, the subject area teacher reviews the student’s progress in the ECVS course(s). If the student earns a passing grade in the ECVS course that follows a course taken in a non-standard school, the School Administrator awards credit(s) for the course(s) taken in the non-standard school. This method of placement is only applicable to foreign language courses and certain other courses that occur in a clearly linear sequence.

Students may use any combination of options 1 and 2 for requesting credit. For example, a student may choose option 1 for mathematics and science courses and option 2 for foreign language.

College Courses

Early College Credit: Eau Claire Area School District high school students who meet the eligibility requirements defined in applicable statutes, regulations, and ECASD policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a University of Wisconsin two- or four-year campus, tribally controlled college, or

participating private, nonprofit college/university in Wisconsin through the Early College Credit Program.

Start College Now Technical College Program: Eau Claire Area School District high school students in 11th or 12th grade who meet the eligibility requirements defined in applicable statutes, regulations, and ECASD policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a Chippewa Valley Technical College through the Start College Now technical college course program. Additional information on both programs can be found on the ECASD website.

Credit from Other Sources

The ECASD recognizes that learning takes place beyond the walls of our schools and the boundaries of our District. Opportunities for students to take courses on their own time, at their own expense are prevalent. Due to the varied nature of these opportunities, the schools will analyze the student's opportunity and determine if academic work outside the District is eligible for credit in required content areas, is eligible for elective credits or is not appropriate for acceptance of credit towards graduation.

It is in the best interest of the student to obtain prior approval from the principal before enrolling in any coursework outside the District. Coursework must meet District standards for rigor, scope, sequence, and instructional hours.

Credit for Other Experiences

Many students are involved in activities outside their school experiences, such as music, dance, and art lessons, foreign language instruction, and participation on athletic teams. While ECVS recognizes the value of these activities, in most cases they cannot be used to earn high school credit.

Students Driving to Sanctioned Events

We highly recommend to parents/legal guardians that students are not permitted to drive unaccompanied to ECVS sanctioned events ("Event(s)"). Preferred options include having parents, legal guardians or designated adults drive and supervise students, or having students use public transportation options.

However, we recognize that in certain circumstances students may need or wish to drive to an Event without supervision from an adult. In order to be able to drive unaccompanied to an ECVS sanctioned Event, students must meet the following guidelines:

- Must be 18 years of age. Where students are under the age of 18, even though states may permit minors to drive, an adult is required to supervise a minor at an Event.
- Must possess a valid driver's license.
- Must have access to a currently registered, inspected, and insured vehicle.
- Must be a student in good standing, with good attendance, and with no disciplinary actions noted in the student's file.
- Obtain school permission to drive unaccompanied to Events. In addition, it is the responsibility of the student who attends an Event without a parent, legal guardian, or designated adult to do the following:
- Document parental/guardian permission to drive to Events for the current school year by submitting a completed and signed Connections Academy Sanctioned Event Student Driving and Attendance Authorization to the School (form available from the Virtual Library or the school).

- Document School permission to drive to Events by obtaining the School Administrator's (or designee) signature on the Connections Academy Sanctioned Event Student Driving and Attendance Authorization.
- Obey all time schedules.
- Obey all school rules including maintaining acceptable attendance and disciplinary standards. If a student arrives late, privileges may be revoked.
- Adhere to school rules and procedures for Events.

Under no circumstances shall the school be responsible for students who make their own personal travel arrangements and/or are not accompanied by an adult. The conduct of unaccompanied student drivers at Events will remain the responsibility of their parents/legal guardians. If a student driving to or from an Event is involved in an accident, ECVS/ECASD will not be liable for any injuries or damage; all liability rests with the student, their parent/legal guardian and/or any insurance maintained by the parent/legal guardian and/or the student.

Under no circumstances shall students drive other students to an Event. If a student nevertheless permits another student or students to ride with him/her, ECVS/ECASD shall not be liable for any injuries or damage to any parties. The student, the student's parent/legal guardian, and/or any insurance maintained by the parent/legal guardian and/or the student, will be responsible for any and all injuries and/or any damage that may occur.

Even if a parent/legal guardian does grant permission for a student to drive unaccompanied, it is important to note that driving a car to an Event is a privilege for a student and not a right, and such privilege may still be denied or revoked by the school at any time. Safe driving practices must always be adhered to. Students who endanger other drivers, individuals, pedestrians, or property, and/or do not follow school rules and/or procedures for Events, may have their permission to drive unaccompanied to school Events revoked by the school. Furthermore, students may be reported to school authorities and, if warranted, may also be reported to the police for further action.

Majority Age

Students may exercise certain rights on their own behalf when they reach the age of majority – eighteen years old. Parents/Guardians must have a conference with the principal and sign a form provided by ECVS to transfer their rights and responsibilities, as indicated below to their eighteen-year-old student.

Self-Excuse for Illness or Other Acceptable Absence

An 18-year-old can assume this responsibility if their parent(s)/guardian(s) sign an agreement. The agreement will stipulate responsibilities assumed, and will indicate removal of this right, if it is abused. A list of students given this option at age 18 will be maintained in the school office.

Place of Residence and Changing of School Attendance Area.

A person of majority age may elect to attend school in a district other than the residence of their parents/guardians. The establishment of their residence shall be subject to rules, regulations, and law established by the state and local school district. A form filled out at the time of voter registration would suffice to prove residence. In cases of a move from one Eau Claire Area High School attendance area to another, an athlete would need to observe eligibility restrictions.

The 18-Year-Old and School Rules

Students who reach the age of majority are subject to all school rules.

7. Services for Special Populations

7.1 Special Education Services

The ECASD provides a continuum of special education and related services to ensure that students with disabilities receive a free appropriate public education (FAPE). However, not all services are available at all schools. If a student requires services that are not available through ECVS, the Eau Claire Area School District may recommend enrollment in another school within the district or determine that it is necessary for the student to enroll in their district of residence to receive FAPE.

Referrals for Special Education

Throughout the year, teachers and family may suspect that a student has a disability and believe there could be a need for special education. The school team determines if there is a need for a special education evaluation to occur. If so, the appointed school team will follow all evaluation procedures in accordance with state and federal law. If the team determines the student has a disability and has a need for special education, an IEP may be developed. The IEP team would determine school placement based on the disability-related needs and supports and services identified in the IEP; school placement may not be the ECVS.

7.2 English Learners

The ECASD provides a continuum of English Learner and related services to ensure that students with language needs receive a free appropriate public education (FAPE). However, not all services are available at all schools. If a student requires services that are not available through ECVS, the Eau Claire Area School District may recommend enrollment in another school within the district or determine that it is necessary for the student to enroll in their district of residence to receive FAPE.

7.3 Gifted Students

The Eau Claire Area School District strives to offer each student learning experiences appropriate to their individual educational needs, interest, and capabilities. The ECASD shall provide a continuum of services to high achieving students including, but not limited to, those identified as gifted and talented based on the guidelines set forth in the Wisconsin Guidelines for Gifted and Talented and shall include students who demonstrate high performance capability in intellectual, creative, artistic, leadership or specific academic areas.

8. CONDUCT, DUE PROCESS, COMPLAINTS, AND COMMUNICATION

8.1 Discipline and Due Process for Students

All students enrolled in ECVS are expected to conduct themselves in accordance with the rules of the school, and parents are expected to cooperate with the school staff in helping students to

maintain this conduct. Student codes of conduct are set forth in this Supplement. Students are also guaranteed due process of law as required by the 14th Amendment to the Constitution.

ECVS shall abide by all federal, state, and district policies and guidelines for discipline and due process for students and shall not impose requirements or consequences that are inconsistent with these policies and guidelines.

Discipline Measures

There are three levels of disciplinary measures utilized by the school: 1) Warning, 2) Suspension, and 3) Expulsion. Each level has associated conduct breach definitions and corresponding disciplinary actions that may occur.

1. Warning - Students who receive warnings from the school will have a conference (via phone, virtual or in person) with their parent/guardian(s) and the school administrator(s), and the incident will be formally documented in writing and will become part of the student's permanent record. The student will not have a disruption in schooling and will not be removed from the class (Pearson).

Warnings are issued when a student demonstrates a breach of expected conduct, but not as serious as those listed under the suspension and/or expulsion categories in this handbook.

2. Suspension - When a student is suspended, they is temporarily removed from class (Pearson) or a school sponsored program or activity. The length of a suspension is determined by the School Administrator (up to 10 days at a time). A suspension will be documented in writing and will become part of a student's permanent record.

During a period of suspension as defined by the principal, a student's permission to log on to and/or use parts of Pearson will be restricted and may be revoked. In such cases where the student's access is completely revoked, the Learning Coach is responsible for logging on to Education Management System (Pearson) and obtaining the student's assignments, responding to Webmail, and recording assessment responses for the student. The student should continue with their schoolwork during a suspension. During the term of suspension, the student may not participate in any school activities. In addition, during the term of the suspension, the student may not be present on any property of the Eau Claire Area School District.

Violations that may lead to suspension include, but are not limited to, the following breaches of conduct:

- Cheating on tests or daily work: A student who knowingly participates in copying, using another's work, and representing it as their own (for example, students transmitting their work electronically for another student's use), or who provides other students with test answers, answer keys, or otherwise uses unauthorized materials in an assignment or assessment situation.
- Plagiarism: A student's use of another person's words, products, or ideas without proper acknowledgement of the original work with the intention of passing it off as their own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the Internet, and getting family or friends to help with coursework.
- Unexcused absence: An unexcused absence is the absence of a student due to truancy, illegal employment or parental/guardian neglect.

- **Illegal absence:** Illegal absences are unexcused absences by students who are under the age of 17 who are absent from school due to avoidable absences, parental/guardian neglect, illegal employment, unapproved family vacations, and truancy.
- **Abusive conduct:** A student who uses abusive language or engages in abusive conduct in the presence of others either in person or electronically/virtually.
- **Bullying:** A student who repeatedly engages in negative actions against another student to exercise control over him/her.
- **Harassment:** A student who demonstrates verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school's programs that: 1) has the purpose or effect of creating an intimidating or hostile environment, 2) unreasonably interferes with an individual's educational performance, or 3) otherwise adversely affects an individual's educational opportunities.
- **Vandalism:** A student who intentionally damages or destroys school property or records (physical or electronic). In these instances, the school reserves the right to contact the proper law enforcement agencies.
- **Theft and robbery:** A student who takes money or other property (physical or electronic) with the intent to deprive another person or the school of that property. The threat or the use of force or violence is considered a serious breach of conduct. In these instances, the school reserves the right to contact the proper law enforcement agency.
- **Sexual harassment:** A student who subjects another to any unwelcome sexual advances including verbal harassment, unwelcome or inappropriate touching, or suggestions, requests, or demands for sexual favors.
- **Violation of acceptable use policy:** Students who violate the acceptable use policy in one form or another are open to disciplinary action including suspension. This would include signing on as parents/guardians.
- **Repeated violation of any disciplinary issues.**

3. **Expulsion** - When a student is expelled, they are separated from the school for an extended period, or permanently, for disciplinary reasons. An expulsion will be documented in writing and will become part of a student's permanent record. Only the School Board may expel a student.

Violations that may lead to expulsion include, but are not limited to, any behavior that indicates that a student is a serious threat to the safety of others through the use of firearms, dangerous weapons, bombs or explosives.

Suspensions or expulsions for children designated as exceptional follow all appropriate state and federal policies, regulations, and laws.

Discipline for Students with Disabilities

If a student with a disability violates a code of conduct, they will be disciplined according to the discipline measures described above for up to 10 days. Upon subsequent violations that result in suspensions that exceed 10 days, the school will determine if the behavior manifested from the student's disability. If the school determines that the violation is not a manifestation of the student's disability, the school will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, if it is determined that the violation manifested from the student's disability, the school will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not recur.

8.2 Academic Integrity

ECVS promotes and expects ethical behavior from all members of our school. Honesty and integrity are valued in our school. Dishonest and unethical academic behavior will not be tolerated.

Unethical academic behaviors include, but are not limited to the following activities:

- Plagiarism
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work
- Forging a signature to certify attendance, completion of a course assignment, or any other purpose
- Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member
- Stealing, using or accepting stolen copies of tests or answer keys
- Altering a teacher's grade book or computer records
- Committing any other violation intended to obtain credit for work that is not your own

Being a part of any of the above activities is considered unethical and a violation of school rules.

Pearson Honor Code Violations and Procedures

Demonstrating academic integrity and upholding the Honor Code is an expectation of every student. Pearson teachers are encouraged to use plagiarism detection software for written responses such as essays, portfolios, and discussions when plagiarism and/or cheating are suspected. If a Pearson teacher detects a violation of the Honor Code on an assessment (i.e., test, quiz, discussion, lab, essay, or any other portfolio assignment), they will notify the student and caretaker by WebMail. All instances of cheating will be documented and shared with the Program Manager, and WebMail messages will be documented in the Pearson Connexus Student Activity Tracker. It is the responsibility of the program or district to take any disciplinary action in addition to what is listed below, once notified by Pearson. Repeated offenses could result in additional disciplinary action taken by the student's local program or district and could result in removal from the course if determined by the program or district.

A student forfeits the opportunity to regain full or partial credit for any Honor Code violations if the course has ended. The client may consult the Program Manager to discuss opportunities for extensions.

First Offense

The first time a student is determined to have plagiarized or cheated, the student will receive a grade of zero for the assessment temporarily, and a WebMail message from the teacher outlining the offense and the steps the student can take next to regain credit. Once the student shows understanding of plagiarism, cheating, and the subject matter, the student may regain up to full credit by resubmitting the assessment or equivalent. If a student's first Honor Code violation occurs on a final exam, the student will receive a zero for the questions related to the violation and not be able to revise any of the work that had the violation.

Second Offense

The second time a student is determined to have plagiarized or cheated, they will receive a grade of a failing grade for the entire assessment and a WebMail message from the teacher outlining the offense, and steps that the student can take to regain credit. The student must arrange a time to meet with the teacher synchronously to review and show understanding of the Honor Code and subject matter.

Third and Subsequent Offenses

The third time a student is determined to have plagiarized or cheated, they will receive a failing grade and will not have the opportunity to redo the question/assignment. If a student's third or subsequent Honor Code violation occurs on a final exam, the student will receive a failing grade for the full test and not be able to revise any of the work that had the violation. Such repeated offenses of academic dishonesty by a student may result in a recommendation by Pearson that the student be considered a repeat violator of program or district policy. The program or district will be responsible for addressing this violation.

8.3 Complaints

When a problem or issue develops between the school and the home, families are encouraged to go directly to the source of the problem. This could be a teacher or another adult that works with the student. If you cannot resolve the problem, the next step would be to contact the principal. If, after talking with the principal, the situation is still not resolved, families could then contact the Executive Director of Administration or the Superintendent. As a last resort, after contacting the above staff members if the situation remains unresolved, a family could contact the School Board. Refer to the ECASD Family Handbook for contact information and the format used for email in the ECASD.

9. EDUCATIONAL MATERIALS PROVIDED BY THE SCHOOL

All ECVS students are required to use an ECASD-provided device (iPad for students in K-3; laptop for students in Gr. 4-12).

9.1 Technology Provided by the School

ECASD provides a mobile device for each student in ECVS.

9.2 Use of the Internet

ECVS is committed to each student having appropriate access to internet. If your family needs support to be able to access high speed online learning, please contact the ECVS office.

10. ECASD Policies and Information

For all policies not specifically identified in this handbook, please reference the appropriate student handbook found on the Student Services pages of the ECASD Elementary, Middle and High Schools.

For these policies and all other district information, please refer to www.ecasd.us or call 715-852-3000.

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