

Clinicare Alternative Day Schools

SCHOOL HANDBOOK

2026-27

New Frontier Academy

Prairie du Chien, WI



Eau Claire Academy

Eau Claire, WI

Jillian Christen

Director of Education

Clinicare Alternative Day Schools

563-380-8288

JChristen@clinicarecorp.com

New Frontier Academy

625 South Dousman, Prairie du Chien, WI 53821

608-326-6481

Eau Claire Academy

1708 Westgate Road, Eau Claire, WI 54703

715-834-6681

MISSION STATEMENT

Our mission is to provide a highly structured, supportive, and safe learning environment where students with unique or special education needs can benefit and develop appropriate school behaviors and social skills. We believe in an individualized, student-centered approach. Goals are IEP, district, and family driven with data collection and individualized plans for every student. Keeping in mind that each student's needs are different, our approach is always relationship-based, working to foster these through supportive, strength-based relationships.

CORE VALUES

RESPECT - To treat others as you would have them treat you, to value the worth of every person including yourself.

COMPASSION - Offering an understanding of others' feelings and encouraging good choices.

INTEGRITY - Role-modeling honesty, trustworthiness, kindness, and dignity even in times of difficulty.

RESPONSIBILITY - To do what is right, what one is expected to do and to be accountable for your behavior and obligations.

STATEMENT OF GOALS

Teachers and experienced support staff recognize that learning occurs on a multitude of levels and that each child learns at a different pace and in a different way. Our staff help students discover their maximum potential, experience accomplishment and success. The Education staff at the Alternative Schools are committed to the following goals:

- Provide a safe and nurturing environment for every student.
- Develop individualized instruction designed to meet each student's needs and abilities.
- Assist students in strengthening their ability to self regulate and sharpen their problem solving, social, and conflict management skills.
- Model and reinforce appropriate responses.
- Develop positive, supportive relationships with all students and their families.

Every student learns and thinks differently. Our staff are dedicated to each child's success.

SOCIAL-EMOTIONAL LEARNING

Research has shown that social-emotional skills cannot be built in artificial circumstances. Our students are enrolled in classrooms with peers of similar ability levels. This allows for students to engage in real-time practice of social engagement and relationship building. The individual crisis cycle of each student is considered when developing Behavioral Interventions. Triggers and challenging situations are not removed but rather work is done to navigate each stage of the "crisis cycle" safely with the student. Through identifying appropriate supports at each stage, staff work with students to build self-awareness and self-management skills. We create organic opportunities for students to identify their emotions and practice impulse control to foster a growth mindset and cultivate a sense of self-confidence and self-efficacy.

Challenging moments throughout the day allow for learning opportunities and growth to happen in the moment. Staff work with students to develop reflective practices and think empathetically about the people around them and recognize how their behavior impacts others in an effort to increase relationship skills. As students move through these moments, they identify and solve their own problems through debriefing and coaching from staff. Regardless of their ability levels, our students are doing the best they can and we meet them where they are at. Through the relationships we build with our students, we allow for continuous development of these social-emotional skills to increase social awareness, developmental growth, and the ability to make responsible decisions beyond their time at Clinicare Alternative Schools.

OUTCOMES

- ✓ Increased school attendance
- ✓ Continued supportive parent involvement
- ✓ Improved grades and increased academic levels
- ✓ Reduction in classroom student discipline issues
- ✓ Increase in positive student-teacher and student-peer relationships
- ✓ Decrease in verbal and physical aggression as well as oppositional and defiant behaviors
- ✓ Improved student motivation, self-esteem, social skills, anger management, and self-awareness
- ✓ Improved behavior in community settings.
- ✓ Reduced potential of student dropout rate.
- ✓ Improved student attitude, conformity and compliance to rules, policies, authority figures and the education process
- ✓ A close link is established between the home school district, alternative school staff, mental health professional and family service providers
- ✓ Achievement of Individualized Education Plan goals.
- ✓ Return to a public school setting.

STUDENT RIGHTS

With every right you have, you also have an obligation. You have the right to be treated with a sense of respect; you are also obligated to treat fellow students with respect. Respect is a two-way street.

All staff are interested in working with students who want to take full advantage of their rights and opportunities at this school while at the same time respecting the rights of others. The purpose of the school and the requirements of the educational process must be weighed in to decide who has a right to do what and what behaviors must bear a consequence.

STUDENT RESPONSIBILITY

Students will be held responsible only for the things they do or fail to do. What others do or fail to do is of little importance in determining whether or not students have accepted responsibility as a student-citizen of Clinicare Alternative Schools. The decision for student actions will solely be theirs as will be the consequences.

It is the student's responsibility to decide how they should conduct themselves and to be prepared to accept the consequences of their actions. Students will learn to think of possible consequences before they act.

PARENT RESPONSIBILITY

Parental support for the student and Alternative School sends an important message to students about the value of education. The following goals are a list of basic responsibilities of **parents** in supporting the alternative school staff and helping their children become successful learners.

- Be sure your child attends school regularly and on time.
- Follow school procedures in reporting legitimate absences and readmitting students after an absence.
- Let the school know of any serious family issues or problems which may affect the behavior of your child. This communication may be able to help or ease the way for your child.
- Attend staffings, IEP meetings, special programs and other school events throughout the year.
- Support your school's discipline policies and bus safety rules.
- Stay tuned into what is happening at school.
- If a problem arises, try to resolve it by following the chain of responsibility as follows:
 1. Classroom Teacher or Staff
 2. Director of Education
 3. Home School District Administration
 4. AEA Consultant

HARASSMENT / BULLYING

ANY FORM OF HARASSMENT IS PROHIBITED.

Clinicare Alternative Schools:

...is committed to promoting understanding and appreciation of the cultural diversity of our society.

...will educate students about our cultural diversity and shall promote tolerance of individual differences.

...prohibits acts of intolerance or harassment toward others, including prejudice due to an individual's race, color, creed, gender, religion, marital status, parental status, national origin, disability, sexual orientation, ethnic or socio-economic background.

ACTS OF INTOLERANCE AND HARASSMENT WILL BE TREATED AS GROUNDS FOR INTERVENTION.

DAILY SCHEDULE / ARRIVAL PROCEDURES

Students are allowed into school at the start times listed below by school – SCHOOLS HAVE A ONE-HOUR LATE EVERY WEDNESDAY:

School Starts at 8:00 a.m. but WEDNESDAYS at 9:00 A.M.

After an initial greeting by staff as they disembark their transportation:

- For security purposes, all students are wanded to ensure no contraband has been transported on or by them.
- Cell phones and other electronics are turned in for safekeeping until the end of the day.
- Book bags or other items that may have been brought to school, are turned in for safekeeping until the end of the day.
- Coats, boots are removed and hung up.
- Breakfast is offered and time allowed to eat.

Students' end-of-day time is 2:45 p.m. each day.

Within an approximate 10 - 15 minutes prior to the end of day, students:

- End their academic activities
- Can use the remaining time to engage in an activity such as drawing, puzzles, sensory kit
- Pack up any papers or projects to bring home
- Can clean up their desks and seating area and/or assist in helping the teacher and/or paraprofessionals tidy the classroom
- In winter, they collect and begin to put on their coats and books
- Cell phones and other electronics are handed out **as the student leaves the building**

NO STUDENTS CAN ARRIVE OR LEAVE BEFORE THE DESIGNATED START OR AFTER THE DESIGNATED DISMISSAL. Parents will be notified if this policy is NOT being followed. **Students may be subject to searches related to potential contraband and unsafe items. This search may include—but is not limited to—a search of personal belongings, being asked to empty pockets, show staff their shoes and socks, etc.**

Any contraband brought in by a students will be confiscated and the parent/guardian will be called to notify them that contraband was found. If the parent/guardian wants the item returned, it is the responsibility of the parent/guardian to retrieve it from the School Office. If contraband is of an illegal nature or substance (e.g., tobacco product, alcohol, or other drugs) law enforcement will be called and a ticket may be issued. If contraband becomes a consistent problem, it may jeopardize the student's continued enrollment. **A search of the student's person will be conducted IF there is reasonable suspicion to believe a dangerous or unauthorized items is being concealed. If a student refuses to cooperate with a search by staff, they will not be allowed into the building and parents will be called to pick up their child. Purses or backpacks may be searched on a daily basis.**

CAMERA SURVEILLANCE

Camera surveillance is used as a safety measure; these are installed and active at school entrances, exits, hallways, and classrooms.

HOME / SCHOOL TRANSPORTATION

The Home School District is responsible for coordinating transportation for students. Students are responsible for practicing safe and positive behavior during transportation to and from school. Daily contact with transportation staff is maintained. Students who are reported for negative or unsafe behaviors will serve consequences and loss of privileges at the alternative school site. In the event that students engage in behavior that puts the safety of the driver or other students at risk, ***the student may be suspended from the transport and AN EMERGENCY IEP TEAM MEETING WITH PARENT AND HOME SCHOOL DISTRICT MAY BE REQUIRED PRIOR TO THE STUDENT'S RETURN.***

UNAUTHORIZED DEPARTURES / STUDENT ELOPEMENT

The consistent protocol if a student leaves the school grounds is:

1. **STAFF MUST FOLLOW ALL STUDENTS.**
2. Staff will remain with them OR keep the student in sight at all times.
3. If the student remains on grounds, staff will remain with them until they are stable to return to the building.
 - A. If the student continues to be escalated, they will remain outside with staff.
 1. Police can be contacted if the student's behavior warrants the call or if the student refuses to return to the building and—gauging how much time is left in the school day—staff can call parents and/or police to assist.
4. **If a student LEAVES SCHOOL GROUNDS, POLICE MUST BE CALLED RIGHT AWAY.** Staff must follow to keep the student in their sight. If the police picks up the student, it will be determined if the student can return to school at that time.
5. **If the student enters an unknown vehicle, police and parents will be called and staff will take a photo/information about the model/make of the vehicle and license plate.**
6. **If a student elopes on three or more occasions, an IEP team meeting will be held.**

CRISIS RESPONSE

Northwest Connections 888-552-6642

TRANSPORTATION GUIDELINES

Academy students who are riding in Academy vehicles on activities will be expected to follow the rules listed below. These guidelines are developed to ensure the safety of all our students, staff, and the general public traveling along those transportation routes.

1. All students will submit to a safety check before entering the vehicle. This will include a security wand scan, check of a backpack or personal items, and a possible pat search of the individual. If a student fails to comply with this safety procedure, they will not be allowed in the vehicle.
2. All Students are required to wear a seatbelt including shoulder harness while in the vehicle.
3. Students are expected to follow the seating chart determined by our staff.
4. Students who meet the criteria for the Wisconsin and/or Iowa booster seat laws **MUST** sit in a booster seat.
5. There is **NO** swearing, throwing items, touching other students, or moving to another seat in the van.
6. Students are expected to keep the vehicle clean, cooperate with staff directions, and keep their hands and head inside the vehicle.
7. Students are not allowed to consume food or beverages in the van.
8. Students may have Game Boys, CD players, or iPods **AT STAFF DISCRETION**; however, these will be confiscated if they become a distraction to the driver. These items **MUST** be turned into the school upon

arrival until the end of the school day. **CLINICARE ALTERNATIVE DAY SCHOOLS ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR TRADED LISTENING DEVICES, GAME BOYS, OR OTHER ELECTRONICS.** Students will lose this privilege if these items are not used responsibly and in accordance with these guidelines.

9. All other items brought to school or in the vehicle must be approved by the Director of Education.

The following **CONSEQUENCES** will be implemented due to any violation of the above rules or other misconduct:

1. It is the right of the Clinicare Alternative Day Schools' Drivers to call 9-1-1 for Police assistance if the safety of students or staff is at risk.
2. Loss of program privileges.
3. In-school suspension.
4. An IEP meeting with parents and the home school district will be arranged if the student is unable to cooperate with our drivers or the transportation rules and guidelines listed on this sheet.

WEATHER-RELATED or EMERGENCY SCHOOL CLOSINGS / SNOW DAYS

School closings, late starts or early dismissals due to weather conditions:

NEW FRONTIER ACADEMY—will follow the Prairie du Chien School District's announcements.

EAU CLAIRE ACADEMY—will follow the Eau Claire School District announcements (should these announcements occur during a day or week that the Eau Claire School District has a scheduled day off, Eau Claire Academy will follow the Altoona School District decision).

IF YOUR CHILD IS TRANSPORTED BY THE HOME SCHOOL DISTRICT, PLEASE FOLLOW THE HOME SCHOOL DISTRICT WEATHER-RELATED ANNOUNCEMENTS

EMERGENCY DRILLS

State safety and school regulations require all school to have fire drills, tornado drills and emergency evacuation procedures. A drill is a serious event to ensure the safety of all students and staff in the event of a real emergency. Students are expected to fully participate in scheduled drills using appropriate behaviors.

PARAMETERS FOR STUDENT ILLNESS

Parents will be contacted to pick up their child if a student shows evidence of the following illnesses:

1. **Fever of 100.4 or higher**
2. **Vomiting**
3. **Diarrhea**

The student can return to school when symptom/fever free for 24 hours WITHOUT the use of medication. This may be reminded to parents when these events occur.

LUNCHES

Hot lunches are available at each alternative school site. Meals are provided at New Frontier Academy by the Prairie du Chien School District and at Eau Claire Academy by the Altoona School District. **Note that hot lunch services are optional and parents may provide lunch from home for their child.**

VISITORS

Parents are always welcome in the classroom. When a parent wishes to visit, it is preferred that the teacher be notified ahead of time to confirm class schedules. Any professionals who wish to interview, observe, or evaluate a student

must have permission from the parent. Discharged/graduated students are welcome to visit with staff IF they call first to make an appointment to do so; should they simply arrive, they are not allowed to enter the building during instructional hours and if they arrive unexpectedly before or after instructional hours, if the staff they are visiting is available, that staff will go outside to greet and briefly visit with them. **ALL visitors MUST sign in and out and receive a name tag before continuing into the building and meeting with students and/or staff.**

ATTENDANCE

It is the parent/guardian’s responsibility to notify and call your school in the morning to notify us if your child will be absent or late in arriving for the school day.

IF WE DO NOT HEAR FROM YOU BY 8:00 A.M., WE WILL CALL the parent or guardian at home or work to verify the student absence. If we cannot reach the parent or guardian, the absence will be listed as “unexcused.”

STUDENTS ARE NOT PERMITTED TO CALL AND REPORT THEMSELVES AS ABSENT. Please send a *written note* following your child’s absence. If your child becomes sick at school, the Program staff will contact the parent or emergency contact person.

IF YOUR CHILD HAS A MEDICAL DENTAL, COUNSELING, OR COURT APPOINTMENT you must provide us with an official document from the appointment noting the date and time.

IF YOUR CHILD IS ABSENT FOR THREE (3) DAYS DUE TO ILLNESS, we will request a doctor’s note upon return.

TRUANCY

It is the parent or guardian’s responsibility to assure their child attends school on a regular basis. **Attendance reports are sent to each student’s Home School District monthly and unexcused absence may be marked truant by your student’s Home School District’s standards.** If a student is absent and staff have not received parent/guardian notification, staff will call to make contact with the parent/guardian to ensure the safety of the student and obtain a reason for the absence. **Truancy is defined as any absence of part or all of one or more days from school during which the school staff has not been notified of the legal cause of such absence by the parent or guardian.** The following policies will be enforced regarding such student absences.

- A note from the doctor will be required for any absence for appointments to be considered “excused”
- Chronic failure to follow the school’s absence policies will result in notification to legal authorities and the Home School District. We work in conjunction with the Home School District when TRUANCY PROCEEDINGS are initiated.

IMPACT OF TRUANCY

Low or failing grades	Repeated grades	Discipline and behavior problems
Criminal Activity	Emotional and Psychological Problems	Higher Drop-out Rate
Substance Abuse Problems	Legal action including fines, community service, formal supervision	

ANIMALS IN SCHOOL

Appropriate use of live animals in the Schools can be an instructional resource that enriches the education program. However, the use of live animals shall not compromise the health and safety of students and staff. The Director of Education or Intervention Response staff will make such determinations on the appropriateness of live animals in the Schools.

STUDENT DRIVER CONTRACT AGREEMENT

Students who have a valid driver's license will be permitted to drive to and from school ONLY IF THEY ABIDE BY THE FOLLOWING RULES AND GUIDELINES:

1. The student will be **ON TIME** to school and **NOT ALLOWED TO LEAVE EARLY** unless there is a written note of permission submitted by the parent.

2. The **VEHICLE KEYS WILL BE TURNED IN** when the student arrives and kept in a secure location. The keys will be returned to the student at the end of the school day or for transportation to a job site or transition class at the High School.

3. **Students may NOT park in the following locations:**

* NEW FRONTIER—they may NOT park in the two rows of spaces closest to the building.

* EAU CLAIRE— they may NOT park in front of or to the left of the building; they can only park in the lot to the right of the building.

4. **STUDENTS MAY NOT TRANSPORT OTHER STUDENTS.**

5. Students **MUST HAVE THIS PERMISSION FORM SIGNED BY THEIR PARENTS** and/or guardians and it will be kept in their student file allowing their child to drive to and from school.

6. **Violations of these guidelines will be subject to administrative REVIEW AND APPROPRIATE CONSEQUENCES DETERMINED.**

7. If the student has transition classes at the local public school district, they must be **GRANTED PERMISSION BY THE ADMINISTRATION AT THOSE SCHOOLS** to drive to classes and are bound to and must follow ALL guidelines these schools have regarding student drivers.

STUDENT NAME _____ DATE OF BIRTH _____ AGE _____

DRIVER'S LICENSE NUMBER _____ STATE OF ISSUANCE _____

YEAR / MAKE OF VEHICLE _____ LICENSE PLATE _____

SIGNATURE OF PARENT / GUARDIAN _____

PRINTED NAME OF PARENT / GUARDIAN _____

DATE _____

SIGNATURE OF STUDENT _____ **DATE** _____

MEDICATION

IF YOUR CHILD HAS HAD ANY CHANGES IN HEALTH HISTORY OR ANY MEDICAL UPDATES OR IF THERE ARE ANY PHONE NUMBER, ADDRESS, EMAIL OR EMERGENCY CONTACT INFORMATION CHANGES, please contact your child's teacher to ensure we have the most updated information.

IF A STUDENT NEEDS TO TAKE MEDICATION DURING SCHOOL HOURS, CLINICARE ALTERNATIVE SCHOOLS MUST HAVE A COMPLETED AND SIGNED OUR PERMISSION FOR MEDICATION FORM. **IMPORTANT NOTE: A student cannot be administered nicotine gum in School as this is considered a tobacco-related product and is not allowed on school grounds** (see SMOKING / TOBACCO / OTHER ILLEGAL ITEMS or SUBSTANCES).

Medication will be administered within the one-hour prescribed time. Oral medications will be passed by Certified Staff. Each student taking medication will have a log of its daily administration and kept in the individual student file at the end of each instructional year. ALL PRESCRIPTION MEDICATIONS ARE KEPT IN A SECURE LOCK BOX WITHIN A LOCKED CABINET. ONLY AUTHORIZED STAFF WILL HAVE ACCESS TO THESE MEDICATIONS.

PRESCRIPTION MEDICATION

The parent must sign this same consent form. Medication must be brought to school in its **ORIGINAL AND properly labeled container**. The school must be notified in writing by your medical professional upon any change in medication or discontinued medication. **WHEN YOUR CHILD HAS A MEDICATION CHANGE OR IS OUT OF MEDICATION, PLEASE COMMUNICATE THIS TO YOUR CHILD'S TEACHER**.

UNLESS WRITTEN PERMISSION from parents IS OBTAINED (and administration compliance with the written instructions by a physician), STAFF ARE NOT ALLOWED TO DISPENSE ANY TYPE OF MEDICATION TO STUDENTS.

NON-PRESCRIPTION MEDICATION

A parent consent form must be filled out. Medication must be in its original container.

ALL PERSONAL PROPERTY IS THE RESPONSIBILITY OF THE STUDENT

IF STUDENTS BRING PERSONAL ITEMS TO SCHOOL AND EITHER TRADE, GIVE AWAY, LOSE, OR HAVE THE ITEM STOLEN, our Schools are NOT responsible for the cost OR replacement of the item. STUDENTS ARE ENCOURAGED **NOT** TO BRING MONEY TO SCHOOL or to lend, borrow, or give away monies in their possession or valuable articles to School. **All school supplies are provided by the Alternative Schools.**

RESTITUTION

Encouraging responsible behavior is a basic element of our behavior modification approach at Clinicare Alternative Schools. At the same time, we feel some responsibility to provide for the reasonable protection of our property and the personal property of both our students and staff. Therefore, it is our intent that when a student intentionally damages or destroys property belonging to the school, the personal property of other students and staff, or public or private properties, this young individual should be held responsible and make monetary restitution in an amount deemed reasonable.

THE STUDENT WILL BE REQUIRED TO PAY 1/2 OF THEIR MONTHLY ALLOWANCE TOWARD RESTITUTION UNTIL THE BALANCE HAS BEEN PAID IN FULL.

Restitution may also be implemented for major policy infractions such as: illegal substances on school grounds, chronic run away, and abuse of the Electronic Device / Cell Phone Policy. Restitution will be paid in the form of the

student's earned school allowance. In the case of property destruction, the court may impose future restitution. Should the damage exceed \$50.00, parents will be notified as they will be responsible for expenses incurred.

SCHOOL PROPERTY DAMAGE

If a student causes property damage to the school that is \$100 or greater, they will be referred to local law enforcement for potential ticketing. If the damage is over \$500, Clinicare Day Schools will seek restitution for the monetary damage.

STUDENT RESTROOM POLICY

The following guidelines will be followed when allowing students to use the restroom.

1. One student at a time will be allowed in the restroom.
2. The Teacher or Classroom Para/1:1 Aide will escort and monitor the student on trips to the restroom.
3. The Teacher or Classroom Para/1:1 Aide will check the restroom after each use by every student for any property destruction or other issues. The staff will support the student in cleaning and resolving the potential disarray in the facility.

SMOKING / TOBACCO / OTHER ILLEGAL ITEMS or SUBSTANCES

Smoking is against the law and considered a serious offense. For all our students, the use or possession of any type of vape, e-cigarettes, or other inhalation mechanism (for tobacco or other substances), any type of tobacco or illegal substance or intoxicant including lighters or other fire-starting materials, as well as any form of weapons or instruments that could cause harm to people or property will be deemed an automatic police contact with possible further consequences including a ticket or school suspension. ***Parents and the Home School District will be notified and these items may be confiscated by law enforcement; if not, Clinicare Alternative Day Schools will NOT be returning the item(s) back to the student and will be disposed of at the end of the day.***

GRADING SCALE

ACADEMIC PROGRESS	EFFORT / STUDY	CONDUCT
A- to A 90 - 100	1—CONSISTENTLY CONTRIBUTES MORE THAN REQUIRED	1—CONSISTENTLY APPROPRIATE
B- to B+ 80 - 89	2—FULFILLS ASSIGNMENTS, STUDIES INDEPENDENTLY and PARTICIPATES IN CLASS	2—CAN MANAGE BEHAVIOR WITH REDIRECTION
C- to C+ 70 - 79	3- NEEDS TO IMPROVE IN USE OF TIME & ABILITIES	3—NEEDS TO IMPROVE
D- to D+ 60 - 69	4- LOW LEVELS OF EFFORT & STUDY IMPEDING PROGRESS	4—CONSISTENTLY REQUIRES REDIRECTION
F 59 or less	5- FAILS TO COMPLETE REQUIRED ASSIGNMENTS REPEATEDLY, INATTENTIVE	5- REPEATED DISRUPTION

Any credits listed on our Quarterly Report Cards are **suggestions** based on the Carnegie Units, a standard measurement for all high school grades. The Carnegie Units measure student learning by time spent in class rather than direct mastery. It represents 120 hours of direct instructional time (*meeting 4-5 times a week for 40-60 minutes over a 36-week school year*). A half-year course or semester course equals 0.5 Carnegie Units (60 hours). **IT IS ULTIMATELY THE DECISION OF THE STUDENT'S HOME SCHOOL DISTRICT TO DETERMINE AND ASSESS CREDITS EARNED.**

GRADING SYSTEM

An important element of the education process at our Alternative Schools is student evaluation and teacher reporting. Evaluation allows parents, professionals, and the student an understanding of specific areas of strength and weakness. Evaluations provide practical recommendations to improve and enhance individual skills, behavior, academic achievement, and overall school adjustment. Student progress will be evaluated as determined by the IEP Team. Report cards will be mailed to the parent and home school district at the end of each quarter. Students will be graded on a daily basis in the following four areas: Assignment Accuracy, Assignment Completion, Effort and Class Participation. **IT IS IMPORTANT TO NOTE THAT CLINICARE ALTERNATIVE SCHOOLS DO NOT OFFER COURSES in CardioPulmonary Resuscitation (commonly known as CPR).**

MAKING UP MISSED WORK

All students have opportunities to make up work they missed during any absence until the end of the quarter. Grading work turned in late will be as follows:

NUMBER OF WEEKS LATE	PERCENT AUTOMATICALLY DEDUCTED FROM FINAL SCORE
1 – 2	10% off
3 – 4	25% off
5 – 6	35% off
7 or more <i>(til end of the quarter)</i>	50% off

OFF-CAMPUS JOB EXPERIENCE PROGRAM CRITERIA

- All students must be enrolled in the Alternative Day School program for a minimum of three (3) months.
- Students must attend school at least 90% of the days they are enrolled.
- Students may not have a pattern of repeated Level 3's and Level 4's for interventions.
- All Juniors and Seniors will be eligible IF they meet the criteria. Sophomores will be considered by IEP Team decisions.
- Students who have three (3) UNexcused absences from their job shifts will be automatically terminated from the Work Experience Program.
- All work schedules are determined by the IEP Team.
- Job Experience Program progress will be reviewed at quarterly staffings.

IEP GOAL and DATA COLLECTION

The Individualized Education Program (IEP) Team is a group of school staff, parents, students, and other related service providers. The IEP Team is responsible for developing the Individual Goals for each student. Academic and Behavioral goals are designed to help the child learn the general curriculum and function successfully in the education environment. Measurable annual goals usually cover what the child can be expected to meet in one year. Each student's progress toward their annual goals is measured on a daily basis. Teachers will maintain a daily record of each student's performance in their goal areas. IEP goal percentages will be calculated, reviewed, and shared with the IEP Team at each staffing while the student is enrolled at the Alternative School site. Data will be compiled and entered in accordance with each student's individualized monitoring which is stated in their IEP.

TEXTBOOK and STUDENT SUPPLIES

All textbooks and student supplies are provided at the program site. Students are responsible for taking care of their textbooks and other supplies. **DAMAGE OR LOSS IS SUBJECT TO A FINE.**

ASSESSMENT and EVALUATION

Our Schools provide assessment information and teacher's evaluations throughout the student's placement. Assessments may include: IEP and Program Development at the time of student placement, Academic Probes, and Initial Staffing, within 30 days following student placement.

STAFFINGS and IEP MEETINGS

Staffings/Student Progress Reviews and IEP meetings are held each quarter and can be scheduled in person or via online or teleconference. The IEP team meets once a year OR at the request of an IEP team member.

TRANSITION TO A PUBLIC SCHOOL SETTING

The goal for all students at our Schools is to develop the social skills as well as the emotional and behavioral self-regulation that will enable them to be successful in a less restrictive classroom setting. Readiness for transition back to the Public School setting on a part- or full-time basis is assessed and reviewed a minimum of four times per year at scheduled staffings. The following criteria could be used to determine the individual's progress and readiness of each student.

- IEP Goal Progress
- Duration and Frequency of Re-Group Room Interventions and Elimination of Level 3's and 4's for an 8-week period.
- Overall Academic Progress and Classwork / Homework Completion both at the Alternative Day School AND Transition Setting
- Regular Attendance and Participation in all Program Activities
- Meetings and/or observations between the Alternative Schools and the student with the Home School District

There is no pre-determined timeframe set for transition as it is based on the IEP team's determination for student readiness and success.

DRESS CODE

A student's dress will be considered unacceptable if it distracts from the learning environment. A student who is inappropriately dressed will receive a LOSS OF PRIVILEGES until they correct the Dress Code Violation. Depending on the nature of the violation, the student may have an alternative classroom setting to the ReGroup Room. Additionally, there will be a loss of their school points and they may be required to change clothes. The following dress code is expected of the students attending Clinicare Alternative Schools:

1. Head coverings including hoods, bandannas, scarves, and ball caps may not be worn in the building before, during, or after school.
2. Shoes must be worn in the building at all times (no slippers).
3. Shirts or blouses that are sheer, overly revealing in the front (low cut), back, or sides, include—but is not limited to—tube tops, halter tops, and tops with spaghetti straps.
4. Midriff, back, and cleavage may not show and the top should meet the tops of the student's pants, skirt, or shorts when sitting.
5. Tight-fitting or tank tops with straps less than 2" wide are not permitted.
6. Pants that are torn, frayed, or have large holes in areas that would expose undergarments.
7. Any article of clothing that contains expressions that are obscene, profane, pornographic, represent illegal behavior, demean race/religion/sex/ethnicity, or advocate pain/death/suicide/drug or alcohol abuse is prohibited.

8. Students who dress in a manner that does not respectfully represent our Core Values or is not adequately dressed for severe temperature or weather conditions may be restricted to on-site, indoor activities only.
9. **PHYSICAL EDUCATION CLASS** - all students must wear appropriate footwear for Physical Education. Footwear that is not allowed and will prevent participation in Physical Education are: crocs, sandals, boots, and any other footwear that is deemed unsuitable by School staff. If your student does not have appropriate footwear, please inform Director of Education or Program Manager.

SCHOOL PHONE USE

Students are NOT allowed to call home for any reason without the express permission of the Director of Education or Intervention Response Staff during instructional hours. Students will not be brought to the school office or be able to use their cell phones to call home. Again, any parental contact during the instructional day will be made by Teachers only if they deem it absolutely necessary.

STUDENT CELL PHONE USE

ALL ELECTRONIC DEVICES ARE TO BE TURNED IN DAILY.

Students are not allowed to bring personal technology items from home to access while at school. Clinicare Alternative Schools provide technology resources to its students primarily for academic learning during the school day. The use of the technology and equipment provided by the Alternative Schools is a privilege. Some examples of provided technology include—but are not limited to—tablets, smart boards, and laptops. No technology is guaranteed to be error-free or totally dependable nor is it safe when used irresponsibly. Technology is intended for the sole purpose of engaging our students in the learning process as well as an access for communication strategies and use of relaxation tools. All use of technology is done under the guidance of the classroom teacher and/or a student's IEP. Use of technology in a fashion other than directed by the staff or administration of the Alternative Schools is strictly prohibited. Students who do not follow the guidelines for appropriate use as outlined could have their privileges revoked for an amount of time the Director of Education deems appropriate.

THIS POLICY WILL BE IMPLEMENTED IN ALL CLASSROOMS AT ALL ALTERNATIVE DAY SCHOOL LOCATIONS.

1. Cell phones and all electronic devices will be turned OFF and TURNED IN at the beginning of each school day upon the student's arrival. The program will provide for safe storage and supervision of the devices during the school day. Electronic devices include any cell phone, MP3 players that are wireless and/or have video or recording capabilities, electronic games, iPad, personal computer, Kindle, or any other electronic device.
2. If a student fails to check in their cell phone or electronic device and it is used for any reason, or is visible, anytime during the school day, the student will be asked to surrender the device and will receive a Level 4, loss of privileges, removal from the classroom as well as a having a Restitution Fine imposed.
3. While on School grounds or on a School Activity or in a School Transportation Vehicle, students are prohibited from videotaping, recording or taking photos of other students or staff.
4. When a student chooses to disregard these procedures, parents will be required to make arrangements to pick up the electronic device or cell phone at the Alternative Day School location.
5. A student who leaves the School without permission is NOT permitted to return at ANY TIME during the day OR at the end of the day to retrieve their cell phone. Parents may arrange to pick up

the cell phone that same day or the student will be given the cell phone at the end of the next day if they remain in school until the designated dismissal time.

Our Schools' staff request the full cooperation of both parents and students with this policy.

Act 42: Prohibiting the Use of Wireless Communication Devices During Instructional Time

Act 42 requires all schools to adopt a policy prohibiting students from using wireless communication devices during instructional time. A wireless communication device includes the following: cell phones, Apple or other watchband wearable devices, iPads, Chromebooks, laptops, portable gaming units. This also includes all other technologies not listed that do not require wires but are used for communication of any type and carried or worn on the body. The statute is listed below:

2025 WISCONSIN ACT 42 Date of enactment: October 31, 2025 [2025 Assembly Bill 2](#) Date of publication*: November 1, 2025

An Act **to repeal** 118.258 (title) and (1); **to renumber and amend** 118.258 (2); **to amend** 119.04 (1); **to create** 115.28 (38) and 120.12 (29) of the statutes; **relating to:** requiring school boards to adopt policies to prohibit the use of wireless communication devices during instructional time. ***The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*** **Section 1b.** 115.28 (38) of the statutes is created to read:

115.28 **(38)** Prohibited uses of wireless communication devices; policies. Within 14 days after receiving a policy or updated policy under s. 120.12 (29) (d), submit the policy or updated policy to the office of school safety in the department of justice and the legislative council.

Section 1c. 118.258 (title) and (1) of the statutes are repealed. **Section 1e.** 118.258 (2) of the statutes is renumbered 120.12 (29) (c) and amended to read: 120.12 **(29)** (c) Annually, if the school board adopts rules under sub. (1), it shall provide each pupil enrolled in the school district with a copy of the rules policy under par. (a).

Section 1n. 119.04 (1) of the statutes is amended to read:

119.04 **(1)** Subchapters IV, V and VII of ch. 115, ch. 121 and ss. 66.0235 (3) (c), 66.0603 (1m) to (3), 115.01 (1) and (2), 115.28, 115.31, 115.33, 115.34, 115.343, 115.345, 115.363, 115.364, 115.365 (3), 115.366, 115.367, 115.38 (2), 115.415, 115.445, 118.001 to 118.04, 118.045, 118.06, 118.07, 118.075, 118.076, 118.10, 118.12, 118.124, 118.125 to 118.14, 118.145 (4), 118.15, 118.153, 118.16, 118.162, 118.163, 118.164, 118.18, 118.19, 118.196, 118.20, 118.223, 118.225, 118.24 (1), (2) (c) to (f), (6), (8), and (10), 118.245, 118.25, 118.255, 118.258, 118.291, 118.292, 118.293, 118.2935, 118.30 to 118.43, 118.46, 118.50, 118.51, 118.52, 118.53, 118.55, 118.56, 118.58, 120.12 (2m), (4m), (5), and (15) to (27), and (29). 120.125, 120.13 (1), (2) (b) to (g), (3), (14), (17) to (19), (26), (34), (35), (37), (37m), and (38), 120.137, 120.14, 120.20, 120.21 (3), and 120.25 are applicable to a 1st class city school district and board but not, unless explicitly provided in this chapter or in the terms of a contract, to the commissioner or to any school transferred to an opportunity schools and partnership program.

Section 2. 120.12 (29) of the statutes is created to read:

120.12 **(29)** Prohibited uses of wireless communication devices. (a) By July 1, 2026, adopt a wireless communication device policy that prohibits pupils from using a wireless communication device, other than a school district-issued wireless communication device, during instructional time. A school board may include in the policy under this paragraph consequences for a pupil violating the policy, including confiscating a pupil's wireless communication device for the remainder of the school day.

(b) Include all of the following in a policy under par. (a):

1. That "wireless communication device" means a portable wireless device that has the capability to provide voice, messaging, or other data communication between 2 or more parties and includes all of the following:

- a. A cellular telephone.
- b. A tablet computer.
- c. A laptop computer.
- d. A gaming device.

2. Exceptions to the prohibition required under par. (a) for all of the following:

- a. In the event of an emergency or a perceived threat.
- b. To manage the pupil's health care.
- c. A use included in a pupil's individualized education program or a plan developed under section 504 of the federal Rehabilitation Act of 1973.
- d. A use authorized by a teacher for educational purposes during instructional time.

(d) 1. By no later than October 1, 2026, submit a copy of the policy under par. (a), or if applicable, a policy that is more restrictive than what is required under this subsection, to the department.

2. By no later than October 1, 2027, and each October 1 thereafter, notify the department of whether changes were made to the policy submitted under this paragraph in the previous school year, and if changes were made, submit the updated policy to the department.

(e) Nothing in this subsection prohibits a school board from adopting a policy relating to the use or possession of wireless communication devices by pupils that is more restrictive than what is required under this subsection.

As Clinicare Alternative Schools may use their local School Systems email or internet for student and online learning/reference as well as Clinicare-provided internet service, all individuals that may use the internet at any point in time at our Schools must read and sign this three-page document.

STAFF TECHNOLOGY USE/SOCIAL NETWORKING Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge. General Provisions The superintendent is responsible for designating a computer network coordinator who will oversee the use of school district technology resources. The computer network coordinator will prepare in-service programs for the training and development of school district staff in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas. The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of technology access privileges. Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district maintained social media and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network. The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over technology records, including financial, personnel and student information. The procedures will address at a minimum: ■ passwords, ■ system administration, ■ separation of duties, ■ remote access, ■ data back-up (including archiving of email), ■ record retention, and ■ disaster recovery plans.

Social Networking or Other External Web Sites For purposes of this policy any website, other than the school district web site or school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the internet. [Employees

should not connect with students via external web sites without consent of the superintendent.] Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent. It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

Legal Reference: Iowa Code § 279.8. 282 I.A.C. 25, 26 Cross Reference: 104 Anti-Bullying/Harassment 306 Administrator Code of Ethics 401.11 Employee Orientation 407 Licensed Employee Termination of Employment 413 Classified Employee Termination of Employment 605 Instructional Materials Approved: April 14, 2003 Reviewed: March 10, 2008, September 16, 2013, August 12, 2019 Revised: October 10, 2022

Staff Technology Use/Social Networking Regulation General The following rules and regulations govern the use of the school district's network systems, employee access to the internet, and management of digital records: ■ Employees will be issued a school district email account. Passwords must be changed periodically. ■ Each individual in whose name an access account is issued is responsible at all times for its proper use. ■ Employees are expected to review their email regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide. ■ Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency. ■ Employees may access the internet for education-related and/or work-related activities. ■ Employees shall refrain from using technology resources for personal use, including access to social networking sites. ■ Use of the school district technology and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers. ■ Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge. ■ Use of the school district's network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege. ■ Off-site access to the school district network will be determined by the superintendent in conjunction with appropriate personnel. ■ All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate. ■ Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model includes, but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.

Prohibited Activity and Uses The following is a list of prohibited activities for all employees concerning use of the school district's network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network. ■ Using the network for commercial activity, including advertising, or personal gain.

STAFF TECHNOLOGY USE/SOCIAL NETWORKING REGULATION ■ Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See Policy 605.7, Use of Information Resources for more information. ■ Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material ■ Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others. ■ Use of another's account or password. ■ Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users. ■ Forging or attempting to forge e-mail messages. ■ Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This

includes, but is not limited to, creating and/or placing a virus on the network. ■ Using the network to send anonymous messages or files. ■ Revealing the personal address, telephone number or other personal information of oneself or another person. ■ Using the network for sending and/or receiving personal messages. ■ Intentionally disrupting network traffic or crashing the network and connected systems. ■ Installing personal software or using personal technology on the school district's technology and/or network without the permission of the IT Department. ■ Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette. Other Technology Issues Employees with personal cell phones should avoid using their phones for school district business. Employees should contact students and their parents through the school district's technology or phone system unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal email address, etc. to students or their parents. Employees, who are coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.

INTERNET - APPROPRIATE USE Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate.

The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors.

The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

Employees will provide age-appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - o safety on the Internet;
 - o appropriate behavior while online, on social networking Web sites, and
 - o in chat rooms; and
 - o cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet.

Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

APPROPRIATE USE In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate. *Legal References: 47 C.F.R. 54.520 Iowa Code § 279.8 Cross References: 104 Anti-Bullying/Harassment 502 Student Rights and Responsibilities 506 Student Records 605.5 School Library*

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (will/will not) be issued to students at this time. If a student already has an electronic mail address, he/she (will not/may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks.

Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.

Students will respect all copyright and license agreements.

Students will cite all quotes, references, and sources.

Students will only remain on the system long enough to get needed information.

Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:

Others may be able to read or access the mail, so private messages should not be sent.

Delete unwanted messages immediately.

Use of objectionable language is prohibited.

Always sign messages.

Always acknowledge receipt of a document or file.

Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

STUDENT NAME _____ **Grade** _____ **School** _____ **Date** _____

SIGNATURE of PARENT/LEGAL GUARDIAN _____

If you have granted your child Internet access, please have them respond to the following: I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges. I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

SIGNATURE of STUDENT NAMED ABOVE _____

PROGRAM INCENTIVES and REWARDS

SCHOOL ALLOWANCES The philosophy behind School Allowance is to support and reinforce the primary goal for students at the Alternative Schools to develop positive school, social, and work behaviors while shaping and developing positive behaviors overall. Students will be provided community-based activities where they can spend their allowance on a monthly schedule. **Monies are NOT given to students to take home.** Any monies leftover at the end of the school year are rewarded in the form of games, toys, books, etc.

ALLOWANCE ACTIVITIES Students earn allowance on a daily basis in school on the points they earn in the classroom. Their school allowance is placed in a savings account and can be spent every month to attend a planned allowance activity (bowling, picnics, shopping, movies, etc.). Students' behavior must be stable and safe to qualify for the activity. **NOTE—STUDENTS ARE NOT PERMITTED TO TAKE HOME THEIR EARNED SCHOOL ALLOWANCE.** Student will be provided an opportunity near the end of the academic year to 'spend' their earned funds for appropriate activities and items.

STUDENT ALLOWANCE CARRYOVER & EXTRA EARNED FUNDS

Each semester, extra earned Allowance funds are calculated and compiled to a dollar amount that can be spent in our in-house *Good Work! Catalogue* ordering items within the students' budget. Amounts per student that can be spent will be rounded to a dollar amount determined by the Director of Education and then teachers/staff will be notified so they can assist students in their order choices.

Semester One will be carried over to Semester Two. At the beginning of May, student earnings will be calculated, reconciled, and then submitted to the Director of Education **NO LATER than May 1st**; **HOWEVER, staff will NOT inform students that no further allowance can be earned for the academic year as they are still earning for the end-of-year student activity.**

EDUCATIONAL OUTINGS / FIELD TRIPS

Educational and recreational field trips are designed to enhance the social, intellectual and physical development of students. Participating in scheduled activities is based on specific behavioral criteria and academic assignment completion. The majority of school outings or field trips are within close proximity to the Alternative School sites (within 60 miles). Parents sign a Permission for Activities Form at the time of admission which grants permission for scheduled off-site activities throughout the school year. Parents are able to attend school-scheduled field trips; however, they must provide their own transportation and pay for their cost of admission fees or other expenses.

DAILY POINT SYSTEM

All students earn points for demonstrating appropriate or targeted behaviors. It is important to remember that students earn points and those points are not taken away. Emphasis is placed on appropriate behaviors (such as task completion, productivity in class, positive interaction, compliance with rules). Students may earn points by demonstrating appropriate behaviors. There is no provision for point loss as a consequence; negative behavior reduces the student's ability to earn points. Point posters are displayed in all classrooms. **Students do NOT earn points while in the Re-Group Room.**

HONOR ROLL FRIDAY

Each Friday, students are rewarded for positive behavior and cooperation in the classroom by an activity or special treat that is planned. Students who earn Honor Roll **four (4) weeks in a row** will earn a monthly \$4.00 allowance bonus.

WEEKLY HONOR ROLL CRITERIA

Students will earn an average of 80% of their daily classroom points over a five-day period (Fridays through Thursdays). Classroom points are earned by completing daily assignments, treating peers and staff with respect, and working to solve problems as they arise. Daily percentage earned by students are posted in the classroom on a daily basis. Unexcused absences will result in zero points for the time they are absent.

Excessive Level 4s or Physical Holds during the week's timeframe may result in loss of Honor Roll. This will be determined on an individual basis by the Intervention Response Staff and/or the Director of Education. Students ***MUST TURN IN THEIR CELL PHONES DAILY*** upon arriving to the classroom. Any violation of this expectation may result in loss of Friday Honor Roll.

EAGLE DOLLARS

Throughout the school day, students will be recognized with Eagle Dollars for displaying appropriate, on-task and pro-social behaviors. Immediate reinforcement of desired behavior is the most effective method for shaping new skills and appropriate classroom social skills. Students then redeem Eagle Dollars for a variety of rewards. Examples of how Eagle Dollars are earned:

- Participating and being respectful during Physical Education, Social Skills and Art classes
- Solve Problems Calmly
- Remain in Your Seat
- Quiet During Class
- Turning in Homework
- Follow Directions the First Time Given
- Walk Quietly & Keep Hands to Yourself
- Helping Out Our Classmates in Time of Need
- Helping Others with Permission from Staff
- Random, Respectful, Positive Acts or Attitudes
- Expressing Emotions Appropriately
- Using "Please" and "Thank You"
- Problem Solving Successfully
- Raising Hand During Instruction
- Encourage Others When Struggling
- Take Responsibility for Your Choices
- Good Behavior at Lunch
- * Be Prepared for Class
- * Helping a Peer
- * Positive Comments to Peers
- * Clean Up Your Own Area
- * Cleaning Classroom
- * Respectful Comments
- * Report Problems Calmly
- * Use Kind Words
- * Listening to Directions
- * Asking for Help
- * Share with Others
- * Using Self-Regulation Strategies
- * Participation in Class Activities
- * Wait in Line Appropriately
- * Maintain Physical Space
- * Good Behavior in the Community

Students do NOT need privileges to redeem their Eagle Dollars but they *DO* need to be stable and safe.

EXTRA-CURRICULAR ACTIVITIES

Any student who participates in extra-curricular activities sponsored by their Home School District must meet the Eligibility Requirements as defined in the home school district's handbook, the Clinicare Alternative Day Schools' Extra-Curricular Student Participation Contract or as identified in the student's IEP.

Clinicare Alternative Day Schools

EXTRA-CURRICULAR STUDENT PARTICIPATION CONTRACT

I, _____ have chosen to participate in _____ at _____.

SCHOOL DISTRICT NAME

In doing so, I am making a commitment to achieve my daily goals in school – academic, behavior, and extra-curricular. I understand that anything otherwise affects my eligibility to participate in the above-sponsored activity at the above-mentioned school district while being enrolled as a student at New Frontier / Crossroads / Eau Claire Academy. I agree to strive toward following the core values and expectations of New Frontier / Crossroads / Eau Claire Academy.

RESPECT—INTEGRITY—RESPONSIBILITY—COMPASSION

No unexcused absences or tardiness (not eligible day of)

No Level 4 or police intervention (not eligible day of)

No failing grades (grades are calculated every two weeks, suspension from games and practice for two weeks)

I agree to remain positive in my attitude and free from any major misbehaviors or disruptions during my school attendance at New Frontier / Crossroads / Eau Claire Academy. I understand that failure to meet these expectations have negative consequences on myself and my teammates and fellow participants.

I understand that if I fail to meet the above expectations, the negative consequences will include a ruling of “ineligible” for that day (or more, depending on the severity of behaviors). This will prohibit me from participating in my chosen extracurricular activities. EXAMPLE: A Level 4 behavior will result in an ineligible ruling for that day's participation, practice, or game/event. If such behaviors occur, it will be the responsibility of staff at New Frontier / Crossroads / Eau Claire Academy to communicate with the participating school district and the above-named parents/guardians of such a ruling.

By my signature below, I acknowledge that I have read, understood, and agree to follow the stipulations outlined above and, as a parent/legal guardian, agree to support my child in the stipulations outlined in this contract.

STUDENT/PARTICIPANT SIGNATURE _____ **DATE** _____

PARENT/LEGAL GUARDIAN SIGNATURE _____ **DATE** _____

HOME SCHOOL DISTRICT ADMINISTRATOR SIGNATURE _____ **DATE** _____

ALTERNATIVE DAY SCHOOL DIRECTOR of EDUCATION SIGNATURE _____ **DATE** _____

QUICK REFERENCE GUIDE TO LEVELS

The behaviors listed below each level are some examples of Levels 1, 2, 3, 4 but this list is **NOT** all-inclusive.

1	CLASSROOM / STAFF RE-DIRECTION	
NOT FOLLOWING DIRECTION		OFF TASK
2	RE-GROUP ROOM / CLASSROOM / DESIGNATED AREA	
INAPPROPRIATE WORDS	DISRUPTING CLASS	RUDE BEHAVIOR
NOT FOLLOWING DIRECTION FOR AN EXCESSIVE NUMBER OF TIMES	NAME-CALLING	SETTING UP PEERS OR STAFF / LYING
HIDING IN CLASS	EXCESSIVE HORSEPLAY	DRESS CODE VIOLATION
3	RE-GROUP ROOM / CLASSROOM / DESIGNATED AREA	
LEAVING CLASSROOM WITHOUT PERMISSION	SWEARING	CONTINUOUS ARGUING WITH STAFF
SLEEPING IN CLASS or RE-GROUP ROOM	TAKING ITEMS FROM THE STAFF OR OTHER STUDENTS WITHOUT PERMISSION	
REFUSAL TO PARTICIPATE IN EARNED OR GROUP ACTIVITIES (EXAMPLE—HONOR ROLL or ALLOWANCE ACTIVITIES)		
4	RE-GROUP ROOM or DESIGNATED AREA	
REFUSAL TO COOPERATE WITH RE-GROUP ROOM STAFF	REFUSAL TO LEAVE THE CLASSROOM RESULTING IN A “CLEAR THE AREA”	HARASSMENT / BULLYING
VERBAL ABUSE OR THREATS	LEAVING THE BUILDING WITHOUT PERMISSION	PROPERTY DESTRUCTION OR THEFT
HIDING IN AREA INSIDE OF BUILDING	TECHNOLOGY VIOLATION	REFUSAL TO TURN IN CELL PHONES OR OTHER ELECTRONICS
INAPPROPRIATE DISPLAY OF AFFECTION	TOUCHING PEERS or STAFF INAPPROPRIATELY	VIOLATION OF PERSONAL BOUNDARIES
FIGHTING <u>OR</u> PHYSICAL AGGRESSION	INAPPROPRIATE BEHAVIOR IN THE COMMUNITY	POSSESSION OR USE OF UNAUTHORIZED ITEMS ON SCHOOL PROPERTY
POSSESSION OF WEAPONS or ITEMS THAT COULD BE USED TO CAUSE PHYSICAL HARM AS DETERMINED BY STAFF		

THE RE-GROUP ROOM

The Re-Group Room is a designated space that is managed by a school staff. It has specific functions but, in general, is designed to supervise students who are not able to function appropriately in the classroom. When students have behaved irresponsibly and are not responding to in-class redirection or in-class break, a longer period of supervised removal from the classroom is required. Such removal may affect change by giving the student an environment where they de-escalate, process their behavior, and focus on a debriefing activity and commitment to interact responsibly in the classroom.

RE-GROUP ROOM GUIDELINES

Students will return to the classroom when they are stable; however, they must process and understand the expectations of the classroom before they are allowed to return. These expectations can include:

1. Following staff directions.
2. Sit quietly for a designated time period.
3. Complete Re-Group Room Intervention Worksheets determined by grade level and by the Intervention Response Staff.
4. Problem solve with staff or peer to begin to resolve any conflicts.
5. Restitution Plan if needed.

REQUESTED STUDENT SLOWDOWN or SENSORY BREAK

Students may self-select to regulate their social interaction, stress, anxiety, or ability to cope with classroom expectations by requesting a ten (10) minute Slowdown OR Sensory Break in the Re-Group Room. What follows are the guidelines and, in parentheses, the simplified version explained to students:

1. The student will request a slowdown respectfully (ASK CALMLY).
2. The student will wait for staff to escort them to the Re-Group Room (WAIT FOR AN ANSWER).
3. The student will meet all guidelines of the Re-Group Room (LEAVE THE ROOM QUIETLY).
4. The student will return to the classroom within ten (10) minutes and re-engage appropriately with the classroom activity or expectation (WAIT FOR STAFF TO WALK WITH YOU, IF INSTRUCTED).

Leaving the classroom without following the above steps will result in a disciplinary consequence/level.

PHYSICAL RESTRAINT

Physical Restraints will only be initiated if a student presents imminent danger (some examples—a student is physically aggressive toward a peer or staff, the student becomes self-abusive or engages in significant property damage). Physical restraint is practiced as an intervention at Clinicare Alternative Schools is the use of Safe Crisis Management (SCM). Anytime a Physical Restraint is utilized, whether standing, seated, or as an escort, it will be documented as a Physical Restraint with a report completed and forwarded to the student's IEP team. Parents will be notified by phone if their child has been placed in a physical restraint on the same school day that the hold occurred.

CORPORAL PUNISHMENT, MECHANICAL RESTRAINT and PRONE RESTRAINT

WI CODE 118.31

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of

unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object(s) within a student's control.
 - For the purposes of self-defense or defense of others.
 - For the protection of property.
 - To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
 - Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any, including mental and psychological injury;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

Wisconsin's Child Abuse Reporting Law is set forth in s.48.981, Stats.

Clinicare Alternative Day Schools do not practice the use of mechanical restraints or prone restraints.

ANTI-VIOLENCE POLICY

All students attending the Alternative Schools have the right to be educated in a learning environment that is safe and secure. A positive school climate is established through teamwork, cooperation, problem solving, and respect. Students are directed to resolve conflicts or frustrations in a peaceful, non-violent manner.

Students who choose to use violence (including but not limited to fighting, pushing, threats, intimidation, verbal abuse) will be removed from the classroom to the Re-Group Room. A physical assault toward staff or other students may result in legal charges with the local Police department.

Weapons of ANY sort (HANDMADE OR PURCHASED) are NEVER ALLOWED on school grounds. If a weapon is seen, it will be confiscated. Violation of this rule will result in an in-school suspension. Parent, home school district, and the proper authorities will be notified of ALL incidents.

All verbal and written threats of physical harm to anyone, and/or involving any type of weapon, will be taken very seriously. These incidents will be reported to parents and documented in the students' education file. In addition, our Schools discourage all things which glorify and promote violence. Discussions about gangs, violent topics, drawing violent pictures, music and television that promote violence will not be allowed. Violating the Anti-Violence Policy will result in a school intervention as well as documentation of the incident.

CLINICARE ALTERNATIVE SCHOOLS' STAFF RESERVE THE RIGHT TO CALL LOCAL LAW ENFORCEMENT FOR ASSISTANCE WHEN VIOLENCE, DISORDERLY CONDUCT, OR PROPERTY DESTRUCTION OCCURS. Staff or other students MAY PRESS FORMAL CHARGES when aggressive behavior causes harm or injury.

Extreme physical aggression resulting in property damage and/or harm to others will face consequences (up to and including police interventions, ticketing, charges pressed, suspensions as well as the potential exit from the Alternative Day School program) with the final decision for such consequences to be determined by the Director of Education.

THREAT ASSESSMENT PROTOCOL

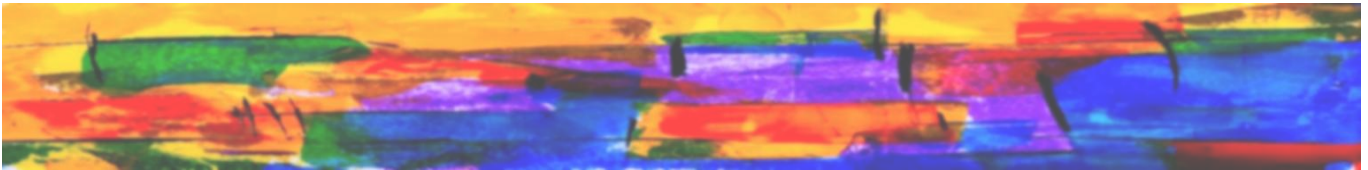
Placing school safety as a top priority is essential to creating a safe and nurturing educational environment for our students and staff. Below is an overview of our approach to any potentially threatening comments, behavior, or circumstances should such instances develop in any of our schools. This overview is generalized to preserve a level of operational security for the schools and law enforcement. School safety measures are reviewed which includes law enforcement and school administration. When information is received that an individual may have made a threatening comment or action targeting oneself, others, or one of our schools, our threat-assessment protocol is enacted, and our administrative team may contact the local Police Department. In general, our threat assessment protocol and action steps are as follows:

- The administration will immediately work to determine the person(s) involved and the validity of the threat and the risk it poses based on the information available, including student age and/or disability, and the origin of the threat.
- The Police Department may engage in a separate investigation of the potential threat, and in cooperation with the administration, a final determination will be made regarding the level of risk the threat poses.
- Whenever appropriate, our mental health professionals will assist in determining the danger to oneself, others, or the school population.
- Depending upon the level of risk determined by the team, any one of the following next steps may occur separately or in conjunction with one another:
 - If there is a credible threat, we will enact our security measures during the school day or possibly close the school if the threat is made in advance of the school day.
 - We may determine that the information is not a valid threat and continue normal operations or make accommodations to ensure a safe environment.
 - Due to the complexities of digital media, threats posted digitally will be analyzed and may be turned over to law enforcement for a more advanced review.

- We may implement appropriate school-determined consequences.
- We may seek further risk-assessment evaluations by mental health professionals inside or outside of the school to prevent harm to self or others.
- Upon consideration of all available information, we may consider school re-entry requirements when appropriate.
- Law enforcement may implement consequences they deem necessary.
- Following the incident, the team will debrief procedures and resulting consequences.

Communication

With each of these potential threats, we follow the assessment protocol; however, each situation is treated as a unique and individual circumstance requiring case-specific determinations. In most cases, the school community, the teachers, and even the students do not have access to the full knowledge regarding the details of these primarily confidential and individual circumstances making specific communication difficult. It is not our intent to provide vague and/or ambiguous information; instead, we try to give as much information as the law provides and/or the situation warrants. If we have information that indicates a threat is credible, we will take decisive action and provide information using district communication tools.



The Family Educational Rights and Privacy Act Guidance for Parents

February 2011 The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns. FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99.

FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined

as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record. Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain.

Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent. Access to Education Records Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school. A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record. Amendment of Education Records Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained. However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records.

Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so by FERPA. Following is general information regarding some of these exceptions. One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and

health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions. A school may disclose personally identifiable information from education records without consent to a “school official” under this exception only if the school has first determined that the official has a “legitimate educational interest” in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a “school official” and what constitutes “legitimate educational interests.” A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances.

Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent. FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. “Directory information” is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of 3 athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (*such as 11th grade or junior year*), and enrollment status (*full-time or part-time*).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information. FERPA also permits a school to disclose personally identifiable information from education records of an “eligible student” (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a “dependent student” as that term is defined in *Section 152* of the Internal Revenue Code.

Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents. There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (*specified in the FERPA regulations, 34 CFR Part 99*), a school may non-consensually disclose personally identifiable information from education records: • to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs; • in connection with financial aid for which the student has applied or received; • to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed; • to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction; • to comply with a judicial order or a lawfully issued subpoena; and • in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above. Annual Notification of FERPA Rights Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest." FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student. "Law enforcement unit records" (*i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit*) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit. **Complaints of Alleged Failures to Comply with FERPA** FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent has "standing," *i.e.,* has suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated. If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260 3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (*address below*) for review and any appropriate action.

Complaint Regarding Access If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (*a dated copy of any written request to the school should be provided, if possible*); the response of the school official, if any; the specific nature of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate. **Complaint Regarding Disclosure** If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents.

You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows: www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-8520

2026-2027 NEW FRONTIER ACADEMY SCHOOL CALENDAR - UPDATED

THERE WILL BE A ONE-HOUR LATE START WEDNESDAYS starting Sept. 2nd until June 2nd

SCHOOL WILL BEGIN AT 9:00 every WEDNESDAY

AUG 2026 0/6				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOV 2026 18/0				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

FEB 2027 19/0				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MAY 2027 20/0				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

QUARTERS	BEGIN	END	#DAYS
1st	9.01	10.29	42
2nd	11.02	1.14	43
3rd	1.18	3.24	47
4th	3.30	6.03	47

SEPT 2026 21/0				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DEC 2026 17/0				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MAR 2027 20/1				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUN 2027 3/1				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4

OCT 2026 21/1				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JAN 2027 18/2				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APR 2027 22/0				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

179 INSTRUCTIONAL DAYS

11 IN-SERVICE DAYS

SCHOOL BEGINS

NO SCHOOL

NO SCHOOL STAFF IN-SERVICE

Our School Day will begin at 8:00 am and End at 2:45 pm

IF PRAIRIE DU CHIEN SCHOOL DISTRICT ANNOUNCES WEATHER CLOSURES, THERE WILL BE NO SCHOOL AT NEW FRONTIER THAT DAY. NEW FRONTIER WILL FOLLOW THE PRAIRIE DU CHIEN SCHOOL DISTRICT'S WEATHER-RELATED DECISIONS for LATE STARTS, CANCELLATIONS and EARLY DISMISSALS.

IF PRAIRIE DU CHIEN SCHOOL DISTRICT REMAINS OPEN ON A BAD WEATHER DAY, NEW FRONTIER WILL ALSO REMAIN OPEN FOR THOSE DISTRICTS WHO HAVE NOT CLOSED AND CAN TRANSPORT THEIR STUDENTS.

PLEASE NOTE THAT THE BUILDING OPENS FOR STUDENT ARRIVALS AT 8:00 am (on LATE-START WEDNESDAYS, THE BUILDING OPENS AT 9:00 am) WITH STUDENTS READY TO DEPART NO EARLIER THAN 2:45 pm - REFER TO THE SCHOOL HANDBOOK FOR DETAILS

2026-2027 EAU CLAIRE ACADEMY SCHOOL CALENDAR

UPDATED

THERE WILL BE A ONE-HOUR LATE START WEDNESDAYS starting Sept. 2nd until June 2nd

SCHOOL WILL BEGIN AT 9:00 every WEDNESDAY

AUG 2026 0/6					SEPT 2026 21/0					OCT 2026 22/0																			
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri															
3	4	5	6	7		1	2	3	4				1	2															
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9															
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16															
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23															
31					28	29	30			26	27	28	29	30															
NOV 2026 17/1					DEC 2026 17/0					JAN 2027 18/2																			
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri															
2	3	4	5	6		1	2	3	4					1															
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8															
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15															
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22															
30					28	29	30	31		25	26	27	28	29															
FEB 2027 19/0					MAR 2027 20/1					APR 2027 22/0																			
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri															
1	2	3	4	5	1	2	3	4	5				1	2															
8	9	10	11	12	8	9	10	11	12	5	6	7	8	9															
15	16	17	18	19	15	16	17	18	19	12	13	14	15	16															
22	23	24	25	26	22	23	24	25	26	19	20	21	22	23															
					29	30	31			26	27	28	29	30															
MAY 2027 20/0					JUN 2027 3/1					179 INSTRUCTIONAL DAYS 11 IN-SERVICE DAYS SCHOOL BEGINS NO SCHOOL NO SCHOOL STAFF IN-SERVICE																			
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri																				
3	4	5	6	7		1	2	3	4																				
10	11	12	13	14																									
17	18	19	20	21	Our School Day will begin at 8:00 am and End at 2:45 pm					IF THE EAU CLAIRE SCHOOL DISTRICT ANNOUNCES A CLOSURE DUE TO WEATHER, THERE WILL BE NO SCHOOL AT THE ACADEMY THAT DAY. WE WILL FOLLOW THE EAU CLAIRE SCHOOL DISTRICT'S WEATHER-RELATED DECISIONS for LATE STARTS, CANCELLATIONS and EARLY DISMISSALS.																			
24	25	26	27	28																									
31					IF EAU CLAIRE SCHOOL DISTRICT REMAINS OPEN ON A BAD WEATHER DAY, THE ACADEMY WILL ALSO REMAIN OPEN FOR THOSE DISTRICTS WHO HAVE <u>NOT</u> CLOSED <u>AND</u> CAN TRANSPORT THEIR STUDENTS.																								
QUARTERS	BEGIN	END	#DAYS	PLEASE NOTE THAT THE BUILDING OPENS FOR STUDENT ARRIVALS AT 8:00 am (ON LATE-START WEDNESDAYS, THE BUILDING OPENS AT 9:00 am) WITH STUDENTS READY TO DEPART NO EARLIER THAN 2:45 pm - REFER TO THE SCHOOL HANDBOOK FOR DETAILS.																									
1st	9.01	10.30	43																										
2nd	11.03	1.15	43																										
3rd	1.19	3.24	46																										
4th	3.30	6.03	47																										

DIRECTOR OF EDUCATION - CONTACT INFO	2
SCHOOLS - CONTACT INFO	2
ILLEGAL ITEMS or SUBSTANCES, SMOKING / TOBACCO / OTHER	12
ALLOWANCE	20
ALLOWANCE ACTIVITIES	20
ALLOWANCE CARRYOVER & EXTRA EARNED FUNDS	20
ANIMALS in SCHOOL	8
ANTI-VIOLENCE POLICY	25-27
ARRIVAL PROCEDURES	5
ASSESSMENT and EVALUATION	13
ATTENDANCE	8
CALENDAR - EAU CLAIRE ACADEMY	33
CALENDAR - NEW FRONTIER ACADEMY	32
CAMERA SURVEILLANCE	5
CELL PHONE USE, STUDENT	14-16
CORE VALUES	2
CORPORAL PUNISHMENT, MECHANICAL RESTRAINT and PRONE RESTRAINT - IOWA / WISCONSIN CODE	24-25
CRISIS RESPONSE	6
DAILY POINT SYSTEM	20
DAILY SCHEDULE / ARRIVAL PROCEDURES	5
DRESS CODE	13-14
EAGLE DOLLARS	21
ELOPEMENT / UNAUTHORIZED DEPARTURES	6
EMERGENCY DRILLS	7
EMERGENCY SCHOOL CLOSINGS, WEATHER-RELATED or	7
EXTRA-CURRICULAR STUDENT CONTRACT	22
FERPA (<i>Family Educational Rights and Privacy Act</i>) Guidance for Parents	27-31
FIELD TRIPS	20
GRADING SCALE	11
GRADING SYSTEM	12
HARASSMENT / BULLYING	4
HONOR ROLL - FRIDAY	20
HONOR ROLL - WEEKLY CRITERIA	21
IEP - GOAL and DATA COLLECTION	12
ILLNESS STUDENT PARAMETERS	7
INCENTIVES and REWARDS, PROGRAM	20
INTERNET PERMISSION PARENT LETTER	19

INTERNET USAGE	16-18
LEVELS - QUICK REFERENCE GUID	23
LUNCHES	7
MAKING UP MISSED WORK	12
MEDICATION	10
MEETINGS - STAFFINGS and IEP	13
MISSION STATEMENT	2
NON-PRESCRIPTION MEDICATION	10
OFF-CAMPUS JOB EXPERIENCE CRITERIA	12
OUTCOMES	3
OVER-THE-COUNTER MEDICATION	10
PARENT RESPONSIBILITY	4
PERSONAL PROPERTY, STUDENT	10
PHYSICAL RESTRAINT	24-25
PRESCRIPTION MEDICATION	10
PROGRAM INCENTIVES and REWARDS	20
RE-GROUP ROOM (RGR)	24
RE-GROUP ROOM GUIDELINES	24
RESPONSIBILITY - PARENT	4
RESPONSIBILITY - STUDENT	4
RESTITUTION	10-11
RESTROOM, STUDENT POLICY	11
SAFE CRISIS MANAGEMENT (SCM)	24-25
SCHOOL CLOSINGS, WEATHER-RELATED or EMERGENCY	7
SCHOOL PHONE USE	14
SCHOOL PROPERTY DAMAGE	11
SENSORY BREAK, STUDENT REQUESTED SLOWDOWN or	24
SLOWDOWN, STUDENT REQUESTED or SENSORY BREAK	24
SMOKING / TOBACCO / OTHER ILLEGAL ITEMS or SUBSTANCES	11
SNOW DAYS	7
SOCIAL-EMOTIONAL LEARNING	3
STATEMENT OF GOALS	3
STUDENT DRIVER CONTRACT AGREEMENT	9
STUDENT RIGHTS	4
STUDENT RESPONSIBILITY	4
SURVEILLANCE - CAMERA	5
TEXTBOOK and STUDENT SUPPLIES	12

TRANSITION to PUBLIC SCHOOL SETTING	13
TRANSPORTATION GUIDELINES	6-7
TRANSPORTATION - HOME / SCHOOL	6
TRUANCY	8
UNAUTHORIZED DEPARTURES / ELOPEMENT	6
VISITORS	7-8
WEATHER-RELATED or EMERGENCY SCHOOL CLOSINGS	7