

DESTINATIONS CAREER ACADEMY OF WISCONSIN
2016-2017

Student & Parent Handbook

DESTINATIONS CAREER ACADEMY OF WISCONSIN

Student & Parent Handbook

4709 Dale-Curtin Drive
McFarland, WI 53558
Phone 608.838.9482 • Fax 608.838.9483
www.widca.k12.com



Dear DCA of WI Family:

Thank you for making Destinations Career Academy of Wisconsin (DCA of WI) your family's school for the 2016-2017 school year. As we start out strong, we want to take this opportunity to share required information with you. Enclosed with this handbook you will find bulletins that educate your family regarding Wisconsin Admin. Rules Chapter PI 36 [s. 118.40 (8) (g) Pupil's Failure to Participate], programs and services available to you as well as rights that have been put in place to protect you. While we understand that some of this information may not always apply in our virtual school setting, we still feel it is important that you have the opportunity to review the information. Please be sure to read this over carefully.

Also enclosed are policies that relate to our authorizing district, your non-resident school district, the McFarland School District. Please take time to become familiar with these policies. When visiting their premises, you will be responsible for knowing and abiding by the McFarland School District Policy as published here.

Finally, please be sure to keep our office address and contact information visible. If you have questions regarding the contents of this letter or any of the attachments, please contact us at your earliest convenience:

Destinations Career Academy of Wisconsin
4709 Dale-Curtin Drive
McFarland, WI 53558
608.838.9482
608.838.9483 (fax)

Sincerely,

A handwritten signature in black ink that reads 'Nicholas Sutherland'.

Nicholaus Sutherland, M. ED
Head of School

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Required School Notice

Dear DCA of WI Family,

It is important that on an annual basis we share the contact information for those involved in the decision-making and direction of our school. While this information is shared in this school handbook, please note it is also available electronically at widea.k12start.com. The information on this site will be updated "live" throughout the year if/as changes occur. Please note the local staff contact information is also shared via our school newsletters and ongoing school communications.

The Destinations Career Academy of Wisconsin (DCA of WI) operates as a non-instrumentality charter school of the McFarland School District. "Non-instrumentality" means the day to day operation rests solely with the charter holder, Four Lakes Education, its board, and its education provider, K12, Inc. The charter agreement focuses on the charter school meeting all statutory requirements and specific district requirements, including, but not limited to, annual performance goals and parent satisfaction goals.

Annual Notification of Special Education Rights

Services Available at DCA of WI for Children with Disabilities

Families whose children have disabilities or suspected disabilities — please contact the Manager of Special Programs at 608.838.9482 x1107.

- Review individualized education plan (IEP)/private school service plan
- Initiate screening, referral and evaluation process
- Adapt or develop current IEP or service plan for our environment
- Provide special education services based on the student's plan
- Provide related services as outlined in the IEP
- Receive parent and children rights (S.S.300.451)

Annual Notification of Rights

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights & Privacy Act of 1974, as amended (otherwise known as FERPA) sets forth requirements regarding the privacy of student records. FERPA governs release of records maintained by a school district as well as access to those records. This notice explains the rights of adult students and their parents with respect to their educational records, and outlines the District's procedures to comply with FERPA. Parents have the right to:

1. Inspect and review the student's educational records within 45 days of the school's receipt of the request. Requests to inspect records should be directed to the Head of School.
2. Seek amendment of the student's educational records that the parent or adult student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Request to amend records should be directed to the Head of School.
3. Consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA and state law authorize such disclosure without consent. The district/school maintains the right to disclose educational records to other school officials, including teachers within the school district who have been determined to have legitimate educational interests in the records. School officials are certified staff and have a legitimate educational interest if the record information sought will, if disclosed, assist the official in providing education or other related services to the student.
4. File a complaint with the Family Policy Compliance Office of the United States Department of Education alleging that the District is not in compliance with FERPA requirements. The address of this office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Release Time for Religious Instruction

The Four Lakes School Board shall, in accordance with state law, permit students to be absent from school to obtain religious instruction during the required school attendance hours. Specifically, the state law allows students with written permission of a parent or guardian to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. The supervisor of such religious instruction shall report the names of the pupils who attended such weekly religious education to the principal of the regularly attended school. The School Board may deny the privilege of released time to pupils who absent themselves from such religious instruction after requesting the privilege. The time period, or periods, allotted for the pupil to be absent from school for the purpose of religious instruction shall be determined by the school board.

Any transportation to religious instruction or from religious instruction shall be the responsibility of the parents or of the organization sponsoring the religious instruction. DCA of WI and McFarland School District shall be released from all liability for a pupil who is absent from school to attend religious instruction.

Programs for English Language Learners

There is specific school district noticing requirements with programs for English Language Learners. A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information:

- 1) why the child is placed in the program;
- 2) the child's level of English proficiency;
- 3) how that level was determined and the status of the child's academic achievement;
- 4) methods of instruction in the program in which their child is placed and those of other available programs;
- 5) how the program will meet the educational needs of their child;
- 6) how the program will help their child learn English and meet age-appropriate academic achievement standard for grade promotion and graduation;
- 7) the specific exit requirements for the program;
- 8) in the case of a child with a disability, how the program meets the child's IEP objectives;
- 9) information about parental rights.

For a student not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. Miriam Muller is DCA of WI's English Language Learner contact, her number is 608.838.9482 x 2109

Student Attendance

Parents have the right to request that the School Board provide students with curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and the decision-making process to be used in responding to such requests under sections 118.15(1)(dm) and (e) of the state statutes.

Education of Homeless Children and Youth

Homeless children and youth must have equal access to the same free, appropriate public education including a public preschool education as provided to the other children and youth residing in the district and be provided with comparable services. Further, homeless children and youth shall have access to the education and other services needed to ensure that they have an opportunity to meet the same challenges and academic achievement standards to which all students are held. DCA of WI's Homeless Liaison is the Director of the Family and Support Team, 608.838.9482 x3150.

Special Education and Child Find Procedures

Any person aware of a child between the ages of birth through 21 who may be experiencing physical, mental, emotional or learning problems may contact the Head of School to initiate screening services that will determine if a referral for special education is appropriate. In addition, any teacher or administrator would be able to assist in making a referral.

The school district has a duty to locate, identify, and evaluate all resident children with exceptional educational needs, regardless of the severity of their disability. Therefore, the school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. The school district locates and screens children in the following groups: children below school-entry age, children entering school for the first time, children currently enrolled in public and private schools, all transfer pupils, and school-age children who are eligible to attend school but who are not attending school and who are residents of the district. Upon request, the school district will screen any child to determine whether a special education referral is appropriate. Such a request may be made by contacting Manager of Special Programs, Destinations Career Academy of Wisconsin (DCA of WI) at 608.838.9482 x1107, or by writing at 4709 Dale-Curtin Dr., McFarland, WI 53558.

Annually the McFarland School District conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed as the child plays at various play areas. Each child's hearing and vision is checked. The information gathered is used to provide the parent with a profile of their child's current development and suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. When there is reasonable cause to believe a child has a disability, the child is referred for evaluation by a school district multidisciplinary team.

Referral Procedure

The school shall solicit and receive referrals of students suspected of needing special education services from all persons who have responsible cause to believe that such need exists. A parent, or health care professional such as a physician, nurse, psychologist or social agency that has reason or cause to believe a child brought to him or her for services is a child with a disability has a legitimate duty to report the child.

How

- Referrals must be made in writing to the district the child resides in and should include date of referral;
- State why the child has a disability;
- Include the child's and parents' names;
- Before referral is made the person making the referral must inform the child's parents of the pending referral. Please note the time and date;
- Send the referral to the School Psychologist, 4709 Dale-Curtin Dr., McFarland, WI 53558.

Specific state criteria will be followed when determining eligibility for specific handicapping conditions. Referrals of children suspected of needing special education services shall be referred to DCA of WI's School Psychologist at 608.838.9482 x 3160.

Referral for Specific Learning Disability and Response to Intervention (RtI)

Wisconsin's rule for identifying students with a specific learning disability (SLD) changed in December of 2013. The rule states that all initial SLD evaluations of public school students must participate in RtI prior to determining a student's eligibility. RtI is the process of using information and data obtained from intensive, research-based interventions to determine eligibility.

Response to Intervention Defined

Response to Intervention (RtI) is defined as a process for achieving higher levels of academic and behavioral success for all students. Rigorous implementation of RtI includes a combination of high quality instructional practice, balanced assessment, and collaboration; all of which are infused with culturally responsive practices. Further, RtI systems use a multi-level system of support to identify and respond to student need. Implementation of a multi-level system of support includes meaningful family involvement, data-based decision making, and effective leadership.

Comprehensive RtI implementation contributes to increased instructional quality, equitable access to high quality and effective programming, and will assist with the identification and support of learners with varied abilities and needs.

Destinations Career Academy of Wisconsin staff has demonstrated a commitment to meeting the needs of learners through differentiated instruction. Since opening in 2009, grade level and content area teams have engaged in problem solving and weekly brainstorming sessions to support student needs. Questions regarding interventions or the RtI process should be

directed to the K8 Academic Administrator at 608.838.9482 x1113, HS Academic Administrator at 608.838.9482 x1104, or the Head of School at 608.838.9482 x1108.

Individual Education Program (IEP) Team Evaluation

Whenever a child who is suspected of needing special education services is referred, the school district shall establish an IEP team. The appointment of this team shall be the responsibility of the School Psychologist or Manager of Special Programs. All IEP teams will include at least two persons who are district employees and have expertise in assessment and programming for the suspected disability of the child being evaluated. For a child with a suspected learning disability, the process shall include the collection and analysis of data collected as part of the RtI process.

Procedural safeguards for evaluation including the following:

The notice of intent to evaluate shall be sent to the parents/guardians that will include:

- A full explanation of the due process/procedural safeguards in their native language or other mode of communication.
- A description of the evaluation proposal, an explanation of why the evaluation is proposed, any options that were considered, and the reasons why those options were rejected;
- A description of any other relevant factors.

Written parental consent shall be obtained when a child is being evaluated for or reevaluated with the district. This consent form shall include:

- A statement documenting that the parent understands the content of the notice;
- Information on the general areas to be evaluated or reevaluated;
- Information on the general types of procedures to be used.

For more information contact: Manager of Special Programs, (608) 838-9482 x 1107.

McFarland School District Special Education Services

Este aviso está también disponible en
español sobre la petición 608.838.9482

Special Education Services

DCA of WI provides special education services in the following areas: emotional behavioral disabilities, learning disability, speech or language disorder, cognitive disability, visual impairment, hearing impairment, orthopedic impairment, other health impairment, autism, and traumatic brain injury. If parents have concerns about a child's development, contact the school administrator. If the student of concern does not attend a district school but is a resident of the state of Wisconsin, please contact the Manager of Special Programs at 608.838.9482 X1107 for further information. (Please see "Special Education and Child Find Procedures".)

Section 504

Section 504 prohibits discrimination against persons with disabilities by school districts receiving federal financial assistance. Each district must provide accommodations and services so that students with disabilities have access to equitable participation in programs and activities. Without these modifications and/or intervention, the student would not have an equal opportunity to receive an appropriate education. Referrals for an evaluation under Section 504 may be made by parents, classroom teachers, other school personnel, students themselves or outside the agencies that represent the student by contacting DCA of WI's School Psychologist at 608.838.9482 ext. 3160.

Pupil Services

DCA of WI professionals work with staff, parents and available resources to assist students in optimal personal, social, educational, health and career development. Services include:

- Assistance concerning social emotional and learning issues.
- Assessments for academic, social and emotional needs.
- Classroom discussion and presentations.
- Consultation with staff and parents.
- Comprehensive guidance activities covering topics such as decision-making, feelings, friendship, cooperation, conflict resolution, alcohol, drug awareness, and safety issues.
- Special education needs assessment, which may include individual measurements of intellectual functioning, academic performance, social behavior, perceptual motor development, and adaptive behavior functioning.
- Alcohol, drug or other risk behavior screening or resource information.
- Emergency health services and maintenance of immunization and health records.
- Public health services, disease prevention, health promotion.

Non Discrimination and Complaint Procedure

Pupil Nondiscrimination Notice

As an approved non instrumentality 2 year online public charter school, Wisconsin Virtual Academy, follows the McFarland School Districts' nondiscrimination and access to equal education opportunity policy number 2260.

The policy that is found below can also be found on the McFarland School Districts' website: <http://www.neola.com/mcfarland-wi/>

Complaints should be submitted to the McFarland School Districts Compliance Officer's using the provided standard reporting form available here: <http://widca.k12.com/title-ix-non-discrimination.html>

McFarland School District Title IX Coordinators:

David Witte

Kelley Novak

Director of Student Services

Director of Teaching & Learning for
Literacy and Humanities

5101 Farwell Street, McFarland,
WI

5101 Farwell Street, McFarland, WI

608-838-4514

608-838-4570

WitteD@mcfds.org

NovakK@mcfds.org

McFarland School District Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy [1422](#), Policy [3122](#), and Policy [4122](#) - Nondiscrimination and Equal Employment Opportunity.

In order to achieve the aforesaid goal, the District Administrator shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;

provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular

student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title

IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public. The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District’s Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

The Board designates the following individuals to serve as the District’s "Compliance Officers" (hereinafter referred to as the "COs").

David Witte	Kelley Novak
Director of Student Services	Director of Teaching & Learning for Literacy and Humanities
5101 Farwell Street, McFarland, WI	5101 Farwell Street, McFarland, WI
608-838-4514	608-838-4570
WitteD@mcfdsd.org	NovakK@mcfdsd.org

The names, titles, and contact information of these individuals will be published annually on the School District’s web site and in the School District’s calendar.

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation. Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator shall be final.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants

proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Revised 4/8/13

Revised 1/13/14

Revised 12/1/14

T.C. 11/3/16

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Discrimination Complaints Involving Students with Disabilities

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate education of a child with a disability shall be processed in accordance with established special education appeal procedures.

Due Process Hearing Procedures

The Head of School shall exhaust all possible options before entering a hearing procedure. These options shall include: a meeting of the parent(s) or guardian(s) with designated special education personnel and the Head of School, and a subsequent meeting, if necessary, with the aforementioned and the District Administrator. In the event a mutually agreeable option is not reached, the district's due process procedure will be utilized.

As a part of each Individual Education Program or IEP team meeting, the parent or guardian will be informed of his/her right to a hearing as contained in section 115.81 of the statutes. This information will be provided both in writing and orally in his/her native tongue, or will be signed if oral communication is not possible. The hearing will be conducted by an administrative law judge appointed by the Division of Hearings and Appeals.

IDEA Complaints

McFarland School District encourages informal resolution of complaints through communication with the Head of School. If informal resolution cannot be attained, discrimination complaints relating to programs specifically governed by federal law or regulation (IDEA complaints) shall be referred directly to the State Superintendent of Public Instruction. Notification of the complaint procedures shall be included in student handbooks.

Any further questions, please contact the Head of School at 608.838.9482.

School Overview

INTRODUCTION

This Parent-Student Handbook sets forth general guidance for parents and students enrolled in the Destinations Career Academy of Wisconsin (DCA of WI). DCA of WI is a virtual public charter school and is subject to the rules and regulations of the Wisconsin Department of Instruction. Four Lakes Education, LLC a non-profit corporation holds the charter of the school's operations. The charter contract is available upon written request by contacting the DCA of WI office.

ADMISSION & ENTRANCE REQUIREMENTS

The Destinations Career Academy of Wisconsin (DCA OF WI) will admit all age-appropriate eligible students in grades K through 12, who choose to attend, space permitting. No student will be denied admission based on race, ethnicity, gender, religion, family income, national origin, or disability. Students participating in DCA OF WI must either be legally enrolled in the School District of McFarland, apply for enrollment through Wisconsin's inter-district public school open enrollment program or pay tuition.

Students must meet appropriate age requirements to be enrolled in DCA OF WI:

Step 1: First-time students applying to DCA OF WI through Wisconsin's inter-district public school open enrollment program must follow the guidelines and policies of the Wisconsin Department of Public Instruction. Information on the open enrollment process is available at <https://oe.dpi.wi.gov/>.

Parents need to complete the Wisconsin Department of Public Instruction's Open Enrollment

form to enroll in DCA OF WI. The form for 2016-2017 will be available in February, 2016, and must be submitted between February and April of the preceding school year as designated by DPI regulations.

- Open Enrollment application forms are due at the School District of McFarland office as specified by DPI regulations; a postmark will not meet the requirement. Application form(s) may be hand-delivered if living nearby. Late applications will be returned.
- Open enrollment deadlines are firm.
- Parents may submit applications to no more than three non-resident school districts for each child during the open enrollment application period.
- Forms must be filled out completely and accurately. An inaccurate or incomplete form may result in denial of an application. Contact DCA OF WI at 608.838.9482 if you need assistance.
- Parents wishing to enroll in DCA OF WI should request enrollment in DCA OF WI at the appropriate place on the Open Enrollment application for program (–Optional–) and must list the School District of McFarland as the non-resident district applying to.
- Act 114 established a procedure by which parents may apply for open enrollment outside of the regular application period. However, there are specific circumstances under which a parent may apply for an exception. The application is available on the open enrollment web site at <http://dpi.wi.gov/sms/psctoc.html>.

Step 2: Once accepted through the open enrollment program, families will be asked to complete the application available at <http://widca.k12.com/how-enroll>.

Students continuing in the school for the following school year will go through a registration process in spring by indicating registering, undecided or not registering. Students not registering will be removed from the school rosters in July.

McFARLAND SCHOOL DISTRICT TRANSFER IN & OUT OF DCA OF WI

Students who are residents of the McFarland School District and seek admission to DCA OF WI after the first day of each school year must receive approval from the current school building administrator and/or school counselor and the Head of School prior to enrolling. DCA OF WI students who wish to return to McFarland brick and mortar schools must follow DCA OF WI's withdrawal process prior to being released back to the McFarland schools.

DIRECTORY DATA

Wisconsin state law allows some student information to be released to any person who requests it. This information is called "directory data" and may include name, date of birth,

participation in activities and sports, weight, and height if in sports, date of attendance, photographs, awards, and the name of the school most recently attended.

To exempt a child from the law that allows the school district to release this information, parents must notify the school in writing. Direct this correspondence to Joan Gast, Registrar, <mailto:jgast@wivcs.org>.

STUDENT RECORDS & TRANSCRIPT REQUESTS

Student biographical, health, and academic records are maintained in the DCA OF WI office located in McFarland, Wisconsin. As students move or apply for jobs or to attend college, etc., they will often need to have these records forwarded. Records requests can be made to the school office. If a student moves to another high school, school records will automatically be requested by the receiving school district.

Requests for high school transcripts must be made in writing to the school office to the attention of the Registrar.

Operations

COMPUTER & TECHNOLOGY

Attending DCA OF WI requires that new families provide their own computer, printer and related technology. Families who qualify for free and reduced lunch may be loaned one computer system per household (including laptop computer, printer, and software) to support the learning process. These computer systems are instructional property and must be returned when the student leaves the school. DCA OF WI will arrange for technical support and troubleshooting for these systems.

INTERNET SERVICE PROVIDER (ISP) SUBSIDY NO LONGER AVAILABLE

Attending DCA OF WI requires families to have a functioning Internet connection at all times. Please be aware that at this time DCA OF WI will no longer provide a subsidy to families for Internet. It is the responsibility of the family to ensure that the student has consistent access to high speed internet. If your family qualifies for homeless status under McKinney Vento a wireless internet card can be issued. If you believe your student qualifies for homeless status please refer to page 30 of this handbook for more information.

RETURN OF SCHOOL MATERIALS AND TECHNOLOGY (RECLAMATION)

Once a family is enrolled in DCA OF WI and re-enrolled for the next year the OLS is available to them year round, even though the school calendar is set from September-June. Upon completion of our school year, families are expected to return non-consumable materials to K12 for courses the student will not be enrolled in the following school year (e.g., they are promoting or being placed in a different level). If not promoting or placing out of a course at

the end of the school year, families will keep their materials for that course until the course is complete the following school year.

If a student withdraws from DCA OF WI mid-year they are required to return all materials (consumable and non-consumable). K12 will send the withdrawn family pre-paid shipping labels for this purpose.

DCA OF WI INDEMNIFICATION PROVISION

DCA OF WI assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. DCA OF WI assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. DCA OF WI also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of DCA OF WI, its affiliates, or its employees. DCA OF WI assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property agreement ("agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the agreement, the terms of the agreement shall prevail.

OUTINGS AND SCHOOL ACTIVITIES

DCA OF WI has developed a calendar of school events and outings. Additional outings may be provided throughout the school year. We encourage students and families to participate in these opportunities. An online registration will be used to plan for the outings. Due to the time commitment and travel of our staff to attend these outings, in situations where 10 or less participants have signed up for an outing, the outing will be cancelled. Cancellation notices will be sent via Kmail 24 hours prior to the event. Parents and high school students are expected to check Kmail prior to the outing to ensure it is being held. In the event of unforeseen circumstances when an outing must be cancelled, notification will also take place via Kmail.

WEAPONS POLICY

In alignment with the outings policy of our charter district as published in the McFarland Parent Handbook: <http://www.mcfarland.k12.wi.us/schools/high/MHS%20Family%20Handbook%202015-2016.pdf>

No one shall possess, use, and/or transmit a weapon on school property, school buses, or at any school related event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts devices, pepper spray, Mace, explosives, illegal or disruptive article or missiles (including firecrackers), any incendiary device or look alike that by its design and/or use can cause bodily injury or property damage. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.) Students violating this section shall be subject, but not limited to parent notification, referral to

other district personnel, suspension, alternative educational placement, referral to police department, and/or expulsion. Please refer to **Board Policy 5772** for more information.

Board Policy 5772: <http://www.neola.com/mcfarland-wi/>
School District of McFarland
Bylaws & Policies

Communication

KMAIL

Kmail is the primary method of contact between parents/students and teachers/administrators. The Kmail platform allows for messages to be transmitted securely and for the content to be stored centrally. Every Learning Coach as well as students at the high school level have their own Kmail access. Kmail communications must be utilized by Learning Coaches to ensure a positive partnership and working relationship between students, parents and staff. It is highly recommended that students and Learning Coaches check Kmail several times a day and not less than twice per day.

Unresponsiveness to Kmail communications and not reading communications sent by our staff is of grave concern and may lead to removal of students from our school with placement back at the resident school district.

SCHOOL SUPPORT

DCA OF WI staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must work together to solve them. We also realize that parents, students and citizens do not always know what to do or where to go for answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

Step 1. All customer care, technology and material questions and concerns should first be directed to 1.866 K12 CARE.

Step 2. If the concern is not resolved at this level, please contact your advisor.

Step 3. If questions or concerns are still not resolved, they will be escalated to the appropriate personnel through your advisor.

CUSTOMER CARE AND TECHNICAL SUPPORT

Information regarding K12 Customer Care and Technical Support can be found at <http://help.k12.com>. This includes self-help options as well as contact information.

Customer Care: 1-866-K12-CARE option 1

Technical Support: 1-866-K12-CARE option 2

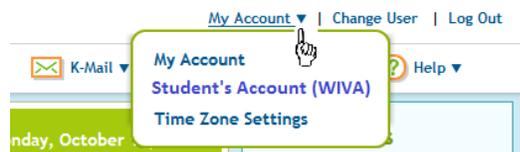
Sales and Enrollment: 1-888-YOUR-K12

ADDRESS, PHONE NUMBER OR EMAIL ADDRESS CHANGE

From time to time, families will move during the course of the school year. It is important to understand that a student's open enrollment will become void should the student move out of the resident school district prior to the third Friday in September (as per the Department of Public Instruction). Families moving after this date may continue to be enrolled in DCA OF WI.

Families who move during the school year or over summer must submit a Kmail message to their homeroom teacher(s) and Kathy Schefft at kschefft@k12.com noting the changes and including a date of move. If the move is into a different Resident District (than listed on the original Open Enrollment application), please contact the new Resident District office to notify them of your move into the District and that you are attending Destinations Career Academy of Wisconsin.

Families who need to update their phone number(s), account user name and password or email address(es) may do so from their **LEARNING COACH** account,



You may update your account and/or your child(ren)'s:

UN, PW, phone numbers, e-mail, security question

TELECOMMUNICATIONS/ACCEPTABLE USE POLICY

The Destinations Career Academy of Wisconsin believes the benefits of Internet access far outweigh the risks and the key to safe Internet usage is based on education and example. The purpose of this policy is to ensure that those using electronic resources at our schools will do so with respect for the public trust and in accordance with our district's educational goals and the regulations established by state and/or federal agencies. It is further understood that the transmission of material in violation of any state and/or federal regulation is prohibited. This prohibition extends to, but is not limited to, copyrighted material; threatening, obscene or any unlawful material; and material protected by other legal means. Use of the network for commercial or illegal activities of any kind is prohibited. School officials will apply the same criterion of education suitability used for other educational resources.

TELECOMMUNICATION/INTERNET USE

The Internet provides access to computer information resources. The Internet is similar to books, videos and other information sources. Students use the Internet as they would any other educational resource. They ask questions of and consult with experts, communicate with others and locate information. Because of the dynamic nature of the Internet, it is impossible to predict what information students might find while using it. Each user is therefore responsible for his/her behavior while using our resources. Teachers will assist students in developing the skills needed to identify, discriminate and evaluate appropriate information resources.

Since Internet sites may contain material that is objectionable, adult-oriented or otherwise inappropriate, the user is responsible for his/her actions and may not access, download or print from these sites. Access to the network is a privilege and not a right. It requires that each user adhere to DCA OF WI's policy on acceptable use. Violation of this policy or abuse of the facilities in any way will result in disciplinary action that may include revocation of access privileges, suspension and/or expulsion from school and/or appropriate legal action.

ACCEPTABLE USE GUIDELINES

1. Users will conduct themselves according to the social and cultural norms of our community. Use of the district's networks, Internet, electronic mail and/or other telecommunication technology is viewed as a privilege and not a right in the district. Such access may be used only for educational and research purposes, consistent with the educational objectives of the district.
2. Users shall learn appropriate Internet etiquette, which includes the following:
 - a. Users shall respect the rights of others. They should conduct themselves responsibly, ethically and politely while on-line.
 - b. Users may not use any account, mailbox or other site that does not belong to them.
 - c. All users shall report misuse of the Internet to a teacher or administrator as soon as possible.
 - d. Users will only use school-approved, licensed software on school computers and will not use other programs or applications without permission.
3. Users have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use and exchange information and ideas on the Internet. With this right there is a corresponding obligation. This means that users are responsible for their own ethical and educational use of the Internet. Misuse may result in school disciplinary action and in loss of privileges. Legal action may also be taken against members of the district community who violate the Telecommunication/Internet Policy. Violations that may lead to disciplinary action, revocation of privileges and/or legal action include, but are not limited to, the following:
 - a. Subscribing to inappropriate newsgroups.
 - b. Sending electronic mail inappropriate for educational purposes.
 - c. Harassing other users.
 - d. Using abusive, vulgar and/or inappropriate language.
 - e. Storing executable files.
 - f. Downloading large files without permission.

- g. Revealing or searching for another person's personal information (address, telephone number, etc.) without permission.
 - h. Sharing a password with someone else.
 - i. Vandalizing or inappropriately accessing hardware, software, files, accounts or other electronic information.
 - j. Failing to report security problems.
 - k. Participating in any illegal activities.
 - l. Engaging in any activity posing risks to anyone.
 - m. Violating the Destinations Career Academy of Wisconsin's policies.
 - n. Using telecommunication access or technology inappropriately.
4. Teachers and/or administrators will determine what appropriate material and appropriate use is.
 5. Users will not hold the teacher or district liable for any materials retrieved from the Internet.
 6. Our school reserves the right to modify our policy at any time.

Attendance

STATE ATTENDANCE COUNT DATES

For many, the third Friday in September and the second Friday in January are simply another day; however, for schools in Wisconsin, these are the dates in which all schools must verify attendance of students in order to receive funding. Students will need to communicate with their teacher via Kmail and/or log on to the OLS/LMS on these dates:

Attendance count day #1 (3rd Friday in September) – September 16, 2016

Attendance count day #2 (2nd Friday in January) – January 13, 2017

Class Connect Attendance Policy

TEACHER CLASS CONNECT SESSIONS (Held in Blackboard Collaborate)

Each teacher will offer instructional sessions aligned to each of the courses they are teaching during a given semester. The Class Connect time is organized by the teacher to provide direct synchronous instruction. Students are expected to attend required large and/or small group session as prescribed by the teacher. This is a valuable time for teachers and students to interact and promotes greater student achievement and communication. Teachers may assign grades correlated to assignments completed in their Class Connect session. If the student is ill

or unable to attend the live session, the student or Learning Coach must inform the teacher. DCA OF WI teachers will provide a recording of the session. The teacher may require additional work to accompany the recording if a student is unable to attend the live class connect session and is only able to view the recording. This work may be a part of the gradebook. If students are not fulfilling this requirement, a student may be subject to referral and potential withdrawal from the DCA OF WI program.

ADHERENCE TO Admin. Rules Chapter PI 36.09 Termination of Open Enrollment (3) Failure to Participate [s. 118.40 (8) (g) Stats.,

In accordance with Failure to Participate, students are required to participate in the virtual learning environment. Failure to participate as outlined by Admin. Rules Chapter PI 36 [s. 118.40 (8) (g) Pupil's Failure to Participate] may result in transfer of the student to the student's resident school district or the reassignment by McFarland District to another building. Areas of required compliance include, but are not limited to:

Truancy: Unexcused Absence is failure to log in to the OLS for any one (1) school week counts as an unexcused absence

No Communication: Student and/or Learning Coach are not reading or responding to Kmail messages, phone call attempts or other types of communication (email, text message, etc.)

No Conference: Student does not attend required conferences set up by teacher, FASST member or Administration

Failure to Complete Required OLS Training: Student has not completed required new student Strong Start Program

Failure to Attend Required ClassConnect Sessions: Student is not attending required Class Connect sessions as outlined by teachers or FASST member

Excessive Time Since Last Login: Student is not logging in the OHS and completing assignments, may be logging in to OLS but not completing coursework

Failure to Participate in Required Assessment(s): Student has not completed required diagnostic assessments, for example Scantron, USA Test Prep assessments, etc. *

*This includes students who fail to participate in state testing without opting out utilizing the appropriate opt out process

If a student is withdrawn under Failure to Participate policy, the McFarland School District will transfer the student's enrollment to the resident school district. In this instance, the family has 30 day to petition this enrollment placement with their Resident School District. It is in the best interests of the parent and student to proactively attend school in the resident district and/or apply for enrollment elsewhere.

Failure to Participate Process-Engagement

Student is referred to FASST (Family and Student Support Team) by Homeroom Teacher and assigned to a Family Academic Support Liaison (FASL), Family Resource Coordinator (FRC), or Family Engagement Coordinator (FEC).

First Notification-

- First Failure to Participate Notification is sent to student and cc: to the LC (learning coach) via Kmail.
- Automated call is sent to the family by the FASST member assigned to the student to schedule their Back on Track (BOT) meeting.
 - If a Learning Coach schedules their student's meeting, the student and LC will be meeting regularly with a member of FASST to re-engage in school.
 - The Second Failure to Participate Notification is sent to the family if: there is no response to our communication, fails to attend the initial consultation, or the initial consultation is not scheduled.

Second Notification-

- Second Failure to Participate Notification is sent to student and cc: to the LC via Kmail.
- Personal Call is placed to the family by the FASST member assigned to the student to schedule their Back on Track (BOT) meeting.
 - If a Learning Coach schedules their student's meeting, the student and LC will be meeting regularly with the FASSTeam member assigned to that family.
 - The Third Failure to Participate Notification is sent to the family if: the student does not make adequate progress in relation to the goals set in the BOT, has failed to attend the meeting, or has not scheduled their SIP meeting.

Third Notification-

- Third Failure to Participate Notification is sent to the student and cc: LC via Kmail and certified mail.
 - The family is automatically scheduled a day and time to have a phone conference with the K8 or High School Administrator to discuss student progress. There are two outcomes: The student will either be notified that s/he will be presented before the McFarland School Board or the student is given a probationary status to complete set goals and will follow up with the administrator.
 - If the students fails to attend the scheduled administrative meeting, s/he will be presented before the McFarland School Board.

Fourth Notification-

- Notice of Withdrawal is sent to the family via Kmail and certified mail.
 - This notification provides the family an understanding of why the student is being removed from DCA OF WI and gives directives that they must be in attendance at their Resident School District.

Failure to Participate- Truancy

DCA OF WI Truancy Policy:

Unexcused Absence - Failure to log in to the Online Learning System for any one (1) school week counts as an unexcused absence.

If a student accumulates three unexcused absences, enrollment with DCA OF WI may be terminated.

Unexcused absences and truancy issues can easily be avoided by logging into the OLS/OHS every day.

If a student is withdrawn under Failure to Participate policy; the McFarland School District will transfer the student's enrollment to the Resident School District. In this instance, the family has 30 days to petition this enrollment placement with your Resident School District. It is in the best interest of the parent and student to proactively attend school in the Resident School District and/or apply for enrollment elsewhere.

Student is referred to FASST by Compliance Liaison after identifying students who have not logged into the OLS for five (5) or more school days.

First Notification-

- First Failure to Participate Notification is sent to student and cc: to the LC via Kmail after five (5) school days of unexcused absences.
- Automated call is sent to the family by the Compliance Liaison notifying the family to check Kmail regarding their student's first unexcused absence.

Second Notification-

- Second Failure to Participate Notification is sent to student and cc: to the LC via Kmail after 10 school days of unexcused absences (or two (2) unexcused absences).
- Personal Call is placed to the family by the Compliance Liaison to schedule their BOT meeting.
 - If a Learning Coach schedules their students meeting, the student and LC will be meeting with the Compliance Liaison until their truancy issue has resolved.

Third Notification-

- Third Failure to Participate Notification is sent to the student and cc: LC via Kmail and certified mail after 15 school days of unexcused absences (or three (3) unexcused absences).
 - The family is automatically scheduled for a specific day and time to have a phone conference with the K8 or High School Administrator to discuss student progress. There are two outcomes: The student will either be notified that s/he will be presented before the McFarland School Board or the student is given a probationary status to complete set goals and will follow up with the administrator.
 - If the students fails to attend the scheduled administrative meeting, s/he will be presented before the McFarland School Board.

Fourth Notification-

- Failure to Participate Notice of Withdrawal is sent to the family via Kmail and certified mail.
 - This notification provides the family an understanding of why they are being removed from DCA OF WI and gives directives that they must be in attendance at their Resident School District.

Manifestation Determination

(e) Manifestation determination. (1)

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine—

(i) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

(ii) If the conduct in question was the direct result of the LEA's failure to implement the IEP.

(2) The conduct must be determined to be a manifestation of the child's disability if the LEA, the parent, and relevant members of the child's IEP Team determine that a condition in either paragraph (e)(1)(i) or (1)(ii) of this section was met.

(3) If the LEA, the parent, and relevant members of the child's IEP Team determine the condition described in paragraph (e)(1)(ii) of this section was met, the LEA must take immediate steps to remedy those deficiencies.

(f) Determination that behavior was a manifestation. If the LEA, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must—

(1) Either—

(i) Conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

(ii) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and

(2) Except as provided in paragraph

(g) of this section, return the child to the placement from which the child was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention

plan.

(g) Special circumstances. School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child—

(1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an SEA or an LEA;

(2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA; or

(3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA.

(h) Notification. On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice described in §300.504.

(i) Definitions. For purposes of this section, the following definitions apply:

(1) Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)).

(2) Illegal drug means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.

(3) Serious bodily injury has the meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.

(4) Weapon has the meaning given the term “dangerous weapon” under paragraph (2) of the first subsection (g) of section 930 of title 18, United

States Code. (Authority: 20 U.S.C. 1415(k)(1) and (7))

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the local educational agency, the parent, and relevant members of the child's IEP team (as determined by the parent and the local educational agency):

- review all relevant information in the student's file, including the child's IEP;
- any teacher observations; and
- any relevant information provided by the parents.

The conduct is determined to be a manifestation of the child's disability if the local educational agency, the parent, and relevant members of the child's IEP team determine that either:

- the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the child's IEP team determine the conduct in question was the direct result of the local educational agency's failure to implement the IEP, the local educational agency takes immediate steps to remedy those deficiencies.

If the conduct was a manifestation of the child's disability, the IEP team returns the child to the placement from which the child was removed, unless the child has been placed in an interim alternative educational setting or the parent and local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan, and either:

- conducts a functional behavioral assessment, unless the local educational agency had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan for the child; or
- if a behavioral intervention plan already has been developed, the IEP team reviews the behavioral intervention plan, and modifies it, as necessary, to address the behavior.

If the conduct was not a manifestation of the child's disability, the child receives, as appropriate:

- a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur; and
- educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

34 CFR § 300.530(d)(e) and (f)

ILLNESS/EXTENDED INABILITY TO PARTICIPATE

If an unexpected situation should arise and there is an extended leave of three days or more needed from participation in school, the student or Learning Coach is required to follow these steps:

- Determine if Internet access is available (through libraries, etc.).
- Contact your teachers to explain the situation by telephone and Kmail immediately.
- Discuss class alternatives with the teacher.

This would include long term internet outages, hospitalizations, family crisis, or other situations. In some cases, a doctor's note may be required.

APPROVED TIME OFF

DCA OF WI has attendance requirement based on a 180 day school year. Students are required to attend a minimum of 150 of those days. Although ultimately these guidelines must be fulfilled, the program is intended to be flexible. Students who attend school *regularly* and make continuous progress through the K12 Curriculum may work with their teacher to develop alternate holiday time or special accommodations for extended travel.

Please note both Learning Coaches and teachers have the responsibility of ensuring students attend school. If a student's attendance history does not meet the attendance requirements, a teacher should carefully evaluate the family's request for flexibility.

HOLIDAYS

DCA OF WI has outlined a school calendar that includes at least 180 school days for the 2016-2017 school year. This calendar is intended to be a guide for break periods during the school year. Families may work with their teacher to make modifications to the holiday schedule to better meet their individual family requirements. For example, families may want to take spring break a week before DCA OF WI's scheduled spring break so their children are off from school

at the same time as the surrounding school districts. These requests should be honored for families that are meeting the school's attendance requirements.

EXTENDED TRAVEL

Some families may want/need to take extended trips outside of the state of Wisconsin during the school year. It is possible to define modified progress and attendance procedures during the extended trip and remain enrolled in DCA OF WI. However, students **may not reside** out of state and remain enrolled in DCA OF WI (even if the family is maintaining a home in the resident school district). The trip must be of a temporary nature and the student must be in the state of the school and be available to attend during the standardized testing windows.

It is preferable for families to continue to submit attendance and progress information weekly during this time. If the trip precludes computer access, the teacher may enter attendance time and assessment scores relayed via the phone.

WITHDRAWAL

Parents who decide to withdraw a child from DCA OF WI are required to communicate their intentions to their assigned teacher prior to the withdrawal from DCA OF WI, including where the child will be attending school.

As explained in the School Property Use Form, the supplied computer hardware and course materials are the property of DCA OF WI. Exiting students must return these items in a timely manner.

Homeless Children

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;

-living emergency or transitional shelters;
-abandoned in hospitals; or
-awaiting foster care placement.

- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Destinations Career Academy of Wisconsin provides the following assurances to parents of homeless children:

- The staff person (liaison) for homeless children is Kerry Marren, Family Resource Coordinator, (608) 838-9482 ext. 3171 and kmarren@wivcs.org.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

- Please contact Kerry Marren, homeless liaison for the Destinations Career Academy of Wisconsin for additional information about homeless issues. Kerry Marren can be reached at (608) 838-9482 ext. 3171.

Harassment, Intimidation, Bullying or Sexual Harassment

Harassment, Intimidation or Bullying

If someone is sending you communications that fit the following criteria, it is considered harassment, intimidation or bullying and should be reported immediately to your teacher. Harassment, or intimidation may occur as a singular instance, but when an issue persists it is considered bullying. Please do not hesitate to report:

- Intentionally insulting someone
- Threatening someone
- Sending Spam
- Making offensive or inappropriate remarks

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the McFarland School District's Title IX Officer:

Title IX Coordinator

David Witte
5101 Farwell St.
Monroe, WA 98272:
608-838-4514:
witted@mcfbsd.org

Student Conduct & Acceptable Use

CONDUCT CODE

Prior to the start date for each school year, the Student Code of Conduct and Acceptable Use Guidelines must be read and terms agreed to.

This document describes the policies and guidelines for the use of the DCA OF WI instructional computing resources and exists to ensure that all DCA OF WI students are aware of and understand their responsibilities when accessing and using DCA OF WI resources.

DCA OF WI reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to DCA OF WI instructional computing resources. DCA OF WI instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by DCA OF WI.

All students enrolled in DCA OF WI should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines could result in the:

- Removal of access to DCA OF WI instructional computing resources, which could result in the inability to complete learning activities.
- Removal from the course.
- Involvement with law enforcement agencies and possible legal action.

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in DCA OF WI.

Students may be subject to discipline for violation of the Conduct/Student Discipline Code even if that conduct occurs on property:

- not owned or controlled by the school, but that is connected to activities or incidents that have occurred on property owned or controlled by the school
- or is directed at a student, school official or employee, or the property of such student, school official or employee.

ACCOUNTABILITY

Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.

- Use only one user name and password, and do not share these with anyone.
- Do not interfere with other users' ability to access DCA OF WI or disclose anyone's password to others or allow them to use another user's account. Each student is responsible for all activity that is associated with his/her username and password.
- Do change password(s) frequently, at least once per semester or course is encouraged.
- Do not publicly post personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit or post material that is intended for personal gain or profit, non- DCA OF WI commercial activities, non- DCA OF WI product advertising, or political lobbying on a DCA OF WI owned instructional computing resource.
- Do not use DCA OF WI instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on DCA OF WI instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any DCA OF WI server.

INAPPROPRIATE BEHAVIOR

Inappropriate behaviors include

- Inappropriate Blackboard Collaborate sign on or comments
- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.

HARASSMENT

If harassment occurs in our online course environment, it is important to report it immediately to the homeroom teacher. Harassment comes in many forms, including:

- Spam (unsolicited e-mails not pertaining to the course)
- Threatening communications
- Offensive communications or any other kind of communication that makes one feel uncomfortable

CONFIDENTIALITY

DCA OF WI will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality; however, cannot be guaranteed.

Administration reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the DCA OF WI school community or third party alleging the harassment pursues the complaint.

STUDENT INTERNET SAFETY

- Student personal information should not be revealed on the Internet. For example: name, home address, telephone number, or display photographs of students or others to persons outside of DCA OF WI.
- Students should not agree to meet in person anyone they have met only on the Internet and who is not affiliated with DCA OF WI.

NETWORK ETIQUETTE

DCA OF WI students are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with criticism, not hurtful.
- Review messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other's email addresses.

USE OF COPYRIGHTED MATERIALS

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use; however, by distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using DCA OF WI computer resources. This includes copyrighted graphics of cartoon characters or other materials found that may appear to be non-copyright protected.

ACADEMIC INTEGRITY

All work submitted is assumed to have been completed on your own. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s).

Plagiarism

The definition of plagiarism is the following: Copying or imitating the language, ideas, and/or thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism are as follows:

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example: Spark Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as Cliffs Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Source Citation

All citing should follow MLA format, unless otherwise instructed. Any direct quotations from your textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a Web site, provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available.

Monitoring

DCA OF WI reserves the right to review any material transmitted using DCA OF WI instructional computing resources or posted to a DCA OF WI instructional computing resource to determine the appropriateness of such material. DCA OF WI may review this material at any time, with or without notice. E-mail transmitted via DCA OF WI instructional computing resources is not private and may be monitored.

DCA OF WI Indemnification Provision

DCA OF WI assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. DCA OF WI assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. DCA OF WI also denies any responsibility for the accuracy or quality of the information obtained through user access.

Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of DCA OF WI, its affiliates, or its employees. K12 assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

- First Offense: The student will receive corrective action by the teacher. The student may be allowed to resubmit the assignment but he or she cannot earn a grade higher than a "D" on it.
- Second Offense: Student and parent must meet with teacher to discuss what plagiarism is and how to avoid it. The student will receive a permanent zero on the assignment.
- Third Offense: Student and parent will need to meet with teacher and an administrator to discuss the assignment. The student's curriculum will be locked until the administrator conference has been held. The student will receive a permanent zero on the assignment
- Fourth Offense: Student and parent will need to meet with teacher and an administrator and will receive a zero in the course in which the 4rd offense occurred. The student's curriculum will be locked.

Students should not have access to the Learning Coach password. Using the answer keys and/or the review feature to get answers does not constitute appropriate mastery of content. Not mastering or not taking unit assessments and continuing to the next level is not permitted. Offline assessments and essays are to be graded by the Learning Coach.

All teachers have the authority to request documentation of original work.

School Calendar

IMPORTANT SCHOOL DATES

Semester 1

August 22 - September 16, 2016.....	<i>USATP, PLA/PMA Fall Testing</i>
August 10, 2016 (on-going).....	<i>Orientation</i>
September 1, 2016.....	<i>First Day of School</i>
September 5, 2016.....	<i>No School, Labor Day</i>
September 16, 2016.....	<i>State Attendance Date</i>
November 24-25, 2016.....	<i>No School, Thanksgiving Holiday</i>
December 23– January 2, 2017.....	<i>No School, Winter Break</i>
January 3, 2017.....	<i>Return from Winter Break</i>
January 13, 2017.....	<i>State Attendance Date</i>
January 18, 2017.....	<i>End of Semester 1</i>

Semester 2

January 19, 2017.....	<i>Semester 2 Begins</i>
March 27- March 31, 2017.....	<i>No School, Spring Break</i>
May 29, 2017.....	<i>No School, Memorial Day</i>
June 2, 2017.....	<i>End of Second Semester</i>
June 7, 2017.....	<i>Graduation</i>

Information Specific to High School

INSTRUCTIONAL MODEL

As a school, our instructional model is keeping in the forefront the ultimate question “are our students learning.” Destinations Career Academy of Wisconsin is using a Data Driven Instructional Model to academically support students and student learning. Through the efficient and effective use of calendared assessment, data is collected, analyzed, and used to identify student academic needs. Instructional services are then developed and offered to meet those needs. Assessments occur three times in a semester. The pre-assessment allows us to review what learning need students have and ensure instructional support if offered. This repeats itself in the semester with a final assessment to analyze overall how much students are growing academically in content and college and career readiness standards.

The high school instructional model relies on the following elements:

- Rigorous academic expectations aligned to college and career readiness standards
- Highly qualified/licensed instructors providing synchronous and asynchronous instructional support and remediation
- Student-to-student and student-to-teacher interaction using a variety of learning technology
- A traditional grading scale and reporting, class rank, and cumulative GPA
- Opportunities for student leadership and participation in school-sponsored activities
- Post-secondary preparation, planning, exploration, and support

In this model teaching and learning includes the availability of regularly scheduled instruction, access to instant messaging, email communication, phone calls, text, and participation in the online discussion. Class Connect involves individual students, small groups, or whole group instruction and instructional support.

Students are expected to attend school daily and make adequate progress in all coursework as a part of their schooling. Students will be evaluated on a frequent basis to determine achievement in their scheduled courses (progress and knowledge). Assessment of learning is based on student participation in discussion threads, submitted writings, projects, portfolios, quizzes, unit tests, semester exams, classroom participation, and final exams.

EVIDENCE OF LEARNING

Students’ grades will be determined based on how students perform on teacher graded activities within each course. Included in teacher graded activities:

- Lesson completion
- Labs
- Class Discussions
- Quizzes
- Assessments
- Tests

- Participation in Extra Help Sessions and/or online classroom participation

Course assessments consist of both computer scored and teacher graded items. During the semester, students can view grades in the Student Progress Report under Tools. Teachers, administrators, and Learning Coaches also have access to students' grade information. Learning coaches must use their student's access account to view their student's progress and grades.

Teachers provide individual and small group assistance via online synchronous sessions titled "Class Connect". It is expected that students attend and meet with teachers to receive course assistance, tutoring and instruction.

COURSE CREDIT

High school credit is earned on a semester basis. In order for students to move to the next course level, full course credit must be earned. Although course credits are earned on a semester basis, grade-level promotions take place once a year.

COURSE DROP

Students are permitted to drop courses without penalty during the first eight weeks of every semester. As a student-centered school, consideration to course changes will be made as requested. Students who are approved to drop a course after the designated eight week time frame will be issued a "R" on their transcript (indicating removed). This will not negatively impact student Grade Point Average (GPA).

A+ CREDIT RECOVERY

Students should be receiving the quality instruction and intervention from teachers they need to make it through a traditional K12 class successfully. In the event a student is identified as "at risk" and in need of credit recovery programming, A+LS may be considered as a potential option. A student must carry no less than 2 courses in K12 curriculum and be passing (60%) in order to earn the privilege of participating in A+LS credit recovery programming. This program is to serve an identified need and is not an automatic privilege. No more than 10 total credits may be earned in credit recovery programming. *Note: Previous A+ exclusive students are required to be in compliance with this expectation.

Credit Guidelines:

- 5-7 credits needed (student could have a blended schedule to graduate the current school year)
- 8-10 credits needed (student will need an additional semester)
- 10+ credits needed (student will need an additional school year)

Participation and Mastery:

- Students may not participate in the A+ program for more than 2 years without Administrator approval.
- A+ requires 80% mastery for successful completion of the course and receipt of credit.

COURSE FAILURE AND REPEAT CREDIT

1. When a student fails a course and retakes that course, the semester passing grade will be recorded and the "F" grade replaced by an "R" indicating repeat. The student will get a 1/2 credit when the course is successfully completed. This will positively affect the student's rank in class.
2. If a student passes a semester course with a "D" grade but wishes to repeat the course because of lack of understanding or to improve the grade, that course can be repeated. The lower of the two grades will be erased from the record. The student will receive a credit only once under these circumstances. Rank will be recomputed based on the higher grade.
3. A student may retake a class one time only.

PRE-HIGH SCHOOL CREDIT

Middle school students who complete high school or high school equivalent courses will earn a letter grade and the grade will be calculated into the student's high school GPA. Students seeking this option should be aware of the impact it may have on the high school record. Middle School families should be in contact with their homeroom teacher and designated high school counselor to help in coordinating this effort. Students transferring in must have transcript high school issued credit from their district to be eligible for high school credit.

High School Grading Structure

CALENDAR of GRADING

Progress reports and grades can be accessed electronically through Infinite Campus. Parent user names and passwords are sent via email for access.

PERIOD	Grading Timeline	TYPE
Sept 1-Nov 2, 2016	Nov 2- Nov 8	Progress Report (% & comments) NOV 3
Nov 3 – Jan 18, 2017	Jan 18-Jan 27	Report Card (Final Grade/Comments) JAN 18
Jan 19- March 22, 2017	March 22- 24	Progress Report (% & comments) MAR 23
March 23 – June 2, 2017	June 7, 2017	Report Card (Final Grade/Comments) JUNE 2

Below is the DCA OF WI HS Grading Scale
Grading Scale (%)

Classroom Grading Scale Quality Points

A	100	93	4.0
A-	92	90	3.7
B+	89	87	3.3
B	86	83	3.0
B-	82	80	2.7
C+	79	77	2.3
C	76	73	2.0

C-	72	70	1.7
D+	69	67	1.3
D	66	63	1.0
D-	62	60	0.7
F	Below	59	0

****AP Courses - Add 1 point to Quality Points based on grade earned**

****NOTE: DCA OF WI only weighs the GPA on AP level coursework. AP level coursework is college level in content, workload and time commitment. DCA OF WI DOES NOT weigh honors level coursework.**

Entering Zero Grades

Teaching staff at DCA OF WI are required to enter ZERO (0) grades for past dues assignments on Mondays of each teaching week. The zero grade is a placeholder to remind the student it is past due. Once a student submits the assignment and it is graded, the zero is replaced with the earned percentage grade. DCA OF WI is requiring students to complete assigned work in accordance with the paced course calendar. Work submitted after the zero due date (see below) will remain a permanent zero in the gradebook and it is teacher discretion. ****PLEASE NOTE:** When a teacher enters a ZERO grade, the assignment disappears as being past due on the student landing page.

DCA OF WI High School Grading

In the SY 2016-17, DCA OF WI HS students are required to have past due assignments turned in on the FIRST and THIRD Sunday of each academic month. Below is a calendar of the permanent zero due dates for the upcoming school year. Work turned in after this date can be given a permanent zero or a reduced grade based on teacher classroom policy as noted in their announcements and syllabus.

September 4, 2016	September 18, 2016
October 2, 2016	October 16, 2016
November 6, 2016	November 20, 2016
December 4, 2016	December 18, 2016
January 8, 2017	January 15, 2017
END OF SEMESTER Jan 18, 2017	
February 5, 2017	February 19, 2017
March 5, 2017	March 19, 2017
April 2, 2017	April 16, 2017
May 7, 2017	May 21, 2017
End of SEMESTER June 2, 2017	

Participation Grading

DCA OF WI HS does not give a grade for online classroom attendance. Teachers may assign graded homework that is taught and received in the online classroom.

Extra Credit

Extra credit is at the teacher's discretion. Please refer to the course syllabus for classroom teacher expectations.

Classroom Assessment

Classroom assessment is a relevant part of the online learning class. Assessment is required and values are assigned in the gradebook as indicated by the teacher.

ASSIGNMENT COMPLETION

In each high school class, a course calendar is made available with monthly due dates for work to be completed. Students are strongly encouraged to follow the course calendar. Assignments are due according to the dates communicated including final due dates unless otherwise agreed upon in advance by the instructor.

REPORT CARDS

At the conclusion of each semester, students will be notified via mail of their final semester grades. At this time grade reports will include semester grades and semester grade point averages.

INCOMPLETE GRADES

At teacher and administrator discretion, students who are given incompletes – "I" on their grade report will have the opportunity to complete course at a later date. However, please keep in mind that students are still accountable for all assigned work from the beginning of the new semester. Please note that due to systems limitations, an Incomplete grade may not be completed until the following school year.

DRIVER'S SAFETY COURSE

DCA OF WI offers Driver's Safety as a part of its curricular selection. Since this course is highly regulated by the state of Wisconsin to ensure students have the ability to be ready for behind the wheel (not a part of DCA OF WI programming), students are required to log into a separate portal hosted through CESA 2.

Things families and students should know:

- DCA OF WI offers Driver's Safety semester II only
- A maximum of 25 students will be allowed into the class on a first-come first-serve basis (we will hold a waiting list)
- Students are charged a non-refundable \$50.00 fee for this class
- Students must be in good academic/attendance standing

- Enrolled students who want to drop Driver's Safety, should notify your school counselor immediately
- Students have a maximum of six months from the first day of the course to complete it
- ****NOTE:** *If a student does not successfully complete this course within the designated six month time-frame, the family/student will be held responsible for reimbursing the full tuition amount charged to DCA OF WI of \$125.00*

ACADEMIC INTEGRITY (CHEATING AND PLAGIARISM)

DCA OF WI employs the following programs to ensure that students are acting with the utmost academic integrity.

ExamGuard (<http://www.examgaaurd.com>)

ExamGuard is turned on for all tests. In order to access a test, students must download the ExamGuard software following the instructions included with the first test they want to take.

Once installed, ExamGuard activates the following whenever a student takes an assessment:

Assessments are displayed full-screen and cannot be minimized

Assessments cannot be exited until submitted by users for grading

Task switching or access to other applications is prevented

Printing functions are disabled

Print Screen and capturing functions are disabled

Copying and pasting anything to and from an assessment is prohibited

Right-click menu options are disabled

Browser menu and toolbar options are disabled

Function keys are disabled

Source code for the HTML page cannot be viewed

Screen capture, messaging, screen-sharing, virtual machine, and network monitoring applications are blocked from running

Turnitin (<https://turnitin.com>)

Turnitin is an integrated online plagiarism tool which checks student work for originality. This tool is linked to the Drop Box and assignments will be analyzed by the tool when teacher graded assignments are submitted. An Originality Report will be produced. The Originality Report determines the percentage of original or unique student writing compared to the percentage identified as written by someone else. Students will be able to see the same originality report that the teacher sees. Students can then enter the assignment Dropbox and attach a revised version in the Dropbox before the due date.

Academic Integrity

All work submitted is assumed to have been completed on your own. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s).

Plagiarism

The definition of plagiarism is the following: Copying or imitating the language, ideas, and/or thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism are as follows:

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- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example: Spark Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as Cliffs Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Source Citation

All citing should follow MLA format, unless otherwise instructed. Any direct quotations from your textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a Web site, provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available.

Monitoring

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Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

- First Offense: The student will receive corrective action by the teacher. The student may be allowed to resubmit the assignment but he or she cannot earn a grade higher than a "D" on it.

- Second Offense: Student and parent must meet with teacher to discuss what plagiarism is and how to avoid it. The student will receive a permanent zero on the assignment.
- Third Offense: Student and parent will need to meet with teacher and an administrator to discuss the assignment. The student's curriculum will be locked until the administrator conference has been held. The student will receive a permanent zero on the assignment
- Fourth Offense: Student and parent will need to meet with teacher and an administrator and will receive a zero in the course in which the 4rd offense occurred. The student's curriculum will be locked.

TRANSFERRING COURSE CREDIT

Students who enter DCA OF WI mid-semester or mid-quarter who can provide a current report card or transcript showing courses in progress and current achievement in the course(s) will be placed into the corresponding course(s) at the appropriate point(s).

DCA OF WI may request the student take a series of assessments in order to determine the most appropriate placement within the DCA OF WI course offerings. The DCA OF WI teacher will adjust the placement taken into consideration past performance and prior learning which has been verified on the student's transcript or grade card from their most recent school and DCA OF WI course assessments

The final determination on course placement, placement within individual courses, and final grades rests with the individual subject teachers, counselors, and the high school administration.

If a student was not taking a corresponding course in their previous educational setting, it may be difficult to successfully complete the course prior to the quarter's end due to the rigorous nature of DCA OF WI curriculum. In this case, the student will receive no academic credit for the course. Students entering from a home schooling program must provide evidence of the curriculum plan. These students may be asked to participate in course assessments in order to better determine the appropriateness of course placement within the K12 curriculum.

Credit for Homeschooling

It is the practice of Destinations Career Academy of Wisconsin to issue transcript home school credit to students entering from a home-schooled environment. In order for a student to be considered for home school credit, they must be registered with the state of Wisconsin prior to arrival at DCA OF WI as a home school student (having completed and submitted (PI-1206). Students coming from another district having left mid-semester are not eligible for home school credit for the semester they were in partial attendance of another district. All classes are listed as home school credit on the transcript and are reflected with a "Pass (P)" grade which does not impact the GPA.

Parents are required to provide the following information for DCA OF WI to issue home school credits:

1. Completed Application per course (application form from DCA OF WI)
2. The number of Instruction Hours given (180 hours equals 1 credit, 90 hours equals .5 credit)
3. Name of the Course and Academic Level (remedial, 9th grade, AP, etc.)
4. List of materials/books and or programs used for study and/or instruction. Specific information is best.
5. Any homework, study guides or completed assignments (if available)
6. Grade that was given to child (if applicable)
7. Dates the child was in attendance

*All required paperwork must be returned to the school within the semester of the students arrival to DCA OF WI. If the required information is not provided in the required timeline, you may not be issued credit.

* Students having attended DCA OF WI for more than 1 academic year wanting home school credit, but failing to provide the needed documentation, will not be eligible for home school credit.

* Note: No more than ten (10) Schooling at Home credits will be granted unless authorized by administration.

*If a student is not enrolled in home school through the state and still wishes to earn home school credit, credit MAY be issued based on academic performance at DCA OF WI. Once enrolled at DCA OF WI, students who successfully passes a class with a grade of “D” or better may earn previous credit in the subject area. (For example: a 10th grade student who passes a full year of Algebra I will receive 1.0 credit in math 9; a student who passes a full year of Physical Science will receive 1.0 credit in Science 9). This does not apply to electives. All classes will be generic in nature and issued a “P” grade but will not reflect on the child’s GPA.

* If special consideration is being requested regarding inclusion of a grade for home schooling courses, Destinations Career Academy of Wisconsin may request that the student demonstrate mastery in the subject. Special credits requests and information should be received at Destinations Career Academy of Wisconsin (4709 Dale-Curtin Drive, McFarland, WI 53558) no later than end of the semester of arrival.

*Note: No home school summer credit will be granted to any student.

SCHOLARSHIPS

Academic Excellence Scholarship

DCA OF WI is eligible for the Wisconsin Academic Excellence Scholarship. This is a \$10,000 award given to the valedictorian. DCA OF WI reserves the right to award this scholarship only to a student who has completed two or more years in public/formal high school setting. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition.

Technical Excellence Scholarship

Technical Excellence Scholarships (TES) are awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Below is the link:

http://heab.state.wi.us/technicalexcellence/hard_copy.html

This is not an online form, please fill out the form using Adobe Reader and then print and mail to TES, P.O. Box 7885, Madison WI 53707 or e-mail it to HEABmail@wi.gov
Nancy Wilkison-Grant Specialist
Phone: 608-267-2213
Email: nancy.wilkison@wisconsin.gov

GRADING AND RELATED INFORMATION

Class Rank

Class rank is a numerical rank assigned to students according to their cumulative grade point average relative to their classmates. All letter graded (excludes pass/fail, home school, and credit recovery) academic subjects are used in computing class rank; however, the following prioritization of academic courses will be used in cases where more than one student is positioned at the identical class rank position:

- Courses completed at DCA OF WI take precedence over other courses
- AP courses take precedence over Post-Secondary (college) courses

Grade Point Average

Grade point averages are determined by dividing the number of quality points achieved by the number of credits received. GPAs are determined on a semester-basis only. The cumulative (composite) GPA is determined using the semester averages beginning with the first semester of the freshmen year.

A weighted GPA adds 1 point to Quality Point for the grade earned by the student. DCA OF WI only weighs the GPA on AP level coursework. AP level coursework is college level in content, workload and time commitment. DCA OF WI does NOT weigh honors level coursework.

Grade Promotion/Class Placement

Each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Class placement will be determined based on the combination of traditional age appropriate grade (AAG) and school cohort group. Students progress from one grade level to another at the **conclusion** of each school year.

Honor Roll

The honor roll list is compiled at the end of each semester. To be included on the honor roll, students must meet the following qualifications.

1. Students must complete a minimum of 3 courses (not credit recovery) courses for the honor roll period in traditional programming.
2. Students may not receive a failing grade "F" during the honor roll period.
3. Students who achieve a GPA of 3.5 or above will be recognized on the Honor Roll

GRADUATION REQUIREMENTS

Twenty credits (20) minimally are required for graduation from the Destinations Career Academy of Wisconsin.

English/Language Arts	4 Credits
Mathematics	4 Credits
Science	4 Credits
Social Studies	4 Credits
Electives	3 Credits
Physical Education	.5 Credit
Health	.5 Credit

EARLY GRADUATION

Some students wish to pursue educational goals that include graduation from high school at an earlier date than their designated class. If a student would like to pursue early graduation, the student must work with their school counselor to ensure that all graduation requirements are met and paperwork is completed. The process to apply for early graduation includes:

- 1) Meet with counselor and make an academic plan for early graduation.
- 2) Write a letter addressed to the "Board of Education of McFarland School District"
 - a) Letter to include general information about yourself, the reason why you are seeking early graduation, and your post-secondary plan (work, military, college, etc.), date, parent and student signature
 - b) The letter should be a minimum of one paragraph in length.
- 3) Submit letter to your school counselor no later than October 31 through email.
- 4) Letter will be reviewed by your counselor and then forwarded to administration and Board of Education review.
- 5) The School Board will meet in January/February to approve or deny request.

The student may participate in the graduation ceremonies with the student's designated class.

**Note: Credit recovery programming may not be used to qualify a student for early graduation.*

PARTICIPATION IN GRADUATION

DCA OF WI will allow eligible seniors to participate in its formal graduation ceremony. Students will not be allowed to participate in the formal ceremony if they are not in good academic standing within 48 hours of the scheduled event.

DCA OF WI NATIONAL HONOR SOCIETY SELECTION PROCESS

Selection for National Honor Society will happen spring semester of each year. Students must have been a DCA OF WI student for at least one semester to be eligible for the process. DCA OF WI's selection process is in accordance to the National criteria and standards as stated in the

national constitution. Selection to NHS is a privilege, not a right. NHS is more than an honor roll or election. Membership is granted only to students who are selected by the Faculty Council.

Scholarship:

Sophomores, Juniors and Seniors with a cumulative grade point average (GPA) of 3.5 and higher are eligible for consideration. However, membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. Students under consideration will also be asked to provide evidence of demonstrated excellence in leadership, service and character.

Leadership:

The Faculty Council may consider leadership in terms of the number of offices a student has held in school or community organizations. However, leadership also exists outside elected positions including effective participation and/or positions of responsibility in other activities such as community athletic team captain, churches, local clubs, student groups, etc.

A student who exercises leadership:

- Is resourceful in proposing new problems
- Applying principles & making suggestions
- Demonstrates initiative in promoting school activities
- Exercised positive influence on peers in upholding school ideas & spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate
- Exemplifies positive attitudes
- Inspires positive behaviors in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility
- Conducts business effectively & efficiently
- Demonstrates reliability & dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted

Service:

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. In considering service, the contributions a candidate has made to school, classmates and a community as well as the student's attitude toward service will be reviewed. The student who serves:

- Volunteers & provides dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.

- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and interscholastic competition.
- Does committee work without complaint.
- Participates in some activity outside of school (Girl scouts, Boy Scouts, religious groups, volunteering for the elderly, poor or disadvantaged.)
- Mentors persons in the community or students at DCA OF WI
- Shows courtesy by assisting visitors, teachers and students.

Character:

NHS supports the multi-faceted definition of character known as the “Six Pillars of Character”

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Some examples of character in action:

- Takes criticism willingly & accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerful, friendly, poise , stability)
- Cooperative – follows school rules
- Demonstrates HIGH standards of honesty & reliability
- Courteous, concerned & respectful of others
- Observes instructions/rules, is punctual.
- Truthful in obedience, avoids cheating, unwilling to profit from mistakes of others.
- Actively strives to be a positive influence among their peers in class and at social/academic outings.

DCA OF WI's National Honor Society Process

Step 1 - Review Student academic records to determine eligibility.

Step 2 - Eligible candidates will be notified & informed that for further consideration or selection, they may complete the necessary paperwork (essay, Student Information Form, letters of recommendation.) Both student and parent sign these forms, indicating the content is both complete and accurate.

Step 3 –All faculty members will be invited to make comments on candidates on a faculty evaluation form. It is important to note that the actual selection will be made by the five appointed members of the Faculty Council. Consequently, point totals or average of the faculty ratings will not to be considered as votes or the sole determinants of membership, but will instead be reported to the Faculty Council to add to their information when considering selections.

Step 4 – The Student Activity Information Form should be reviewed by the Faculty Council, along with other verifiable information about the candidates relevant to their candidacy.

Step 5 – With a vote on each candidate, those candidates receiving a majority vote of the Faculty Council will be invited to be inducted into the chapter. Voting will take place by ballot.

Step 6 – All non-selected candidates (i.e., those who don't receive the majority vote of the Faculty Council) will be listed and have those criteria not met by the individual candidate next to their name to assist the advisor and principal in handling inquiries regarding non-selection.

Step 7 – Prior to notification of any candidates, the adviser will report to the principal the results of the Faculty Council's decision. Lists of selected & non-selected students as well as reasons for non-selection will be incorporated in this report.

Step 8 – Formal written notification will be sent to all selected candidates to inform them about selection and the timing of the induction ceremony. Non-selected students also receive formal notification in writing.

Step 9 – Newly selected students will verify acceptance of their invitation to join National Honor Society. Students are not considered members until and unless they participate in the formal induction ceremony.

WORK PERMIT INFORMATION

To obtain a Work Permit, the following information must be brought to your High School Office (local district) or designated public facility:

1. Letter from your employer. Please make sure the employer's address and telephone number are somewhere on the letter.
2. Letter from one of your parents giving permission for you to be employed by named employer.
3. Birth Certificate, Baptismal Certificate or Valid Driver's License with Photo. (To obtain a copy of your birth certificate, call 266-1371.)
4. Social Security Card. (To obtain a copy of your social security card, call 1-800-772-1213 or 270-1417 or e-mail www.ssa.gov)
**One option to #3 & #4 above: If you present to us a previous copy of a work permit which shows this information, it is not necessary to provide a birth certificate and social security card.
5. Your current address and present age.
6. \$10.00

YOUTH OPTIONS

Wisconsin's youth options program allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college, one of the state's participating private nonprofit institutions of higher education, or tribally-controlled colleges. Approved courses count toward high school graduation and college credit.

Under youth options, a student does not have to pay for a college course if the school board determines the course qualifies for high school credit and is not comparable to a course already offered in the school district. If approved by the school board, the student can receive both high school and college credit upon successful completion of the course.

Destinations Career Academy of Wisconsin students must be in good academic standing in order to be considered for the youth options program. If a student is seeking coursework at a 4 year college/university, it is recommended that they hold a grade point average (GPA) of 3.0 or above. Destinations Career Academy of Wisconsin students seeking eligibility at a 4 year college/university must also meet the eligibility requirements of that particular institution.

Youth options applications must be submitted to the appropriate staff member no later than March 1 for the fall semester and October 1 for the spring semester. If you have any questions, please contact your School Counselor for further instructions.

Youth Options (Wisconsin Act 27) allows 11th & 12th grade students to enroll in one or more non-sectarian courses, in institutions of higher education, for up to an equivalent of 15 college credits per semester offered during or after school hours to receive high school and/or post-secondary credit. If the Four Lakes Board approves the course for high school credit, and is not comparable to one offered at Destinations Career Academy of Wisconsin, Destinations Career Academy of Wisconsin will pay the cost according to established guidelines. The Act modifies enrollment in Wisconsin technical colleges as follows:

- If a student is enrolled in a Wisconsin technical college for 10 or more credits per semester Destinations Career Academy of Wisconsin would be responsible to pay for comparable courses for one-half of the total number of credits taken, but no more than six credits.
- Payment includes tuition, fees and books.
- Requires a technical college to admit a pupil who meets the requirements and prerequisites of the course or courses the pupil desires to take and does not allow the technical college to reject a pupil's application because there is not space available for the pupil. In addition the technical college must ensure that the pupil's educational program meets the high school graduation requirements as specified in s.118.33.
- Allows a technical college to reject the application of a pupil who has a record of disciplinary problems, as determined by the technical college district board, and denies access to students who are at-risk as specified under s.118.153 Wis. Stats.
- Allows the Four Lakes Board to refuse to permit a pupil with exceptional educational needs (EEN) from attending a technical college under the Youth Options program if the school board determines that the additional cost of support services would impose an undue financial burden.
- Technical college remedial programs and courses are not eligible options for this program.
- Once a student achieves senior status they are only eligible for two consecutive semesters.

To participate in the Youth Option program, the STUDENT shall:

1. Make application to the post-secondary institution according to their guidelines and indicate on the application the course(s) desired to be taken for high school and/or post-secondary credit.
2. Notify the Destinations Career Academy of Wisconsin/McFarland School District in writing by submitting for PI 8700-A. Form can be retrieved at: www.youthoptions.dpi.wi.gov. Include details of the course intended to be taken as per a course(s) syllabus. The district form must be signed by parent/guardian and student accepting responsibility for transportation and

attendance. This form must be submitted no later than March 1 for each Fall Semester and October 1 for each Spring Semester to our School Counseling Department.

3. Comply with the post-secondary institution's policies, rules and regulations as related to admissions, attendance, fees and student conduct while enrolled and attending.

4. Provide Destinations Career Academy of Wisconsin with an official transcript/grade report upon completion of the course to receive high school credit.

If a student drops or fails a course taken through Youth Options, the student is responsible for reimbursing the Destinations Career Academy of Wisconsin for the cost of the course.

Revisions to Student/Parent Handbook

*This student/parent handbook is subject to revision. There will be times during the course of the 2016-17 academic year where revisions to DCA OF WI procedures and policies will become effective without advance notice to students or parents. We will make significant changes available to all members of the DCA OF WI community by Kmail, direct mailings, or on the school's website. Please note this handbook does not entail all of the policies and procedures as DCA OF WI is authorized by the McFarland School District and some policies are directed under our authorizing district.