

Parent and Student Handbook

2022-2023



**Advanced Learning
Academy
of
Wisconsin**

Table of Contents

Page	
4	Welcome
5	Mission Statement ALAW & Barron School District
6	School Contact Information
7	School Calendar
8	Roles & Responsibilities <ul style="list-style-type: none">Caretaker (Parent or Legal Guardian)Learning CoachStudentTeachers
9	How to Individualize Your Student's Education <ul style="list-style-type: none">Pacing & SchedulingPurchase General SuppliesDedicated Work SpaceComputer EquipmentMeet Your Teacher and Explore Your Virtual School
10	FAQ
11	Enrollment <ul style="list-style-type: none">5K AdmissionsFull-time EnrollmentBlended Enrollment
12	Transfers and Locations Changes, Summer School, Fees/Charges
13	School Age Parent, Admission of Expelled Students
13-14	Academic Progress and Performance <ul style="list-style-type: none">Report CardsWithdrawal from SchoolWithdrawal from Courses
14	Satisfactory Academic Progress
14-15	Services for Special Populations <ul style="list-style-type: none">Individuals with DisabilitiesEnrollment RequirementsIEP MeetingsRelated ServicesNew ReferralsGifted and Talented
16	Student Attendance Policy <ul style="list-style-type: none">Caretaker and Learning Coach Responsibilities for AttendanceRecording, Verifying and Changing Attendance Records
17	The School Day

- 17-18 Truancy
- 18-19 Scheduling
 - Required Courses
- 19 Guidance Services
- 19-21 Student Conduct
 - Dress Code
 - Inappropriate Language
 - Student Alcohol and Drug Abuse
- 21-22 Graduation
 - Early Graduation
 - Commencement Exercises
- 22 Standardized Testing
- 22-23 BYU Final Exam
- 23-24 Discipline Policy
- 24-25 Academic Integrity
- 25-26 Due Process for Parents
- 26-30 Restorative Justice System/Harrassment
 - Harassment of students, staff or visitors
- 30-32 Family Educational Rights and Privacy Act
- 32-34 Use and Care for Educational Materials
- 34 Technology

Welcome to the Advanced Learning Academy of Wisconsin (ALAW)

ALAW is designed for students and we strive to make learning engaging and pertinent while allowing for a level of flexibility that can meet the unique needs of many families.

Parents and guardians, your role in ALAW is unique. You will be a true partner in your student's education, and will have unprecedented access to your student's teachers and other school personnel. We believe forming a strong support system for every student results in the greatest level of educational success. Our dedicated staff and strong administration are committed to seeking the best learning opportunities for our students and results are plain to see.

As we continue to serve Wisconsin families, we are excited to see the needs of students being met and the continual growth of excellence in our educational environment.

The ALAW Student Handbook will familiarize students and parents with the policies and procedures at the Advanced Learning Academy of Wisconsin. It will address many of the most common questions and concerns families have.

Be sure to read this handbook thoroughly and familiarize yourself with its contents. If you have additional questions, please be sure to ask our teachers or administrative team. We are here to help and look forward to a great year together!



ADVANCED LEARNING ACADEMY

OF WISCONSIN

The mission of the Advanced Learning Academy of Wisconsin is to provide learning opportunities as unique as each child.



Barron Area School District Mission

The mission of the Barron Area School District is to ensure all students reach their dreams and make a positive impact on the world.

School Contact Information

Main Phone Number: 715-537-5627 Ext. 152

Mailing Address:

ALAW

Barron High School

1050 E. Woodland Ave.

Barron, WI 54812

ALAW Administration

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ALAW Governance Board of Education

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Members:

Ruth Anderson

Barron Area School District 2022-2023 Calendar

First Day of School	September 1, 2022
No School	September 5, 2022
Mid Semester	November 4, 2022
No School	November 21-25, 2022
No School	December 21-30, 2022
End of First Semester	January 27, 2023
No School	January 30, 2023
First Day of Second Semester	January 31, 2023
Mid Semester	March 24, 2023
Spring Break	April 3-7, 2023
Graduation Ceremony	May 26, 2023
No School	May 29, 2023
Last Day of School	June 2, 2023

ALAW Students follow this schedule throughout the year. If you are planning a family trip outside of already scheduled days off, please inform the ALAW office and your teachers.

Roles and Responsibilities

Caretaker (Parent or Legal Guardian): ALAW schools apply the term “Caretaker” to the student’s parent(s) and/or legal guardian(s) who enroll the student and satisfy the enrollment requirements. All Caretakers are automatically given “Learning Coach” (see below) roles so they are able to perform the Learning Coach duties.

Learning Coach: The Learning Coach is the adult who performs tasks such as recording attendance, facilitates communication with teacher(s) and other instructional staff, and is familiar with lessons and class requirements. ALAW does not allow Learning Coaches to plan instruction, diagnose learning needs, select curriculum, prescribe content delivery, or assess learning (including administration of grades). Some of these tasks a Learning Coach may be involved in, with direction from instructional staff. Others, such as administering grades, may only be completed by the teacher of record, a Wisconsin-certified instructor.

Even though Learning Coaches work very closely with their child(ren) in this educational model, it is necessary for the appropriate person(s) to be responsible for the appropriate task(s). All online coursework offered through ALAW is provided through the instruction and direction of a Wisconsin-certified instructor. It should not be dismissed that Learning Coaches of children receiving education outside of a traditional school setting play a significantly active and involved role in their children’s education. However, Learning Coaches remain in a support role, not as a primary instructor or teacher of record.

Student: The student’s role in ALAW is to learn to the best of his or her abilities. Students should expect to take age-appropriate individual responsibility for their own learning; applying themselves to their studies in a focused and serious manner; working hard; becoming engaged in the lessons and activities; asking questions; exploring their personal interests; improving areas of academic weaknesses; and capitalizing on strengths-and at all times completing their own work and upholding the principles of the ALAW Honor Code.

Teachers: Teachers should be the primary contact for Students and Learning Coaches, with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies, as needed, and to handle the following instructional questions:

- curriculum or materials
- the course scope and sequence
- testing, grading and progress reports
- help with a particular assessment or concept.

Teachers will provide feedback on the student’s performance to the Student & Learning Coach. Examples of this are notification of assessment grades, comments, and regular progress reports in addition to phone calls and online communication. Teachers will evaluate students in their corresponding subject area(s), prepare student progress reports, and make promotion or retention recommendations for students.

How to Individualize Your Student's Education

Students and Learning Coaches work closely with their teachers to personalize student programs, but families can also personalize their learning programs in several different ways.

Pacing and Scheduling

Subject to requirements that include, but are not limited to, the required days of attendance and/or hours of instruction required; the school allows students and their learning coaches to structure the school day to best meet the student's learning needs. This flexibility accommodates different learning styles and needs. However, the personalization of pacing a schedule must not impact the overall amount of work that is required of each student, which is determined exclusively by the course instructor.

Purchase General Supplies

Though some of the items you need for school are supplied by the School, you may need to purchase general school supplies such as pens and pencils, highlighters, note cards, file folders, calculators, notebooks, a ruler, art supplies, etc.

Dedicated Space

Place your "classroom" in a quiet area that is free of distractions. Create a filing system for portfolio assessments, student work and important papers. Create a showcase area to display your work. Review the calendar and post your daily routine.

Computer Equipment

Each student needs access to a computer and internet in order to effectively participate in virtual learning. ALAW can provide a laptop computer for its students to check out, upon request.

Meet Your Teacher and Explore Your Virtual School

Your teacher will contact you during the first week of school to make introductions and discuss a contact schedule for the school year. You will have a login page where you can navigate around and get to know the ins and outs of your virtual classes. Take time to explore these pages. So you have familiarity and a certain comfort level at the onset of the year.

Some classes will not open until you have completed your first orientation with your teacher.

The online learning process requires commitment on the learner's part. Staying up with your classes and completing all work in a timely manner is vital. Once a student gets behind, it is very difficult to catch up. Successful students need to want to participate in their classes and interact with their teachers to get the most out of their online experience.

Frequently Asked Questions (FAQ's)

How many hours per day should my student be working on his or her courses?

The amount of time a student needs to complete his or her coursework varies significantly, but **we do require planning for one hour of time per course per day.** Making a schedule of assignment due dates and sticking to that schedule is very important. If your student is struggling to keep up, contact his or her teachers or our Program Director so we can help with strategies or a change in course load.

When does the school year start and end?

School year start and end dates will correspond with Barron Area School District's schedule. Schedule included in Student Handbook, page 5.

Is Advanced Learning Academy of Wisconsin a non-profit organization or home schooling?

The Advanced Learning Academy of Wisconsin is a public charter school and has nonprofit status as a charter school through the Barron Area School District.

Will I need to purchase books or materials for courses?

Some textbooks are provided online and other textbooks are in print form. There may be an occasion where additional materials are needed and purchased by the family.

Are there opportunities to meet other Advanced Learning Academy of Wisconsin Families?

Yes. ALAW understands the importance of students and parents interacting with others in the program and in the community.

Will my child be required to take standardized tests, and where?

All students must complete STAR test. Students will have the same opportunity other Wisconsin students get to participate in standardized testing. Specific testing dates and times will be communicated with the parents and students well in advance of the testing periods. Testing will take place in the Barron High School or within the Barron School District.

Enrollment

ALAW adheres to all state requirements and statutes regarding enrollment. For more information regarding enrollment, visit the DPI website at <http://dpi.state.wi.us/>. ALAW will abide by all federal, state and local policies and guidelines. This includes compliance with the McKinney-Vento Act regarding homeless students.

Five-Year-Old Kindergarten (5K) Admissions

Any student enrolling in Kindergarten must be five (5) years old on or before September 1.

Enrolling Full-Time in ALAW

ALAW requires students to meet the following entrance criteria when applying for full-time online coursework:

- GPA of 2.5 or higher
- Dedicated parent/learning coach available to assist student at home
- Access to internet

BASD Students Taking ALAW Courses (Blended Enrollment)

Barron Area School District (BASD) students in grades K-12 are eligible to participate in an ALAW course(s) if they meet one of the following criteria:

- Student has exhausted all core course options
- Student is looking for specific elective course(s) that is/are not offered
- Student is seeking a resolution to scheduling conflicts
- Student is interested in a specific subject area
- Student needs enrichment or added rigor to his/her current schedule

All BASD students who are interested in taking an ALAW course will need to meet with their School Counselor and the ALAW Director to discuss blended schooling options and for final course approval.

All requests are subject for review and approval by school officials. BASD blended students will still be required to attend school for all classes they take in the traditional brick and mortar setting. Blended students will report to a designated place in their building for the time they are assigned an online course.

Transfers and Location Changes

If a student's family is moving within the School's service area, or the student is going to be away from home for more than three weeks, this is referred to as a "Location Change." In any Location Change, the student must continue with their learning activities and they must still comply with all state testing and other school requirements. The family must also confirm that the Location Change does not impact the student's eligibility to remain enrolled in the School. Therefore, prior to any Location Change, the caretaker must obtain approval from the ALAW Administration for the student to remain enrolled during the Location Change. If the student does not receive specific permission to remain enrolled, the student(s) may be immediately withdrawn from the school.

The three types of Location Change are described below.

1. Permanent change of residence within the school's service area. Example: The family purchases a new home during the school year. The student must still meet the school's eligibility requirement, and the Caretaker must also provide new proof of residency to the School within thirty (30) days.
2. Travel or relocation away from student's residence for more than three (3) weeks. Example: The family stays with a relative in another state for two (2) months.
3. Student learning regularly occurs in an alternate location but there is no change in the student's residence. Example: The student's Learning Coach is a neighbor, and the student regularly works at the Learning Coach's home.

Note: Laptops may move temporarily with the student, as long as the student remains actively enrolled in ALAW. If a student moves out of the ALAW program, all computer equipment must be returned to ALAW within 7 days.

Summer School

Will be reevaluated on a yearly basis.

Fees/Charges

The Board may establish student fees for certain activities, courses and services, which may require additional funding, including a user fee for athletic participation.

School Age Parent

Students shall have an equal opportunity to participate in student activities and programs without regard to pregnancy, marital or parental status.

In accordance with state law, ALAW shall make available to any school-age parent, program modifications and services that will enable the student to continue his/her education. School age parent includes any person under the age of 21 who is not a high school graduate and is a parent, an expectant parent or a person who has been pregnant within the preceding 120 days.

Students who qualify as school-age parents are deemed to be full-time if they carry 5.0 credits per year. Students who qualify as full time school-age parents should notify the ALAW Administration to set up a schedule to meet their needs and the needs of the school.

Admission of Expelled Students

ALAW accepts students who may have been expelled/suspended or withdrawn from their school on a case by case basis. To apply for enrollment an expelled/suspended or withdrawn student will need to complete the following:

- Open Enrollment Application (where applicable)
- Completed school application paperwork
- Letter of interest in attending ALAW may be requested

Students will also be required to provide the following:

- Expulsion hearing transcript (where applicable)
- Current high school transcript with GPA

Once all paperwork is received it will be reviewed by the Program Director and/or school board for approval.

Academic Progress and Performance

Report Cards and Progress Reports

A progress report will be emailed to the family email provided at the mid-quarter indicating the student's progress in the classes he/she is enrolled in. A report card is issued at the end of each semester.

Withdrawal from School

Students may withdraw from the School at any time during the school year. If a student or Learning Coach is experiencing a problem with a teacher, he or she should contact the Program Director to discuss the situation. Parents/Guardians should contact the Program Director via phone or email, regarding their intent to withdraw the student(s).

All school materials will need to be returned within 7 days of withdrawal to avoid penalties.

Withdrawal from courses

For grades 5-12, two weeks after a student is enrolled into a course, a No Grade Penalty Drop can be made for the following reasons:

- An error has been made on the student's schedule
- A change is needed to meet a graduation requirement

All class drops for reasons that are not included in the above list will result in the student receiving a grade of "F" for the semester in that course.

Satisfactory Academic Progress (SAP)

Due to the inherent challenge associated with online learning, in order to remain eligible for enrollment in the program students must maintain a minimum GPA of 2.0 per semester to stay in good academic standing. SAP will be evaluated at the end of each semester to determine correct placement and/or removal from the program and reassigned to their resident school district.

Services for Special Populations

Individuals with Disabilities Education Act (IDEA) Eligible Students

Special education services for eligible students enrolled in the Advanced Learning Academy of Wisconsin (ALAW) are provided in accordance with all state and federal laws. The Barron Area School District (BASD) will oversee the implementation of and on-going services that are required within a child's Individualized Education Program (IEP).

For more information, please contact ALAW at 715-537-5627 x 153, or the Barron Area School District Director of Pupil Services at 715-537-5612. The school is committed to serving students with disabilities (eligible for impairment and need for special education program services). Through a combination of appropriate certifications among our staff and private providers, ALAW meets the needs of learners with IEPs.

Enrollment Requirements

At the time of enrollment, the BASD (Barron Area School District) and ALAW will review each student's current IEP as submitted by the student's most recent school attended. All documents are reviewed by the special education case manager. Upon review, it will be determined if ALAW can fulfill the applicant's needed services as identified in the student's IEP through internal or contracted services. Once the school year has begun, the student's IEP team (composed of representatives from BASD, ALAW, the student's local school, and the parents) begins to schedule IEP meetings and arrange for services, as necessary. ALAW will have a licensed special education teacher/case manager to facilitate this process.

As a public school, ALAW shall comply with all of the requirements of the Individuals with Disabilities Act (IDEA). The school provides a Free Appropriate Public Education (FAPE) to eligible students with disabilities, including, but not limited to, identifying, evaluating, planning educational programs, and implementing placements in accordance with legislation.

During the School Year

At the beginning of the school year, the special education team ensures that the student's teachers have access to the student's IEP. The teachers are made aware of each student's learning needs and goals. With the assistance and facilitation of the special education teacher/case manager, teachers are provided specific guidance on how to make the necessary program accommodations for the student. They will also work closely with the parents (Learning Coaches) to further enhance the student's skill building.

Conducting Evaluation/IEP Meetings

The special education teacher/case manager plans for and schedules all annual IEP reviews and other IEP-related meetings (i.e. evaluation/eligibility meetings). The special education teacher/case manager contacts families and schedules mutually beneficial meeting times. Although typically held virtually, the IEP meetings occur in compliance with all state and federal laws. This remains the same for evaluations although some of them will be carried out in person (i.e. administration of specific diagnostic assessments).

Related Services

According to their IEPs, some students qualify to receive related services. Due to the virtual nature of the school, the services can either be provided 1) virtually, over the internet, via telephone, email, or with real-time conferencing software, or 2) in person with a local service provider. In either case, the IEP team ensures the service is provided in compliance with the IEP and all state and local laws. In cases where a local service provider is utilized, the team locates and secures the provider, and handles all contracting and financial issues.

New Referrals

Throughout the year, both teachers and Learning Coaches may detect that a student is having difficulties with learning and they may believe there could be a need for special education assistance. If this is suspected, the teacher will contact the ALAW Program Director for assistance. After some initial investigation, the ALAW Program Director consults with the special education teacher/case manager and the Director of Pupil Services. If there is a suspicion that the student may demonstrate an impairment and need for special education program services, a Special Education Referral will be initiated and communicated with the parent. This will begin the process of determining if the student is eligible for special education program services.

Gifted and Talented

Gifted students may be identified during a student's initial placement process or after the student has enrolled. Students are identified as gifted, based on their performance and state testing scores. Parent input is an important part of identifying and serving gifted students, and the school staff consults with parents when making course recommendations for gifted students. Gifted and talented programming is available to identify students in grades 3-12 in reading, literature study, math and science. It may also be available in other course areas. Gifted students receive a customized student plan that may have specific requirements.

Student Attendance Policy

ALAW and the State of Wisconsin recognize the benefit of flexibility that is associated with virtual schooling. Students in this virtual public charter school program have no physical classrooms but must still meet Wisconsin regulatory requirements for attending public schools, which is a minimum of 150 days of instruction per school year. Caretakers and students are jointly responsible for ensuring that students meet these attendance requirements. Although there is more flexibility in the ALAW program than in a traditional school, with regard to when instruction occurs, students are still expected to be present for synchronous or live lessons and other collaborative course meetings.

Caretaker and Learning Coach Responsibilities for Attendance

State law requires that parents or legal guardians (Caretakers) take responsibility for ensuring that their student(s) attends school. In some instances Caretakers or the designated Learning Coach will record attendance daily. All students must complete assigned lessons and submit specified assessments to their teachers. Students and/or their Caretakers and/or Learning Coaches must also participate in regular telephone, email messages, Web conferencing contacts (i.e., synchronous instructional sessions), or, if required, in-person contacts with a teacher

Recording, Verifying, and Changing Attendance Records

Attendance will be monitored using a combination of log in records, online Live Lesson attendance, response to contact and course progress. In some instances families may be responsible to monitor and record their own attendance. Failure to participate or respond to contact can be grounds for removal from ALAW and referral to the student's resident school district.

The School Day

The school day is not limited to certain hours for start and end time. Exceptions to this may include collaborative and synchronous meetings in specific course modules. Hours of instructional staff availability will be provided at the beginning of the school year and will be updated as needed.

Types of Absences Reasons for excused absences may include, but are not limited to, the following:

- Health problems—Students are unable to participate in school work, due to physical or mental health problems. If a student misses more than three (3) consecutive school days, the Learning Coach or Caretaker must send a written note or email message to the Program Director, documenting the health issue. The School may also require a doctor's note for absences of more than three consecutive days.
- Other excused absences—Examples of other reasons for excused absences include a family illness that requires the absence of the student, a death in the immediate family, religious holidays, family trips that can be taken only during the normal school calendar year (see the section below on extended absences), court appearances requiring the student's attendance, attendance at special events of educational value that have been approved by a teacher; and, other special circumstances that show good cause, have been approved in advance by the Program Director, and for which the family provides

appropriate documentation if required by the School. If a student misses school for an excused absence, the student is still responsible for completing all required lessons and assessments for the school term.

- Unexcused absences—Absences that are not approved by the School will be marked as unexcused. Students may be expelled for truancy if they have excessive unexcused absences. If a family is requesting an “excused absence” for any reason, the family may be required to submit a doctor’s note or other documentation that supports the request for an excused absence for the student.
- Extended Absences - If a Learning Coach is aware that a student is going to be unable to complete his or her learning activities for more than three (3) school days in a row, the Learning Coach should contact the Program Director as soon as possible to inform of the planned absence. Students will still be expected to complete all the required work by the course deadline.

Failure to Participate

Students may be considered truant (failure to participate) if they fail to meet legal attendance requirements, including reported attendance, required contact with teachers, submission of assessments, and documentation of lesson completion; and the school may institute truancy proceedings as defined by state law.

If a student fails to respond to communication from ALAW teachers, guidance counselor, and/or administration, or fails to make progress (tracked by the successful submission of graded assignments) in each course within:

- 5 school days: First letter of Failure to Progress will be sent and pre-truancy conference will be requested.
- 10 school days: Second letter of Failure to Progress will be sent and pre-truancy conference will be held.
- 15 school days: Third and final letter of Failure to Progress will be sent; student will be reassigned to their resident school district and referred to a truancy official at this time.

Virtual Bill 2007 Wisconsin Act 222 outlines procedures for both compulsory school attendance and for students who fail to participate. The act provides that the third time in a semester that a virtual charter school student fails to appropriately respond to a school assignment or directive from instructional staff within fifteen school days, the following may occur:

- The student may be withdrawn from his/her enrolled courses.
- Barron Area School District’s (BASD) Board of Education will be notified
- The ALAW governance board will be notified
- The BASD may transfer the student to the student’s resident school district. (Students who reside within the boundaries of the BASD may be transferred to another school within the District’s boundaries.)

State law requires every child between 6 and 18 years of age to be in school attendance unless he/she:

1. is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
2. has graduated;
3. has been authorized to attend an alternative educational program; or
4. has been excused by his/her parent/guardian prior to an absence in accordance with state law

It is the responsibility of any person having under his/her control such a child to ensure regular progression in their coursework until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the Program Director to determine whether the absence is acceptable (excused) or not acceptable (unexcused or truant).

Scheduling

All students will have the opportunity to meet with the Program Director to set up their classes and schedule for the school year.

Required Courses

Kindergarten: Required core courses for kindergarten are Language Arts and Math. Required encore courses are Physical Education, Music and Art.

First Grade: Required core courses for first Grade are Language Arts, Math, Social Studies and Science. Required encore courses are Physical Education, Music and Art.

Second Grade: Required core courses for second grade are Language Arts, Math, Social Studies and Science. Required encore courses are Physical Education, Music and Art.

Third Grade: Required core courses for third grade are Language Arts, Math, Social Studies and Science. Required encore courses are Physical Education, Music and Art.

Fourth Grade: Required core courses for fourth grade are Language Arts, Math, Science and Wisconsin History. Required encore courses are Physical Education, Music and Art.

Fifth Grade: Required core courses for fifth grade are Language Arts, Math, Social Studies and Science. Required encore courses are Physical Education, Music and Art.

Sixth Grade: Required core courses for sixth grade are Language Arts, Math, Social Studies and Science. Required encore courses are Physical Education, Music and Art.

Seventh Grade: Required core courses for seventh grade are Language Arts, Math, Social Studies and Science.

Eighth Grade: Required core courses for eighth grade are Language Arts, Math, Social Studies and Science.

Grades 9-12: Students are required to earn 23.5 credits before earning a diploma from the Advanced Learning Academy of Wisconsin. Students will need to successfully complete 4 credits of English (8 classes), .5 credits of Health (1 class), 3 credits of Science (6 classes), 3 credits of Social Studies, including a Government Class (6 classes), 3 credits of Math (6 classes), 1.5 credits of Physical Education (3 classes), and 8.5 credits of electives (17 classes).

Guidance Services The Advanced Learning Academy of Wisconsin offers Guidance Services to all students, including counseling - personal and/or career, scheduling of classes, graduate credit information and information on scholarships and awards.

Transfer students can typically earn credit and a letter grade if they are transferring from an accredited school. All college information regarding locations, offerings, financial aid, etc. are also available through the Student Services Office.

Student Conduct

All students are to conduct themselves in a manner that will bring honor to themselves, their parents and the school. Their conduct shall show respect for learning, for authority and for property. To establish an atmosphere conducive to learning, students are expected to present their best behavior at all times and to work with all school personnel in a respectful and cooperative manner both in the virtual setting and while physically present.

*Students are not allowed to be disrespectful to teachers or administration via email. If a disrespectful email (tone or wording) is reported to the ALAW Director, a meeting will be held with the parent/guardian, student, teacher and ALAW Director will be held. **Classes could be suspended until this meeting occurs.***

The students of the Advanced Learning Academy of Wisconsin have the following rights. They also have a responsibility to exercise these rights in a legal, cautious and wise manner. Failure to follow the policies as set down by the ALAW Governance Board by the students will result in one or more of the following actions:

Student Conference	Expulsion
Written Notice	Police Referral
Parental Conference	Suspension

Identify Oneself - Students have the right to attend school where all persons are known or will identify themselves; therefore, students must identify themselves when requested to do so by school personnel.

Right to an Education - Students have a right to an education; therefore, students are expected to complete schoolwork every day.

Threat of Physical Abuse or Harm - Students have the right to attend school without fear of physical abuse or harm (WIS Stat 947.01 & 940.19).

1. Students involved in assault or fighting at any time on school property or at a school sponsored event may be suspended from school or school activities and a parent conference may be initiated. Recurring or potentially dangerous abuse or harm to self or others may lead to expulsion.
2. Dangerous weapons are not allowed on school property (Board Policy 443.6). The ALAW board defines a dangerous weapon as firearms, knife, razor, karate stick, metal knuckles, chains or any other object which, by the manner in which it is used or intended to be used, or by its appearance as a dangerous weapon or facsimile, is capable of inflicting bodily harm and/or of being used to threaten, frighten or intimidate. Any person violating this policy shall be referred to law enforcement and will be subject to school discipline including suspension and/or expulsion.
3. Chains or other personal items which could cause injury are strictly prohibited.
4. Bomb threats (WI Stat. 947.015) - Any student who intentionally conveys or causes to be conveyed any threat or false information, knowing such information to be false, concerning an attempt to destroy property by means of explosives will be suspended or expelled from school and prosecuted under Wisconsin Statute 947.015.

Student's Dress and Appearance

The Advanced Learning Academy of Wisconsin expects its students to dress in attire that is proper to the setting of the school or school sponsored activity and in such a manner that will reflect good judgment and pride in themselves, their classmates, and their school. Manner of dress which presents a clear and present danger to the students of others' health and safety, causes an interference with work, or distracts from the learning environment will not be permitted. This includes students participating in virtual conferences, Live Lessons or other online enrichment activities. As a general rule, all styles of clothing designed to call undue attention to the wearer are not appropriate at school functions. ALAW adheres to the same dress code as the Barron Area School District.

Inappropriate Language or Gestures

Students have the right to be educated in an atmosphere free from inappropriate language or gestures. Students involved in inappropriate language or gesturing, either before, during or after the school activity, club or enrichment meeting, web-conference or other school sponsored event, will be dealt with according to Advanced Learning Academy of Wisconsin Discipline Policy.

Student Alcohol and Other Drug Abuse

No student, while on the school premises or while involved in any school related activity may use, possess, distribute, manufacture, sell or ingest within the body any quantity of drugs, inhalants or intoxicants (including alcohol). The possession, use, distribution, manufacturing or sale of any drug or look-alike drugs, the misuse of chemical or alcohol products and the possession of drug paraphernalia are also prohibited.

Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed and in the manner and amount prescribed.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures as well as referral to the appropriate law enforcement authorities. Choices which lead to drug and alcohol abuse will be dealt with along with the facts regarding legal, social, physical and psychological results arising from misuse and/or abuse.

Graduation

ALAW has adopted the graduation requirements set forth by the Wisconsin Department of Public Instruction. These are the requirements as set forth in 118.33(1)(a). Except as provided in par (d), a school board may not grant a high school diploma to any pupil unless the pupil has earned:

- In the high school credits required
 - 4 credits of English including writing composition
 - 3 credits of social studies including state and local government
 - 3 credits of mathematics
 - 3 credits of science
 - .5 credits of health
 - 1.5 credits of physical education.

- 118.33(1)(am) The state superintendent shall encourage school boards to require an additional 8.5 credits selected from any combination of vocational education, foreign languages, fine arts, and other courses.

As such, students must attain a minimum of 23.5 credits and pass their Civics exam to earn a ALAW diploma.

Early Graduation

Students wishing to complete coursework at an accelerated pace and graduate prior to a traditional senior year completion must complete the following:

- Discussion with Program Director and Parent

Credit for Coursework Completed in a Non-Standard School Program Students may request to receive credit for courses completed in previous educational settings, other than fully-accredited schools, including home school, non-accredited public, private, alternative or international schools.

Commencement Exercises

ALAW students have the opportunity to participate in a formal graduation ceremony held at Barron High School as noted in the School Calendar. ALAW will also provide each of its graduates with an authentic Advanced Learning Academy of Wisconsin diploma.

Standardized Testing

Public schools are required by state and federal law to administer state standardized tests to students in specific grades. It is MANDATORY for ALAW students to participate in STAR testing. Other standardized testing will be scheduled in the Barron High School - ALAW Lab. Program Director will notify families of tests and dates.

It is essential that student performance is regularly assessed. ALAW uses the several types of assessments to determine students' skill levels, to monitor academic progress, develop educational plans, and to develop a permanent school record.

Assessments within the Curriculum

As they progress through their courses, students will engage in many different types of formal and informal evaluations, quick checks, quizzes, tests, portfolio assignments, and unit exams. Student grades are based on a balanced combination of evaluations. *Students must complete all assignments in order to receive a grade for the class.*

Discipline Policy

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

1. Warning - Students who receive warnings from the School will have a conference (via phone or in person) with their parent/guardian(s) and the Program Director; and, the incident will be formally documented in writing and will become part of the student's permanent record. The student will not have a disruption in schooling and will not be removed from the class (the Learning Management System). Warnings are issued when a student demonstrates a breach of expected conduct, but not as serious as those listed under the suspension and/or expulsion categories in this handbook.

2. Probationary Status (Suspension) - When a student is on probation, he or she is temporarily removed from class or a school sponsored program or activity. The length of a suspension is determined by the Program Director (up to 10 days at a time). A suspension will be documented in writing and will become part of a student's permanent record.

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

- Cheating on tests or daily work: A student who knowingly participates in copying, using another's work, and representing it as his or her own (for example, students transmitting their work electronically for another student's use), or who provides other students with test answers, answer keys, or otherwise uses unauthorized materials in an assignment or assessment situation.
- Plagiarism: A student's use of another person's words, products, or ideas without proper acknowledgement of the original work with the intention of submitting it as his/her own. Plagiarism may deliberately occur (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the Internet, and getting family or friends to help with or complete coursework.
- Abusive conduct: A student who uses abusive language or engages in abusive conduct in the presence of others, either in person or electronically/virtually. Bullying: A student who repeatedly engages in negative actions against another student, in an attempt to exercise control over him or her. This can be in person or virtually.
- Harassment: A student who demonstrates verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school's programs that: 1) has the purpose or effect of creating an intimidating or hostile environment, 2) unreasonably interferes with an individual's educational performance, or 3) otherwise adversely affects an individual's educational opportunities.
- Vandalism: A Student who intentionally damages or destroys school property or records (physical or electronic). In these instances the school reserves the right to contact proper law enforcement agencies.

- Theft and robbery: A student who takes money or other property (physical or electronic) with the intent to deprive another person or the School of that property. The threat or the use of force or violence is considered a serious breach of conduct. In these instances, the School reserves the right to contact the proper law enforcement agency.
- Sexual harassment: A student who subjects another to any unwelcome sexual advances including verbal harassment, unwelcome or inappropriate touching, or suggestions, requests, or demands for sexual favors. This includes virtual sexual harassment such as; requesting or sending inappropriate photos online or requests for sexual favors online.
- Violation of acceptable use policy: Students who violate the acceptable use policy in one form or another are open to disciplinary action.
- Repeated violation of any disciplinary issues.

3. Expulsion - When a student is expelled, he or she is separated from the school for an extended period of time, or permanently, for disciplinary reasons. An expulsion will be documented in writing and will become part of a student's permanent record.

Violations that may lead to expulsion include, but are not limited to;

- Any behavior that indicates that a student is a serious threat to the safety of others, possession of firearms, dangerous weapons, bombs or explosives, criminal behavior, arson, under the influence, possession or sale of controlled substances or paraphernalia. For children, suspensions or expulsions that are designated as exceptional; follow all appropriate state and federal policies, regulations, and laws.

The School will not discipline students who are protected under Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities in Education Act (IDEA), or the American with Disabilities Act (ADA) unless the school complies with the requirements of those acts. Section 118.31, Stats., which prohibits corporal punishment of students, shall apply to the School. Sections 118.32 and 948.50, Stats., which prohibit a strip search of a student, shall also apply to the School.

Academic Integrity

ALAW expects and promotes ethical behavior from all members of the school. Honesty and integrity are valued in the school. Dishonest and unethical academic behavior will not be tolerated. Unethical academic behavior includes, but is not limited to the following activities:

Plagiarism: Plagiarism is the act of presenting the words, ideas, images, sounds or other creative expression of others as one's own. ALAW requires original work from all students and prohibits plagiarism in any form. Students are expected to properly cite the origin of work that is not their own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarism. It includes copying material from a book, copying and pasting information from the Internet, and enlisting family or friends to assist with coursework.

- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.

- Forging a signature to certify attendance, completion of a course assignment, or any other purpose.
- Copying materials; allowing another student to copy one's material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Completing assessments for another student or asking someone to complete an assessment for a student.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records.
- Committing any other violation that is intended to obtain credit for work that is not one's own. Being a part of any of the above activities is considered unethical and a violation of school rules.

The following consequences may be applied by staff and administration when a student is found to have plagiarized. Such decisions on disciplinary consequences will be made by administration, with input from key staff, as deemed essential and appropriate.

First Offense - The first time a student is determined to have plagiarized the work of other(s), the student will receive a warning. The student will be required to resubmit the question/assignment with original work. If a student chooses not to resubmit the work, the student will receive a zero for that question and/or assignment.

Second Offense - The second time a student is caught plagiarizing, he/she will be required to redo the question and/or assignment, but can only receive up to half-credit. If a student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Third Offense - The third time a student is caught plagiarizing, he/she will receive a zero for and will not have the opportunity to redo the question/assignment. Such repeated offenses of plagiarism, by a student, may result in a School Administrator's recommendation that the student be determined to be a repeat violator of school policy and a disruption of school discipline. Such recommendations may result in a determination to suspend or expel the student.

Due Process for Parents

The School is committed to ensuring parent satisfaction and takes its responsibilities for the provision of educational services to the student very seriously. Responsibilities include regularly contacting the family, delivering educational materials and equipment, and providing accessible support.

The School will also ensure that the family and student adhere to their responsibilities which are stated in the School Handbook and, when necessary, will discipline or suspend a student, refer invoices to collections, or take legal action against the family for a breach of the agreement or school policy as needed.

Parent Remedies

If a parent has concerns with the School's action or performance on any of the above defined school responsibilities or disciplinary actions, he or she has the following remedies available (depending on the severity of the issue):

Addressing Issues

For routine issues or for a first attempt at redress, contact the Administration Office at 715-537-5627 x.133.

Major Issues

For major issues and to address lack of resolution of the issues at the first level, parents should follow BASD's established Complaint Procedure, which can be found on the website (www.barron.k12.wi.us).

Where a parent feels that there has been discrimination on the basis of sex or on the basis of Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination on the basis of disability, allegations of sexual abuse or any other misconduct on the part of the School or its employees, then the parent must activate the grievance procedures in accordance with state law.

If charges are brought against a student for a breach of the honor code, which could result in a suspension of an additional ten (10) days or an expulsion, the due process procedures in the Discipline section of the handbook will be followed.

Restorative Justice System

Barron County has adopted a system of Restorative Justice and the Barron Area School District and Advanced Learning Academy of Wisconsin have endorsed the philosophy in its school. Restorative Justice gives victims and offenders an opportunity to remediate and heal through communication. Studies have shown that restorative justice practices have decreased recurrence and provided benefits to victims and offenders alike. ALAW endorses the use of Restorative Justice and encourages victims and offenders to use this process to resolve conflicts that may otherwise lead to punitive consequences.

Respect/Anti-Bullying Policy

Respect is the cornerstone of our relationships with each other. We are committed to respecting the dignity and worth of each individual at Barron Area School District; and strive never to degrade or diminish any member of our school community by our conduct or attitudes. We benefit from each other. Our diversity makes us strong.

Response to Harassment

Harassment of students, staff or visitors undermines the Schools commitment to respect and is not tolerated. Harassment is prohibited by state and federal law, as well as by school policy (see below).

What is harassment?

Wisconsin state law defines pupil harassment as any behavior toward pupils, based whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation; or physical, mental, or learning disability, which interferes with a pupil’s performance or creates an intimidating, hostile, or offensive school environment. (PI9.02(9) WI Admin. Code)

Harassment of students, staff or visitors is prohibited within the Barron Area School District

The Respect Policy acknowledges that harassment may occur at any time, or place, which affects students, staff and visitor’s emotional, physical, or mental well being.

Harassment could be any of the following behaviors directed toward an individual which creates a hostile environment. This could include interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment. The chart below provides examples of harassment:

<ul style="list-style-type: none"> • Name Calling • Making threats • Spreading rumors • Telling jokes • Making fun of someone • Gestures • Intimidation – Physical/Psychological • Hitting • Touching • Pranks or hazing • Vandalism or destruction of property • Unwanted pursuit of a relationship • Exclusion • Social Networking -Electronically / Personally • Gender • Race 	<ul style="list-style-type: none"> • Religion • National origin • Ancestry • Creed • Pregnancy • Marital Status • Parental Status • Sexual Orientation • Physical traits • Individual characteristics • Physical disability • Mental disability • Emotional disability • Learning disability • Random selection • Incident related • Social Economic Status • Health Condition
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Special note: The Respect Policy views hazing as a form of harassment. ALAW prohibits soliciting, encouraging, aiding, or engaging in hazing. “Hazing” means any intentional, knowing, or reckless act directed at individuals or groups for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team.

Special note: The Respect Policy views bullying as a form of harassment. ALAW prohibits bullying behaviors. Bullying is a series of negative and/or violent repetitive actions between

individuals or groups who are unequally matched either physically, verbally, or emotionally. Bullying may involve verbal, physical, and/or emotional behaviors.

How is harassment reported?

ALAW takes the issue of respect for all students, staff members and visitors very seriously. If an individual is the victim of harassment or prejudice, we want to respond immediately. We hope that all students will feel comfortable reporting problems to any teacher, or administrator; but we know that, in some situations, reporting harassment incidents can be difficult. Reports will be kept as confidential as possible.

A staff member receiving a complaint of harassment should provide a written report of the incident to the Program Director, using the "Barron Area School District Harassment Report" form. The report should include a specific statement of the behavior, including (if possible) time, date, and location. A copy of the report will be provided to the student / parent / guardian, reporting staff member and principal.

What corrective action might be taken?

The Program Director or someone assigned by the Program Director will investigate complaints of harassment. The person who has been accused of the harassment will be notified and allowed to respond to the complaint. The Restorative Practices process will be used for cases which need to be resolved and restored. Documentation on our student administration program will occur by the time involved staff members are investigating the issue.

Consequences by administration for confirmed harassment will be based on the severity of the offense and will increase with repeated offenses. Consequences may range from a verbal warning, to detention/suspension or, in severe cases, suspension with recommendation to the Board for possible expulsion. Complaints of harassment may also be referred to the police. Reports will remain confidential.

Confirmed acts of harassment by a student will be recorded in that student's behavior file. The record will include a description of the complaint and follow-up disciplinary action.

Corrective Action Plan

Restorative Practices

- Community Service

Discipline

- Verbal warning
- Suspension
- Expulsion
- Community Service

Parents/Guardians are an important part of the Barron Area School District Respect Policy and may be contacted if necessary.

State and Federal Laws, and Board Policy Prohibiting Harassment

Wisconsin's Pupil Nondiscrimination Law (118.13, Wis. Stats) prohibits discrimination against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability. Federal laws prohibit discrimination against students because of race, color, national origin, disability, or sex. Harassment is a form of discrimination.

Equal Educational Opportunities

ALAW does not discriminate against students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its educational program or activities.

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

Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

Non Discrimination Statement

ALAW is committed to a policy of educational and workplace equality. Accordingly, the program admits students and conducts all educational programs, activities, and employment practices without regard to ethnic group identification, race, national origin, color, ancestry, sexual orientation, religion, age, sex, physical or mental disability, or any other legally-protected classification. Any person having inquiries concerning the School's compliance with regulations implementing Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, or the Individuals with Disabilities Education Act is directed to contact the ALAW Administration. Schools are required to adopt and publish grievance procedures that provide for prompt and equitable resolution to complaints alleging to any action that would be prohibited by Title IX and Section 504.

Student Discrimination Complaint Procedures

If any person believes that any part of the school organization has failed to follow state student nondiscrimination law and regulations or the Board's equal educational opportunities policy, he/she may bring or send a complaint to the ALAW Administration Office at the following address: 1050 E. Woodland Avenue, Barron, WI 54812

The district encourages informal resolution of complaints; however the complainant may pursue formal resolution as follows:

1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator who shall send written acknowledgment of receipt of the complaint within 45 days.

2. A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
3. If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent
125 S. Webster Street
PO Box 7841
Madison, WI 53707.

Discrimination complaints on some of the above bases may also be filed with the federal government at: The Office for Civil Rights, US Department of Education, 300 S. Wacker Drive, 8th Floor, Chicago, IL 60606.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Virtual School Program Director
Advanced Learning Academy of Wisconsin
1050 Woodland Avenue
Barron, WI 54812
PH: (715) 537-5627

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

District Administrator Barron Area School District
100 W. River Avenue
Barron, WI 54812
PH: (715) 537-5612

USE AND CARE FOR EDUCATIONAL MATERIALS

Students have the right to use school property and equipment and to possess personal property free from damage and theft. Students should report any damage and/or theft of personal or school property to school officials and the police department. Any student who steals, defaces or misuses either the school's property or another student's property will be dealt with immediately. Appropriate authorities will be notified. Writing, drawing, painting, defacing, etc. school property will not be permitted. Students issued a laptop will be responsible for the laptop or other materials issued to them. If school materials become defaced and/or damaged, the student who has been issued the materials will be charged the cost of repair, cleaning or replacement the equipment.

The School provides each student with the temporary use and possession of various educational materials. The School may provide used textbooks and/or materials which shall be in useable condition.

Authorized Locations for School-Provided Materials

The only authorized location for any school-provided materials is the address to which the materials were shipped by the School. Any movement of materials to any other location must be specifically authorized by the School. Failure to obtain authorization may result in the repossession of, or invoicing for, the materials. Parents or legal guardians are responsible for providing the School with updated contact information (physical address, phone numbers, email addresses, etc.), providing any validation for that contact information as required by the School, and keeping the information updated on the Household Enrollment Form.

Ownership of School-Provided Materials

Unless ownership of any materials is officially transferred by the School, all school educational materials remain the property of the School and/or the School's vendor partners. Further restrictions to the use of school educational materials are as follows:

- The resale or attempted resale of any educational materials constitutes theft and may subject the seller to invoicing and/or legal action.
- Refusal to return any educational materials constitutes theft and may result in invoicing and/or legal action.
- Any attempt to copy, reproduce, republish, download, post, broadcast, transmit, make available to the public, or otherwise use the educational materials in any way except as specifically directed by the School is not permitted.
- The adaptation, alteration, or creation of a derivative work from any school material is not permitted. Any use of the School's material, except as specifically directed by the School, requires prior written permission from the School or the owner of the materials.

Returning School Educational Materials and Equipment

All school-provided non-consumable material such as textbooks, novels and all equipment must be returned to ALAW or to a location designated by ALAW for any of the following reasons:

- The school year has ended. Note: School laptops may be kept over the summer if the student will be returning to ALAW in the fall.

- The student is no longer enrolled in the School (for any reason).
- The student has an extended absence away from his or her residence as defined in the attendance section. The materials are being repossessed due to a violation of the Parent/Legal Guardian acknowledgment or of the policies outlined in this Handbook.
- The student has completed the related courses and is being assigned to new courses requiring different materials.
- The school is upgrading or replacing the equipment.
- The student has had an approved placement change for a course.

Except when materials were sent in error, or in cases of missing or damaged equipment, ALAW will contact the parent by phone or by mail to make arrangements for the return of equipment or materials. The parent has seven (7) days from the receipt of the return instructions to return all requested materials and/or equipment. Parents should NOT initiate a return shipment until they have been contacted by ALAW and provided with instructions. Families who arrange for return shipping on their own, prior to being contacted by ALAW will not be reimbursed for shipping costs.

Except in the case of repossession, ALAW is responsible for the cost of return shipping as long as the parent follows the return instructions and coordinates the return with ALAW. The parent is responsible for being at home during the required return period for a United Parcel Service (UPS) or Federal Express (FedEx) pickup or for transporting the equipment to an authorized UPS or FedEx center. The parent will be responsible for the shipping cost of any items that were forgotten in a return shipment and/or were not properly packed and returned. To find a local, authorized UPS or FedEx shipping outlet, refer to the following websites:

- [UPS: http://www.ups.com/using/services/locate/locate.html](http://www.ups.com/using/services/locate/locate.html)
- [FedEx: http://www.fedex.com/Dropoff/start?locale=en_US](http://www.fedex.com/Dropoff/start?locale=en_US)

In all cases, parents must maintain a copy of the UPS or FedEx return receipt. All nonconsumable materials shall be returned in the same condition as delivered with the exception of normal wear and tear. Parents will be responsible for, and may be invoiced for, any damage to the materials. If materials are not received by ALAW, and the UPS or FedEx receipt is not available, the parent or legal guardian will be responsible for the cost of replacing the missing material.

Parents shall be responsible for keeping all packing materials provided by ALAW and returning all equipment in. Parents will be invoiced for any damages resulting from improper packaging and/or shipping procedures. If materials and/or equipment are not received by ALAW and the UPS or FedEx receipt bearing a valid tracking ID is not available, the parent or legal guardian will be responsible for the cost of replacing any missing materials and/or equipment. The failure to complete a timely return of any equipment or materials upon request shall constitute a theft and may result in invoicing, referral to a collections agency, or legal action as provided in the Parent Due Process section.

Important: Any computer files that need to be kept by the family should be extracted and any CD/DVD materials must be removed from computers before they are returned to ALAW. Neither ALAW nor the school has any responsibility for returning any CD/DVD materials returned in the computer, nor to maintain or restore any files. ALAW equipment is not available for purchase.

TECHNICAL SUPPORT

If you have any questions or concerns with your technology, please contact the Program Director.

Technology

A virtual school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the Internet to communicate and share information.

Due to certain licensing restrictions, some of the additional software provided with the school computer may not be available for use on personal computers. Families with computers provided by ALAW may contact the Program Director if they have specific questions about the computer's software or hardware.

Use of ALAW Equipment and Installed Software

Technology provided by the School includes a laptop for students that they may check out, per student request. Students may also be provided with temporary use and possession of equipment and software provided by ALAW. All equipment and software provided to households shall at all times remain the property of ALAW.

Though ALAW may provide used equipment for student use, any equipment provided should be in good working condition and should function in accordance with the requirements of the School's educational program. Used equipment is supplied with only ALAW-authorized software installed. All computer hard drives are erased and reconfigured prior to being shipped to the next user. The only authorized location for any materials is the address to which the materials were shipped by ALAW. Any movement of materials to any other location within the state must be specifically authorized by ALAW, and stationary computer equipment (desktop computer and monitor) can never be taken out of the state. Laptops, where provided, may move temporarily with the student as long as the student has contacted ALAW Administration and has been approved for a location change, and the student remains actively enrolled in school.

Failure to obtain authorization can result in the repossession of, or invoicing for, the materials. Parents or legal guardians are responsible for providing the School with up-to-date contact information (address, phone numbers, e-mail addresses, etc.), and providing any validation for that contact information as required by the School.

Any equipment provided by ALAW is to be used only for school purposes, although limited access to personal e-mail using a personal ISP and web-based e-mail account is permitted. However, the use of Microsoft® Outlook®, Microsoft Outlook® Express, or any other e-mail program that is installed directly onto the computer ("unauthorized e-mail") is not permitted. The

use of unauthorized e-mail programs risks contaminating the ALAW computer with a virus, which could result in charges for repairs to the computer and additional penalties. Anyone using unauthorized e-mail programs will risk their permanent loss of any e-mail, if the ALAW computer has to be restored, reimaged, or returned for repair. ALAW will not be responsible for loss of any such e-mails.

Damage or Abuse.

Any abuse or intentional damage to Barron Area School District equipment or software will result in possible prosecution and termination of opportunities for use. Students will be responsible for the cost of computer repair, if damages occur:

REPAIR FEES	
Keyboard Replacement	\$ 40
Screen	\$ 50
DVD/CD Drive	\$ 30
Charging Block/Cord	\$ 30/\$ 10
Lost Battery	\$ 40
Hard Drive Replacement (if removed)	\$ 50
Total loss due to damage	\$500

Software: All software settings, default configurations, and administrative privileges will be maintained at the original settings unless a change is authorized by Technical Support and/or the Program Director.

ALAW equipment may contain software that permits remote access to the equipment, permits its use to be monitored, or enables it to be remotely shut down. Personal information is not collected or maintained by ALAW, and any access is only for the purpose of making repairs, verifying acceptable use, or disabling equipment.

Each software application provided by ALAW must be used in accordance with the license and/or use agreement that accompanies that software application. Breaking a license agreement is an illegal act and is punishable by law. Under no circumstances can parents/legal guardians/students redistribute any software provided to them by ALAW.

Modification of any equipment or software, without ALAW's consent, is strictly prohibited and may result in financial charges to the household for any required repairs. The Technical Support representatives must retain an administrative account on each computer. Under no circumstance will ALAW provide administrator rights over the system configuration. Users who refuse to provide passwords to ALAW, when requested, or who tamper with the administrative account access, may be required to return all ALAW computer equipment. Software installation may also be required when adding approved external hardware. Approved external hardware includes, but is not limited to, printers, keyboards, mice, and USB devices. When purchasing these external hardware devices, families may contact Technical Support representatives, who may assist with installation if staff resources are available. The maintenance of such additional

devices is the sole responsibility of the purchaser. In no case may any hardware be installed that requires the computer to be opened.

Educational software that is not provided by ALAW may be installed only if specifically authorized. The decision to permit the installation is solely determined by Technical Support. Parents or legal guardians will be responsible for the costs of any repairs required as a result of unauthorized software installation.

Use of Personal Equipment and Software

ALAW provides families with the necessary equipment and software needed for students and Learning Coaches to do their day-to-day schoolwork. Because of this, there is no technology hardship scholarship program that is available to families in this school. Families are not required to have additional personal access to equipment and software, but may use their own equipment and software if they meet the minimum requirements detailed in the general portion of the School Handbook.

Parents or legal guardians may use their own equipment and software, providing that they meet the minimum requirements that are detailed in this section. ALAW has no responsibility for providing any support for equipment or software that is not provided by ALAW. If parents or legal guardians do not have access to equipment and software that meets the minimum specifications, and if the School does not provide it, their student(s) may be eligible to apply for a hardship scholarship.

Using the minimum specifications, instead of the recommended specifications, especially in terms of Internet connectivity, may impede some of the supplementary resources available online, such as video streaming.