

Regular School Board Meeting
Wednesday, July 17, 2024, 6:30 PM
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476



– A G E N D A –

Upon request to the Executive Assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

This meeting is a meeting of the School Board in public for the purpose of conducting the School District’s business and is not be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

The live stream may be found at:

Webinar topic:

D.C. Everest School Board Meeting July 2024

Date and time:

Wednesday, July 17, 2024 6:30 PM | (UTC-05:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=maa7790bc347373be0da166d931d28f38>

Webinar number:

2490 831 1829

Webinar password:

BoardJuly2024 (26273586 when dialing from a phone or video system)

Join by phone

+1-415-655-0003 United States Toll

Access code: 249 083 11829

Meetings are recorded and will be available a day or two after the meeting
at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWl0od8g/videos>.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

A. Approval of Minutes

B. Recommended Employment/Resignations/Contract Adjustments

4

C. Treasurer's Report - General/Other Fund Bills

10

D. Balance Sheet

24

E. Budget Transfers

33

F. Budget Revisions

G. Grant Application(s)/Budget(s) Approval

H. Fundraising Requests

D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221

D.C. Everest, in partnership with the community, is committed to being an innovative educational leader
in developing knowledgeable, productive, caring, creative, responsible individuals
prepared to meet the challenges of an ever-changing global society.

I. Gift/Bequests	
J. Second Reading of po8452 Automated External Defibrillators (AED)	40
K. Bus Accident Report	
L. Start College Now Request from Senior High	42
VII. Reports/Considerations	
A. WASB Legislative Network Member	
B. CESA #9 Representative	
C. Superintendent	
1. New Assistant Superintendent Welcome	
2. Summer Learning	
3. Title IX Planning	
4. Leadership Retreat	
5. GTCC	
VIII. Unfinished Business	
A. Mission Moment: STEAM Road Show	43
B. Athletic Handbook	50
IX. New Business	
A. Seven Mindsets Overview and Check Presentation - Information Only	
B. Bullying/Harassment Report - Information Only	65
C. End of Year Data - Information Only	66
D. Academic Standards	71
E. Approval of School Handbooks	73
F. Annual Hearing Officers Resolution - po5610.01	239
G. Overnight /Out of State Trip List for 2024-2025 from Senior High	240
H. Set Date for Annual Meeting/Budget Hearing	241
I. Resolution to Authorize Spending Prior to Budget Adoption	242
J. Budget Update	243
K. Year End Transfers to Fund 46	244
L. Suspension of po0131.1 in Order to Adopt Title IX Policies by the August 1 Deadline	
M. Reading of Title IX Policies for Adoption	245
N. po0167.3 - Public Comment at Board Meetings	276
O. Ellen Needs a Count of Possible Attendees for State Convention, January 22-24, - Hotel Block Opens August 13.	
X. Petitions and Communications	
A. Thank You for Recognition of Retirement from R. Matthiae	278
B. Thank You for Memorial from J. Rice	279
XI. Future Meeting Dates	
A. GTCC Donor Open House	
July 23, 2024, at 4:00 p.m.	
6400 Alderson Street	
Weston, WI 54476	
School Board Candidate Interviews	
Wednesday, July 31, 2024, beginning at 5:00 p.m.	
D.C. Everest Administration Building	
6100 Alderson Street	
Weston, WI 54476	
D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221	
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GTCC Grand Opening
August 1, 2024, at 12:00 p.m.
6400 Alderson Street
Weston, WI 54476

Regular School Board Meeting
Wednesday, August 21, 2024, at 6:30 p.m.
6100 Alderson Street
Weston, WI 54476

Regular School Board Meeting
Wednesday, September 18, 2024, at 6:30 p.m.
6100 Alderson Street
Weston, WI 54476

XII. Adjourn

D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221

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Date: 7/17/24

Employment Report

Recommended Employment

Certified Staff

Name	Position/Building	FTE	Start
Nicole Mathews	Grade 3 Teacher/WE	1.00	August 12, 2024
Andrianna Leonhard	Grade 5 Teacher/EV	1.00	August 12, 2024

Support Staff

Name	Position/Building	FTE	Start
Austin Zurakowski	Supervisor/GTCC	1.00	July 12, 2024
Joshua Dippel	Lead Low Voltage Tech/District	1.00	July 15, 2024
Adrian Chavez	Specialist/District	1.00	July 22, 2024
Spencer Zweber	Housekeeper/MS	1.00	July 22, 2024
Mary Bradfish	Student Services Secretary/MS	0.83	July 26, 2024
Mikayla Prins	Educational Interpreter/WE	0.62	August 26, 2024

Students

Name	Position/Building	FTE	Start

Seasonal Staff/Temporary

Name	Position/Building	Start	End

Substitutes

Name	Position/Building	FTE	Start

Summer Learning

Name	Position	Start	End
Isabella Her	Hmong Enrichment Program Support Staff/WE	July 22, 2024	August 2, 2024
Kia Her	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024
Kaolee Lor-Her	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024
Mang Thao	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024

End of Employment

All Staff

Name	Position/Building	Reason	Effective Date
Luke Fitzsimmons	Math Teacher/JH	Resignation	June 18, 2024

Sara Pensinger	Occupational Therapist/JH, SH, WE, RI, & RO	Resignation	June 20, 2024
Paige Manderfield	Cook/JH	Resignation	June 28, 2024
Linda Barber	Member Services/GTCC	Resignation	June 27, 2024
Lilly Kue	Weight Room Supervisor/GTCC	Resignation	June 27, 2024
Suzette Hafner	Cook/MB	Resignation	June 30, 2024
Richard Wagner	Lead Low Voltage Tech/District	Resignation	July 5, 2024
Sidney Prechel	Weight Room Supervisor/GTCC	Did Not Start	July 7, 2024
Eric Wenninger	Spanish Teacher/SH	Resignation	July 8, 2024

Adjustments

Certified Staff

Name	Position From	Position To	Effective Date
Jack Stoskopf	Interim Assistant Superintendent of Operations	Administrative Consultant to Business Office	July 1, 2024
Ber Yang	Education Assistant/WE	School Social Worker/MB & RI	August 12, 2024
Colette Fritz	Server/SH .54 FTE	Server/SH .45 FTE	August 26, 2024
Steven Tobalsky	Cook/MS	Assistant Kitchen Coordinator/MS	August 26, 2024
Melanie Baca	3K Teacher/RO	3K Teacher/RO & SPED Assistant/WE	August 27, 2024

Support Staff

Name	Position From	Position To	Effective Date
Anthony Marcellino	Systems Support Technician/District	Information Systems Specialist/District	July 1, 2024
Nora Beppler	Recreation Coordinator/GTCC	Recreation Supervisor/GTCC	July 1, 2024
Meghan Meyer	Facility & Program Specialist/GTCC	Facility Scheduling Coordinator/GTCC	July 1, 2024
Jessica Mullaley	Family Programming and Concessions Coordinator/GTCC	Family Programming and Catering/GTCC	July 1, 2024
Amanda Rose	Assistant School Age/Camp Coordinator/GTCC	Adventure Care Supervisor	July 1, 2024
Weston Sinkula	21st Century Grant Site Coordinator/GTCC	21st Century Grant Site Coordinator & Assistant Summer Camp Coordinator/GTCC	July 1, 2024
Sara Pinsonneault	Main Office Secretary/SH	Community Outreach Coordinator/District	July 1, 2024
Jennifer Clark	Education Assistant/JH	Athletic Secretary/JH	July 1, 2024
Michelle Daley	K-12 Curriculum Support Secretary/SH .69 FTE	K-12 Curriculum Support Secretary/SH .71 FTE	July 1, 2024

Alicia Herrera	Administrative Assistant to Idea & Odyssey Elementary .79 FTE	Administrative Assistant to Idea & Odyssey Elementary .81 FTE	July 1, 2024
Andrea Lerch	Administrative Assistant to the Assistant Superintendent of Operations/Admin	Administrative Assistant to School Nutrition Dept/Admin	July 1, 2024
There are no co-curricular requests this month.			



Date: 7/17/24

Employment Report

Recommended Employment			
Certified Staff			
Name	Position/Building	FTE	Start
Nicole Mathews	Grade 3 Teacher/WE	1.00	August 12, 2024
Andrianna Leonhard	Grade 5 Teacher/EV	1.00	August 12, 2024
Sara Rohrer	Grade 3 Teacher/MB	1.00	August 12, 2024
Heidi Ernst	Teacher/WE	1.00	August 12, 2024
Support Staff			
Name	Position/Building	FTE	Start
Austin Zurakowski	Supervisor/GTCC	1.00	July 12, 2024
Joshua Dippel	Tech/District	1.00	July 15, 2024
Adrian Chavez	Specialist/District	1.00	July 22, 2024
Spencer Zweber	Housekeeper/MS	1.00	July 22, 2024
Mary Bradfish	Secretary/MS	0.83	July 26, 2024
Mikayla Prins	Interpreter/WE	0.62	August 26, 2024
Students			
Name	Position/Building	FTE	Start
Seasonal Staff/Temporary			
Name	Position/Building	Start	End
Substitutes			
Name	Position/Building	FTE	Start
Summer Learning			
Name	Position	Start	End
Isabella Her	Program Support Staff/WE	July 22, 2024	August 2, 2024
Kia Her	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024
Angel Lor	Program Support Staff/WE	July 22, 2024	August 2, 2024
Kaolee Lor-Her	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024
Mang Thao	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024
Nancy Xiong	Hmong Enrichment Program Teacher/WE	July 22, 2024	August 2, 2024
Sophina Yang	Program Support Staff/WE	July 22, 2024	August 2, 2024
End of Employment			

All Staff			
Name	Position/Building	Reason	Effective Date
Luke Fitzsimmons	Math Teacher/JH	Resignation	June 18, 2024
Sara Pensinger	Therapist/JH, SH, WE, RI, & RO	Resignation	June 20, 2024
Paige Manderfield	Cook/JH	Resignation	June 28, 2024
Linda Barber	Member Services/GTCC	Resignation	June 27, 2024
Lilly Kue	Supervisor/GTCC	Resignation	June 27, 2024
Suzette Hafner	Cook/MB	Resignation	June 30, 2024
Richard Wagner	Tech/District	Resignation	July 5, 2024
Sidney Prechel	Supervisor/GTCC	Did Not Start	July 7, 2024
Eric Wenninger	Spanish Teacher/SH	Resignation	July 8, 2024

Adjustments

Certified Staff			
Name	Position From	Position To	Effective Date
Jack Stoskopf	Interim Assistant Superintendent of Operations	Administrative Consultant to Business Office	July 1, 2024
Ber Yang	Education Assistant/WE	School Social Worker/MB & RI 1-Year Contract	August 12, 2024
Heather Schlagenhaft	School Social Worker/RO & EV 1-Year Contract	School Social Worker/RO & EV	August 12, 2024
Hailey Schwobe	Special Education Teacher/RO	Special Education Teacher/MB	August 12, 2024

Support Staff			
Name	Position From	Position To	Effective Date
Anthony Marcellino	Systems Support Technician/District	Information Systems Specialist/District	July 1, 2024
Nora Beppler	Recreation Coordinator/GTCC	Recreation Supervisor/GTCC	July 1, 2024
Meghan Meyer	Facility & Program Specialist/GTCC	Facility Scheduling Coordinator/GTCC	July 1, 2024
Jessica Mullaley	Concessions Coordinator/GTCC	Family Programming and Catering/GTCC	July 1, 2024
Amanda Rose	Age/Camp Coordinator/GTCC	Adventure Care Supervisor/GTCC	July 1, 2024
Weston Sinkula	21st Century Grant Site Coordinator/GTCC	21st Century Grant Site Coordinator & Assistant Summer Camp Coordinator/GTCC	July 1, 2024
Sara Pinsonneault	Main Office Secretary/SH	Community Outreach Coordinator/District	July 1, 2024
Jennifer Clark	Education Assistant/JH	Athletic Secretary/JH	July 1, 2024

Michelle Daley	K-12 Curriculum Support Secretary/SH .69 FTE	K-12 Curriculum Support Secretary/SH .71 FTE	July 1, 2024
Alicia Herrera	Administrative Assistant to Idea & Odyssey Elementary .79 FTE	Administrative Assistant to Idea & Odyssey Elementary .81 FTE	July 1, 2024
Andrea Lerch	the Assistant Superintendent of Operations/Admin	Administrative Assistant to School Nutrition Dept/Admin	July 1, 2024
Danelle Davidowski Drury	Lead Housekeeper/WE	Custodial Supervisor/District	July 22, 2024
Colette Fritz	Server/SH .54 FTE	Server/SH .45 FTE	August 26, 2024
Steven Tobalsky	Cook/MS	Assistant Kitchen Coordinator/MS	August 26, 2024
Melanie Baca	3K Teacher/RO	3K Teacher/RO & Special Education Assistant/WE	August 27, 2024
Lori Breitenfeldt	Special Education Assistant/HA .4 FTE	Special Education Assistant/HA .62 FTE	August 27, 2024
Alex Cappel	Guest Teacher/District & Substitute Assistant/District	Guest Teacher/District & Substitute Assistant/District	August 27, 2024
Turi Cebula	Education Assistant & Pathways Assistant/SH	Education Assistant/SH	August 27, 2024
There are no co-curricular requests this month.			

D.C. EVEREST AREA SCHOOL DISTRICT
6100 ALDERSON STREET, WESTON, WI 54476
TREASURER'S REPORT

JUNE 30, 2024

CASH BALANCE AS OF JUNE 11, 2024	(\$85,691.05)	
INVESTMENT ACCOUNT TRANSFERS		\$4,972,575.65
RECEIPTS CR#34701 - #34741	\$7,075,103.60	
CHECKS FOR APPROVAL: #235641 - #235741		\$2,348,565.01
ACH: #232403200 - #232403341		
<u>VOIDS:</u>		
235644, 234264	\$269.25	
CASH BALANCE AS OF JUNE 30, 2024		(\$331,458.86)

\$6,989,681.80	\$6,989,681.80
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**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
235641	BRIDGING BRIGHTER SMILES INC	PALLU001	6/14/2024	85.00
235642	DC EVEREST AREA SCHOOL DISTRICT	PC06052024	6/14/2024	245.00
235643	EAU CLAIRE MEMORIAL HS	EF05222024B	6/14/2024	20.00
235644	GREENHECK TURNER COMMUNITY CENTER	202324	6/14/2024	144.25
235645	LAMERS BUS LINES, INC.	61651	6/14/2024	783.00
235646	LAMERS BUS LINES, INC.	62625	6/14/2024	697.00
235647	SIGN HERE INTERPRETING LLC	DCE240608	6/14/2024	192.50
235647	SIGN HERE INTERPRETING LLC	DCE240607	6/14/2024	247.50
235647	SIGN HERE INTERPRETING LLC	DCE240605	6/14/2024	297.50
235648	SWITS LTD	II-8953	6/14/2024	121.00
235649	WASBO FOUNDATION, INC.	202481838	6/14/2024	275.00
235649	WASBO FOUNDATION, INC.	202482025	6/14/2024	275.00
235650	WI PUBLIC SERVICE	5049859134	6/14/2024	375.33
235650	WI PUBLIC SERVICE	5050397748	6/14/2024	433.08
235650	WI PUBLIC SERVICE	5049332613	6/14/2024	476.22
235650	WI PUBLIC SERVICE	5049312587	6/14/2024	603.30
235650	WI PUBLIC SERVICE	5050395845	6/14/2024	643.25
235650	WI PUBLIC SERVICE	5050335247	6/14/2024	1,232.35
235650	WI PUBLIC SERVICE	5048734405	6/14/2024	2,387.02
235650	WI PUBLIC SERVICE	5048734405	6/14/2024	17,695.37
235650	WI PUBLIC SERVICE	5048734405	6/14/2024	71,174.15
235651	A & A LOCK SERVICE	JUN.07.2024	6/14/2024	328.50
235651	A & A LOCK SERVICE	JUN.07.24	6/14/2024	432.00
235652	APG MEDIA OF WI-REGIONAL	JetApr'24	6/14/2024	577.00
235653	AWSA ASSOC WI SCHL ADM	36357	6/14/2024	179.00
235654	BACKGROUND INVESTIGATION BUREAU, LLC	INV-48946	6/14/2024	74.35
235654	BACKGROUND INVESTIGATION BUREAU, LLC	INV-48946	6/14/2024	164.50
235654	BACKGROUND INVESTIGATION BUREAU, LLC	INV-48945	6/14/2024	180.95
235654	BACKGROUND INVESTIGATION BUREAU, LLC	INV-48946	6/14/2024	477.05
235654	BACKGROUND INVESTIGATION BUREAU, LLC	INV-48945	6/14/2024	1,891.75
235655	BADGER POPCORN	515554	6/14/2024	1,251.85
235656	BENNETT HARDWOODS INC	18911	6/14/2024	612.00
235657	CALLTOWER	201984855	6/14/2024	707.72
235658	CDW GOVT IN EDUCATION	RR47568Q	6/14/2024	1,571.14
235659	CELLCOM - WAUSAU	329616	6/14/2024	1,182.95
235660	CHARTER COMMUNICATIONS, INC.	1.71371E+14	6/14/2024	979.18
235661	EVEREST METRO POLICE DEPT	JAN-APR 2024	6/14/2024	102,077.77
235662	FEL - CPS SCHOFIELD #1480	8473078	6/14/2024	4,868.87
235663	GLOWFORGE INC	IN-797893	6/14/2024	92.50
235664	GOLBACH, GABRIEL	Evergreen Scholarshp	6/14/2024	200.00
235665	GORDON FOOD SERVICE INC	2001294966	6/14/2024	(1,513.64)

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
235665	GORDON FOOD SERVICE INC	2001294089	6/14/2024	(761.82)
235665	GORDON FOOD SERVICE INC	2001294499	6/14/2024	(116.96)
235665	GORDON FOOD SERVICE INC	2001314916	6/14/2024	(44.36)
235665	GORDON FOOD SERVICE INC	9010303267	6/14/2024	692.05
235665	GORDON FOOD SERVICE INC	9009823333	6/14/2024	2,062.17
235665	GORDON FOOD SERVICE INC	9010534710	6/14/2024	3,935.26
235666	GREAT LAKES WEATHER SERVICE	52415	6/14/2024	68.00
235667	GROSSKLAUS, THOMAS	APPROCTOR MAY 20	6/14/2024	91.00
235668	HARTER'S FOX VALLEY DISPOSAL	742356	6/14/2024	5,919.54
235669	HOME INSULATION CO, INC	48201	6/14/2024	287.00
235670	IMAGINE LEARNING, LLC.	998474	6/14/2024	3,024.78
235671	INDIANHEAD GOLF AND RECREATION, INC.	12070	6/14/2024	1,700.00
235672	J & D TUBE BENDERS, INC.	507565	6/14/2024	800.00
235673	JOSTENS, INC.	42408545	6/14/2024	109.40
235673	JOSTENS, INC.	781886	6/14/2024	110.20
235674	KIELPINSKI, KELLY	45413	6/14/2024	217.08
235675	LAMERS BUS LINES, INC.	61525	6/14/2024	72.04
235675	LAMERS BUS LINES, INC.	59808	6/14/2024	106.78
235675	LAMERS BUS LINES, INC.	61537	6/14/2024	180.16
235675	LAMERS BUS LINES, INC.	61537	6/14/2024	180.17
235675	LAMERS BUS LINES, INC.	62489	6/14/2024	320.14
235675	LAMERS BUS LINES, INC.	61511	6/14/2024	1,216.48
235675	LAMERS BUS LINES, INC.	61517 #2	6/14/2024	1,424.22
235676	LAUGHNAN, NATASHIA	Aiyana Laughnan	6/14/2024	18.45
235677	MALBRIT MECHANICAL INC	186618	6/14/2024	100.00
235678	MARATHON CO HEALTH DEPT	INV06239	6/14/2024	29.00
235679	MCHS OCCUPATIONAL HEALTH	3764-25434	6/14/2024	90.00
235679	MCHS OCCUPATIONAL HEALTH	3764-25434	6/14/2024	201.70
235679	MCHS OCCUPATIONAL HEALTH	3764-25434	6/14/2024	360.00
235679	MCHS OCCUPATIONAL HEALTH	3764-25434	6/14/2024	990.00
235680	MIRON CONSTRUCTION CO INC	240120-0003	6/14/2024	7,816.86
235681	MMJV, LLC	W27658	6/14/2024	4,080.00
235682	MS GRAPHICS, LLC	2014-7673	6/14/2024	125.00
235682	MS GRAPHICS, LLC	groupfitjackets	6/14/2024	165.64
235682	MS GRAPHICS, LLC	2014-7648	6/14/2024	210.00
235682	MS GRAPHICS, LLC	2014-7681	6/14/2024	654.50
235683	NRG BUSINESS MARKETING	HS44278833	6/14/2024	5,448.30
235684	OLYMPUS GROUP	929080	6/14/2024	7,200.00
235685	ROGAN SHOES, INC.	4999-2024	6/14/2024	195.50
235686	SHADE TREE SOLUTIONS	STS-007878	6/14/2024	879.00
235687	SOMERVILLE ARCHITECTS	39639	6/14/2024	1,511.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
235687	SOMERVILLE ARCHITECTS	39640	6/14/2024	4,330.00
235688	TANNEWITZ, INC	81608	6/14/2024	11,600.00
235689	THAO, SALENA	MAY2024 CULTURE	6/14/2024	200.00
235690	UNDERGROUND SOUND & LIGHTING PRODUCT	1132	6/14/2024	2,500.00
235691	UNIV OF TX AT SAN ANTONIO	H5NJ4HYP6QC	6/14/2024	625.00
235692	VESTIS SERVICES LLC	MAY2024 CUST	6/14/2024	2,203.72
235693	WALSWORTH PUBLISHING CO INC	009293-DCE	6/14/2024	17,388.90
235694	KOHN LAW FIRM SC	06152024A	6/14/2024	199.18
235695	UNITED WAY OF MARATHON CNTY	20240614ADUWAY	6/14/2024	708.82
235696	KRUG BUS SERVICE, INC.	1399	6/21/2024	460.00
235697	UW STEVENS POINT-PLANETARIUM	92	6/21/2024	35.00
235698	WI BLACK BEAR EDUCATION CENTER	1	6/21/2024	175.00
235699	DEPT OF PUBLIC INSTRUCTION	255-0000061341	6/21/2024	1,500.00
235700	EQUIPMENT & ENGINE TRAINING COUNCIL	300004063	6/21/2024	125.00
235701	HOEHN'S HUDDLE LLC	45455	6/21/2024	630.92
235702	HUSNICK, JEREMY	JUN2024 ITEM	6/21/2024	35.31
235703	IMAGINE YOUR CAPACITY, COUNSEL & CONSUI	3101	6/21/2024	137.50
235704	IROW	314755	6/21/2024	54.00
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	366.77
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	382.36
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	525.36
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	582.94
235705	LAMERS BUS LINES, INC.	62721	6/21/2024	688.00
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	1,192.55
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	1,473.15
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	1,546.65
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	1,869.48
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	2,805.60
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	3,096.91
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	5,501.25
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	6,004.15
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	12,053.07
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	17,278.76
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	23,570.40
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	29,110.18
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	46,210.50
235705	LAMERS BUS LINES, INC.	62890	6/21/2024	244,525.47
235706	MACGILL MEDICAL AND SCHOOL NURSE SUPPL	IN0872482	6/21/2024	680.25
235706	MACGILL MEDICAL AND SCHOOL NURSE SUPPL	IN0872482	6/21/2024	680.30
235707	MCKEOUGH, HEATHER	MAYJUN2024 MILEAGE	6/21/2024	134.27
235708	SHADE TREE SOLUTIONS	STS-007878 A	6/21/2024	1,495.00

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235709	U.S. WATER, LLC.	178310	6/21/2024	169.00
235710	WI DEPT OF NATURAL RESOURCE	WU109901	6/21/2024	125.00
235711	KOHN LAW FIRM SC	06282024A	6/28/2024	141.63
235712	UNITED WAY OF MARATHON CNTY	20240628ADUWAY	6/28/2024	691.82
235713	YOUNG, AMY	SEP2023 ITEM	6/26/2024	125.00
235714	DC EVEREST SOCCER BOOSTERS	202401	6/28/2024	5,400.00
235715	DNR PROCESSING CENTER	WS5816CK	6/28/2024	43.25
235716	FEDEX, INC.	8-535-14084	6/28/2024	43.01
235717	MS GRAPHICS, LLC	2014-7711	6/28/2024	944.00
235718	US TREASURY	PCOR 2024	6/28/2024	376.68
235719	A & A LOCK SERVICE	JUN.14.2024	6/28/2024	51.00
235720	CDW GOVT IN EDUCATION	RV10918	6/28/2024	3,265.48
235721	DANIELS, CINDY	45444	6/28/2024	104.00
235722	DC EVEREST SENIOR HIGH SCHOOL	2024Tennis	6/28/2024	544.00
235723	ENTERPRISE RENT-A-CAR COMPANY OF WI, LLC 36123793		6/28/2024	290.60
235723	ENTERPRISE RENT-A-CAR COMPANY OF WI, LLC 36123793		6/28/2024	383.24
235724	GORDON FOOD SERVICE INC	2001353901	6/28/2024	(1,459.76)
235724	GORDON FOOD SERVICE INC	C228721437	6/28/2024	(1,401.67)
235724	GORDON FOOD SERVICE INC	2001345369	6/28/2024	(734.27)
235724	GORDON FOOD SERVICE INC	2001345679	6/28/2024	(219.17)
235724	GORDON FOOD SERVICE INC	2001370903	6/28/2024	(24.96)
235724	GORDON FOOD SERVICE INC	9011248950	6/28/2024	83.75
235724	GORDON FOOD SERVICE INC	9010781006	6/28/2024	117.25
235724	GORDON FOOD SERVICE INC	9011018278	6/28/2024	157.45
235724	GORDON FOOD SERVICE INC	9011018277	6/28/2024	177.55
235724	GORDON FOOD SERVICE INC	9010781011	6/28/2024	236.23
235724	GORDON FOOD SERVICE INC	9009736839	6/28/2024	326.88
235724	GORDON FOOD SERVICE INC	9011248956	6/28/2024	946.35
235724	GORDON FOOD SERVICE INC	9011248953	6/28/2024	1,143.50
235724	GORDON FOOD SERVICE INC	9009567464	6/28/2024	1,224.86
235724	GORDON FOOD SERVICE INC	9009736837	6/28/2024	1,626.93
235724	GORDON FOOD SERVICE INC	9009987149	6/28/2024	1,636.41
235724	GORDON FOOD SERVICE INC	9010781004	6/28/2024	3,206.73
235724	GORDON FOOD SERVICE INC	9011018274	6/28/2024	4,925.98
235724	GORDON FOOD SERVICE INC	9011248947	6/28/2024	7,362.62
235725	HANG, YIA	57221 55191	6/28/2024	17.40
235726	JAS CONSTRUCTION, LLC	4519	6/28/2024	42,000.00
235726	JAS CONSTRUCTION, LLC	4518	6/28/2024	43,923.00
235727	JOSTENS, INC.	N003284592	6/28/2024	46.20
235727	JOSTENS, INC.	N003284592	6/28/2024	660.00
235728	LAMERS BUS LINES, INC.	63343	6/28/2024	82.52

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235728	LAMERS BUS LINES, INC.	61906	6/28/2024	96.30
235728	LAMERS BUS LINES, INC.	61912	6/28/2024	106.78
235728	LAMERS BUS LINES, INC.	60538	6/28/2024	109.30
235728	LAMERS BUS LINES, INC.	60538	6/28/2024	109.31
235728	LAMERS BUS LINES, INC.	61907	6/28/2024	142.14
235728	LAMERS BUS LINES, INC.	61905	6/28/2024	159.82
235728	LAMERS BUS LINES, INC.	60544	6/28/2024	195.41
235728	LAMERS BUS LINES, INC.	61908	6/28/2024	218.26
235728	LAMERS BUS LINES, INC.	39119	6/28/2024	233.86
235728	LAMERS BUS LINES, INC.	60539	6/28/2024	238.46
235728	LAMERS BUS LINES, INC.	61910	6/28/2024	253.28
235728	LAMERS BUS LINES, INC.	61909	6/28/2024	330.66
235728	LAMERS BUS LINES, INC.	63038	6/28/2024	366.44
235728	LAMERS BUS LINES, INC.	60543	6/28/2024	392.18
235728	LAMERS BUS LINES, INC.	58643	6/28/2024	1,105.75
235728	LAMERS BUS LINES, INC.	60411	6/28/2024	1,725.00
235729	MARATHON CO HEALTH DEPT	INV06320	6/28/2024	29.00
235730	MARCO	36861949	6/28/2024	17,964.09
235731	METRO FIRE PROTECTION INC	863	6/28/2024	95.00
235732	MITCH KING & SONS GRAVEL	60964	6/28/2024	6,000.00
235733	MS GRAPHICS, LLC	2014-7660	6/28/2024	96.00
235733	MS GRAPHICS, LLC	2014-7650	6/28/2024	411.00
235733	MS GRAPHICS, LLC	2014-7660	6/28/2024	592.50
235733	MS GRAPHICS, LLC	2014-7660	6/28/2024	6,688.20
235734	MUELLER, ERICA	45444	6/28/2024	104.00
235735	NAPA AUTO PARTS	DCE130&1103	6/28/2024	430.78
235736	PARTS TOWN, LLC.	502370070	6/28/2024	255.32
235737	SOMERVILLE ARCHITECTS	39668	6/28/2024	4,330.00
235738	THE CHILDREN'S HEALTH MARKET, INC.	60556	6/28/2024	3,289.00
235738	THE CHILDREN'S HEALTH MARKET, INC.	60555	6/28/2024	7,590.00
235739	TITO INC	15302-A	6/28/2024	26,091.00
235740	WAUSAU AWARDS AND ENGRAVING	45462	6/28/2024	14.00
235741	WORDEN ENTERPRISES LLC	8906	6/28/2024	7,412.24
235741	WORDEN ENTERPRISES LLC	8907	6/28/2024	21,761.73
232403200	ABBIEHL, DAREN	WOR06062024	6/14/2024	45.00
232403201	ACKLEY, MEGAN	PAT ON THE BACK Q4	6/14/2024	50.00
232403202	AMAZON CAPITAL SERVICES	1MMF-4967-179K	6/14/2024	(416.20)
232403202	AMAZON CAPITAL SERVICES	1M4N-LNLY-9CGG	6/14/2024	8.99
232403202	AMAZON CAPITAL SERVICES	16JQ-L97R-797Y	6/14/2024	11.99
232403202	AMAZON CAPITAL SERVICES	1LQW-LYWX-1KT9	6/14/2024	30.29
232403202	AMAZON CAPITAL SERVICES	16KK-HN37-D4VC	6/14/2024	57.59

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232403202	AMAZON CAPITAL SERVICES	1VP1-7L3N-3TXJ	6/14/2024	139.01
232403202	AMAZON CAPITAL SERVICES	1X7M-WLQH-MJVM	6/14/2024	139.40
232403202	AMAZON CAPITAL SERVICES	13TG-NN6Q-HQYM	6/14/2024	271.39
232403202	AMAZON CAPITAL SERVICES	1T1J-MWLD-3NXP	6/14/2024	319.24
232403202	AMAZON CAPITAL SERVICES	1X6H-9LFD-RQVL	6/14/2024	338.51
232403202	AMAZON CAPITAL SERVICES	1W9W-X11C-KJ19	6/14/2024	363.87
232403202	AMAZON CAPITAL SERVICES	1V1Q-7NKW-9THL	6/14/2024	1,559.65
232403203	AMERICAN WELDING & GAS INC	10135818	6/14/2024	73.25
232403203	AMERICAN WELDING & GAS INC	10135818	6/14/2024	78.40
232403204	ANDERSON, NICOLE	PAT ON THE BACK Q4	6/14/2024	50.00
232403205	ASCENSION WI EMP SOLUTONS	418497	6/14/2024	4,875.00
232403206	AUGUST WINTER & SONS INC	59167	6/14/2024	7,875.00
232403207	BECKER, LISA	PAT ON THE BACK Q4	6/14/2024	50.00
232403208	BOOM CHAKRA LAKRA	GTCC Group Fitness	6/14/2024	37.50
232403209	BRECKE, ROXANNE	MAY2024 MILEAGE	6/14/2024	155.71
232403210	BYCHINSKI, LORI	APPROCTOR MAY20	6/14/2024	91.00
232403211	CARLSON, JOSEPH	REF06062024	6/14/2024	5.40
232403211	CARLSON, JOSEPH	REF06062024	6/14/2024	70.00
232403212	CARRICO AQUATIC RESOURCES, INC	20243390	6/14/2024	437.58
232403212	CARRICO AQUATIC RESOURCES, INC	20243474	6/14/2024	523.59
232403213	CHECK, RENEE	PAT ON THE BACK Q4	6/14/2024	50.00
232403214	CLEVELAND, CARLY	JUNE2024 MILEAGE	6/14/2024	6.63
232403214	CLEVELAND, CARLY	MAY 2024 MILEAGE	6/14/2024	67.47
232403215	DAY, MARLA	APPROCTOR MAY20	6/14/2024	52.00
232403216	DEAF AND HARD OF HEARING EDUCATIONAL	2318	6/14/2024	1,700.00
232403216	DEAF AND HARD OF HEARING EDUCATIONAL	2318	6/14/2024	2,125.00
232403216	DEAF AND HARD OF HEARING EDUCATIONAL	2318	6/14/2024	4,250.00
232403217	EDENS, SARAH	MAY2024 MILEAGE	6/14/2024	241.67
232403218	FIKE, LEONARD	FEB2024 ITEM	6/14/2024	29.01
232403219	FIRST SUPPLY LLC	164430-00	6/14/2024	18.04
232403219	FIRST SUPPLY LLC	164520-00	6/14/2024	19.83
232403220	FOLLETT CONTENT SOLUTIONS, LLC.	353308F	6/14/2024	20.16
232403220	FOLLETT CONTENT SOLUTIONS, LLC.	384476F	6/14/2024	99.80
232403220	FOLLETT CONTENT SOLUTIONS, LLC.	370250F	6/14/2024	319.90
232403221	GLYNN, JOHN	MAY2024 MILEAGE	6/14/2024	26.80
232403222	GOETSCH, CHERYL	JAN-FEB2024 MILEAGE	6/14/2024	43.42
232403222	GOETSCH, CHERYL	MAR-MAY2024 MILEAGE	6/14/2024	80.00
232403222	GOETSCH, CHERYL	JAN2024 ITEM	6/14/2024	125.00
232403223	GOLBACH, JENNIFER	JUN2024 MILEAGE	6/14/2024	18.43
232403223	GOLBACH, JENNIFER	DEC-FEB2024 MILEAGE	6/14/2024	83.75
232403224	HARVANEK, ANGELA	JUN2024 ITEM	6/14/2024	23.11

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232403225	HOARD, MARCIA	APPROCTOR MAY20	6/14/2024	78.00
232403226	HOFFMAN, AARON	MAY2024 MILEAGE	6/14/2024	77.99
232403227	JAKUSZ, LISA	PAT ON THE BACK Q4	6/14/2024	50.00
232403228	JEHN, KALLY	MAY2024 MILEAGE	6/14/2024	16.42
232403229	KLEENMARK SERVICES CORP	95896	6/14/2024	9,034.96
232403230	KRAUS, ANDREW	PAT ON THE BACK Q4	6/14/2024	50.00
232403231	LERCH, ANDREA	MAY2024 MILEAGEa	6/14/2024	15.68
232403231	LERCH, ANDREA	MAY2024 MILEAGE	6/14/2024	45.36
232403232	LICHTENWALD, ALLISON	Group Fitness	6/14/2024	16.50
232403233	LOR, TRUE	REF06062024	6/14/2024	5.40
232403233	LOR, TRUE	REF06062024	6/14/2024	70.00
232403234	LOW, ANDREW	APR2024 MILEAGE	6/14/2024	64.92
232403234	LOW, ANDREW	MAY2024 MILEAGE	6/14/2024	203.41
232403235	LOY, EMILY	MAY2024 MILEAGE	6/14/2024	119.80
232403236	LYON, KAELYN	MAY2024 MILEAGE	6/14/2024	232.16
232403237	MARA CTY SPEC ED	HV2023-2024	6/14/2024	2,045.14
232403237	MARA CTY SPEC ED	HV2023-2024	6/14/2024	13,757.58
232403238	MARATHON PEST CONTROL	57566	6/14/2024	35.00
232403239	MEFFERD, RIANA	MAY2024 MILEAGE	6/14/2024	13.67
232403240	MOUA, TOULY	REF06062024	6/14/2024	5.40
232403240	MOUA, TOULY	REF06062024	6/14/2024	80.00
232403241	NASSCO INC - CUSTODIAL	6430406	6/14/2024	496.20
232403241	NASSCO INC - CUSTODIAL	6432694	6/14/2024	2,592.42
232403241	NASSCO INC - CUSTODIAL	6434283	6/14/2024	8,031.93
232403242	NORTHERN VALLEY INDUSTRIES, INC.	131	6/14/2024	2,765.28
232403243	PAVLOVICH, JENNIFER	PAT ON THE BACK Q4	6/14/2024	100.00
232403244	PAXTON PATTERSON	PSI-0001065	6/14/2024	32.16
232403245	PGA, INC.	536837	6/14/2024	37,442.97
232403246	PISCA, SARAH	GTCC Group Fitness	6/14/2024	972.50
232403247	PITNEY BOWES RESERVE ACCOUNT	45444	6/14/2024	2,000.00
232403248	RAETHER, MICHAEL	MAYJUN2024 MILEAGE	6/14/2024	186.26
232403248	RAETHER, MICHAEL	MAY/JUN2024 CONF	6/14/2024	264.49
232403249	REIMANN, DAVID	MAY2024 MILEAGE	6/14/2024	102.38
232403250	REINDERS INC	6051296-00	6/14/2024	94.05
232403251	RESCH, SAVANAH	PAT ON THE BACK Q4	6/14/2024	50.00
232403252	ROTO-GRAPHIC PRINTING INC	1477-24	6/14/2024	1,200.00
232403253	SCHULT, MATTHEW	PAT ON THE BACK Q4	6/14/2024	50.00
232403254	SECURIAN FINANCIAL GROUP, INC.	45474	6/14/2024	891.20
232403254	SECURIAN FINANCIAL GROUP, INC.	45474	6/14/2024	3,711.85
232403254	SECURIAN FINANCIAL GROUP, INC.	45474	6/14/2024	8,476.52
232403254	SECURIAN FINANCIAL GROUP, INC.	45474	6/14/2024	8,676.30

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232403255	SECURITY HEALTH PLAN	45474	6/14/2024	863,400.57
232403256	SEEHAFER, DAWN	MAYJUN2024 ITEM	6/14/2024	147.12
232403257	SEELEY, CAITLIN	GTCC Group Fitness	6/14/2024	50.00
232403258	STACHOVAK, AMY	PAT ON THE BACK Q4	6/14/2024	50.00
232403259	STENGER, MOLLY	MAY2024 MILEAGE	6/14/2024	164.76
232403260	SUCKOW, ELLEN	JUN2024 MILEAGE	6/14/2024	128.64
232403261	SUN PRINTING LLC	147208	6/14/2024	156.50
232403262	THAO, YER	MAY2024 MILEAGE	6/14/2024	29.48
232403262	THAO, YER	PAT ON THE BACK Q4	6/14/2024	50.00
232403263	USIC RECEIVABLES, LLC	662137	6/14/2024	4,022.91
232403264	VIKING ELECTRIC SUPPLY	S008133543.001	6/14/2024	(477.03)
232403264	VIKING ELECTRIC SUPPLY	S008119124.002	6/14/2024	(290.24)
232403264	VIKING ELECTRIC SUPPLY	S008126128.002	6/14/2024	226.87
232403264	VIKING ELECTRIC SUPPLY	S008128120.001	6/14/2024	309.14
232403264	VIKING ELECTRIC SUPPLY	S008126128.001	6/14/2024	531.04
232403264	VIKING ELECTRIC SUPPLY	S008124155.002	6/14/2024	698.52
232403264	VIKING ELECTRIC SUPPLY	S008124155.001	6/14/2024	779.57
232403265	WALKER, EMILY	MAY2024 MILEAGE	6/14/2024	65.53
232403266	WAUSAU SCHOOL DISTRICT	DCE2023-2024	6/14/2024	12,522.83
232403267	WELLER, JULIE	JUNE2024 ITEM	6/14/2024	44.66
232403267	WELLER, JULIE	MAY2024 MILEAGE	6/14/2024	62.18
232403268	WELSH, SARA	MAY2024 MILEAGE	6/14/2024	150.02
232403269	XIONG, JONATHAN MENG	2024 CULTURE NIGHT	6/14/2024	120.00
232403270	DC EVEREST EDUCATION FOUNDATION, INC.	20240614ADGTCC	6/14/2024	568.77
232403271	AMAZON CAPITAL SERVICES	1DRH-G7NF-93V3	6/21/2024	4.98
232403271	AMAZON CAPITAL SERVICES	1TQG-QF3R-1KK9	6/21/2024	35.63
232403272	AMMON, CHRISTIAN	JUN2024 ITEMa	6/21/2024	22.16
232403272	AMMON, CHRISTIAN	JUN2024 ITEM	6/21/2024	26.28
232403273	CARRICO AQUATIC RESOURCES, INC	20243722	6/21/2024	435.70
232403273	CARRICO AQUATIC RESOURCES, INC	20242766	6/21/2024	666.00
232403274	DUNST, JAMIE	JUN2024 ITEM	6/21/2024	100.00
232403275	FIRST SUPPLY LLC	164666-00	6/21/2024	9.99
232403275	FIRST SUPPLY LLC	164574-00	6/21/2024	51.56
232403275	FIRST SUPPLY LLC	164663-00	6/21/2024	83.77
232403275	FIRST SUPPLY LLC	164574-01	6/21/2024	582.95
232403275	FIRST SUPPLY LLC	164579-00	6/21/2024	641.52
232403276	FOLLETT CONTENT SOLUTIONS, LLC.	403908	6/21/2024	2,697.40
232403277	FORE-FRONT MECHANICAL, INC.	11113	6/21/2024	15,427.00
232403278	G&O THERMAL SUPPLY COMPANY-MAIN HQ	7110838 00	6/21/2024	420.39
232403279	GLYNN, JOHN	MAY2024 MILEAGEa	6/21/2024	31.49
232403279	GLYNN, JOHN	MAY2024 ITEM	6/21/2024	86.36

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232403280	GRAINGER INC, WW	9149086622	6/21/2024	517.24
232403280	GRAINGER INC, WW	9149086614	6/21/2024	780.16
232403281	HEBEIN, HALEY	MAY2024 MILEAGE	6/21/2024	250.65
232403282	HEID MUSIC COMPANY, INC.-APPLETON	287956	6/21/2024	19,996.00
232403283	LINDELL, JEFF	MAY2024 MILEAGE	6/21/2024	109.34
232403284	MADISON NATL LIFE INS CO	45474	6/21/2024	6,754.86
232403284	MADISON NATL LIFE INS CO	45474	6/21/2024	11,490.38
232403285	MARA CTY SPEC ED	AUD 4-2324	6/21/2024	34,516.66
232403286	MOSINEE SCHOOL DISTRICT	MSD2324-18	6/21/2024	575.28
232403287	NASSCO INC - CUSTODIAL	6435100	6/21/2024	36.66
232403288	NORTHERN BATTERY	1.49024E+13	6/21/2024	207.96
232403289	PER MAR SECURITY SERVICES, INC.	3352592	6/21/2024	66.67
232403289	PER MAR SECURITY SERVICES, INC.	3352590	6/21/2024	192.00
232403290	SEPNAFSKI, BRITTANY	JUN2024 ITEM	6/21/2024	25.99
232403291	WEBER, IAN	MAY/JUN2024 ITEM	6/21/2024	134.38
232403292	WELSH, SARA	JUN2024 ITEM	6/21/2024	55.00
232403299	DC EVEREST EDUCATION FOUNDATION, INC.	20240628ADGTCC	6/28/2024	618.77
232403300	ABLE DISTRIBUTING CO INC	S020425628.001	6/28/2024	17.00
232403301	AMAZON CAPITAL SERVICES	1VY1-C1XY-1G94	6/28/2024	6.98
232403301	AMAZON CAPITAL SERVICES	1V3Y-YCY9-7LG6	6/28/2024	14.99
232403301	AMAZON CAPITAL SERVICES	1MF7-6WYP-1RMW	6/28/2024	46.66
232403301	AMAZON CAPITAL SERVICES	11RR-JVWN-7P6D	6/28/2024	52.44
232403301	AMAZON CAPITAL SERVICES	1Y9V-CCTX-P331	6/28/2024	235.62
232403301	AMAZON CAPITAL SERVICES	1P9D-3WGW-7Q7P	6/28/2024	346.43
232403301	AMAZON CAPITAL SERVICES	1D14-RDQN-MWNF	6/28/2024	463.99
232403302	BLUE EDGE ENERGY	5224	6/28/2024	580.43
232403303	BOOM CHAKRA LAKRA	GTCC Group Fit Febru	6/28/2024	25.00
232403304	BR BLEACHERS, INC.	22382	6/28/2024	16,464.00
232403305	BUDAI, ROBYN	JUNE2024 ITEM	6/28/2024	125.14
232403306	CESA 9, INC.	18901	6/28/2024	290.00
232403307	CUMMINGS, LONA	JUN2024 ITEM	6/28/2024	74.59
232403308	ENGBRETSON, AMY	JUN2024 CONF	6/28/2024	87.46
232403309	FIRST SUPPLY LLC	164910-00	6/28/2024	(641.52)
232403309	FIRST SUPPLY LLC	164996-00	6/28/2024	148.81
232403309	FIRST SUPPLY LLC	14225555-00	6/28/2024	576.72
232403310	FOLLETT CONTENT SOLUTIONS, LLC.	403908F	6/28/2024	241.31
232403311	FORMS SPECIALISTS INC	55049	6/28/2024	111.80
232403312	GRAINGER INC, WW	9153783890	6/28/2024	81.36
232403313	HARVANEK, ANGELA	JUNE2024 ITEM	6/28/2024	20.00
232403314	HOBART SALES AND SERVICE INC	ZB98555	6/28/2024	555.53
232403314	HOBART SALES AND SERVICE INC	ZB98482	6/28/2024	3,632.04

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
232403315	HORST DISTRIBUTING INC	108656-000	6/28/2024	47.30
232403315	HORST DISTRIBUTING INC	108636-000	6/28/2024	67.34
232403316	J.H. FINDORFF & SON, INC.	241107.0101	6/28/2024	11,586.00
232403317	KLEENMARK SERVICES CORP	96012	6/28/2024	3,574.82
232403318	KNUDSON SHEET METAL INC	90739	6/28/2024	2,780.00
232403319	KOEPKE, RICHARD	MARJUN2024 MILEAGE	6/28/2024	129.31
232403320	KOMPAN, INC.	INV124196	6/28/2024	18,510.60
232403320	KOMPAN, INC.	INV124194	6/28/2024	91,203.25
232403321	MACCO'S COMMERCIAL INTERIORS	MC016889	6/28/2024	1,259.50
232403321	MACCO'S COMMERCIAL INTERIORS	MC016886	6/28/2024	23,003.24
232403321	MACCO'S COMMERCIAL INTERIORS	MC016874	6/28/2024	27,545.46
232403321	MACCO'S COMMERCIAL INTERIORS	MC016875	6/28/2024	53,805.94
232403322	MARA CTY SPEC ED	PGS 03-2324	6/28/2024	520.26
232403323	MARATHON PEST CONTROL	57655	6/28/2024	43.00
232403323	MARATHON PEST CONTROL	57663	6/28/2024	45.00
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	27.49
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	129.80
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	241.58
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	287.39
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	348.87
232403324	MARCO TECHNOLOGIES LLC	INV12622501	6/28/2024	363.75
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	962.07
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	1,324.29
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	1,482.64
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	1,567.37
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	1,999.96
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	2,205.41
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	2,451.09
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	3,057.88
232403324	MARCO TECHNOLOGIES LLC	INV12619421	6/28/2024	4,550.44
232403324	MARCO TECHNOLOGIES LLC	INV12639792	6/28/2024	4,891.19
232403325	MAVO SYSTEMS, LLC	3043	6/28/2024	7,325.09
232403326	MCFARLANE, JASON	JUN2024 ITEM	6/28/2024	17.96
232403327	MID WISCONSIN BEVERAGE	2982288	6/28/2024	425.06
232403328	NASSCO INC - CUSTODIAL	6438870	6/28/2024	147.88
232403328	NASSCO INC - CUSTODIAL	6436690	6/28/2024	195.17
232403328	NASSCO INC - CUSTODIAL	6438963	6/28/2024	203.80
232403329	NORTHWAY COMMUNICATIONS INC	182961	6/28/2024	1,440.00
232403329	NORTHWAY COMMUNICATIONS INC	182961	6/28/2024	1,450.00
232403330	PAULSON, NICOLE	JUNE2024 ITEM	6/28/2024	153.69
232403331	RENNING LEWIS & LACY, S.C.	7327531	6/28/2024	589.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
232403331	RENNING LEWIS & LACY, S.C.	7327532	6/28/2024	1,178.00
232403332	ROCHESTER, TIMOTHY	JUN2024 ITEM	6/28/2024	9.96
232403333	SALZMAN, JAMIE	JUNE2024 ITEM	6/28/2024	89.51
232403334	SEPNAFSKI, BRITTANY	JUN2024 ITEMa	6/28/2024	45.92
232403335	SKYWARD INC	232724	6/28/2024	250.00
232403336	STUEBS, JACE	JUN2024 ITEM	6/28/2024	21.70
232403337	TORGERSON, WENDY	JUN2024 ITEM	6/28/2024	38.87
232403338	US OMNI & TSACG COMPLIANCE SERVICES	109496	6/28/2024	297.04
232403339	VIKING ELECTRIC SUPPLY	S008157787.002	6/28/2024	29.06
232403339	VIKING ELECTRIC SUPPLY	S008157787.001	6/28/2024	155.11
232403340	WEGGE, KAREN	MAYJUN2024 MILEAGE	6/28/2024	41.00
232403341	WILDE, ERIKA	JUN2024 ITEM	6/28/2024	149.51
				2,348,565.01

**DC EVEREST AREA SCHOOL DISTRICT
FUND 42 BOARD CHECK REGISTER
(6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4200047	SOMERVILLE ARCHITECTS	39637	6/27/2024	8,922.66
202300223	DC EVEREST FUND 42 46	JUNE 2024 STATEMENT	6/25/2024	18,568.73
232403293	AUDIO ARCHITECTS	80752	6/27/2024	107,880.78
232403294	DAKTRONICS INC	7093333	6/27/2024	27,717.00
232403295	NASSCO INC - CUSTODIAL	6433677	6/27/2024	25,710.00
232403296	TEAM SPORTING GOODS INC	AAG030610-AC08	6/27/2024	9,326.00
232403296	TEAM SPORTING GOODS INC	AAG030611-AC04	6/27/2024	10,434.00
232403296	TEAM SPORTING GOODS INC	AAG030612-AC04	6/27/2024	7,900.00
232403297	THE BOLDT COMPANY	103990-0018	6/27/2024	912,636.50
				1,129,095.67

**DC EVEREST AREA SCHOOL DISTRICT
 FUND 46 BOARD CHECK REGISTER
 (6/11/2024-6/30/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4600043	JAS CONSTRUCTION, LLC	4511	6/14/2024	17,870.00
4600044	SOMERVILLE ARCHITECTS	39638	6/14/2024	1,392.50
4600045	BASEMAN BROS INC	2024-0082	6/27/2024	204,421.00
4600046	TWEET/GAROT MECHANICAL INC	145937	6/27/2024	7,154.65
232403298	THE BOLDT COMPANY	103990-0018.	6/27/2024	72,889.00
				303,727.15

Account Level		Beginning	2023-24		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	-3,455,410.54	195,353,416.98	187,000,124.26	4,897,882.18
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	36,123,294.39	36,123,294.39	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	655.00	4,000.00	4,568.00	87.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	11,166,396.32	178,364,067.18	167,027,120.10	22,503,343.40
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	8.79	738.68	680.27	67.20
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	13,059,729.26	2,272,797.28	14,500,000.00	832,526.54
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,450,981.87	13,867,237.00	13,955,866.20	7,362,352.67
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	12,900.40	151,081.73	144,567.22	19,414.91
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	0.00	0.00	0.00	0.00
10 A 000 000 715420 000 000 000	GENERAL FUND/CE RECEIVABLE FROM CESA	7,819.03	0.00	7,819.03	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	200,460.99	128,642.21	200,460.99	128,642.21
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	174,628.55	0.00	174,628.55	0.00
10 A 000 000 716100 000 000 000	GENERAL FUND/IN INVENTORY	0.00	0.00	0.00	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	119,883.08	233,280.22	92,181.41	260,981.89
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-232,318.56	24,075,914.11	23,915,037.70	-71,442.15
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-48,751.14	1,377,579.73	1,382,014.59	-53,186.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-208,974.80	5,885,979.62	5,904,420.53	-227,415.71
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	3,109,121.67	3,109,121.67	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-138,042.56	1,709,636.11	1,636,620.67	-65,027.12
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-928,544.73	6,446,666.37	6,268,822.03	-750,700.39
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 811631 000 000 000	GENERAL FUND/HE HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811632 000 000 000	GENERAL FUND/DE DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811633 000 000 000	GENERAL FUND/DI DISABILITY INS DEDUCTION	-12,941.86	151,656.10	153,031.48	-14,317.24
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-2,556.26	10,694.12	10,907.70	-2,769.84
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	-11,743.34	93,384.82	66,619.45	15,022.03
10 L 000 000 811636 000 000 000	GENERAL FUND/DE DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811637 000 000 000	GENERAL FUND/HE HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811638 000 000 000	GENERAL FUND/DE DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811639 000 000 000	GENERAL FUND/AD ADDITIONAL LIFE INSURANCE	-1,609.54	96,934.18	95,818.01	-493.37
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	17,641.50	17,641.50	0.00
10 L 000 000 811641 000 000 000	GENERAL FUND/OT OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10 L 000 000 811642 000 000 000	GENERAL FUND/EB EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10 L 000 000 811643 000 000 000	GENERAL FUND/HE HEALTH INS. - SELF PAY - COBRA	0.00	75,244.43	75,244.43	0.00
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	12,839.43	12,839.43	0.00
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-24,464.02	101,487.24	101,771.81	-24,748.59
10 L 000 000 811647 000 000 000	GENERAL FUND/LI LIMITED FLEX PLAN-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811648 000 000 000	GENERAL FUND/SU SUPPLEMENTAL LIFE INSURANCE	-4,869.77	41,860.47	42,194.86	-5,204.16
10 L 000 000 811650 000 000 000	GENERAL FUND/UN UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10 L 000 000 811652 000 000 000	GENERAL FUND/GR GREENHECK FIELDHOUSE MEMBERSHP	0.00	32.00	32.00	0.00
10 L 000 000 811654 000 000 000	GENERAL FUND/GT GREENHECK TURNER CTR DONATIONS	0.00	7,844.05	7,844.05	0.00
10 L 000 000 811655 000 000 000	GENERAL FUND/V V VISION PLAN (DELTA)	-446.54	48,267.45	47,694.42	126.49
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	5,954.48	81,520.91	80,463.74	7,011.65
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	80,128.50	80,128.50	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	927,199.09	927,199.09	0.00
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	0.00	0.00
10 L 000 000 811674 000 000 000	GENERAL FUND/RE RETIREE DENTAL	0.00	0.00	0.00	0.00
10 L 000 000 811675 000 000 000	GENERAL FUND/RE RETIREE LIFE	0.00	0.00	0.00	0.00
10 L 000 000 811697 000 000 000	GENERAL FUND/CH CHAMBER GIFT CERTIFICATES	0.00	11,785.00	11,785.00	0.00
10 L 000 000 811699 000 000 000	GENERAL FUND/MI MISCELLANEOUS DEDUCTION	0.00	63,863.44	63,863.44	0.00
10 L 000 000 811700 000 000 000	GENERAL FUND/IN INTEREST PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811810 000 000 000	GENERAL FUND/NE NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10 L 000 000 811815 000 000 000	GENERAL FUND/NE NET EFT PAYABLE	0.00	66,286,848.46	66,286,848.46	0.00
10 L 000 000 811820 000 000 000	GENERAL FUND/VO VOUCHERS PAYABLE	-3,416,666.02	3,424,666.02	3,720,632.73	-3,712,632.73
10 L 000 000 812000 000 000 000	GENERAL FUND/DU Due To Other Funds	-1,935,000.00	1,935,000.00	0.00	0.00
10 L 000 000 815100 000 000 000	GENERAL FUND/SE SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10 L 000 000 815110 000 000 000	GENERAL FUND/DI SF DENTAL PREMIUMS - DISTRICT	0.00	67,867.17	67,867.17	0.00
10 L 000 000 815120 000 000 000	GENERAL FUND/EM SF DENTAL PREMIUMS - EMPLOYEE	0.00	0.00	0.00	0.00
10 L 000 000 815901 000 000 000	GENERAL FUND/OP OPEB 73	0.00	645,105.81	645,105.81	0.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DE DEFERRED REVENUES	0.00	0.00	0.00	0.00
10 L 000 000 816200 000 000 000	GENERAL FUND/DE DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00

		Account Level		Beginning	2023-24		2023-24	Ending
Fd T Loc	Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
10 L 000 000	816903 000 000 000	GENERAL FUND/DE	DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00	
10 L 000 000	816905 000 000 000	GENERAL FUND/DE	DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00	
10 L 000 000	816909 000 000 000	GENERAL FUND/DE	DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00	
10 L 000 000	816910 000 000 000	GENERAL FUND/DE	DEF. REV. - IN TECH	0.00	0.00	0.00	0.00	
10 L 000 000	816999 000 000 000	GENERAL FUND/OT	DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00	
10 L 000 000	817100 000 000 000	GENERAL FUND/HE	HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00	
10 L 000 000	817101 000 000 000	GENERAL FUND/SE	HEALTH INS. PREMIUM PAYABLE	-1,168,865.81	10,819,357.89	10,743,558.24	-1,093,066.16	
10 L 000 000	817150 000 000 000	GENERAL FUND/HR	HRA PAYABLE	0.00	0.00	0.00	0.00	
10 L 000 000	817200 000 000 000	GENERAL FUND/DE	DENTAL-CLAIMS PAYABLE	-179,954.02	1,125,819.70	1,125,171.28	-179,305.60	
10 L 000 000	819107 000 000 000	GENERAL FUND/CO	CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00	
10 L 000 000	842300 000 000 000	GENERAL FUND/LO	LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00	
10 L 000 000	842350 000 000 000	GENERAL FUND/38	38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00	
10 Q 000 000	000000 000 000 000	GENERAL FUND/N/		0.00	0.00	0.00	0.00	
10 Q 000 000	911000 000 000 000	GENERAL FUND/FI	FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00	
10 Q 000 000	912000 000 000 000	GENERAL FUND/FI	FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00	
10 Q 000 000	914000 000 000 000	GENERAL FUND/FI	FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00	
10 Q 000 000	916000 000 000 000	GENERAL FUND/FI	FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00	
10 Q 000 000	931000 000 000 000	GENERAL FUND/FU	FUND BALANCE-RESERVED	0.00	237,849,638.73	237,883,738.95	-34,100.22	
10 Q 000 000	931700 000 000 000	GENERAL FUND/FU	FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00	
10 Q 000 000	932000 000 000 000	GENERAL FUND/FU	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00	
10 Q 000 000	936110 000 000 000	GENERAL FUND/SE	FUND BALANCE - SELF INSURANCE	0.00	0.00	0.00	0.00	
10 Q 000 000	936120 000 000 000	GENERAL FUND/Co	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00	
10 Q 000 000	936130 000 000 000	GENERAL FUND/UN	UNSPENT COMMON SCHOOL LIBRARY	-23,907.88	1,180,813.90	1,190,673.40	-33,767.38	
10 Q 000 000	936320 000 000 000	GENERAL FUND/De	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00	
10 Q 000 000	936500 000 000 000	GENERAL FUND/Fo	FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00	
10 Q 000 000	936900 000 000 000	GENERAL FUND/FD	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00	
10 Q 000 000	938900 000 000 000	GENERAL FUND/As	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
10 Q 000 000	939200 000 000 000	GENERAL FUND/CA	WORKING CAPITAL (CASH FLOW)	-20,404,350.38	346,612,417.51	355,967,348.64	-29,759,281.51	
10 Q 000 000	939900 000 000 000	GENERAL FUND/Un	UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
10 -	-----			0.00	1,140,873,371.20	1,140,873,371.20	0.00	

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Description	Beginning	2023-24		Ending
									Balance	FYTD Debits	FYTD Credits	Balance	
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	484,726.96	5,203,582.88	12,735,977.05	-7,047,667.21
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	11,436,248.15	11,436,248.15	0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI	INVESTMENTS	0.00	4,567,981.86	4,567,981.86	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI	ACCOUNTS RECEIVABLE	19,132.98	58,181.60	57,920.71	19,393.87
27	A	000	000	714100	000	000	000	SPECIAL EDUCATI	Due From Other Funds	0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATI	DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL EDUCATI	DUE FROM STATE GOVERNMENT	0.00	2,301.25	2,301.25	0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI	DUE FROM FED GOVERNMENT	505,625.34	1,114.39	505,625.34	1,114.39
27	L	000	000	000000	000	000	000	SPECIAL EDUCATI		0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATI	ACCOUNTS PAYABLE	-3,149.95	1,210,716.12	1,209,353.07	-1,786.90
27	L	000	000	811558	000	000	000	SPECIAL EDUCATI	AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATI	MEDICARE TAX	-9,898.77	9,898.77	11,431.18	-11,431.18
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI	SOCIAL SECURITY TAX	-42,324.50	42,324.50	48,878.18	-48,878.18
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI	RETIREMENT DEDUCTION	-47,187.95	47,187.95	55,155.65	-55,155.65
27	L	000	000	811628	000	000	000	SPECIAL EDUCATI	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATI	DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATI	DISABILITY INS DEDUCTION	-2,163.39	2,163.39	2,345.61	-2,345.61
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI	LIFE INS - EMPLOYER CONTRIBUTI	-1,191.59	1,191.71	1,345.15	-1,345.03
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI	NET EFT PAYABLE	0.00	15,086,434.58	15,086,434.58	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI	VOUCHERS PAYABLE	-693,944.20	693,944.20	799,354.56	-799,354.56
27	L	000	000	812000	000	000	000	SPECIAL EDUCATI	Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	813500	000	000	000	SPECIAL EDUCATI	DUE TO STATE GOVERNMENT	-5,128.00	5,128.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATI	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	815110	000	000	000	SPECIAL EDUCATI	S/F DENTAL PREMIUMS - DISTRICT	0.00	16,950.73	16,950.73	0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI	SECURITY PREMIUM PAYABLE	-187,546.20	187,546.20	206,991.48	-206,991.48
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI	HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI	DENTAL - CLAIMS PAYABLE	-16,950.73	16,950.73	17,586.97	-17,586.97
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATI		0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATI	FUND BALANCE - RESERVED	0.00	51,723,075.19	51,723,075.19	0.00
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATI	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATI	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATI	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATI	FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATI	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATI	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATI	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI	UNASSIGNED FUND BALANCE	0.00	65,777,898.83	57,605,864.32	8,172,034.51
27	-	---	---	-----	---	---	---			0.00	156,090,821.03	156,090,821.03	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
50 A 000 000 711000 000 000 000	FOOD SERVICE FU CASH	1,789,365.84	3,605,761.60	4,202,864.02	1,192,263.42
50 A 000 000 711100 000 000 000	FOOD SERVICE FU PAYROLL CLEARANCE ACCOUNT	0.00	1,802,709.61	1,802,709.61	0.00
50 A 000 000 711105 000 000 000	FOOD SERVICE FU A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
50 A 000 000 711200 000 000 000	FOOD SERVICE FU PETTY CASH	110.10	568.00	0.00	678.10
50 A 000 000 712000 000 000 000	FOOD SERVICE FU INVESTMENTS	0.00	1,914,551.18	1,914,551.18	0.00
50 A 000 000 712001 000 000 000	FOOD SERVICE FU FS INTERNET CASH ACCOUNT	0.39	1,189,877.84	1,189,878.09	0.14
50 A 000 000 713200 000 000 000	FOOD SERVICE FU ACCOUNTS RECEIVABLE	1,229.08	0.00	1,229.08	0.00
50 A 000 000 713300 000 000 000	FOOD SERVICE FU INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
50 A 000 000 714100 000 000 000	FOOD SERVICE FU Due From Other Funds	0.00	0.00	0.00	0.00
50 A 000 000 715500 000 000 000	FOOD SERVICE FU DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00
50 A 000 000 715600 000 000 000	FOOD SERVICE FU DUE FROM FEDERAL FUNDS	71,659.81	0.00	71,659.81	0.00
50 L 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 L 000 000 811200 000 000 000	FOOD SERVICE FU ACCOUNTS PAYABLE	-9,043.27	2,401,291.90	2,396,224.29	-3,975.66
50 L 000 000 811558 000 000 000	FOOD SERVICE FU AP STAPLES	0.00	0.00	0.00	0.00
50 L 000 000 811610 000 000 000	FOOD SERVICE FU MEDICARE TAX	-218.35	218.35	206.74	-206.74
50 L 000 000 811611 000 000 000	FOOD SERVICE FU SOCIAL SECURITY TAX	-933.63	933.63	883.60	-883.60
50 L 000 000 811620 000 000 000	FOOD SERVICE FU RETIREMENT DEDUCTION	-1,023.92	1,023.92	983.37	-983.37
50 L 000 000 811628 000 000 000	FOOD SERVICE FU HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
50 L 000 000 811630 000 000 000	FOOD SERVICE FU DENTAL PPO PLAN	0.00	0.00	0.00	0.00
50 L 000 000 811633 000 000 000	FOOD SERVICE FU DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00
50 L 000 000 811645 000 000 000	FOOD SERVICE FU LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
50 L 000 000 811815 000 000 000	FOOD SERVICE FU NET EFT PAYABLE	0.00	1,871,786.46	1,871,786.46	0.00
50 L 000 000 811820 000 000 000	FOOD SERVICE FU VOUCHERS PAYABLE	-15,058.00	15,058.00	14,250.99	-14,250.99
50 L 000 000 812000 000 000 000	FOOD SERVICE FU Due To Other Funds	0.00	0.00	0.00	0.00
50 L 000 000 815000 000 000 000	FOOD SERVICE FU DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00
50 L 000 000 815100 000 000 000	FOOD SERVICE FU SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
50 L 000 000 815300 000 000 000	FOOD SERVICE FU DUE TO STATE	0.00	0.00	0.00	0.00
50 L 000 000 815900 000 000 000	FOOD SERVICE FU Other Deposits Payable	-102,219.84	0.00	0.00	-102,219.84
50 L 000 000 817101 000 000 000	FOOD SERVICE FU SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817150 000 000 000	FOOD SERVICE FU HRA PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817200 000 000 000	FOOD SERVICE FU DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU FUND BALANCE - RESERVED	0.00	894,568.22	894,568.22	0.00
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU FOOD SERVICE FUND BALANCE	-1,733,868.21	5,937,840.01	5,274,393.26	-1,070,421.46
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00

Account Level										Beginning	2023-24	2023-24	Ending				
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
50	Q	000	000	939900	000	000	000	FOOD	SERVICE	FU			UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---							0.00	19,636,188.72	19,636,188.72	0.00

		Account Level		Beginning	2023-24		2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance		
80 A 000 000 711000 000 000 000		COMMUNITY SERVI CASH	114,246.69	2,024,794.59	2,106,718.42		32,322.86	
80 A 000 000 711001 000 000 000		COMMUNITY SERVI COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00		250.00	
80 A 000 000 711100 000 000 000		COMMUNITY SERVI PAYROLL CLEARANCE ACCOUNT	0.00	1,202,339.89	1,202,339.89		0.00	
80 A 000 000 711105 000 000 000		COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00		0.00	
80 A 000 000 711200 000 000 000		COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00		1,030.00	
80 A 000 000 711300 000 000 000		COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00		0.00	
80 A 000 000 712000 000 000 000		COMMUNITY SERVI INVESTMENTS	0.00	99,703.67	99,703.67		0.00	
80 A 000 000 712001 000 000 000		COMMUNITY SERVI ECOMMERCE - COMMUNITY SERVICE	0.00	133,375.36	116,183.83		17,191.53	
80 A 000 000 713100 000 000 000		COMMUNITY SERVI TAXES RECEIVABLE	0.00	450,000.00	450,000.00		0.00	
80 A 000 000 713200 000 000 000		COMMUNITY SERVI ACCOUNTS RECEIVABLE	169,377.12	3,781.50	169,377.12		3,781.50	
80 A 000 000 713205 000 000 000		COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	5,557.14	0.00	5,557.14		0.00	
80 A 000 000 714100 000 000 000		COMMUNITY SERVI Due From Other Funds	0.00	0.00	0.00		0.00	
80 A 000 000 715600 000 000 000		COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.00		0.00	
80 L 000 000 000000 000 000 000		COMMUNITY SERVI	0.00	0.00	0.00		0.00	
80 L 000 000 811200 000 000 000		COMMUNITY SERVI ACCOUNTS PAYABLE	-154,735.59	717,767.63	563,462.54		-430.50	
80 L 000 000 811225 000 000 000		COMMUNITY SERVI CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00		0.00	
80 L 000 000 811558 000 000 000		COMMUNITY SERVI AP STAPLES	0.00	0.00	0.00		0.00	
80 L 000 000 811610 000 000 000		COMMUNITY SERVI MEDICARE TAX	-525.82	525.82	537.25		-537.25	
80 L 000 000 811611 000 000 000		COMMUNITY SERVI SOCIAL SECURITY TAX	-2,248.34	2,248.34	2,297.33		-2,297.33	
80 L 000 000 811620 000 000 000		COMMUNITY SERVI RETIREMENT DEDUCTION	-657.93	657.93	1,096.80		-1,096.80	
80 L 000 000 811628 000 000 000		COMMUNITY SERVI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00		0.00	
80 L 000 000 811630 000 000 000		COMMUNITY SERVI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00		0.00	
80 L 000 000 811633 000 000 000		COMMUNITY SERVI DISABILITY INSURANCE	0.00	0.00	0.00		0.00	
80 L 000 000 811645 000 000 000		COMMUNITY SERVI LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00		0.00	
80 L 000 000 811815 000 000 000		COMMUNITY SERVI NET EFT PAYABLE	0.00	1,306,559.63	1,306,559.63		0.00	
80 L 000 000 811820 000 000 000		COMMUNITY SERVI VOUCHERS PAYABLE	-36,263.26	36,263.26	37,052.88		-37,052.88	
80 L 000 000 812000 000 000 000		COMMUNITY SERVI Due To Other Funds	0.00	0.00	0.00		0.00	
80 L 000 000 816000 000 000 000		COMMUNITY SERVI	0.00	0.00	0.00		0.00	
80 L 000 000 816900 000 000 000		COMMUNITY SERVI DEFER.REV.-SCHL.AGE CARE	0.00	0.00	0.00		0.00	
80 L 000 000 816901 000 000 000		COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-55,654.22	55,654.22	59,840.39		-59,840.39	
80 L 000 000 816902 000 000 000		COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	0.00	0.00	0.00		0.00	
80 L 000 000 816903 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	1,054.11		-1,054.11	
80 L 000 000 816904 000 000 000		COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00		0.00	
80 L 000 000 816905 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	-870.00	870.00	6,439.75		-6,439.75	
80 L 000 000 816906 000 000 000		COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00		0.00	
80 L 000 000 816907 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00		0.00	
80 L 000 000 816908 000 000 000		COMMUNITY SERVI DEF.REV.-GFH BUILDING RENTAL	-2,764.00	12,385.96	10,528.96		-907.00	
80 L 000 000 816909 000 000 000		COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-2,895.00	2,895.00	750.00		-750.00	
80 L 000 000 816911 000 000 000		COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	0.00	0.00	0.00		0.00	
80 L 000 000 816913 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	0.00	0.00	0.00		0.00	

Account Level		Beginning	2023-24		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 L 000 000 816915 000 000 000	COMMUNITY SERVI DEFFERED REVENUE - GTCC TURF	0.00	0.00	600.00	-600.00
80 L 000 000 816916 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - YOUTH HOCKE	0.00	0.00	160.00	-160.00
80 L 000 000 817101 000 000 000	COMMUNITY SERVI SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
80 L 000 000 817200 000 000 000	COMMUNITY SERVI DENTAL CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80 Q 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 Q 000 000 931000 000 000 000	COMMUNITY SERVI FUND BALANCE - RESERVED	0.00	1,864,756.84	1,864,756.84	0.00
80 Q 000 000 931896 000 000 000	COMMUNITY SERVI TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80 Q 000 000 932000 000 000 000	COMMUNITY SERVI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80 Q 000 000 936120 000 000 000	COMMUNITY SERVI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80 Q 000 000 936320 000 000 000	COMMUNITY SERVI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80 Q 000 000 936500 000 000 000	COMMUNITY SERVI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 936900 000 000 000	COMMUNITY SERVI FUND BALANCE-RESTRICTED OTHER	-15,546.49	3,814,314.65	3,779,799.74	18,968.42
80 Q 000 000 938900 000 000 000	COMMUNITY SERVI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 939200 000 000 000	COMMUNITY SERVI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
80 Q 000 000 939900 000 000 000	COMMUNITY SERVI UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 862 000 936900 000 120 000	COMMUNITY SERVI 3K PROGRAM EQUITY ACCOUNT	-18,300.30	55,975.02	53.02	37,621.70
80 - - - - -		0.00	11,784,869.31	11,784,869.31	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals		31,900,364.20	460,195,429.04	461,870,136.64	30,225,656.60
Grand Liability Totals		-9,704,390.94	152,478,522.32	150,330,842.04	-7,556,710.66
Grand Equity Totals		-22,195,973.26	715,711,298.90	716,184,271.58	-22,668,945.94
Grand Totals		0.00	1,328,385,250.26	1,328,385,250.26	0.00

Number of Accounts: 244

***** End of report *****

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00683	TRANSFER TO PAY FOR YEAR END EXPENSES FROM CO	2023-2024	06/25/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANSFER TO PAY FOR YEAR END EXPENSES FROM CORRECT ACCOUNT	10 E 400 440 136380 000	136 000	06/25/2024	0.00	170.37
2		TRANSFER TO PAY FOR YEAR END EXPENSES FROM CORRECT ACCOUNT	10 E 400 411 136380 000	136 000	06/25/2024	170.37	0.00
TOTALS						170.37	170.37

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00682	Tranfer to cover higher than anticipated cost	2023-2024	06/24/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tranfer to cover higher than anticipated cost of EC OT travel	27 E 809 342 218100 347	809 000	06/24/2024	630.00	0.00
2		Tranfer to cover higher than anticipated cost of EC OT travel	27 E 809 342 221300 347	809 000	06/24/2024	0.00	630.00
TOTALS						630.00	630.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00681	Tr to correct type of acct for Doebke Park sh	2023-2024	06/24/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		411 to 328	10 E 108 411 241000 000	241 000	06/24/2024	0.00	179.38
2		411 to 328	10 E 108 328 255400 000	241 000	06/24/2024	179.38	0.00
TOTALS						179.38	179.38

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00680	Transfer from general supplies to food accoun	2023-2024	06/21/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from general supplies to food account for concecssion stand	80 E 861 411 254300 000	300 000	06/21/2024	0.00	2,000.00
2		Transfer from general supplies to food account for concecssion stand	80 E 861 415 395000 000	640 000	06/21/2024	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00679	Funds for Boys Track Van Rentals for State Me	2023-2024	06/18/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds for Boys Track Van Rentals for State Meet	10 E 410 310 162000 000	160 000	06/18/2024	0.00	650.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00679	Funds for Boys Track Van Rentals for State Me	2023-2024	06/18/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		Funds for Boys Track Van Rentals for State Meet	10 E 410 341 256740 000 160 000		06/18/2024	650.00	0.00
TOTALS						650.00	650.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00678	cover expenses	2023-2024	06/18/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		cover expenses	10 E 809 411 219000 173 809 000		06/18/2024	0.00	2,000.00
2		cover expenses	10 E 809 415 219000 173 809 000		06/18/2024	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00677	cover expenses	2023-2024	06/17/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		cover expenses	10 E 809 310 264400 168 809 000		06/17/2024	460.00	0.00
2		cover expenses	10 E 809 355 219000 168 809 000		06/17/2024	0.00	460.00
TOTALS						460.00	460.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00676	Adding funds to two account to help cover EOY	2023-2024	06/14/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to Food -415 account	10 E 200 411 110000 000 241 000		06/14/2024	0.00	1,000.00
2		Funds in from Undif Cir. to cover expected Food -415 EOY expenses	10 E 200 415 221300 000 241 000		06/14/2024	1,000.00	0.00
3		Transfer to Pupil Travel account	10 E 200 411 110000 000 241 000		06/14/2024	0.00	1,000.00
4		Funds in from Undif Cir. to cover expected field trip/travel EOY expenses	10 E 200 341 256770 000 241 000		06/14/2024	1,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00675	TRANSFER TO PAY FOR EETC MEMBERSHIP FROM CORR	2023-2024	06/14/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANSFER TO PAY FOR EETC MEMBERSHIP FROM CORRECT ACCOUNT	10 E 809 420 136000 577 809 000		06/14/2024	0.00	125.00
2		TRANSFER TO PAY FOR EETC MEMBERSHIP FROM CORRECT ACCOUNT	10 E 809 940 136000 577 809 000		06/14/2024	125.00	0.00
TOTALS						125.00	125.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00674	Transfer to cover apparel purchase for summer	2023-2024	06/14/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover apparel purchase for summer soccer	80 E 860 310 393000 000 340 000		06/13/2024	0.00	2,972.42
2		Transfer to cover apparel purchase for summer soccer	80 E 860 420 393000 000 340 000		06/13/2024	2,972.42	0.00
3		Transfer to cover apparel purchase for summer soccer	80 E 860 411 393000 000 340 000		06/13/2024	0.00	577.53
4		Transfer to cover apparel purchase for summer soccer	80 E 860 420 393000 000 340 000		06/13/2024	577.53	0.00
TOTALS						3,549.95	3,549.95

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00673	Transfer to cover facility rental for partner	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover facility rental for partnership program	80 E 860 310 310000 000 320 000		06/13/2024	0.00	780.00
2		Transfer to cover facility rental for partnership program	80 E 860 328 393000 000 340 000		06/13/2024	780.00	0.00
TOTALS						780.00	780.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00672	Board Sympathy/Pat on Back Fund - 999	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		from food to sympathy/Pat on Back	10 E 811 415 231100 000 231 000		06/13/2024	0.00	500.00
2		sympathy/Pat on Back	10 E 811 999 231100 000 231 000		06/13/2024	500.00	0.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00671	Transfer to cover higher than anticipated cos	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of contracted orientation and mobility services	27 E 809 386 436000 341 809 000		06/12/2024	13,013.00	0.00
2		Transfer to cover higher than anticipated cost of contracted orientation and mobility services	27 E 809 371 436000 341 809 000		06/12/2024	0.00	13,013.00
TOTALS						13,013.00	13,013.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00670	Transfer to cover unexpected cost of SLP cove	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover unexpected cost of SLP coverage for maternity leave	27 E 809 386 216000 341 809 000		06/12/2024	10,000.00	0.00
2		Transfer to cover unexpected cost of SLP coverage for maternity leave	27 E 809 371 436000 341 809 000		06/12/2024	0.00	10,000.00
TOTALS						10,000.00	10,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00669	Transfer to cover higher than anticipated cos	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of mileage for OT and PT	27 E 809 342 221300 341 809 000		06/12/2024	0.00	419.00
2		Transfer to cover higher than anticipated cost of mileage for OT and PT	27 E 809 342 218100 341 809 000		06/12/2024	360.00	0.00
3		Transfer to cover higher than anticipated cost of mileage for OT and PT	27 E 809 342 218200 341 809 000		06/12/2024	59.00	0.00
TOTALS						419.00	419.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00668	Transfer to cover unexpected mileage cost for	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover unexpected mileage cost for assistant	27 E 809 342 221300 341 809 000		06/12/2024	0.00	27.00
2		Transfer to cover unexpected mileage cost for assistant	27 E 809 342 159100 341 809 000		06/12/2024	27.00	0.00
TOTALS						27.00	27.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00667	Fix error in account - transfer to cover incr	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Fix error - Transfer to cover increase in portion of wages assigned to flow-through (Aldrich) used incorrect account number with transfer #23-00666 (809 in location instead of 108)	27 E 809 100 158000 341 809 205		06/12/2024	0.00	19,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00667	Fix error in account - transfer to cover incr	2023-2024	06/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		Fix error - Transfer to cover increase in portion of wages assigned to flow-through (Aldrich) used incorrect account number with transfer #23-00666 (809 in location instead of 108)	27 E 108 100 158000 341 809 205		06/12/2024	19,200.00	0.00
3		Fix error - Transfer to cover increase in portion of benefits assigned to flow-through (Aldrich) used incorrect account number with transfer #23-00666 (809 in location instead of 108)	27 E 809 212 158000 341 809 205		06/12/2024	0.00	3,537.00
4		Fix error - Transfer to cover increase in portion of benefits assigned to flow-through (Aldrich) used incorrect account number with transfer #23-00666 (809 in location instead of 108)	27 E 108 212 158000 341 809 205		06/12/2024	3,537.00	0.00
5		Additional cost of benefits for AA - missed this amount in first transfer	27 E 809 371 436000 341 809 000		06/12/2024	0.00	529.00
6		Additional cost of benefits for AA - missed this amount in first transfer	27 E 108 212 158000 341 809 205		06/12/2024	529.00	0.00
TOTALS						23,266.00	23,266.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00666	Transfer to cover increase in portion of wage	2023-2024	06/12/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover increase in portion of wages/benefits assigned to flow-through (from 20% to 50% to cover cost of additional aide)	27 E 809 371 436000 341 809 000		06/12/2024	0.00	22,737.00
2		Transfer to cover increase in portion of wages assigned to flow-through	27 E 809 100 158000 341 809 205		06/12/2024	19,200.00	0.00
3		Transfer to cover increase in portion of benefitss assigned to flow-through	27 E 809 212 158000 341 809 205		06/12/2024	3,537.00	0.00
TOTALS						22,737.00	22,737.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
23-00665	Funds to cover last two bus bills of the year	2023-2024	06/12/2024	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Funds to cover last two bus bills of the year	10 E 410 342 162000 000 160 000		06/12/2024	0.00	64.63
2		Funds to cover last two bus bills of the year	10 E 410 341 256740 000 160 000		06/12/2024	64.63	0.00
3		Funds to cover last two bus bills of the year	10 E 410 440 162000 000 160 000		06/12/2024	0.00	580.63
4		Funds to cover last two bus bills of the year	10 E 410 341 256740 000 160 000		06/12/2024	580.63	0.00
5		Funds to cover last two bus bills of the year	10 E 410 310 162000 000 160 000		06/12/2024	0.00	800.00
6		Funds to cover last two bus bills of the year	10 E 410 341 256740 000 160 000		06/12/2024	800.00	0.00
TOTALS						1,445.26	1,445.26

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
23-00664	Transfer to cover higher than anticipated cos	2023-2024	06/12/2024	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to cover higher than anticipated cost of homebound wages and benefits	27 E 809 310 221300 341 809 000		06/12/2024	0.00	11,635.00
2		Transfer to cover higher than anticipated cost of homebound wages and benefits	27 E 809 100 156200 341 809 205		06/12/2024	10,497.00	0.00
3		Transfer to cover higher than anticipated cost of homebound wages and benefits	27 E 809 212 156200 341 809 205		06/12/2024	443.00	0.00
4		Transfer to cover higher than anticipated cost of homebound wages and benefits	27 E 809 222 156200 341 809 205		06/12/2024	695.00	0.00
TOTALS						11,635.00	11,635.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
23-00663	Transfer for Musical Instrument Year-End Purc	2023-2024	06/12/2024	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer for Musical Instrument Year-End Purchases	10 E 830 310 254490 000 251 000		06/12/2024	0.00	14,000.00
2		Transfer for Musical Instrument Year-End Purchases	10 E 830 561 251000 000 251 000		06/12/2024	14,000.00	0.00
TOTALS						14,000.00	14,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00662	Transfer to order supplies	2023-2024	06/12/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to order supplies	10 E 809 342 221300 395 809 000		06/12/2024	0.00	1,000.00
2		Transfer to order supplies	10 E 809 411 110000 395 809 000		06/12/2024	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00661	Transfer to pay for ipads- GTCC- Camp	2023-2024	06/11/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		GTCC- Jacque transfer to pay for ipads	80 E 862 440 391000 000 391 000		06/11/2024	0.00	1,450.00
2		GTCC- Jacque transfer to pay for ipads	80 E 862 413 391000 000 391 000		06/11/2024	1,450.00	0.00
TOTALS						1,450.00	1,450.00

***** End of report *****



Book	Policy Manual
Section	Second Reading by Board
Title	AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452
Status	Second Reading
Adopted	May 25, 2016
Last Revised	February 1, 2021

8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

AED defibrillators are public access devices to be used by district and non-district staff in the event of a cardiac emergency. The district owns multiple AED devices that are placed in all district facilities learning environments. The AED Coordination Team will work with individual building administrators to place the AED devices in public access locations within the school. The district will follow American Red Cross, American Heart Association, and/or another nationally recognized CPR/AED program to provide training. Training is open to all district staff and students. It is recommended that only persons trained in AED use should operate the AED during an emergency.

The AED Coordination Team will notify the nearest emergency medical services department of the following information: the type of AED; the location of the AED in the schools; the intended use of the AED and the owner of the AED.

The AED device performs periodic self-tests to ensure continual readiness. In addition to the self-checks, the supervisor of custodial services will issue a work order for custodial staff to check the AED device ~~two times a month at 2-week intervals when the building is operational. For district schools that are shut down for the summer, AED checks will be deferred until the custodians return in August.~~ monthly. Custodial staff will check each AED:

- A. Verify that the green check mark is displayed in the status window indicating the device is ready to use.
- B. Custodial staff will call the district nurse if a red "x" is displayed in the window indicating that the device failed the self-test and is not ready to use.
- C. The expiration date on the electrode pads.
- D. The electrode cables are connected to the AED device.
- E. The battery expiration date.
- F. The device works by turning the device on and off.
- G. ~~The Athletic Directors will maintain the portable AED devices used at athletics as outlined above.~~

AED Devices for Athletics

The Athletic Directors will maintain the portable AED devices used at athletic events as outlined above. In addition, portable AED devices will be placed at D.C. Everest athletic complexes from March to November. During pre-season athletic coaches' meetings, coaches will be reminded of the location of all portable AED devices.

~~The Athletic Director will maintain the portable AED devices used at athletics as outlined above.~~

~~Members of the AED Coordination Team will check all of the district AED devices each semester verifying the readiness state. The team will check:~~

- ~~A. The green check is visible indicating the device is ready to use~~
- ~~B. The expiration date on the electrode pads~~
- ~~C. That the electrode cables are connected to the AED device~~
- ~~D. The battery expiration date~~
- ~~E. That the device works by turning the device on and off~~
- ~~F. The Athletic Directors will maintain the portable AED devices used at athletics as outlined above.~~

~~Each school has access to the manufacturer's AED Plus Administrator's Guide, regarding the use of the AED device for a cardiac emergency.~~

~~After the use of an AED, the Director of Student Services will be notified. Members of the AED Coordination Team will review the incident and procedures followed to provide care. Neither the properly trained rescuer and/or district will be held civilly liable for their acts of omissions in rendering good faith emergency care to an adult individual who appears to be in cardiac arrest. ~~having no signs of life (no breathing, no chest movement, and/or no pulse.)~~~~

In accordance with Wisconsin Statute 118.076(3)(b), students in grades seven (7) to twelve (12) will be provided instruction about automated external defibrillators (see Policy 2413 - Health Education).

Revised 10/25/17

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Legal	118.076, Wis. Stats
	895.48, Wis. Stats.

Last Modified by Ellen Suckow on June 21, 2024



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Dr. Michael J. Raether, Principal
Mrs. Dallas R. Rennie, Assistant Principal
Mr. Luke V. Stachovak, Assistant Principal
Mr. Michael A. Krohn, Dean of Students
Mr. Michael W. Mathies, Athletic Director

July 9, 2024

Dr. Casey Nye, Superintendent
D.C. Everest Senior High School
6100 Alderson Street
Weston, WI 54476

Dear Dr. Nye:

I have received an application from the following high school student for the Start College Now Program at NTC for the first semester of the 2024-25 school year. These course selections meet the requirements for the Start College Now Program enrollment. I recommend these applications be approved and tuition be paid in full by the district.

Name	Course(s) Applied For	HS Credit
Student 1	Introduction to Printing, 10201112	.5
	Post-Press Operations, 10204181	.75
	Press Systems, 10204182	.75

I have received an application from the following student at the high school for the Start College Now Program enrollment at NTC for the first semester of the 2024-25 school year. Please be aware that these courses are comparable courses to what we offer at the high school; therefore, the student is required to pay full tuition for these courses.

Name	Course(s) Applied For	HS Credit
Student 1	Computer Page Layout, 10204123	.5
	Photoshop/Image Manipulation, 10204126	.5

Sincerely,

Michael J. Raether, Principal

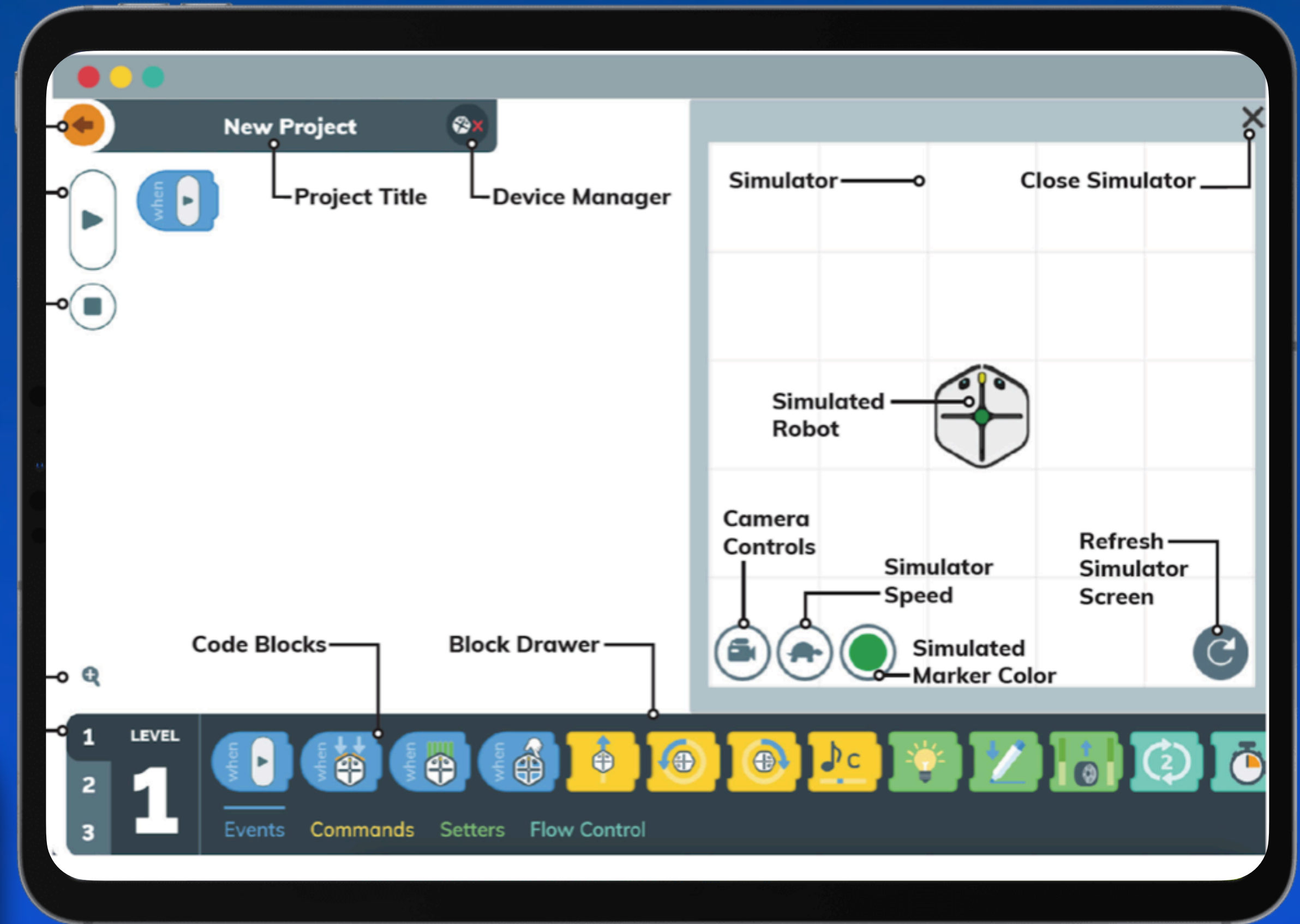
STEM FAIM

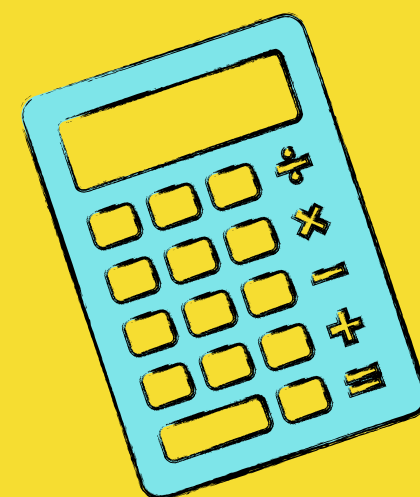
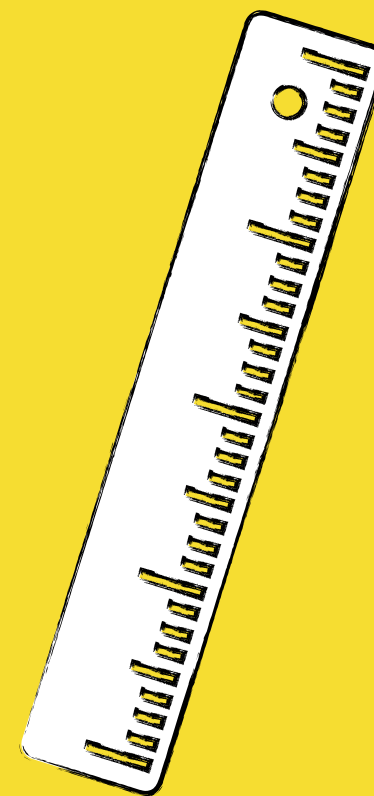
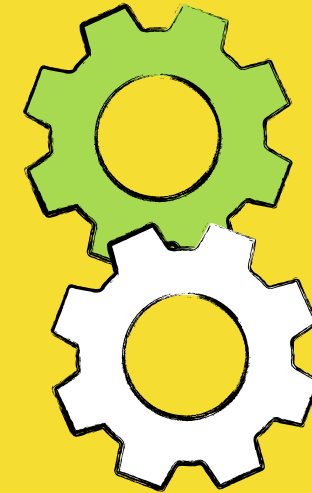
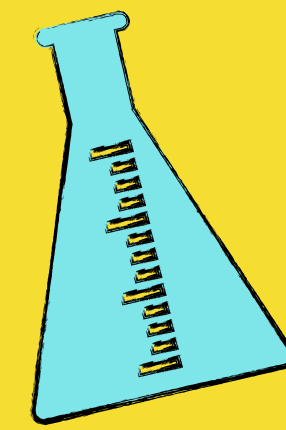


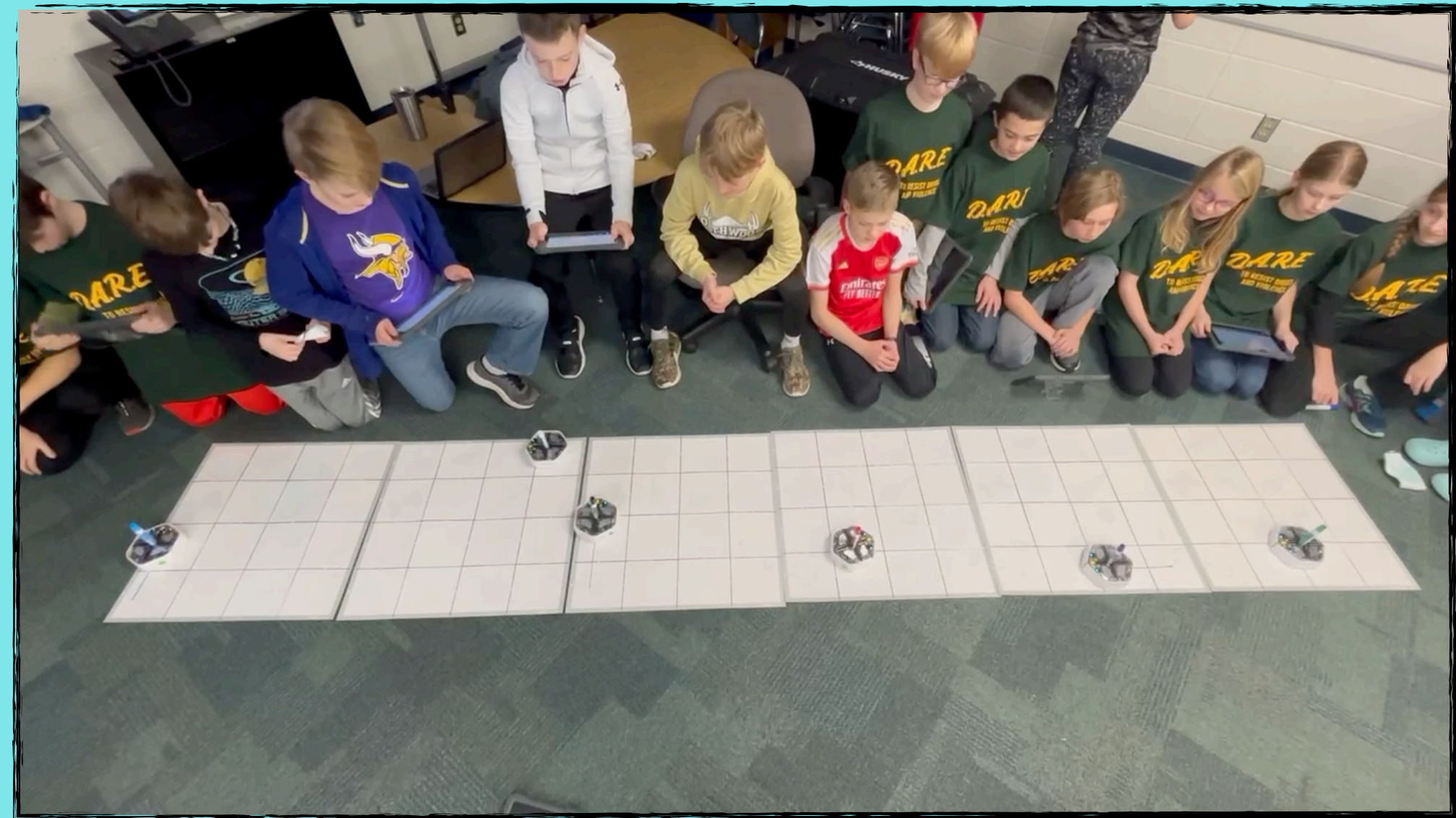
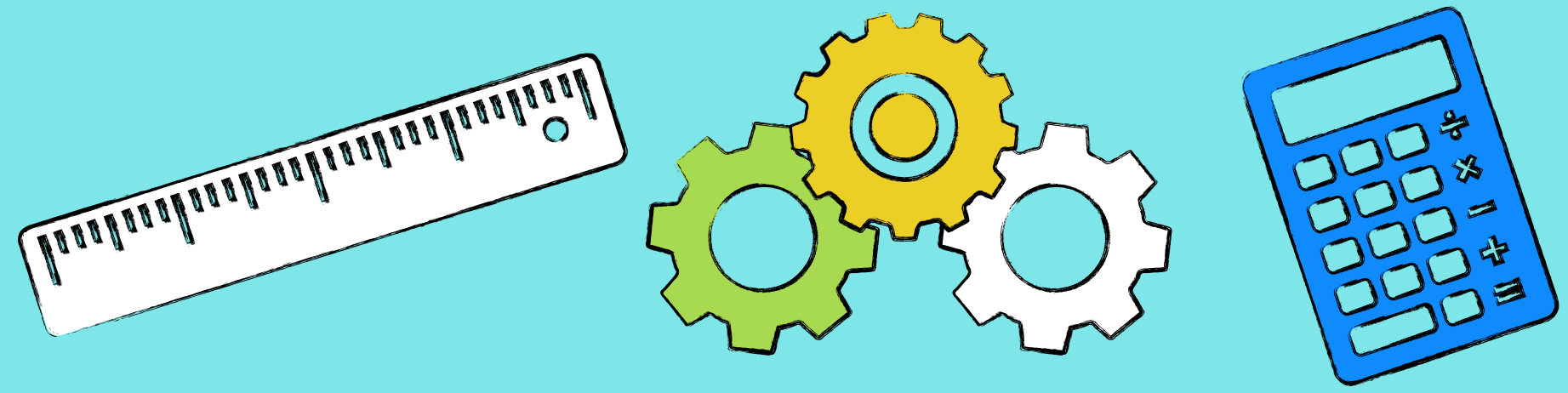
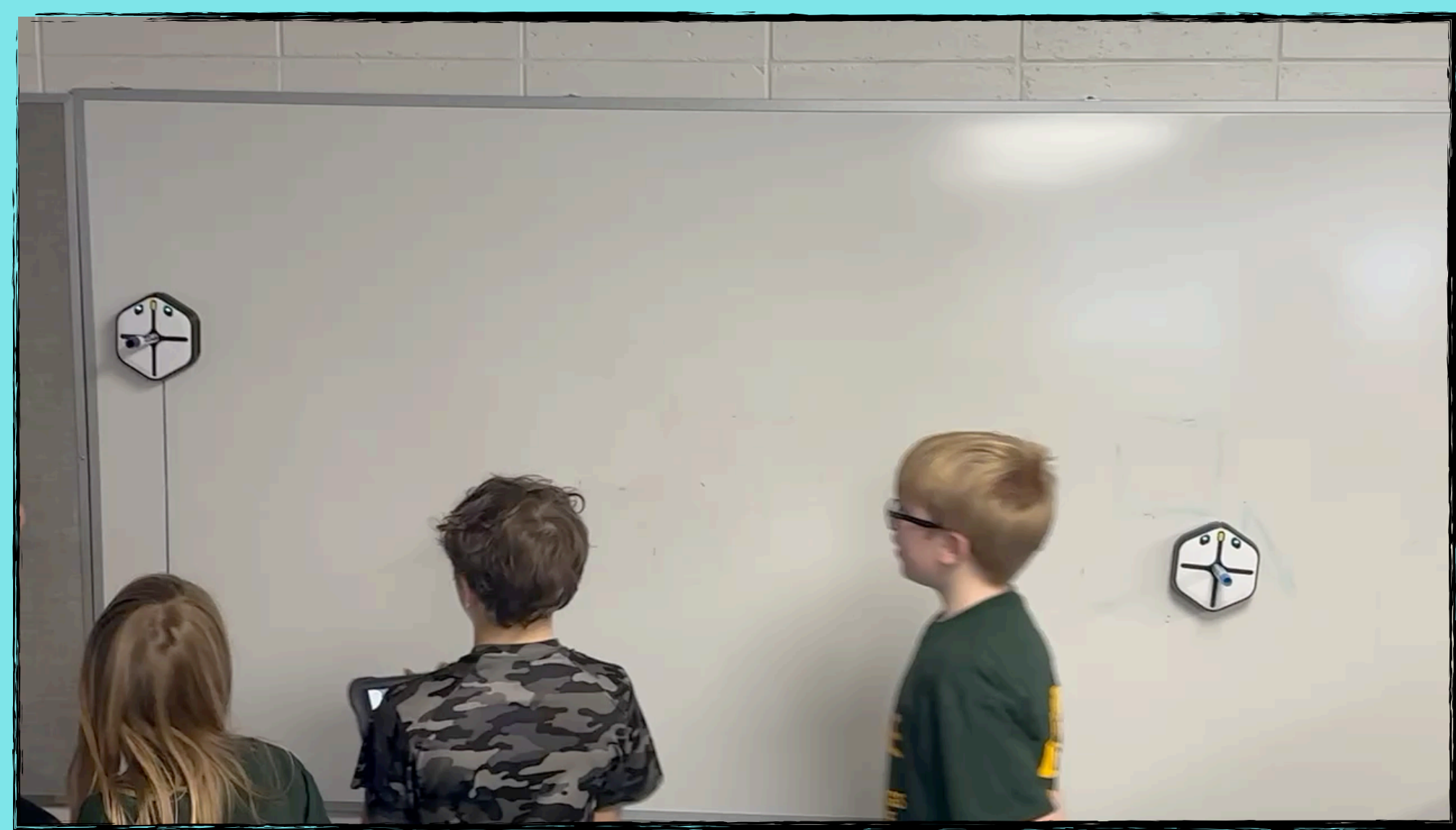
Roadshow

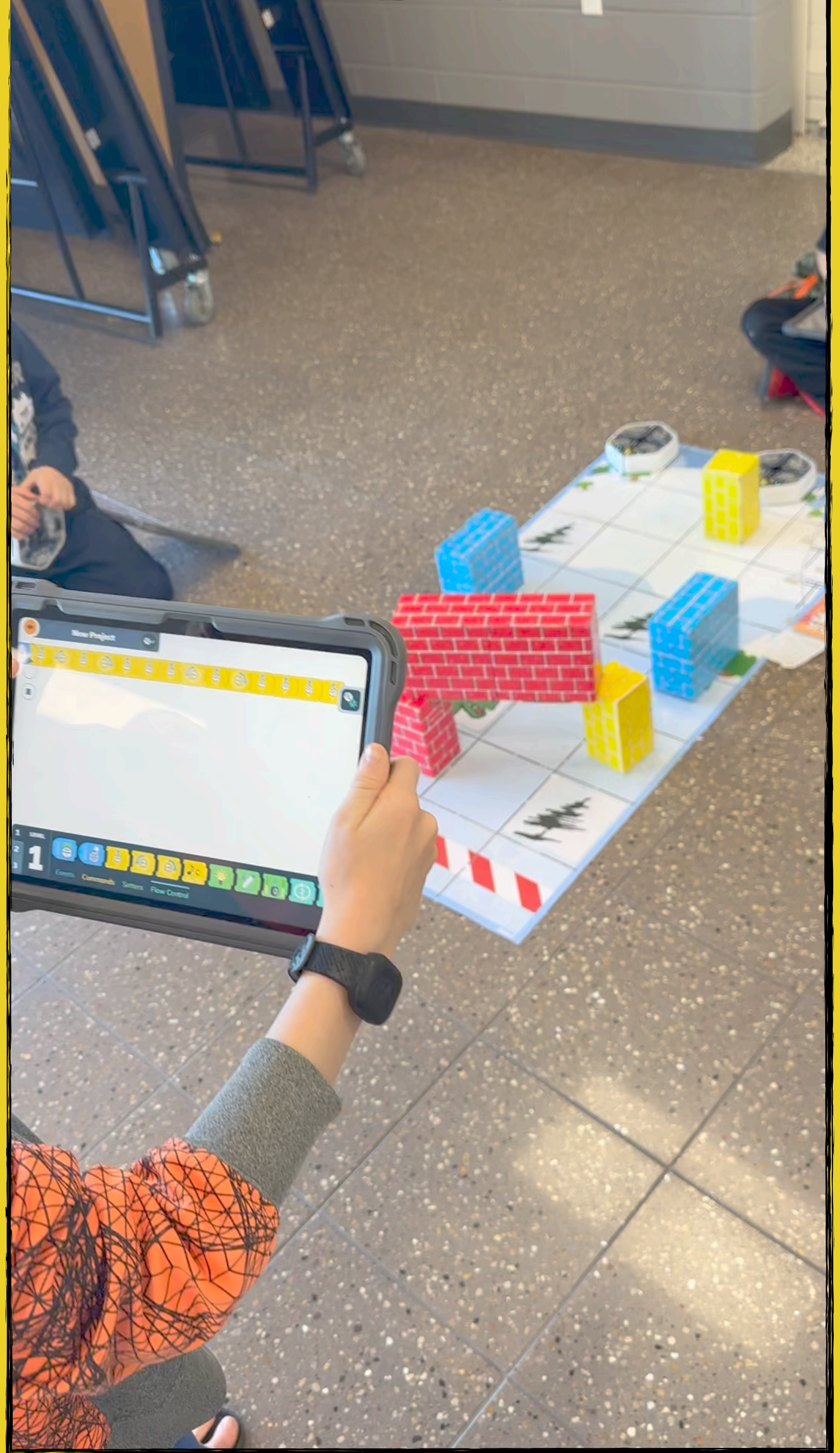
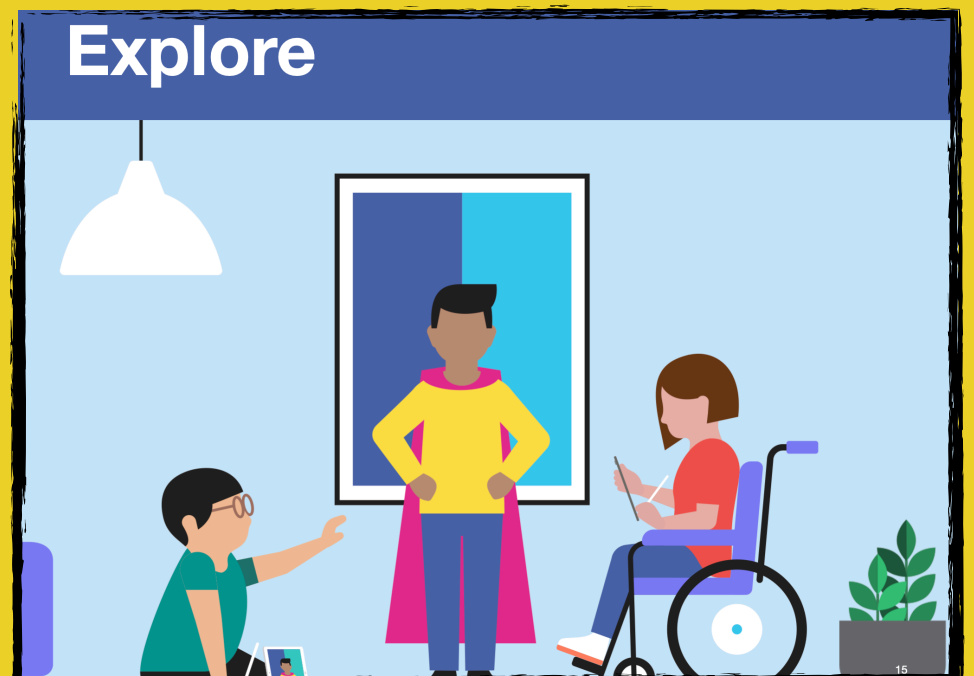


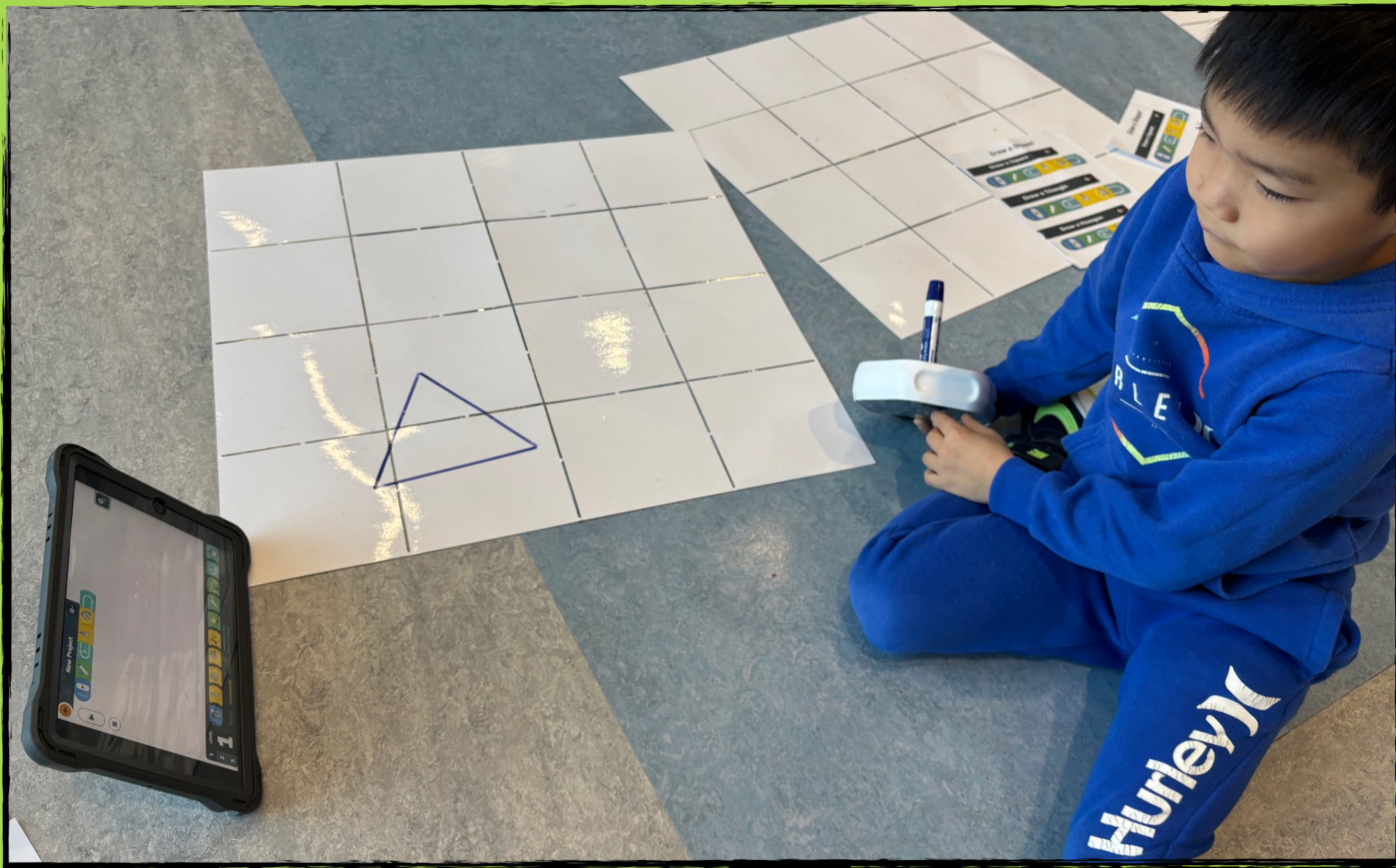
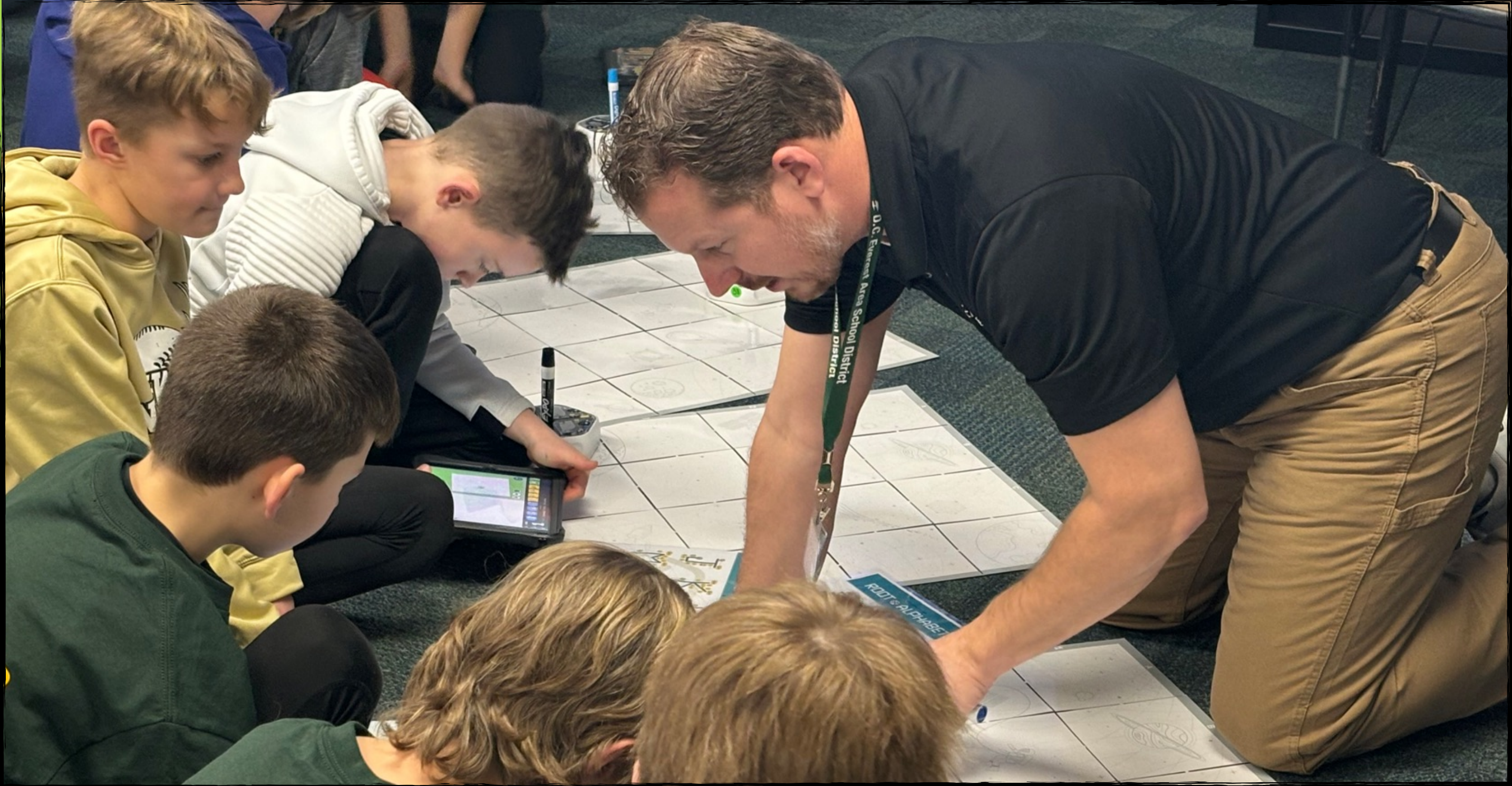
Root Coding Robot

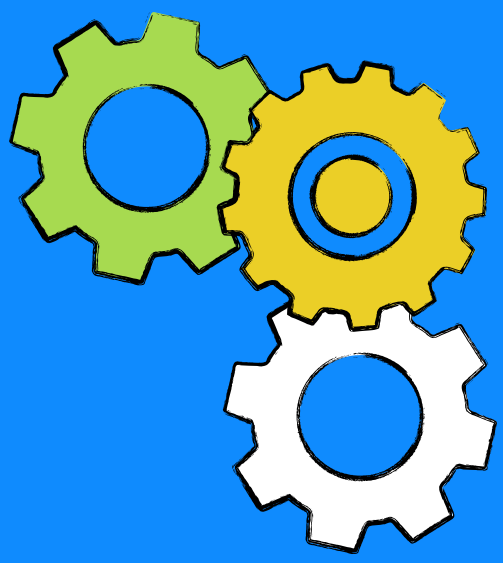
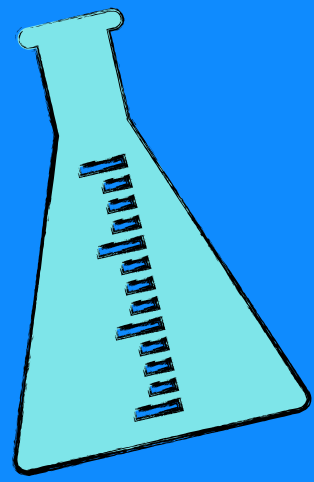




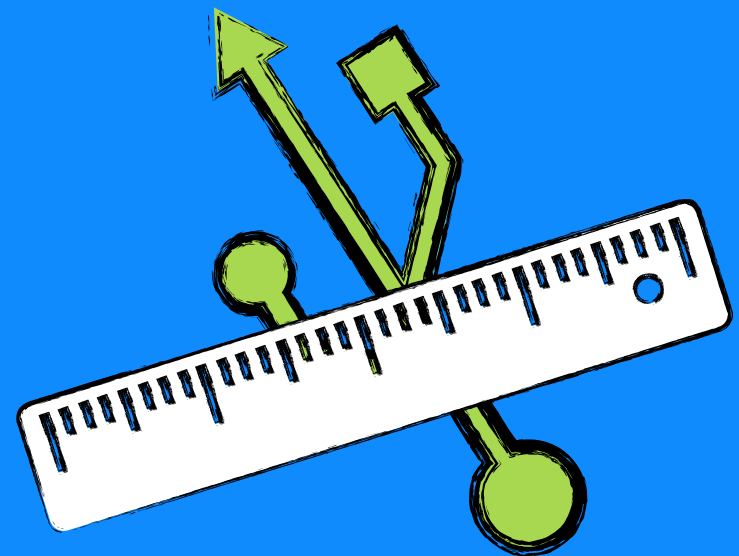








2,401 K-5 Students
at all seven elementary schools
learned to code with Root Robots



D.C. Everest Area School District Athletic & Activities Handbook

Senior High School

Junior High School

Middle School



REVISED: June 2024

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D.C. Everest District Mission Statement

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing society.

Philosophy

Athletics and co-curricular activities are an integral part of the D.C. Everest School District's educational program. They provide unique opportunities for students to promote their mental, physical, social, and emotional development. Athletics and co-curricular activities are valuable extensions of the traditional classroom providing students opportunities to develop and demonstrate character traits of respect, responsibility, self-discipline, integrity, and compassion. Everyone involved in D.C. Everest activities and athletics strives for excellence in preparation, performance, and sportsmanship and appreciates the community support of our programs. D.C. Everest students and their parents/guardians recognize that the privileges and benefits of participation depend on fulfilling the accepted responsibilities of participation.

Goals of Interscholastic Competitions

In participating in athletic or co-curricular programs, students have an opportunity not only to strive for the achievement of personal goals, but also to represent the D.C. Everest Area Schools and our community in interscholastic competitions or community events. This handbook has been developed with the input of students, parents, teachers, coaches, and administrators to define the philosophy, rules, and regulations for participation in athletics or co-curricular activities that are believed to be in the best interest of our students. Our goals for interscholastic competition and event participation are as follows:

- To provide activities for learning self-discipline, leadership skills, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to succeed.
- To provide challenges for students through participation in interscholastic competition or management of school/community events.
- To provide activities that help to create school unity.
- To help students learn habits of health, sanitation, and safety.
- To promote friendship, both with teammates, opponents, and members of the community.
- To help students realize that participation in interscholastic competition or organized community events is a privilege with accompanying responsibilities.
- To place the unit, team, club, organization, squad, class, and school above personal desires.
- To promote the enjoyment of athletics and co-curricular activities by students through the satisfaction gained from self-improvement.

Responsibilities

The opportunity to participate in our interscholastic athletic programs or co-curricular programs is extended to all students who are willing to assume certain responsibilities. To be a credit to the student, the student's family, team, school, and community, the student should display high standards and exemplify good sportsmanship, show respect for others, accept academic responsibilities, actively support the athletic and activities code, help and encourage fellow students to do the same, and meet all eligibility requirements identified in this handbook and in the state organizational handbooks affiliated with the programs and activities the student participates in. It is the responsibility of each student to know and follow the rules and procedures listed.

Joining an Athletic or Co-Curricular Program

Attending the scheduled sign-up meeting for the sport or activity of your choice is strongly recommended and is the most convenient way to obtain information and necessary forms. The student should procure the following items from the coach, advisor, main office staff, or athletic director and return them to the main office or athletic director when completed:

1. (Athletes only) Athletic physical permit card or athletic alternate year card. An athlete must have a physical examination by a licensed physician every other year. (For the second year of the cycle an alternate year athletic permit card must be completed.)
2. Health Insurance (highly recommended).
3. A pledge agreement signed by both a parent/guardian and the student.
4. Emergency information card.
5. User or participation fee (if required).

No student may start practice, attend meetings, participate in competitions or receive any equipment until the items listed above are properly processed.

D.C. Everest Athletic Programs

<u>Boys</u>			<u>Girls</u>
Baseball (S)	8 – 12	Basketball (W)	7 – 12
Basketball (W)	7 – 12	Cross Country (F)	6 – 12
Cross Country (F)	6 – 12	Curling (W)	9 – 12
Curling (W)	9 – 12	Dance (F,W)	6 – 12
Football (F)	7 – 12	Golf (F)	9 – 12
Golf (S)	9 – 12	Hockey (W)	9 – 12
Hockey (W)	9 – 12	La Crosse (S)	9 – 12
Lacrosse (S)	9 – 12	Skiing/Snowboard (W)	9 – 12
Skiing/Snowboard (W)	9 – 12	Soccer (S)	7 – 12
Soccer (F)	7 – 12	Softball (S)	8 – 12
Swimming (W)	6 – 12	Swimming (F)	6 – 12
Tennis (S)	9 – 12	Tennis (F)	9 – 12
Track & Field (S)	6 – 12	Track & Field (S)	6 – 12
Wrestling (W)	6 – 12	Volleyball (F)	7 – 12
		Wrestling (W)	6 – 12

D.C. Everest Co-Curricular Programs

Anime Club	6-7, 10-12	Junior Optimist Club	6-7
Art Club	6-12	Key Club	10-12
Book Club	6-12	Knitting Club	10-12
Captain's Club	10-12	Literary Magazine	10-12
Checkers/Chess Club	6-7	Math Team	9-12
Dance	6-7	Mock Trial	10-12
DECA	10-12	Muay Thai Club	10-12
Environmental Club	6-12	Musical	6-12
FBLA	8-12	NHS	11-12
FCA	8-12	NJHS	8-9
FCCLA	8-12	Oral History Project	8-12
FFA	10-12	Outdoor Club	8-9
Fishing Team	10-12	Science Olympiad	8-9
Foods Club	8-9	SMART Club	10-12
For Ever-Greens	8-9	Solo & Ensemble	7-12
Forensics	6-12	Spelling Bee	6-7
French Club	6-7	Student Council	6-9
Gaming Club	8-12	World Language	6-7
GSA	10-12	YCLA/Culture Club	6-12
HOSA	10-12	Yearbook	6-9
		Yo-Yo Club	10-12

Any new or current activity/club not noted above will follow the regulations of this activities code.

Equal Education Opportunity Pupil Non-Discrimination Provisions

The privilege of a student to participate fully in co-curricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, financial status, physical, learning, mental, social/emotional disability, or handicap.

D.C. Everest Insurance/Injury Information

1. All students are recommended to be covered by health insurance before participating in a sport or activity, especially those activities that include travel away from the school district.
2. All injuries must be reported immediately to the coach or advisor in charge who will refer the participant to the athletic trainer, the school nurse, or other appropriate person. The athletic trainer or nurse will, in turn, refer the participant to a physician, if any doubt exists as to the participant's personal safety.

D.C. Everest Coach/Advisor Expectations

In addition to the conduct rules listed in the following section, coaches/advisors will establish in writing other expectations approved by the administration for all students participating in that sport or activity. Any discipline involving suspension or dismissal from the sport or activity will be jointly established by the coach/advisor and athletic director. The coach/advisor will contact the student and parent(s)/guardian(s) if a suspension or dismissal is in order. Violations of the coach's/advisor's expectations are cumulative only during each season.

Coach's/advisor's expectations may address, but are not limited to:

practice rules and conduct, locker room rules, game/competition conduct, transportation conduct, equipment care, unacceptable language, dress code, personal appearance, hygiene, training hours or curfew, tardiness and absences from school and practices, attitude, lettering requirements, other

Because the expectations referred to above cover a multitude of possible violations with a varying degree of severity, the consequences may also be varied. It is the intent of the school district to apply appropriate consequences to violations. These consequences may vary from a verbal reprimand to the loss of eligibility for the remainder of the current season or activity.

1. If a student has an athletic/activity code violation after the competitive season, but prior to the awards program, that student will not receive his/her awards until the suspension has been served.
2. A student-athlete may participate in multiple sports (2 max) per season with the approval of both coaches involved. However, the athlete must declare their primary sport prior to participation in either sport. Once the athlete has declared their primary sport, they must participate in all scheduled competitions for that declared sport unless mutually agreed by both coaches.
3. The district will not always provide transportation to athletic practice sites off campus.

Teams/Participants are required to travel to and return from contests on transportation provided by the school.

Any personal exceptions need prior approval/communication with the appropriate administrator and/or coach. On occasion, transportation may not be provided to or from contests in the Greater Wausau Area, in these situations, parents/guardians will be responsible to get their students to and from these events.

The only exception to this rule is if a parent/guardian is at the out-of-town site, he or she may request that the student return with the parents/guardians. This request must be made in writing and in person to the coach/advisor in charge.

4. If a physician holds or removes a student from competition or practice, the coach/advisor must receive clearance from a physician before the student can participate in practices, meets, games, meetings, or events.
5. (Athletics only) A student-athlete may not go out for a sport to serve a suspension after two weeks of the start of the season. A student-athlete who is ineligible may, with the approval of the head coach and athletic director, go out for a sport after the first two weeks of the season, but will have to serve the suspension in that sport and in the next sport he/she goes out for.

Effective Communication and Problem Solving

When a question, concern, or complaint regarding an athletic situation arises, the following protocol is most effective in resolving issues:

- 1) Student Participant to Coach/Advisor**
- 2) Parent and Student Participant to Coach/Advisor (If necessary)**
- 3) Parent and Student Participant to Athletic Director (If necessary)**
- 4) Parent and Student Participant to Principal (If necessary)**
- 5) Parent and Student Participant to Director of Secondary Education (If necessary)**

- Please refer to Coach's/Advisor's Expectations before making the first contact to review what has been signed and agreed to.
- Start with the source. Talk directly with the coach/advisor of that level, in private, face-to-face, away from the practice or contest area. An email or phone call may be necessary to arrange an appointment.
- All concerns must be heard at the lowest level possible before intervention by a higher authority. Other student athletes cannot be a part of the conversation.
- We assume that all parties have the best interest of our students in mind when concerns/complaints are discussed.

D.C. Everest Academic Eligibility

Student participation in athletics and co-curricular activities is viewed as an integral component of the learning process at D.C. Everest, and for this reason our eligibility policy is intended to be motivational in design rather than disciplinary. D.C. Everest's eligibility policy for interscholastic athletics and co-curricular programs is designed to ensure that academic learning and achievement remain the top priority for every student.

Interventions and academic supports systems such as Extended Learning Time (ELT) and remediation are designed to support and reinforce academic progress. Teachers and coaches are encouraged to use these support systems to assist students in maintaining sufficient academic progress in all classes.

Participants are ultimately responsible for their learning and are encouraged to maintain healthy communication with their teachers, coaches/advisors, and parents regarding academic progress. Grade progress checks will be made by the Athletic Director at the end of each grading period.

D.C. Everest Additional Rules of Eligibility

1. If a student has more than one failing grade at the conclusion of any quarter or semester grading period, upon detection, that student will be suspended for a period of 15 school days from athletic competitions or co-curricular activity special events. (Fall Sports - the lesser of 21 calendar days beginning with the date of earliest allowed competition in a sport or one-third of the maximum number of games/meets allowed in a sport). After the 15 or 21 calendar days grades will be run again to determine if they are now eligible. (Middle School LP = D, NE = F)
2. If a student has more than one incomplete, or one incomplete and any failing grades, at the conclusion of any quarter or semester grading period, upon detection, that student will be suspended for a period of 15 school days from athletic competitions or co-curricular activity special events. A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period. After the 15 or 21 calendar days grades will be run again to determine if they are now eligible.
3. If a student is ineligible due to grades, the student will not be excused from school for competition or riding a bus to an away event unless the student is passing all classes.
4. A student serving an academic or conduct suspension may not dress for pre-game, games, meets, or participate in a co-curricular activities, meetings, or events.
5. A student must be in school the full day in order to participate in games, meets, practices, or to participate in co-curricular activity meetings or events.
6. A student may be excused for doctor, dentist, therapy appointments, or absences approved by the athletic director or principal.
7. A student athlete must attend all practices during a suspension and follow the coach's expectations. Students who participate in co-curricular activities are approved to attend all co-curricular activity meetings during a suspension.
8. Each student is responsible for the school equipment issued him/her. All lost equipment must be paid for by the student to whom it was issued before further participation in athletics or co-curricular activities will be permitted. Any student having equipment not issued to that student faces an Athletic or Activities Council review.
9. A student is expected to dedicate the time specified for practice by the coach/advisor. Regular attendance is required.
10. If the number of students trying out for a sport/activity is more than the facilities and equipment can reasonably and safely accommodate, selection will be made by the coaching/advisory staff based on previous participation, ability, attitude, and work ethic.
11. Students who are dropped from an activity or sport for disciplinary reasons or who quit an activity or sport will not be refunded the registration fees.

Awards

1. An awards program for each team or co-curricular program will be held at the conclusion of each season. The D.C. Everest awards are presented in recognition of athletic or co-curricular program accomplishments.
2. The student must finish the season or program in good standing in order to qualify for an award. Under special or unusual circumstances, the coach/advisor may recommend an award be given even though the specific award requirements are not met.
3. A student who fulfills the varsity letter requirements of the program will receive a chenille "E" letter. The coach/advisor may recognize outstanding accomplishments in each sport or co-curricular activity by presenting the Most Valuable and Most Improved awards. Other awards such as memorials and scholarships are presented according to the criteria established by the donors.
4. Club sport athletes may letter if they adhere to the rules in the D.C. Everest Athletic & Activities Handbook, which include the WIAA eligibility requirements. Any deviation from these rules must have school board approval. The club sport advisor will administer and monitor these rules and regulations with guidance from the athletic director and principal.
5. Awards Nomination Process: (Athletics)

For those sports in which coaches are responsible for nominating their student-athletes for recognition for post-season awards and honors, the following guidelines will be followed:

A code violation will result in the loss of any recognition/award for that activity if the offense occurs before the awards. In-season violations will remove the individual from nomination or receipt of any awards for that sport/activity. If a suspension is carried over to another season, the student will only be penalized in the original season.

Note: Conference by-laws or coaches' expectations germane to their sport may be more restrictive. Sports in which the nomination process is presently used for selection for Conference Awards: Volleyball, Football, Basketball, Tennis, Soccer, Hockey, Baseball, Softball.

D.C. Everest Code of Conduct

Training rules are established for the best interests of the students, team, and activity groups. The student who complies with these rules demonstrates a desire to dedicate him/herself to self-improvement as well as to act in the best interest of his/her team, activity group, and school. All students must observe year-round training rules, refraining from any conduct at any time that would reflect unfavorably on him/herself or the school.

Substance

Such conduct includes, but is not limited to, sale, possession, or illegal use of illicit drugs, prescription medications, alcoholic beverages, tobacco and nicotine products (including smoking and chewing tobacco, e-cigarettes, vapor pens, and hookahs), and banned substances listed by the WIAA.

Conduct Unbecoming

Conduct Unbecoming of an athlete or co-curricular participant may include, but is not limited to:

- 1) a violation of law;
- 2) vandalism;
- 3) attending parties in which alcohol or other drugs are present;
- 4) disrespect to school authorities;
- 5) violation of school rules including hazing or harassment;
- 6) immoral conduct: racial, sexist, and ethnic comments or other intimidating acts directed at classmates, teammates, officials, opponents or coaches;
- 7) inappropriate use of the Internet or other technology devices including derogatory statements about officials, opponents, coaches, team members, and peers;
- 8) hindering an investigation of an alleged incident by providing false or misleading information.

Penalties for Violations

Participation in interscholastic competitions is a privilege and failure to abide by the established rules may result in withdrawal of that privilege. A student reported for a violation of any of the training, eligibility or conduct rules may be required to appear before the Athletic or Activities Council. Any such appearance before the Athletic or Activities Council shall be conducted in accordance with the procedures described in this handbook. All penalties will be imposed under the jurisdiction of the Athletic or Activities Council. Students who participate in athletics and co-curricular activities may receive disciplinary consequences in both activities. Suspensions imposed under the athletic code will be served in an athletic activity, and suspensions imposed under the activities code will be served in the co-curricular activity.

Substance Violations

1. (Athletics only) A first violation will result in suspension from the team for not less than 30% of the season the student-athlete is participating in or the next season the student-athlete participates in if he/she is currently not participating in a sport. If the student-athlete is honest and cooperative in the Athletic Council meeting, the 30% suspension may be reduced to 20%.
2. (Athletics only) A second violation will result in suspension from the team for not less than 50% of the season the student-athlete is participating in or the next season the student-athlete participates in if he/she is currently not participating in a sport. The maximum penalty will be one calendar year.
3. (Co-curricular participants only) First and second violations of substance abuse violations will result in Activity Council hearings. Consequences will be determined by the Activity Council based on the circumstances of each individual case.
4. A third violation will result in suspension from all athletics or co-curricular activities for the remainder of the student's enrollment in the D.C. Everest School District. A student-athlete may request an Athletic or Activities Council review after one full calendar year from his/her last code violation, if during that time of suspension the student has remained free from any additional handbook violations.

5. Students hindering the investigation of an alleged incident by giving false or misleading information may be subject to receiving the minimum next penalty level or the possibility of losing their eligibility permanently.
6. A student must be eligible for the games, meets, or special events in order to serve a suspension.
7. Substances classified or presented as “look-alikes” shall be considered and responded to as if they were, in fact, the actual chemicals or restricted substances.
8. If the suspension comes at the end of a sport season, the student will serve the remaining portion of the suspension in the next sport season that the student goes out for. Students involved in co-curricular activities will serve the suspension during the next co-curricular activity the student participates in. No school awards will be given until the remaining portion of the suspension is served and the student finishes the season or activity in good standing.
9. (Athletes only) If the suspension results in a student being suspended for one or more WIAA tournament competitions, the athlete shall be disqualified for the remainder of total tournament series in that sport.
10. If a student does not finish the season or activity in good standing, the suspension in its entirety will be served during the next sport season or activity the student goes out for. “Good Standing” means the student must complete the season or activity to the head coach’s or advisor’s expectation and standards.
11. Any record of code violations will be expunged from a student’s code violation file if the student remains free of code violations for three full calendar years from the last recorded violation. At this time, the student will be given a clean slate and the next violation will be considered the student’s first.

Conduct Unbecoming Violations

For conduct unbecoming violations (excluding substance violations), the Athletic or Activities Council shall determine consequences, if any, depending on the nature of the violation and the number of offenses that the student has committed.

School Disciplinary Suspensions

1. If a student has been suspended “in school”/directed studies or serves a Saturday detention, he/she will be allowed to practice, but will not be allowed to dress or participate in any meet, game, or competition on that day. If the suspension occurs on a Friday, he/she will be allowed to participate in a Saturday event.
2. If a student has been suspended “out of school,” he/she will not be allowed to participate in the team’s or group’s activities (including practices and meetings) during the entire suspension. If the suspension occurs on a Friday, the student will not be allowed to participate or dress for a Saturday event or practice.

The Athletic and Activities Council

The D.C. Everest Senior/Junior High/Middle School Athletic/Activities Councils are composed of the following: the principal, a counselor or assistant principal, the athletic director, the head coaches/advisors involved with the student-athlete and one coach elected for a one-year term by his/her coaching peers.

The Athletic or Activity Councils shall meet as often as necessary and will take action in a fair and impartial manner. Minutes of the meeting will be recorded and kept by the athletic director. The Senior High Athletic or Activities Councils will deal with students who participate in programs at the Senior High and violate the code of conduct. The Junior High/Middle School Athletic or Activities Councils will deal with students who participate in programs at the Junior High or Middle School and violate the code of conduct.

If the Athletic or Activities Councils cannot meet prior to the game, meet, event, or awards night that the student is participating in, the Athletic Director or the Principal may suspend the student from participation or from receiving any award. The student and parent/guardian will be notified prior to the event.

Any game, meet, or event suspensions that occur prior to the council meeting will be included in the total suspension that the student must serve.

In all cases involving the Athletic or Activities Councils, the student shall have a fair hearing, and the following process shall be used:

- The student and parent(s) will be informed in writing of the nature of the accusation.
- A student shall be entitled to a fair hearing before the Athletic or Activities Council. A student who commits a substance abuse violation, may choose to opt out of the Athletic or Activities Council meeting and accept the percentage penalty that is appropriate for that violation as assigned by the athletic director. Parents/Guardians or other representatives of the student's choice may attend the hearing on the student's behalf.
 - Council Agenda
 - Director of Athletics introduces participants.
 - Director of Athletics informs Council of violation(s).
 - Student presents their comments.
 - Parents/Guardians may comment.
 - Council may ask questions of student.
 - Final thoughts of any participants.
 - Student and Parents/Guardians are dismissed.
 - Council discusses any consequences.
 - Director of Athletics informs student and Parents/Guardians of results of Council.
- If a student wishes to appeal the decision of the Athletic or Activities Council, he/she may file the appeal with the Director of Secondary Education within ten days of the decision. Appeals will be considered for procedural or process matters only.
- The student will remain ineligible during the time of the appeal.

Athletic Code of Conduct for Parents and Guardians

I pledge to be responsible for my words and actions while attending any interscholastic sporting event and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.
5. I will not engage in social media bashing of coaches, parents, players or officials.
6. I will not encourage my child to engage in social media bashing of coaches, teammates, opponents and officials.
7. I will treat my coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
8. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
9. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
10. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attend.
11. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
13. I will follow the Athletic Handbook Communication and Problem Solving steps and communicate with coaches, athletic directors and school administrators when appropriate.

I hereby agree that if I fail to conform my conduct to the foregoing while attending an interscholastic sporting event or outside of sporting events, I will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal warning issued by an athletic director or designee.
2. Written warning issued by an athletic director.
3. Suspension or immediate ejection from an interscholastic sporting event issued by an athletic director or designee.
Possible referral to the local law enforcement agency.
4. Suspension from multiple interscholastic sporting events issued by the principal.
Possible referral to the local law enforcement agency.
5. Season suspension or multiple season suspension issued by the Superintendent of Schools or designee.
Possible referral to the local law enforcement agency.

Parent(s)/Guardian(s) or Student Confidential Self-Referral to Student Services

A student or his/her parent(s)/guardian(s) may seek help through a school counselor. The school counselor will work with the student in strict confidence and may make an appropriate referral. Nothing will be communicated to the coach or administration. The student-athlete will be allowed to continue to participate in practices and contests while in an assistance program. However, if a coach, advisor, or administrator independently learns of a violation, penalties will be imposed.

CO-CURRICULAR PARTICIPATION FEES		
NO FEE		TIER I (\$55)
All 6-8th Grade Activities (boys & girls) Basketball Football <i>*Please note individual athletic teams and clubs may have additional fees.</i> Cross Country Soccer Track Swimming Volleyball Wrestling	9-12 Activities (boys & girls) Lacrosse Swimming Cross Country Golf Ski/Snowboard Tennis Track & Field Volleyball Curling	
TIER II (\$65)		TIER III (\$75)
9-12 Activities (boys & girls) Baseball Dance (each season) Soccer Softball	9-12 Activities (boys & girls) Football Basketball Hockey (girls) Wrestling	
TIER IV (\$325)		\$10 FEE
9-12 Activities (boys & girls) Boys Hockey (\$75 + \$250 ice fees)	FFA FBLA DECA	FCCLA Forensics Mock Trial Musical



D.C. Everest Area School District

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Gina Lehman, Director of Student Services

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent
D.C. Everest School Board
FROM: Mrs. Gina Lehman, Director of Student Services
DATE: July 1, 2024
SUBJECT: Bullying and Harassment Summary Report

Board Policy 5517.01 - 'Bullying' requires an annual summary report to be prepared for the Board. This memo serves as a summary for both bullying and harassment data from the 2023-24 school year, as well as 3-year trend data. We document bullying and harassment based on the definitions below operationalized in Policy 5517 - 'Student Anti-Harassment' and the aforementioned bullying policy. Other forms of mistreatment not considered bullying, or harassment are addressed pursuant to other Board policies.

- **Bullying** - Deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power.
- **Harassment** - Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws.

The following chart represents the previous three years of data for our district:

Building	2023-2024		2022-2023		2021-2022	
	Bullying	Harassment	Bullying	Harassment	Bullying	Harassment
Senior High	1	17	10	16	1	7
Junior High	34	16	30	20	13	13
Middle School	18	29	6	14	18	13
IDEA School	0	0	0	0	0	0
EVA	-	-	-	-	-	-
Odyssey	1	2	2	1	1	0
Evergreen	11	9	2	1	1	2
Hatley	6	0	6	0	0	1
Mountain Bay	4	18	8	6	0	1
Riverside	8	4	2	2	1	0
Rothschild	7	1	0	2	1	4
Weston	4	4	3	1	9	9
District Total	94	100	69	63	45	50

Student Academic Achievement Spring Screener Data Snapshot



D.C. Everest Area School District, July 2024
Lisa Braun, ESS Coordinator
Dr. Kelly Thompson, Director of Curriculum, Assessment, Literacy, EL

iReady Reading Spring 2024 (K-7)

	Goal for District K-7: 150% Min Expected: 100%	Goal for District K-7: Increase by 10%		
	Growth Median	<i>Historical: Growth Median in May 2023</i>	% on/within Grade Level or Higher	<i>Historical: % on/within Grade Level or Higher in May 2023</i>
DISTRICT K-7	135%	141% (K-8)	66%	63% (K-8)
Evergreen	131%	125%	69%	64%
Hatley	136%	135%	72%	76%
Mountain Bay	145%	147%	77%	78%
Odyssey	127%	166%	73%	76%
Riverside	135%	165%	79%	83%
Rothschild	111%	129%	60%	56%
Weston	138%	130%	63%	60%
Middle School	149%	167%	53%	55%

iReady Math Spring 2024 (K-7)

	Goal for District K-7: 145% Min Expected: 100%	Goal for District K-7: Increase by 10%		
	Growth Median	<i>Historical: Growth Median in May 2023</i>	% on/within Grade Level or Higher	<i>Historical: % on/within Grade Level or Higher in May 2023</i>
DISTRICT K-7	128%	130% (K-8)	68%	65% (K-8)
Evergreen	120%	119%	69%	70%
Hatley	128%	123%	73%	77%
Mountain Bay	132%	134%	77%	80%
Odyssey	143%	167%	69%	81%
Riverside	125%	142%	81%	85%
Rothschild	110%	116%	61%	59%
Weston	130%	123%	66%	63%
Middle School	146%	157%	61%	58%

2023-2024 Wisconsin and National Proficiency for iReady
 (green indicates DCE is same as or higher than WI; red lower than WI)

	DCE Reading % Meeting Target	WI Reading % Meeting Target	National Reading % Meeting Target	DCE Math % Meeting Target	WI Math % Meeting Target	National Math % Meeting Target
Grade K	91%	89%	78%	83%	80%	65%
Grade 1	79%	68%	59%	77%	62%	47%
Grade 2	70%	66%	57%	66%	60%	46%
Grade 3	73%	69%	60%	65%	60%	48%
Grade 4	57%	52%	45%	67%	62%	51%
Grade 5	55%	49%	42%	71%	62%	47%
Grade 6	51%	49%	40%	62%	57%	43%
Grade 7	55%	52%	50%	60%	51%	35%


New Screener Announced by the State: Vendor is *Pearson*

Where is DCE in the Implementation of Act 20?

- All 3-Cueing practices and curricula have been removed
- Required staff trained in LETRS/ additional PD on Structured Literacy
- SoR interventions and curricula adopted and implemented with teacher PD and coaching



- ◆ ***Ready to Rise* DCE Summer School Pilot Reading Program**
- ◆ ***Fall to Winter: DCE K-3 Student Personalized Reading Plans***
- ◆ **Added two additional elementary interventionists**

	<p>D.C. Everest Area School District</p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p>Jeff Lindell, Ed.D. Assistant Superintendent of Learning</p>	<p>MISSION STATEMENT</p> <p>D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.</p>
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TO: D.C. Everest School Board


FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: July 1, 2024

SUBJECT: D.C. Everest 2024-2025 Academic Standards

Section 120.12(13) of the State Statutes requires school districts to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. We will be providing this notice electronically through the curriculum page of the district website.

Additionally, the school board must annually include an item on the agenda during the first meeting after July 1 that clearly identifies the student academic standards.

	<p>D.C. Everest Area School District</p> <p>District</p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p>Jeff Lindell, Ed.D. Assistant Superintendent of Learning</p>	<p>MISSION STATEMENT</p> <p>D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.</p>
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D.C. Everest Area School District

NOTICE IS HEREBY GIVEN (Academic Standards 2024-2025)


Section 120.12(13) of the State Statutes requires school districts to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. We will be providing this notice electronically through the curriculum page of the district website.

Additionally, the school board must annually include an item on the agenda during the first meeting after July 1 that clearly identifies the student academic standards.

The academic standards previously adopted by the D.C. Everest School Board that will be in effect for the 2024-2025 school year include:

1. Wisconsin Standards for English/Language Arts and Math K-12.
2. Next Generation Science Standards K-12.
3. Wisconsin Standards for Social Studies.
4. Wisconsin Standards for Physical Education/Health
5. Wisconsin Standards for Music.
6. Wisconsin Standards for Art and Design.
7. National Core Arts Standards for Music and Visual Arts.

D.C. Everest Area School District
Jeff Lindell, Ed.D.
Assistant Superintendent of Learning
6100 Alderson Street
Weston, WI 54476

	<p>D.C. Everest Area School</p> <p>District</p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p>Jeff Lindell, Ed.D. Assistant Superintendent of Learning</p>	<p>MISSION STATEMENT</p> <p>D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.</p>
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TO: Dr. Casey Nye, Superintendent

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: July 17, 2024

SUBJECT: Board Approval Request – Student/parent Handbook Updates

Our student/parent handbooks are important resources to communicate both procedural information and expectations to the students and families we serve. Handbooks are updated on an annual basis and recommended for Board approval. Attached for your reference are the following handbooks:

1. *A sample 2024-2025 Elementary School Handbook*: All elementary handbooks work from a common template. They are personalized to each school, but policy-referenced topics are identical.
2. *2024-2025 Middle School Handbook*
3. *2024-2025 Junior High Handbook*
4. *2024-2025 Senior High Handbook*

Final adjustments, including translation, take place following Board approval.

Riverside Elementary School

PARENT AND STUDENT HANDBOOK

2024-2025 SCHOOL YEAR



RIVERSIDE
ELEMENTARY

Bluejays

Where Students, Parents, and Staff “PUT THEIR BEST FOOT FORWARD”
#TheBlueJayWay

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EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

The D.C. Everest School 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 programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, sttrimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

DISTRICT MISSION STATEMENT

D.C. Everest schools, in partnership with the community, are committed to be innovative educational leaders in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an everchanging global society.

TITLE IX NOTICE

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinators are:

Gina Lehman (students), Director of Student Services
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1351, gilehman@dce.k12.wi.us

Sarah Trimner (Staff), Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, sttrimner@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

SCHOOL YEAR CALENDAR

2024-2025 DCE Calendar

<p>AUGUST '24</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>12-23, 26, 30 Teachers work 2 half day increments in-person during these days</p> <p>27-29 Teacher Work Days</p>	<p>FEBRUARY '25</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		<p>20 No School for All Students Elementary: P/T Conferences Secondary: student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day</p> <p>21 Teacher PD Day</p>														
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STAFF DEVELOPMENT DAYS

Please note that during the school year, there will be days when there will be no school for students to give teachers time for staff development, long-range planning or to work on special building projects. Please note the following staff development dates for the 2024-2025 school year:

- September 30, 2024
- October 24, 2024
- January 20, 2025
- February 21, 2025
- March 21, 2025
- June 6, 2025

QUARTER DATES FOR 2024-2025 SCHOOL YEAR

- 1st quarter ends November 1, 2024
- 2nd quarter ends January 17, 2025
- 3rd quarter ends March 20, 2025
- 4th quarter ends June 5, 2025

THE SCHOOL DAY

All elementary schools within the DC Everest district have approximately the same school day. Students in grades kindergarten through fifth receive core and related arts instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction from a “related arts” teacher in art, music, physical education, guidance, and library skills on a rotating basis throughout the school year. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

RIVERSIDE'S LEARNING ENVIRONMENT

WELCOME TO RIVERSIDE ELEMENTARY SCHOOL

Hopefully this handbook will provide you with the guidance and insight into the educational benefits and policies at Riverside School. Our major goal is to educate your child(ren) to the best of his/her ability. We are committed to serve in any way and hope to keep you informed and active in various programs here at Riverside.

Riverside Elementary was built in 1979 and in 1990 a six-room addition was added. In 2021 two additional classrooms were added along with a new kitchen, multi-purpose room, and a new main office with a secure main entrance. During this remodel, upgrades were made to classrooms and special education spaces, updated fire and HVAC systems, and playground equipment was updated. The school's playground is divided into two different areas. This organization allows for effective use of the 10 acres and provides all students with opportunities to learn through play.

Riverside's current enrollment is approximately 500 students. Riverside holds a variety of district specific programs, i.e., the district's Advanced Learner/Challenge program for students in grades 2-5, and special education programs for students with a variety of learning needs (learning, emotional, physical, speech, etc.).

Riverside is organized into Units:

Unit 1:

- Kindergarten—Mrs. Stead, Mrs. Strehlow, Mrs. Carlson
- 1st Grade—Mrs. Baumann, Mrs. Jablonski, Mrs. Lancelle

Unit 2:

- 2nd Grade—Mrs. Kluever, Mrs. King, Mrs. Stortecky
- 3rd Grade—Mrs. Fritsche, Mrs. Her, Mrs. Kranz

Unit 3:

- 2nd & 3rd Grade Challenge: Mrs. Cornish & Mrs. Mesenberg
- 4th Grade—Mr. Lekie, Mr. Podeweltz, Mrs. Wendorf

Unit 4:

- 4th & 5th Grade Challenge: Mrs. Gauger & Mrs. Lorge
 - 5th Grade: Mr. Aleckson, Mrs. Berry, Mr. Hughes
-

Your child will be assigned to a classroom. As Riverside employs the team-teaching concept, your child may receive instruction from a variety of certified teachers. These practices will help to enable us to: provide learning to meet your child's learning style, target instruction to meet your child's strengths/weaknesses, create activities that are interesting to your child, modify instruction to increase success for your child using a teacher's expertise to maximize learning for your child.

The elementary school day runs from 8:40 am – 3:40 pm. Students are expected to be at school no later than 8:38 am as morning announcements begin at 8:40 and classroom instruction begins at 8:45. We believe that all students can learn and that a variety of instructional strategies are necessary for a child to acquire/apply information learned. Therefore, the school adheres to the use of a variety of strategies for mathematics instruction, incorporates a "hands-on" science approach, and integrates writing across the curriculum. In addition, Riverside uses technology as a learning tool. Computers are integral in your child's learning experience, and he/she will gain many computer literate skills as well as use this technology in his/her day-to-day learning.

Riverside's staff are committed to educating the whole child. This year, Riverside will continue promoting the academic, social, and emotional well-being of our students. We will continue to teach students the importance of teamwork and social skills and will reinforce appropriate use of these skills. We also recognize students for their academic and behavioral success. Because of our commitment to students, the atmosphere and climate at Riverside is focused on the positive. We often discuss doing things the Blue Jay Way which promotes our core values of being respectful, responsible, productive, safe, and kind to others. Ask your child about the Bruno Bucks Program and our other special recognition opportunities available at Riverside.

The D.C. Everest District employs specialists to assist the schools in developing the whole child. Certified personnel provide music, art, guidance, physical education, and library/technology instruction. Your child will receive two 30-minute periods per week of music and physical education experiences. A child receives 60 minutes of art instruction once per week. All students will visit the IMC (Instructional Materials Center) weekly and receive specific instruction on its use and the materials available. Students will be allowed to check out print and non-print materials that are available. A school counselor is also available for individual, group, and classroom counseling.

Riverside has been a very progressive elementary school, incorporating a variety of social, technological, and environmental measures as part of the students' education. We are committed to sound innovations and practices that will prepare your child for the future. **Special programs** throughout the year will focus on drug/alcohol education, character education, life education, environmental issues, and STEAM learning opportunities in our classrooms and innovation lab. In addition, the school tries to incorporate a variety of stimulating activities that create excitement such as: National Library Week, track and field days, spelling bees, math Olympics, wellness activities, science fair and selective fine arts and learning assemblies. Again, we want to enrich your child's education as well as provide the basic learning to prepare him/her for the future.

During the course of the year, a number of events will be publicized that will invite you to school to visit and observe. We hope you will be able to find the time to see our facilities and staff members in action. The staff is well rounded, with various experiences and expertise that will be of great value to your child.

The teaching staff is very child centered and works diligently to provide the positive atmosphere that is needed to stimulate and generate student success. We are here to serve and provide for your child.

As what we do, "WE DO FOR CHILDREN."

**AGAIN, WE WELCOME YOUR FAMILY TO RIVERSIDE ELEMENTARY SCHOOL AND PLEDGE TO YOU WE
WILL DO OUR BEST TO EDUCATE YOUR CHILD(REN)!**

ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school 715-359-2417, press 1 for attendance voicemail, by 9:00 a.m. to inform the office that the child will not be in attendance. If a family does not call to inform school about a student's absence, the school will make a reasonable attempt to reach a parent at home or work. If the office is not able to contact a parent to get an explanation for an unreported absence, the absent child will be recorded as "unexcused." Police may be called if we are concerned with the safety of the child. After a student has been absent, he or she should bring to school a written excuse signed by a parent. For doctor or dentist appointments, please bring a slip from their office to have the appointment considered as a medical excuse. Absences beyond five per semester may need a doctor's excuse. The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment that cannot be scheduled after school hours, or whenever the principal considers that exemption from attendance is in the best interest of the student.

STUDENTS WHO ARE TARDY

Children who arrive at school after the attendance bell will be considered tardy. When such cases occur with the parents' knowledge, they should send an excuse explaining the reason for the tardiness. All children who are tardy must report to the office. The attendance secretary will make the necessary changes in the school attendance report.

STUDENTS LEAVING SCHOOL EARLY

At times, it may be necessary for you to schedule an appointment, or an emergency occurs which requires an early release of your child(ren). Please send a note to school informing the teacher of the early release. Parents picking up students during the school day must always check in at the school office and sign him/her out. The teacher will then be contacted to dismiss the student. Parents may not remove students from a classroom, lunchroom, playground, or location other than the office. Students will not be permitted to wait for parents in the parking lot or at a curbside location. This procedure will be followed for your child's protection.

CHANGES FOR STUDENT PICK-UP DURING THE DAY

If a parent needs to change the plan for pick-up/bus drop-off at the end of a day, the parent must call the office and notify the secretary by 3:00 PM. The secretary will relay the message to the teacher and the student. Do not email the child's teacher or leave messages on their phone, as the teacher may not get the message before the end of the day.

STUDENT ARRIVAL AND DISMISSAL

Students who ride the school bus will arrive at school at 8:20 am. Students who walk to school or are driven by parents should plan to arrive at about the same time. Students will not be permitted to go to the classrooms earlier, since prior to that time, teachers are not available to provide necessary supervision. (The outer doors of the school are locked until 8:20 am and students are not permitted in the building prior to that time.) Children are not to remain after school or play on the playground unless it is an organized, coach-supervised practice or game. In the event that children return to the playground after dismissal, teachers or other school personnel will not be responsible for supervising

their play or for accidents. If parents need before-school care for their child, Everest Adventure Care provides this program at Riverside.

PRE-ARRANGED ABSENCE

Families should make a sincere effort to plan family vacations to correspond with the scheduled vacation days of the school year. This way, students will experience the best of both worlds; they can participate in educational vacations and not miss learning experiences at school. If your child will be absent for three or more days, parents should request a Pre-Arranged Absence Notification form from your school, complete it and turn it in to your child’s teacher. The form should be submitted one week prior to the intended absence. All students are expected to make up work missed. A completed form does not exempt your child from state/district attendance procedures.

Highlights of the Attendance Section:

- **Call school when your child is absent, 715-359-2417, choose 1**
- **Tardy students must report in at the office**
- **Parents may not remove students from classrooms or the playground**
- **When returning from a doctor or dentist appointment, please bring slip from their office to have the absence considered as a medical excuse.**
- **Police may be called for the safety of the child.**

For more information, please see policy 5200 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

SCHOOL NUTRITION

SCHOOL MEAL PROGRAM

The D.C. Everest Area School District is proud to offer school meals with a wide variety of fresh, local, and homemade ingredients as part of the National School Breakfast and Lunch Programs.

Elementary Meal Prices 2024-2025

	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.45	\$1.50	\$2.00	\$3.95
Weekly	\$2.25	\$7.50	\$10.00	\$19.75
Monthly (20 days)	\$9.00	\$30.00	\$40.00	\$79.00
Quarterly (45 days)	\$20.25	\$67.50	\$90.00	\$177.75
Semester (90 days)	\$40.50	\$135.00	\$180.00	\$355.50
Reduced Costs:	\$0.00	\$0	\$0.40	

MEAL PAYMENTS

We accept cash or check payments in person at the school office. Please include the student's name and ID number with the deposit. Payment may also be made online for a small fee on the [MySchoolBucks website at www.myschoolbucks.com](http://www.myschoolbucks.com). You can check account balances, view recent purchases, and set up low balance alerts for free on the MySchoolBucks website.

FREE AND REDUCED

A copy of the Free or Reduced-Price Meal Applications are sent home to each household and are available in the school office or on the D.C. Everest website. If you think your family might qualify for this benefit, please fill out an application. A new application must be completed each school year. We only need one form per household, even if your students attend multiple D.C. Everest Schools. Applications may be submitted at any time during the school year. All information is kept confidential.

MENUS

A printed school breakfast and lunch menu is sent home monthly. [Check Nutrislice for our interactive online menus at www.dce.nutrislice.com](http://www.dce.nutrislice.com).

BREAKFAST PROGRAM

Breakfast is served each day that school is in session unless there is a school delay. Students are encouraged to order breakfast the day prior, however any student is welcome to participate in breakfast.

WISCONSIN MORNING MILK PROGRAM

Milk is offered every day during a snack break for \$0.45 per 8 oz carton. If a student is determined to be eligible for Free & Reduced-Price Meals, then milk is also free during snack break.

FIELD TRIP BAG LUNCH MEAL DEAL

Students may order a bag lunch from the Food Service program when there is an activity that takes them out of the building over the lunch period. All lunches must be ordered in advance. The lunch may be purchased for the cost of a meal and will be charged to the student's lunch account. If a student is determined to be eligible for Free & Reduced-Price Meals, then the meal will be charged accordingly.

NUT FREE POLICY

Some food products can cause an anaphylactic reaction if a person eats, touches, or breathes in the protein. Anaphylaxis means that the immune system over reacts to a particular protein found in that food. Each reaction is unique and symptoms range from mild to life threatening with each exposure. The eight foods most commonly responsible for the majority of reactions are: cow's milk, eggs, fish, peanuts, shellfish, soy, tree nuts, and wheat. Examples of non-food related anaphylactic allergens are latex, medication, and insect venom (i.e. bee stings).

Although the district cannot guarantee an allergen free campus, DC Everest Policy 5335.01 provides an anaphylactic aware environment (K-12) for staff and students by taking measures to minimize the risk of an exposure and educate staff to respond to life threatening reactions. During classroom projects and activities, common food allergens, as well as latex, will be avoided.

To reduce the risk of exposure for physician diagnosed anaphylactic food allergies, it is recommended that products containing nuts are consumed in the cafeteria. If nut containing products are eaten, hand washing with soap and water is recommended prior to returning to a classroom environment or playground. Items for snack break should not contain nuts as they cannot be consumed in the classroom.

The food service department will make dietary substitutions in accordance with USDA regulations 7 CFR Part 15b, when the "Medical Statement for Children with Disabilities Requiring Special Foods in Child Nutrition Programs" is correctly completed by a physician and returned to the Supervisor of the School Nutrition.

A reasonable effort for school operated programs will be made to not serve or purchase food products that contain nut ingredients. Nut containing products will not be served in grades K-5. All students may pack a cold lunch containing nut products to be eaten in the cafeteria only.

The parent/guardians will supply a physician signed and completed Anaphylactic Action plan to the school and indicate if the student should sit at an allergy safe table and notify staff if there are any changes in the student's health.

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

It is often hard to know when to keep a student home from school. The following guide will give you helpful hints to decide about sending your student to school.

Fever

A fever is a sign that your student may be sick and/or contagious.

- If your student has a temperature of 100.5 degrees or more, they will be sent home.
- Your student can return to school when he/she is fever free for 24 hours without the use of a fever reducing medication.
- Call your doctor if the fever continues for more than a few days.

Vomiting

If your student vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A student who is vomiting needs to stay home until he/she is symptom free for 24 hours.
- Call your doctor if the vomiting continues more than 24 hours, and/or your child is not drinking fluids.
- Your student should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your student has diarrhea due to illness, and the diarrhea is not due to a chronic health condition, he/she will be sent home.

- Notify your doctor if the diarrhea is frequent or accompanied by fever, rash, or general weakness lasting more than 24 hours.
- A student with diarrhea needs to stay home until he/she is symptom free for 48 hours.
- If the diarrhea is associated with illness, your student should not have diarrhea when they return to school.

Rashes

A rash may be the first sign of an illness.

- A doctor should evaluate the skin rash before you send your student to school.
- Your student will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your student may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your student may be at school.

Coughs and Colds

Infections are spread when students cough and sneeze, forgetting to cover their nose and mouth.

- Your student will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Students may stay at school and/or return to school providing they do not have a fever, nasal drainage is minimal and coughing is less frequent.

Pink Eye

Allergies, viruses, and/or bacteria can cause pink eye. Pink eye can be highly contagious depending on the cause.

- Symptoms are red watery eyes, swelling of the upper and/or lower eyelid, and/or yellow drainage.
- Your student will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.
- Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.

Strep Throat

If your student has been diagnosed with Strep Throat, he/she must remain home 24 hours after being fever free and 12 hours after antibiotics have begun or return with written doctor approval.

Lice

If designated staff discover head lice or untreated nits on a student at school, the school staff will notify the parent/guardian and recommend picking the student up and administer an FDA approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked-up they may remain in the classroom the remainder of the school day but must be treated with an FDA approved lice treatment prior to returning to school. Nits may persist, but successful treatment should kill live lice. If nits are found, after initial treatment with an FDA approved pediculicide/ovicide, child may stay in school. Nit removal should be done at home. Head lice can be found in every community at all times and are not an indicator of cleanliness or socioeconomic status. Lice are a nuisance but do not spread disease. Therefore, notification home and/or to the local health department is not necessary.

HEALTH ROOM

Students in need of any medical care should report to the health room with permission of a staff member. The health assistant, with input from the student, will determine if a parent/guardian will be contacted or should pick the student up from school, depending on the illness of the student. Students who feel they need to go home due to an illness must allow the health assistant to make initial contact with the parent/guardian. A student should not make initial contact by personal phone to be picked up from school for medical reasons. This practice ensures quality medical care and accurate attendance of all our students. If the initial contact is not made through the health office and the student is picked up, it will be documented as excused per parent/guardian and will count towards their 10 days of allowed absences.

MEDICATIONS AT SCHOOL

The purpose of the medication procedure is to keep your student safe and provide him/her with the medication ordered. District staff will not give any medication - prescription and/or Over the Counter (OTC) - to any student unless the following criteria is met:

School Medication Consent Forms are available in the main office, health room, or online. A new medication consent form must be completed each school year or when the dose of the medication is changed and/or discontinued.

Staff cannot give any medication sent in a plastic bag or envelope.

- Over The Counter (OTC) Medications
 - Parent/Guardian signature is required for OTC medications.
 - A physician's signature is required if the dose needed of the OTC medication is more than the recommendations listed on the label, or if the medication is not FDA approved.
- Prescription Medications
 - Parent/Guardian and physician signatures are required for all prescription medications.
- Medication Bottles and Labeling
 - Prescription Medications must be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's full name
 - Name of medication
 - Time to give medication and dose needed
 - Physician's name
 - Date medication was dispensed
 - OTC Medications must be in the original container or single dose unit package. Write your student's name on the container.
- Handling and Storage of Medication at School
 - Medications are stored in the original labeled pharmacy container and in a locked cabinet.
 - During the school year, parent/guardian is called to pick up all unused, discontinued, or outdated medications.
 - At the end of the school year, parent/guardian must pick up all medication.
 - Any unclaimed medication will be disposed of at the end of the school year.
- Special Considerations

- Emergency Medications - Students are allowed to self-carry emergency medications with physician’s authorization. Emergency medications must be labeled as outlined above. Parent/guardian must complete the appropriate form even if your student self-carries the medication. All students who receive an emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
- Stock Medication - Students in grades 8-12 are able to take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- General Safety Considerations
 - Bring your student’s medication to the health office.
 - Send only limited quantities of medication to school.
 - No medication will be given to your student without your written consent.

IMMUNIZATION REQUIREMENTS

Wisconsin state immunization requirements for 2024-2025 school year are listed below. Students need the listed vaccinations by the first day of school.

Age/Grade	DTP/DTaP/DT	Polio	MMR	Hepatitis B	Varicella	Tdap	MenACWY
Grades K - 6	4	4	2	3	2	NA	NA
Grades 7 - 11	4	4	2	3	2	1	1
Grade 12	4	4	2	3	2	1	2

Immunization Waivers - Parents/Guardians do have the option to decline any and/or all immunizations based on personal, religious, and/or health reasons. If you choose not to immunize your child, check the appropriate waiver (Step 4) and sign the form. Immunization waiver forms are available online.

Please contact your student’s doctor or local health department to determine if your student needs additional immunizations. Schedule appointments to receive the immunizations needed or sign a waiver indicating what vaccine(s) you do not want your student to receive. Report the dates of the immunizations to the school health assistant.

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

Marathon County Public Health Department staff will be at each elementary school this fall to conduct a vision and hearing-screening program. Screening dates will be listed in the school newsletters.

Students in grades 4K, K, 1, 3, and 5 are screened. This program is only a screening. Participation in the screening is optional. If you do not want your child to participate in the screening, send a written signed note to the health assistant at school telling us you do not want your child screened.

If your child wears glasses, please make sure the glasses are at school for the vision screening.

Any student who does not pass the initial screening will be re-screened by the health department staff in 4 weeks. If your child does not pass the re-screening, you will receive a letter and a phone call from the health department.

Highlights of the Health Services Section:

- **Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not always a registered nurse on site.**
- **Each D.C. Everest School has the services of a health associate during school hours.**
- **If a child becomes ill or injured at school, parent/guardian will be notified. It is very important that parents /guardians provide school with the telephone number of family members or friends who can assist in an emergency if a parent/guardian is not available.**
- **School staff may administer medication only to students who have the proper forms on file.**
- **Parents/guardians are required to provide the school with an accurate immunization record with the dates of vaccinations. In addition, parents/guardians are required to provide updated vaccinated dates.**

If a child's condition warrants emergency treatment, the school will attempt to contact the parent/guardian and the child will be sent via ambulance to the emergency room at the closest hospital.

GENERAL INFORMATION/POLICIES

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES

Students who walk, ride a bicycle, or skate to school will be dismissed at the end of the day after all buses have left. Students who ride bicycles to school are to practice good safety habits at all times. Helmets should be worn. Bicycles are to be walked to and from the bicycle rack area and off school grounds. Violation of this rule may result in the loss of the privilege of bringing a bicycle to school. The school is not responsible for the damage or theft of bicycles.

Students are not permitted to use in-line skates (i.e. "rollerblades, skateboards, roller-shoes & scooters") on school property. Students who choose to use these items for transportation to school must remove and carry them before entering the school driveway, parking lot or sidewalks. These items should be placed in backpacks during the school day.

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites

There will be times where students are in conflict. This occurs when there is equal power between students who are not getting along. In disagreements where students express their viewpoints, it is recognized that while they might express strong emotions or feelings, they usually have a desire to resolve the situation. These situations will be treated as student conflict and not bullying. We may assist the student(s) in resolving conflict utilizing our student services department.

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during

activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

HARRASSMENT (po5517)

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student, or group of students, based on one or more of the student's Protected Class (gender status, change of sex, or gender identity, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws) that:

1. places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property;
2. has the effect of substantially interfering with a student's, or group of students', educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against a student, or group of students—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

1. making statements that promote violence toward a racial or ethnic group;
2. drawing, displaying, or posting images or symbols of prejudice.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights.

Within any group or protected class, individuals might use language in ways that are familiar or intended to reclaim words or concepts that have historically been used to harm or oppress them. However, this doesn't mean that such language is universally acceptable or appropriate, especially outside of that specific context or among individuals who may not share the same experiences.

Words or concepts, even when directed at one's own identity group, can still perpetuate harm and reinforce negative stereotypes. Therefore, students are expected to use language that is universally acceptable and appropriate both within and outside their own groups.

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. More information can be found on our website at <https://www.dce.k12.wi.us/district-info/district-notice> or in Policy 5517 – Student Anti-Harassment at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

ADDRESSING BULLYING AN/OR HARASSMENT

Every person (student, parent, guardian, teacher, etc.) is encouraged to immediately report any situation that they believe to be bullying and/or harassment behavior to a school building staff member or District employee. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of bullying and/or harassment shall report the incident to the building administrator. Reports can be made verbally or in writing.

All allegations of bullying and harassment will be investigated and in those cases where bullying or harassment is substantiated, immediate steps will be taken designed to end the bullying or harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in bullying or harassment will be subject to appropriate disciplinary action up to and including expulsion.

The District Compliance Officers for student harassment are: Dr. Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, jlindell@dce.k12.wi.us, 715-359-4221, ext. 1327, or Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351.

CHANGE OF ADDRESS

Parents who have moved and whose children remain in the same school are required to send a change of address and phone number to us as soon as the move is completed. Changes can also be made through the [Infinite Campus parent portal](#).

DANGEROUS TOYS/WEAPONS

Objects that might be considered dangerous are not allowed in school. Toys such as squirt guns, fireworks, rubber bands, cap guns, knives, etc., are not allowed at school. These items will be confiscated. Weapons and look-a-like weapons are not allowed on school grounds. (See D.C. Everest School District Board Policy 5772)

DISTRICT/STATE TESTING

Each year, the D.C. Everest District administers standardized and criterion performance tests to elementary students. The tests are given throughout the year to assist teachers in monitoring student

progress and to provide information to aid in the remediation of student weaknesses in academic areas. (The iReady information found here is subject to change.)

- The universal screening tool iReady (grades K-5) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 45-90 minutes; specifically, at grades K-2, iReady is further utilized to provide a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success and may be utilized to identify students who may need additional reading support.
- iReady universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonetic awareness, decoding, fluency, and spelling. This data will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- In spring, the Wisconsin Forward Exam will be administered to all students in 3rd, 4th, and 5th grades. The Forward Exam is a large-scale, standardized achievement test designed to assess what students know in relation to the Wisconsin Academic Standards. Students in 3rd, 4th, and 5th grade will take the reading and math portions of the exam. Fourth grade students will also be tested in science and social studies.

DRESSING AND GROOMING

The school does not have an official dress code. We rely on parents to see that their children are properly dressed for school. Clothing should be in good taste and of such a nature as to not disrupt the educational process. Garments that publicize tobacco use, alcohol or drugs, shirts with spaghetti straps or exposed midriff tops, strapless shirts, short shorts or low-cut waist pants/shorts, etc., are not acceptable.

DRUG/ALCOHOL ABUSE

According to the D.C. Everest District's School Board Policy 5530 – Drug Prevention, all schools are to be free of drug and alcohol abuse. Students are not allowed to bring, have in their possession, or use drugs or alcohol on school grounds, on transportation provided by the district, or at school-sponsored functions.

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

Because the focus of our time with students is educational, any device or item from home that becomes a distraction from student learning should be left at home. We cannot be responsible for items brought from home that get lost or taken.

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport to a designated district site. District reunification plans will be communicated to parents through multiple means of communications. Parents will be required to sign their children out when picking up from the designated location.

EVEREST SYSTEM OF SUPPORT (ESS)

D.C. Everest Area School District is committed to addressing the unique needs of all students through high-quality, research-based instruction. The Everest System of Support (ESS) is an organized multi-level system of support implemented to help students achieve academic and behavioral success that: ensures a high-quality education for all students, communicates and demonstrates expected behaviors, recognizes students for academic achievements and appropriate behavior, provides intervention for students who struggle or excel academically and/or behaviorally, and collects data to measure student progress and to make informed decisions. Parents are often an integral part of the ESS team.

How can parents get involved? Ensure your child has consistent attendance at school. Communicate with your child's teacher on a regular basis. Attend school events such as parent-teacher conferences. Ask questions without hesitation. Share with staff what works for your child at home. Help your child complete homework and practice skills. Ask for tools and resources you can use to support your child at home.

FIELD TRIPS/EDUCATIONAL STUDY

Trips are used to enhance the study of many concepts or units. Whenever your child is going on a trip, a notice will be sent home. Your child will not be permitted to go unless a parent or legal guardian has signed the "consent form" granting permission for the child to participate in all study trips. This form is sent home each fall and is kept on file throughout the school year. (See appendix for D.C. Everest Board Policy 2340.)

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day, overnight trip to the Twin Oaks Environmental Center, our school forest in Kronenwetter. Students will learn about Wisconsin winter ecology and will build on friendships through a variety of indoor and outdoor activities. Each class's scheduled trip will take place sometime between the end of November and March. The cost of student meals will be deducted from their lunch accounts. Families will receive an information packet and permission form prior to your child's trip. Please return these to your child's classroom teacher.

If the weather conditions result in the cancellation of school or an early dismissal, the following practice will be followed:

- If the weather forecast indicates that there is a possibility that school may be dismissed early, the administrative team may decide to send a bus and return students to school. Furthermore, the administrative team will determine if and when students will return to Twin Oaks. This decision will be communicated to families.
- If school is beginning late due to inclement weather, students will have delayed departure or remain at Twin Oaks.
- If school is cancelled prior to the start of the school day when students are overnight at Twin Oaks,
 - The administrative team will contact the district bus company and determine when road conditions will be safe for transporting students to their school or home.
 - If conditions are determined to be too hazardous for transporting students, the students will remain at Twin Oaks.
 - All decisions will be communicated to families.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire, tornado, and lockdown drills are held periodically in our school. It is extremely important that children practice the proper procedures so they will be prepared for such an emergency. Although the importance of these drills is carefully explained to children by the school staff, it is essential for parents to also stress the importance of these safety procedures with children.

FLOWERS OR BALLOONS, PARTY INVITATIONS

Occasionally, families request that we permit florists or other businesses to deliver flowers or balloons to their child while at school. While we recognize the importance of birthdays and other special occasions in a child's life, we have found that this practice disrupts classes and interferes with instruction. Also, there is always the potential for children in attendance to have allergies to plants and latex. Student flowers and balloons will not be allowed in the classroom or to be taken on the bus. Therefore, we are asking that families not have flowers or other special deliveries made to school.

Please do not bring or send invitations to parties to school with your child. This creates a situation where the feelings of others can become hurt, and it is also a distraction to the purpose of school. Per D.C. Everest Board Policy 8330, school personnel are not permitted to release addresses or other student information.

GYM SHOES

All students should have athletic shoes for physical education activities.

HOMEWORK POLICY

It is the practice of the district elementary schools to assign homework throughout the school year avoiding, whenever possible, homework on Wednesday evenings. Homework will be assigned when a child is absent from school, additional practice is necessary for the child to acquire the new skill, assignments are not completed on time and must be made up, a student needs an opportunity to review previously learned skills, or students need to complete a project that is intended as a long-term assignment. It is the responsibility of the child and the home to have homework completed in the allotted time.

INCLEMENT WEATHER

On those rare days in which school must be closed because of weather conditions, the decision to cancel school and/or utilize remote learning will be made at the district level. In the event that the weather patterns change during the day and it becomes a potential threat to safe transportation, school may be dismissed early. D.C. Everest will notify parents through their webpage, Infinite Campus messaging system, and local media sources about closures and early dismissals. The practice will be to follow the arrangements as stated by parents/guardians on the Inclement Weather/Emergency Closing Form completed at the beginning of the year. It is the responsibility of parents/guardians to keep this form updated as necessary.

IPADS & TEXTBOOKS

All iPads, textbooks and workbooks needed for the education of your child will be furnished by the school district. These and all other school property are to be handled with extreme care by the students to ensure long use. Any property that is damaged through misuse or carelessness by a student will be replaced by that student at his/her expense. Please see technology section of this handbook for applicable iPad fees.

LIBRARY BOOKS ARE AVAILABLE

Our goal is to encourage student reading. Students will be allowed to check out library books, which must be returned within a two-week period. If a child fails to return the book or the book is damaged, you will be asked to remit the cost of replacing the book. Please encourage your child(ren) to read.

LIFE EDUCATION

Life Education is a special program for fourth and fifth grade students that discusses how the human body grows and changes during puberty. Each year, parents of fourth and fifth grade students receive a complete outline of the Life Education Curriculum before their child enters the unit of study. All parents are also invited to an evening meeting to review curriculum.

LOST AND FOUND/LABELING OF CLOTHING

It is very helpful when parents label all articles of clothing (including boots and tennis shoes) and school items to ensure that they are brought home at the end of the seasonal period or school term. Each week, several good articles of clothing are left at school which no student claims. These items are placed in the lost and found area. If any item is left on the bus, the driver will retain it a day or so to enable the child who lost the item to reclaim it. Unclaimed items will be donated to a local charity.

MANDATED REPORTING OF CHILD NEGLECT OR ABUSE

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m.

NEWSLETTER

Our newsletter the "Riverside Report" is posted on Riverside's webpage. Parents who do not have access to the internet or would prefer a hard copy of the newsletter may have their child stop by the office for a copy to take home. The newsletter will contain information for parents such as important dates, special events at school, and classroom news. If there is something you feel should be included in the newsletter, please contact the school principal.

NON-CUSTODIAL PARENT MAILINGS

D.C. Everest Elementary Schools will send the following information to non-custodial parents routinely: state test scores, progress reports, parent/teacher conference schedules, and excessive absence notifications. Copies of other information students receive at school are given to students in the classroom. Non-custodial parents can receive this information by making arrangements with the homeroom teacher. It is the responsibility of the parents to make this contact. This information can also be mailed to the non-custodial parent if self-addressed, stamped envelopes are provided to the school.

Envelopes provided will be given to the homeroom teacher to be used to mail informational items as they become available.

PARENT-TEACHER CONFERENCES

Formal conferences will be held twice each year, in the fall and in the spring, to permit teachers and parents to discuss a student's progress in school. Parents will receive an e-mail with details for each of their children and will need to schedule their preferred date and time, by selecting the option of a 15-minute, in-person, virtual, or phone conference for each child. Since it is important for a teacher and parents to communicate with one another, the school annually sets a goal of 100% parent participation at conferences.

2024-2025 Conference Dates

Tuesday October 29, 2024	4:30-7:30 pm	
Monday November 4, 2024	11:30 am - 7:30 pm	No School for All Students
Thursday, February 20, 2025	11:30 am - 7:30 pm	No School for (Elementary Only)
Tuesday February 25, 2025	4:30-7:30 pm	

PARENT VOLUNTEERS

DCE EVERGREEN VOLUNTEER PROGRAM

Every day, D.C. Everest volunteers make a huge impact on the educational experience of our students. Volunteers are welcome and greatly appreciated. Whether you are interested in a one-time, one-hour project or an ongoing opportunity, we will find something that fits your schedule, talents and desires.

We continually strive to build a culture of civic engagement across our K-12 curriculum and strengthen connections district wide through meaningful engagement. With safety as a top priority, D.C. Everest has updated how it approaches the use of volunteers who may work with our students. If you have questions about volunteer opportunities at a specific school, please contact the relevant principal's office.

All of us at D.C. Everest thank you for playing an important role in our school community.

PARENTING CLASSES

Several D.C. Everest Elementary Schools will host evening parenting classes for interested parents during the coming school year. Love & Logic is a program with an overall goal of providing parents with strategies on developing the skills of listening, resolving conflicts, and providing logical consequences. Information about upcoming classes is sent home with students.

PARKING/STUDENT DROP OFF SITE

The parking lot at Riverside needs to be a safe place.

- Please note the area designated for buses from 3:30-4:00 pm.
- Parents are to use the designated areas and procedures when dropping off and picking up their child(ren).
- Remember that students cannot walk across the parking lot without an adult.

PERSONAL CHECKS

During the course of the year, students will bring money to school to purchase lunch, milk, book orders, and other items. As an aid in our bookkeeping, please make all checks payable to the Riverside Elementary School. Checks to be deposited into your child's student lunch account should include the ID number. Parents/guardians are encouraged to use online payment available on our district website.

PETS VISITING SCHOOL

Authorization needs to be obtained from the building principal prior to animals visiting school. For further guidelines and requirements, please review D.C. Everest Board Policy 8390.

PTO

Research shows that strong parent-teacher relationships aid in the growth and development of children. The school offers many opportunities for parent/guardian involvement. The PTO invites parents/guardians to participate in programs, raises funds, and provides an avenue for parents and teachers to work and socialize with each other. Parents are encouraged to attend PTO meetings and help with special projects whenever possible. PTO meetings are generally held at 6:00 on the 2nd Monday of each month in the Riverside Conference Room with a virtual option to attend via Webex. Webex links will be in the monthly newsletter.

RECESS

All children are expected to participate in school recesses. Recess will be held indoors on days when inclement weather would be a threat to student health or when the temperature and wind chill combined is below zero. The only exception to this practice is if the child has a medical excuse from a physician.

Students will be out in cold weather therefore parents are asked to help children make wise choices about winter clothing. Students often decide after leaving home that they do not want to wear the hat or boots in which their parents dressed them. The school practice, except in times of exceptional changes, is to send students out for recess in the outerwear they wore to school. Students are expected to wear a hat, coat, mittens, snow pants, and boots during winter.

SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Sara Tatro, at 715-259-2417, ext. 5326.

SCHOOL PICTURES

In the fall, a professional photographer will visit the school to take student pictures. All students will have their pictures taken, even if they do not intend to purchase a package.

SCHOOL SOCIAL WORKERS

School social workers assist students who have academic, social, or emotional difficulties within school. They serve a critical role in providing the vital link between the home, school, and community, and facilitate referrals to available community resources. School social workers may participate in parent-teacher conferences, student evaluations, and team meetings. The school social worker is available to work with students individually or in groups to improve academic and behavioral outcomes through social-emotional learning. For more information, contact the school social worker.

SCREENERS

The D.C. Everest School District continues to create academic and social-emotional support systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted instruction and intervention based upon the data-driven results of universal screening tools.

The primary purpose of universal screenings is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide them with opportunities to participate in the Gifted and Talented Magnet program, Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student.

These screenings include state or district tests, as well as specific academic or behavior screening tests. The screening assessments are typically administered to all students two or three times per year at the elementary level. [\(The iReady information found here is subject to change.\)](#)

- The universal screening tool iReady (grades K-5) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 45-90 minutes; specifically, at grades K-2, iReady is further utilized to provide a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success and may be utilized to identify students who may need additional reading support.
- iReady universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- The Bloomsights screening tool (grades 1-5) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports linked directly to data. This initiative will ensure each of our students has the opportunity to receive the

assistance they need to achieve academic and social-emotional success. Please do not hesitate to contact your building principal if you would like to discuss any of the screening processes or the options of opting your child out of a specific screener.

SMOKE-FREE ENVIRONMENT

The School Board prohibits the use of tobacco products on school district property and in school vehicles. (See D.C. Everest Board Policy 5512.)

SOFT DRINKS

D.C. Everest Elementary Schools discourages students from bringing soda or energy drinks (Red Bull, Monster, etc.) to school as a beverage with lunch or snack. Students are asked to make a healthier choice of beverage such as milk or fruit juice. Milk is available through our food service department.

STUDENT DIRECTORY INFORMATION

According to D.C. Everest Board Policy 8330, "directory information" includes: a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; and degrees and awards received.

Parents/guardians may refuse to disclose all of such "directory information" upon written notification within fourteen (14) days after receipt of the Superintendent's annual public notice or enrollment of the student into the district if such enrollment occurs after the annual public notice.

TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school's wireless network is a privilege, not a right. All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices/ software as written in the district policy may result in suspension or termination of technology privileges and other disciplinary action consistent with district policy. District-issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their district-issued iPad.

Artificial Intelligence AI technology can be an excellent resource for enhancing learning and teaching experiences, but it must be used responsibly and ethically. Students, teachers, and staff members must ensure that any AI systems they use are age and school appropriate and that they do not violate the privacy of other individuals. The use of AI for academic purposes should align with the district's curriculum and instruction goals. Students, teachers, and staff must use AI tools responsibly, avoiding any form of plagiarism or cheating. Failure to follow these guidelines may result in loss of technology privileges and/or appropriate disciplinary action up to and including expulsion.

Students, with support from parents, are expected to manage their device in a way that minimizes the likelihood of damage, loss or theft. iPads must never be left in an unlocked locker, unlocked car or

unsupervised area. Any iPads that are broken or fail to work properly must be reported to the office immediately. If there is a device malfunction, it may be repaired or replaced through Apple's warranty.

A loaner iPad will be issued to the student. Families will be responsible for paying a deductible for accidental damage, loss or theft. The cost to repair or replace an iPad within one school year will be:

- 1st incident: A \$50 deductible and a review of iPad care and security information with building administrator to receive an iPad replacement.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only, duration to be determined by building administrator.
- 3rd incident: Actual cost of repair or replacement not to exceed \$320. Student will only have in-school use of the iPad for the remainder of the school year.

Additional iPad Repairs: Replacement cost for the standard iPad case is \$15/**keyboard iPad case is \$90**, a power block \$12, a charging cable is \$6, and replacement headphones are \$5. Students that cause damage by deliberate or malicious means will be responsible for paying for the entire repair or replacement of the iPad, not to exceed \$320. Building administrators will make the determination if the damage was caused by reckless or intentional conduct. Arrangements for payment plans can be established with the building administrator.

TELEPHONE

Except in emergencies, students will not be called from class to receive telephone calls. Students wishing to use the school telephone must get their classroom teacher's permission before placing the call. Parents wishing to contact teachers should leave a voice mail message.

VISITORS AT SCHOOL

For purposes of this procedural directive: A "visitor" means an unpaid person who attends a district sponsored event or activity. As part of D.C. Everest Board Policy 8410 school safety plan, all doors to the school are locked during the school day. Visitors will need to press a call button located near the center of the front doors to enter the building. All visitors are required to register in the school office.

- "Visitor" is typically a parent/guardian/family support person attending a school event, sporting event, theater production, class choir, or school family event OR is a parent/guardian dropping off/picking up their child from school.
- Visitors attending school events shall report their presence and sign in at the school office if the visit occurs during the instructional day; but may not be required to sign in if the event or activity is after the instructional day.
- Visitors dropping off/picking up their child from school outside normal drop/pickup times will press the call button located near the center of the front doors to enter the building and drop off/pick up their child in the office lobby area.

GENERAL PUPIL CONDUCT

At D.C. Everest we utilize a multitiered system of support to teach and encourage positive behaviors and meet the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The foundation of D.C. Everest Elementary Schools consists of the four building-wide expectations:

- Be Respectful
- Be Responsible
- Be Productive
- Be Safe

Students are expected to demonstrate good conduct, use self-control, and maintain a safe attitude by observing safety practices before, during, and after school. A team of staff and parents have worked on a plan that addresses student behavior in all areas of the school.

Expectations are described and students are taught in the classroom how to meet these expectations. A program of reinforcement exists to recognize students for displaying positive behavior. D.C. Everest School District believes that a positive school atmosphere enhances individual learning. To maintain this atmosphere, students must conduct themselves appropriately and not interfere with the learning or rights of others. Therefore, the following "all school discipline plan" has been implemented and this section of the handbook is devoted to the communication of the plan to students and parents.

Highlights of the Discipline Section:

- **General school-wide rules are:**
 - **Follow directions, rules, and procedures. Keep hands, feet, and objects to self.**
 - **Be prepared for classes and activities. Speak and act respectfully.**
 - **Be considerate of others' learning.**
 - **Be responsible with school and others' property.**
 - **Prevent and report any bullying behavior, theft, vandalism, and emergencies.**

Students who choose to violate school rules and/or create problems for others will be asked to demonstrate responsible behavior by "fixing" the problem.

Consequences for violating school rules may include: loss of recess, assignment to lunch supervision, in-school suspension, out-of-school suspension, or a discipline conference among student, parent, teacher, and principal.

For more information, please see policy 5500 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

GREENHECK TURNER COMMUNITY CENTER

(<https://gtcc.dce.k12.wi.us>)

The Greenheck Turner Community Center (GTCC) is committed to meeting community needs by providing opportunities for all in areas of recreation, wellness, athletics, and social activities.

GTCC is adjacent to the D.C. Everest Senior High School and includes:

- four indoor turf fields with bleacher seating
- ice arena for hockey and skating
- indoor walking lanes
- two sports simulators (golf, softball, soccer, dodgeball and more)
- batting cages
- three basketball courts
- two racquetball courts
- a large fitness center/group fitness studio

Recreation programming for youth and adults includes but is not limited to:

- flag football
- basketball
- soccer
- volleyball
- tennis
- speed and agility
- pickleball
- golf

Family programming includes:

- public ice skating
- bounce house nights/days
- rock climbing
- birthday parties
- open gym/turf times

Adventure Care/Camp, an activity-based before and after-school childcare program at these elementary schools for a fee: Evergreen, Mountain Bay, Riverside, Rothschild, Weston, and Hatley (before-school care only). Summer camp is offered during the summer for approximately 12 weeks and is open to any child aged 4-12 with no residency restrictions.

Fitness Center Memberships are available at a low cost. The spacious center offers high-quality equipment with various bikes, treadmills, free weights, and weight machines. Group Fitness Classes are also available seven days a week and complement the membership. Classes include Les Mills Zumba, Bodypump, cycling, yoga, and barre.

Reserving space in the district, such as gym space, is coordinated through the GTCC staff. All community groups wishing to rent space, not interfering with school use or time, must reserve online or through the Facility Scheduling Coordinator at GTCC.

TRANSPORTATION POLICY

SCHOOL BUS ROUTES

Prior to the opening of school in the fall, Lamers Bus Lines will mail each student notification of the route the student will ride throughout the school year. Parents should review the information sent by the bus contractor and help their child determine the appropriate bus stop. During the first few days of school, routes may be altered. If a child boards the wrong bus during the first few days, he or she will be taken home at the end of the driver's run.

ALTERNATE PICK UP AND DROP OFF LOCATIONS

It is the intent of the D.C. Everest Area School District to try to accommodate the special needs of parents and children and to help working parents, whenever possible, by allowing transportation to babysitters or day care centers.

The concern of the school district and the transportation company is for the safety and welfare of our children. Therefore, all children must be picked up and/or delivered to the same location on a regular basis.

The district will honor requests for multiple pick-up or delivery points for the same days during the week, providing the alternate drop-off and/or pick-up location is on an established bus route in the school's attendance area. Parents are required to provide the district with a schedule for the alternate pick-up and/or drop-off location.

Requests to have children change bus routes to go to a babysitter or day care center may be granted only when it is determined by the transportation company that there is room on the affected bus. Requests for a change in bus stops that are on existing bus routes and for a period of at least 30 days will be considered. Pick-up and delivery to a location outside the school's attendance areas will be considered if the pick-up or delivery point is on an established bus route.

Requests for alternate pick-up and drop-off locations must be in writing, must meet the above criteria, and be approved by the Administrative Assistant to the Assistant Superintendent of Operations. Temporary bus changes will be approved on a short-term basis for emergency situations only. Requests of a social nature will not be approved (sports, parties, lessons, etc.).

[Transportation Change Request Forms can be found here](#), the individual school offices, Lamers Bus Lines, or at the Administration Building. Requests for the next school year must be submitted no later than July 15th so the change, if approved, can be incorporated into the bus routing.

Highlights of the Transportation Policy Section:

- **Requests to have children picked up or dropped off at a sitter or day care may be granted if the necessary request form has been submitted. Pick up the form at the school, the Administration Building or at Lamers Bus Lines.**
- **Requests to have a student ride a different bus for a "social reason" (sports, parties, etc.) will not be permitted.**

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 1662 Employee Anti-Harassment
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents’ Right to Know
- Policy 2264 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities (Prior to August 1, 2024)
- Policy 2270 Religion in the Curriculum
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Material Centers
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Allergies
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect
- Policy 8500 School Nutrition
- Policy 8531 Free and Reduced-Price Meals
- Policy 9130 Public Requests, Suggestions, or Complaints

OTHER IMPORTANT POLICIES

The D.C. Everest Area School District prohibits sex discrimination in any educational program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinators: Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351, or Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, sttrimner@dce.k12.wi.us, 715-359-4221, ext. 1225. The notice of nondiscrimination is located at: <https://www.dce.k12.wi.us/district-info/district-notices>. (Reference: Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, Policy 2260, Administrative Guideline 2260D)

Meal Charge Policy: Policy 8500 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or available in the school office, states “Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program... Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Students will be permitted to purchase meals from the District's school nutrition using either cash on hand or an online school nutrition account.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or
E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

FERPA Notice ag 8330: “Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to

consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.”

Weapons on School Grounds: “The District prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.” Policy 5772 - The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.”

Student Lockers: Reminder that lockers, desks, and storage areas used by students are school property and under the control of the District. These areas are subject to random searches.

D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN

(Pupil Non-Discrimination)

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.

In order to achieve the aforesaid goal, the Superintendent or designee shall:

A. Curriculum Content

- a. 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. Student Access

- a. 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;
- b. 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.

C. Student Evaluation

- a. 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 Superintendent or designee 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 Board designates the following individuals to serve as the District's Compliance Officers:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

The Superintendent or designee 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.

[D.C. Everest Discrimination Statement \(https://www.dce.k12.wi.us/Non-Discrimination\)](https://www.dce.k12.wi.us/Non-Discrimination)

D.C. Everest Area School District Lus Ceem Toom

(Kev txwv tsis pub ntsub ntxaug cov tub ntshais kawm ntawv)

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv tau cog lus los muab kev kawm sib npaug rau txhua tus tub ntshais kawm ntawv nyob hauv lub District/koog tsev kawm ntawv no.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv yuav tsis caiv thiab kev ntsub ntxaug ua saib tsis taus rau ib tus neeg twg vim nws yog ib haiv neeg twg, yog tawv nqaij txawv, muaj los sis tsi muaj kev ntseeg, nws li caj ceg, muaj dab qhuas, muaj me nyuam/cev xeeb tub, muaj txij nkawm thiab tsis muaj, nyiam poj niam los nyiam txiv neej, yog ib tus neeg hloob cev los sis xav tias lawv yog poj niam los yog txiv neej, thiab yog tias nws lub cev, lub hlwb, kev xav, los sis kev xiam oom khab tsis zoo xws li lwm tus (Cov Uas Muaj Cai Tiv Thav) nyob rau hauv nws cov programs thiab activities.

Yuav kom ua tau raws li lub hom phiaj ua twb hais law, tus Tuam Thawj Saib Kev Kawm los sis tus tau kev tso cai yuam tsum:

A. Cov Ntawv Kawm

1. Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thav tau tshawb pom txawm yog muaj los tsis muaj cov ntaub ntawv ntshais, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas

yog hais tias pab tau thiab tsim qho neeg
ntxhais kawm uas tsis siv lus Askiv

muab cov khoos kas tsim nyog rau cov tub

B. Kev Pab Cuam Ntawm Cov Tub Ntxhais Kawm

1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev koj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntxhais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauj lwm, kev ua sis, cov chaw kawm, lossis kev xyaum ua hauj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntub ntxaug raws li lub rooj tsam xwm txoj cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg

C. Kev Ntsuam Xyuas Ntawm Tub Ntxhais Kawm

1. Saib kom paub tseeb tias cov ntawv xeeb, cov txheej txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuum kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuum raug txiav txim, yuav tsis txawv thiab muaj kev ncaj ncees ntawm Cov Uas Muaj Cai Tiv Thaiv.

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwv los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj ncees rau tej lus nug thiab kev tsis txaus siab txog kev ntub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab 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). Cov cai no kuj muab rau cov tub ntxhais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv xaiv cov neeg nram qab no los ua cov neeg ua tau lub meej mom ua cov neeg Saib Thiab Ua Raws Cai:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav tsum sim nrhiav cov menyuum uas muaj hnuv nyooq li 3-21 xyoos uas xiam oob khab txhua txhua xyoo. Tsis tas li ntawd xws, nws yuav tsim tsa cov txheej txheem los nrhiav cov menyuum kawm ntawv uas tsis paub lus Askiv txaus, nrog rau cov

menyuam yaus thiab cov hluas, tuaj ntsuam xyuas lawv qhov peev xwm los koom nrog Hauv Paus Tsev Kawm Ntawv cov kev pab cuam, thiab tsim thiab tswj cov txheej txheem uas ua tau raws li lus Askiv thiab cov kev kawm tau ntawm cov menyuam kawm ntawv. Qhov kev qhia no yuav tsum muaj cov txheej txheem rau cov menyuam kawm ntawv, kev pabcuam, kev tshuaj ntsuam, thiab tawm thiab yuav tsim los pab cov menyuam kawm ntawv kom muaj kev qhia zoo uas ua rau kev kawm vam meej thiab yuav ua kom tau txais sijhawm kawm thiab tau taub lus Askiv. Ib feem ntawm qhov kev kawm no, Hauv Paus Tsev Kawm Ntawv yuav ntsuam xyuas kev kawm ntawm cov menyuam kawm ntawv kom kawm tau lus Askiv zoo nyob rau ntawm kev mloog, hais lus, nyeem ntawv thiab sau ntawv, txhua xyoo.

Área Escolar de D.C. Everest AVISO DADO AQUÍ

(No a la Discriminación del Alumno)

La Junta Escolar se compromete a brindar una oportunidad educativa igual para todos los estudiantes en el Distrito.

La Junta directiva no discrimina por motivos de raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estado parental, orientación sexual, sexo (incluido el estatus transgénero, cambio de sexo o identidad de género) o físico, discapacidad mental, emocional o de aprendizaje ("Clases protegidas") en cualquiera de sus programas y actividades estudiantiles.

Para lograr la meta antes mencionada, el Director o persona designada deberá:

- A. Contenido curricular
 1. Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana; Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;
- B. Acceso de estudiantes
 1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;
 2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.
- C. Evaluación del Estudiante
 1. Verificar que las pruebas, los procedimientos y los materiales de orientación estén diseñados para evaluar el progreso del estudiante, calificar aptitudes, analizar la personalidad o de alguna manera establecer o tender a establecer una categoría por la

cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

El Director o persona encargada designará y publicará el nombre del funcionario(s) de cumplimiento que es responsable de coordinar los esfuerzos del Distrito para cumplir con las leyes y regulaciones federales y estatales aplicables, incluido el deber del Distrito de abordar de manera pronta y equitativa cualquier pregunta o queja con respecto a la discriminación o la igualdad de acceso. El(los) Oficial(es) de Cumplimiento también verifican que el aviso apropiado de no discriminación para el Título II de la Ley Estadounidenses con Discapacidades (según enmendada), Título VI y VII de la Ley de Derechos Civiles de 1964, Título IX de la Ley de Enmienda a la Educación de 1972, Sección 504 de la Ley de Rehabilitación de 1973 (según enmendada), se proporciona a los estudiantes, sus padres, miembros del personal y el público en general.

La Junta Directiva designa a las siguientes personas para que sirvan como Oficiales de Cumplimiento del Distrito:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

El Director o su designado intentarán anualmente identificar a los niños con discapacidades, de 3 a 21 años de edad, que residen en el Distrito pero que no reciben educación pública. Además, establecerá procedimientos para identificar a los estudiantes con dominio limitado del inglés, incluidos los niños y jóvenes inmigrantes, para evaluar su capacidad de participar en los programas del Distrito y desarrollar y administrar un programa que satisfaga el idioma inglés y las necesidades académicas de estos. Este programa incluirá procedimientos para la colocación de estudiantes, servicios, evaluación y pautas de salida, y estará diseñado para proporcionar a los estudiantes una instrucción efectiva que conduzca al logro académico y la adquisición oportuna del dominio del idioma inglés. Como parte de este programa, el Distrito evaluará el progreso de los estudiantes para lograr el dominio del idioma inglés en las áreas de escuchar, hablar, leer y escribir, sobre una base anual.

D.C. Everest Middle School
Student and Parent/Guardian Handbook
2024-2025



D C E V E R E S T
Middle
S C H O O L

9302 Schofield Ave.

Weston, WI 54476

715-241-9700

715-241-9697 Fax

<https://middleschool.dce.k12.wi.us>

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WELCOME

Welcome to D.C. Everest Middle School! Our goal is to provide a safe, caring, and supportive environment, which will allow and inspire everyone to grow and be successful. We hope all students will take advantage of the academic and extracurricular opportunities available in our school; participation in activities build pride in one's school. We look forward to working with you to make our school a great place.

MIDDLE SCHOOL CORE VALUES

Core Values help define who we are, what we stand for, and how we navigate the world around us. They provide a sense of identity, and purpose, and keep us moving in the right direction. At the D.C.E. Middle School, our attitudes and behaviors should reflect our core values at all times and in all environments.

Do What's Right

- Do what's right, even if it's difficult or unpopular.
- Take pride in your learning and your school.
- Practice doing the right thing without being told.

Care for Everyone

- Be kind, respectful, and accepting of others.
- Appreciate the diversity and differences of everyone, including yourself.
- Always help and include others when you can.

Embrace Excellence

- Try your hardest – you are capable of more than you know!
- Stay positive and challenge yourself.
- Accept mistakes as part of the journey to success.

ATHLETICS

Students will need to do the following prior to the first day of practice to be eligible to participate in athletics in grades six and seven:

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade reporting period.
- All student athletes are required to follow the D.C. Everest Athletic Code of Conduct.
- Student athletes must:
 - Complete an insurance/pledge card.
 - Complete a completed emergency card.
 - Complete a completed W.I.A.A. physical card or alternate card.
 - Complete concussion test forms each school year in which the student participates in a sport.

All athletic forms are to be completed online except for the physical and alternate-year cards. Parents will have the ability to scan and upload the physical and alternate-year cards. If physical and alternate-year cards are not uploaded electronically, a hard copy needs to be turned into the Athletic Office. [Middle School Athletics Information](#)

W.I.A.A. PHYSICAL EXAMINATION CARD - Physical examinations taken after April 1 are good for the following two school years. The Alternative Card is needed for the second school year. Physical examinations taken before April 1 are good for the remainder of the school year.

INTERSCHOLASTIC SPORTS

SEPTEMBER TO NOVEMBER

Fall Sports		
Cross Country	Boys and Girls	Grades 6-8
Football	Boys	Grades 7-9
Soccer	Boys	Grades 7-9
Swimming	Girls	Grades 6-8
Dance Team	Girls	Grades 6-9
Volleyball	Girls	Grades 7-9

NOVEMBER TO MARCH

Winter Sports		
Dance Team	Girls	Grades 6-9
Wrestling	Boys	Grades 6-8

OCTOBER TO DECEMBER

Basketball	Boys	Grades 7-8
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JANUARY TO FEBRUARY

Basketball	Boys	Grades 7-8
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MARCH TO JUNE

Spring Sports		
Track	Boys & Girls	Grades 6-8
Soccer	Girls	Grades 7-8
Softball	Girls	Grade 7-8

SOME CLUBS AND SPORTS MAY CARRY AN EQUIPMENT/UNIFORM/APPAREL FEE.

MIDDLE SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES

Here is a sampling of clubs that have run in the past. Ideas for new clubs are always welcome!

Club/Activity	Description
Anime Club	Anime Club is a place for you to talk Anime, watch Anime, and draw Anime!
Battle of the Books	Battle of the Books is a reading competition. You will be reading books and answering questions. Winning teams from DCEMS compete online or in person with other teams in Wisconsin.
Boys and Girls Club	After-school enrichment & fun activities sponsored by the Boys and Girls Club of Marathon Club. Membership is FREE for all DCEMS students.
Chess and Checkers Club	Test your skills in the world of chess and checkers with some of the best.
EL Homework Club	A homework club specifically designed for our EL students.
Fellowship of Christian Athletes (FCA)	FCA is a student-led club designed for kids who want to come together to have fun, share faith, and make new friends.
Fishing Club	Learn all about fishing, area lakes, lures, and take a fishing trip. You will have a chance to tell those fishing stories about the “ones that got away”!
Forensics	If you like public speaking or want to improve your communication skills this is the club for you!
Gaming Club	We play a wide variety of board and card games. Fun time with friends.
Garden Club	For all you “green thumbs”. If you enjoy digging in the dirt, our school garden could use your help.
Homework Club	Join friends in a great environment to get homework done and have help if you need.
Horse Club	A club where you can come together to talk all things horses!
Jazz Band	Open to 7 th grade band students to come together and explore new notes, rhythms, and techniques.
Junior Optimist Club	Junior Optimist Club focuses on volunteering and giving back to the community.
Peyton's Promise	Work together to help fight hunger! This club helps create food drives and spread awareness.
Pop/Jazz Choir - Choir students only	Open to choir students who want to learn new notes, rhythms, and techniques.
Rainbow Alliance	This club provides a focus on understanding differences and supporting one another
Ski/Snowboard Club	This club can help you survive WINTER! Open to students in grade 6 and 7.
Student Council	The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects.
Variety Show	Can you sing a song? Do you dance the jig or walk on the balance beam? Come share your talent with the school and the community.
Yearbook	Help create our DCEMS Yearbook! You will focus on the construction of the yearbook by taking pictures, drawing layouts, cropping photos, writing, and typing copy.

*All school sponsored clubs are free to Middle School participants.

Students do not need to sign up to participate in school sponsored clubs and are encouraged to get involved!

Dates and times will be on the [Middle School website calendar](#) as clubs begin to meet.

2024-2025 DCE Calendar

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-23, 26, 30 Teachers work 2 half day increments in-person during these days

27-29 Teacher Work Days

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

20 No School for All Students
Elementary: P/T Conferences
Secondary: student Independent Learning Day - teachers 1/2 vertical teaming & 1/2 work day

21 Teacher PD Day

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School - Labor Day
 3 First Day of School

30 No School for Elementary: teachers WIN Planning, screener review
Secondary: Student Independent Learning Day - teachers 1/2 vertical teaming & 1/2 work day

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

★ Last Day of Third Quarter

21 No School for All Students
Elementary: 1/2 work and 1/2 PD day.
Secondary: Grading Day

24-26 Spring Break

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 No School - Teacher PD Day
 25 No School

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 - No School - Good Friday

NOVEMBER '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

★ Last Day of First Quarter

4 No School for All students
Elementary: P/T Conferences
Secondary: Quarter grading day

27-29 Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

26 No School - Memorial Day

28 Graduation

DECEMBER '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

23-Jan.1 Winter Break

JUNE '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

★ Students' last day unless need for snow make-up day
 △ Snow Make-Up Day if needed
 ▽ Last day for teachers if no snow make-up day
 ○ Last day for teachers if snow make-up day needed

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Last day of winter break

★ Last day of S1 (12 days)

20 No School - M.L. King Day- Teacher Work Day - grading

Teacher Days: Semester One 91 Semester Two 93 Total 184
 Student Days: Semester One 84 (Elem) 85 (Sec.)
 Semester Two 88 (Elem) 89 (Sec.)
 Student days Total 172 (Elem) 174 (Sec.)

Note for Support Staff:
 Sept. 30 and Feb. 20 will be work days (examples vector and other PD options)

VISITORS TO THE MIDDLE SCHOOL

VISITORS AT SCHOOL PROCEDURES

For purposes of understanding: A “visitor” means an unpaid person who attends a district sponsored event or activity. As part of D.C. Everest Board Policy 8410 school safety plan, all doors to the school are locked during the school day.

- Visitors will need to press a call button located near the center of the front doors to enter the building. All visitors are required to register in the school office.
- “Visitor” is typically a parent/guardian/family support person attending a school event, sporting event, theater production, class choir, or school family event OR is a parent/guardian dropping off/picking up their child from school.
- Visitors attending school events shall report their presence and sign in at the school office if the visit occurs during the instructional day; but may not be required to sign in if the event or activity is after the instructional day.
- Visitors dropping off/picking up their child from school outside normal drop/pickup times will press the call button located near the center of the front doors to enter the building and drop off/pick up their child in the office lobby area.

DCE EVERGREEN VOLUNTEER PROGRAM

Every day, D.C. Everest volunteers make a huge impact on the educational experience of our students. Volunteers are welcome and greatly appreciated. Whether you are interested in a one-time, one-hour project or an ongoing opportunity, we will find something that fits your schedule, talents and desires.

We continually strive to build a culture of civic engagement across our K-12 curriculum and strengthen connections district wide through meaningful engagement. With safety as a top priority, D.C. Everest has updated how it approaches the use of volunteers who may work with our students. If you have questions about volunteer opportunities at a specific school, please contact the relevant principal’s office.

All of us at D.C. Everest thank you for playing an important role in our school community.

ATTENDANCE

ABSENCES AND TARDIES - Families play a key role in getting their children to school every day. Research has found that regular attendance is a key ingredient for success in school. Being absent only 2 days every month is missing 10% of the school year.

Wisconsin State Law 118.15 and D.C. Everest Area School District Board Policy 5200 requires students to be in school with no more than 10 parent-excused days per school year; these absences may include all or part of a school day. Beyond that a written excuse from a medical professional is required to avoid truancy. The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

Being at school every day is key for your child to stay engaged, successful and on track to graduate. Our primary concern is the impact on your student’s academic achievement. Absences can be a sign that a student is losing interest in school, struggling with schoolwork, or dealing with personal issues. By 6th grade, absenteeism is one of the signs that a student may drop out of high school. The longer students are away from school, peers, and teachers, the more difficult it is for

them to feel like they belong to the school community. We are also encouraging good habits and life skills for student's futures in the workplace.

ATTENDANCE PROCEDURES AND REGULATIONS - Regular and punctual attendance is the first step to school success. Frequent absence is one of the main causes of discouragement and failure in school. Students who are not in class miss material that is taught, lose the opportunity to ask and listen to questions and do work in the class with the help of their teacher. This often will lead to students falling behind and becoming discouraged and possibly fail in school. We urge that no student be absent unless it is absolutely necessary. Not only is regular school attendance required by law, but it is also a very important ingredient that goes into success at school. It is the parent's responsibility to notify the school of their child's absence.

Occasionally school absences become excessive. When the school determines that a student's absences have significantly exceeded the normal absence rate, a doctor's statement will become mandatory for an absence to be marked as excused.

Report all absences by telephoning the D.C. Everest Middle School Attendance Office. To speak to the attendance secretary, please call and request extension 1. The attendance voicemail is accessible 24 hours a day, 7 days a week.

- *Dial 715-241-9700*
- *Enter extension 1 for the Attendance Office*
- *Or email mid-attendnace@dce.k12.wi.us*

Parents who cannot call the school must send an explanatory note to the office upon the student's return to school in order for the unexcused absence to be changed. This note must be presented to the attendance secretary before 7:20 a.m.

STUDENTS WHO ARE LATE/TARDY TO SCHOOL - Students are considered tardy to school if they are not in their first period classroom by 7:20 AM. Being inside the school building by this time is not acceptable; they must be in their assigned class by 7:20 AM. Students who are late to school must report to the office prior to going to class. They will be given a hall pass on their iPad allowing them to return to class. Being delayed due to waiting in line to drop off students will not be considered an excused tardy.

TRUANCY/UNEXCUSED ABSENCES - A student will be considered truant if he/she is absent part or all of one (1) or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

- *A student skipping all or a large portion of a class is considered an absence for that hour.*
- *A student will be considered a habitual truant if she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.*

Truancy cases will be referred to Marathon County Juvenile Court. The Assistant Principal will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- Communicate with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and have received no response or were refused.

- Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law.
- Evaluate the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if test administered to the student within the previous year indicate that the student is performing at his/her grade level.
- Conduct an evaluation to determine whether social problems may be a cause of the student's truancy and if so, have taken appropriate action or made appropriate referrals.

Make school attendance a priority and do the following:

- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework, turning off electronic devices, and getting a good night's sleep.
- When possible, try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches, fatigue, or stomach aches may be signs of anxiety which can subside one at school.
- Help your pre-teen stay engaged. Find out if your child feels engaged in his classes and feels comfortable with other students. Talk to teachers if you notice sudden changes in behavior.
- Stay on top of academic progress and seek help from teachers if necessary. Make sure teachers know how to contact you.
- Know your child's social contacts and interactions on social media.
- Encourage meaningful after school activities, including sports and clubs.
- Contact us. Our staff, including your child's teachers, school counselor, and principals are here to help you and your child.

SKIPPING CLASS - A student that does not report to their assigned class, does not have a pass to be in another location, does not have a viable reason or is not with a staff member will be considered willfully not attending class, or skipping. A student skipping all or a large portion of a class is considered an absence for that hour. Skipping class will be considered for overall truancy proceedings.

TARDIES - Being on time to class is another important factor in academic achievement and life skills. The time that a student misses from class is instructional time lost. Those minutes add up to a day or days missed. Students may be tardy two times in a quarter without a consequence. A student's third tardy will warrant a consequence and parent phone call, which will be completed and entered in Infinite Campus as a Behavioral Incident that was managed by the teacher and confirmed with the parent.

Students will start over with zero tardies at the beginning of each quarter. Student's tardiness will be recorded for each individual period, not cumulative of the entire 8 periods.

TARDY POLICY:

AFTER THE FOURTH TARDY – The teacher will record the tardy in Infinite Campus (IC). The teacher will meet with the student to discuss the reason for the tardies and assist the student with ideas on how to get to class on time, a consequence may be issued.

THE FIFTH TARDY AND SUBSEQUENT TARDIES – Record the tardy and talk with the student and parent. This could be done by email, phone, text, or letter, etc. Notify the parent the child is being issued a consequence which may include a 30-minute detention for repeated tardiness. Chronic tardy cases (five or more in one class for the same quarter) will be referred to the office for additional consequences.

- *During a detention the student should be quiet, cooperative, be on time, and cannot use electronic devices. If any of these procedures are not followed by the student an additional detention can be issued.*

SKIPPED DETENTION – The teacher and student will call the parent informing them of the skip (a conversation needs to take place). The detention needs to be rescheduled and served. The office should be notified if the student skips a second time. After the second skip the office will call home (parent conversation) and inform the parent of the skipped detention. Administration will work with the student to determine the consequence for skipping a detention.

ADDITIONAL INFORMATION – Staff will use their judgment when a student tells them why they are late and determine if a student is tardy. Students should ask for a pass from a teacher if they are going to be late to ensure they are communicating with their teachers.

WORK FOLLOWING STUDENT ABSENCES – After an absence, a student is expected to see his/her teachers to explain the reason for the absence and to take the necessary steps to make up the work. In the case of planned absences, we encourage you to cooperatively work with your teacher to make up the work prior to the absence.

Each house will determine their standard for makeup work following student absence. This policy should be clearly communicated to the students and parents. Students may request homework to be sent home through the Student Services Office after three days of absence.

Students receiving an In School Suspension (ISS) or Out of School Suspension (OSS) will be allowed to make up missed work. Students are responsible for being an active participant in ensuring they communicate with teachers the need to make up work due to this circumstance. If work is made up in a reasonable amount of time, the lateness should not lower the grade.

PARENT/GUARDIAN REQUEST FOR HOMEWORK – Infinite Campus and Canvas are excellent resources for all students and their families. You are encouraged to check Infinite Campus Parent Portal regularly – especially in cases of student absence. Parent/guardian may call the Student Services office at extension 2316, to organize homework if a child has missed more than three days of school.

EARLY DISMISSAL/PARENT PICK-UP – Students who wish to leave school early for any reason during school hours, such as dental appointments, emergency doctor appointments, etc. must check out through the main office.

1. Early dismissals will only be given if a student has a written permission note from a parent or guardian.
2. No student is to leave their classroom or the building unless he/she has a “Permit to Leave” slip and has checked through the main office or the Health Room. This includes all students who become ill at school.
3. Students who are ill should go to the Health Room. If it is determined that they should go home, the parent will be notified and then they will receive a pass to leave school. To help us keep accurate attendance, students should not call or text their parents directly without going to the healthroom to be picked up if they are not feeling well.

Parents are asked to communicate with the office for student pickups, appointments or illness by phone or note by student. This will allow us to contact teachers, students and or the Health Room for student information and possible early pick up.

INSTRUCTIONAL MATERIALS

Parents have the right to inspect instructional materials and IMC materials – Policy 9130 and 2622. If class content or activities conflict with the parent’s religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes during that instruction. For details please see Policy 2240 and Policy 2270 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or they are available in the school office.

SCHOOL LUNCH/BREAKFAST

Meal Charge Policy: Policy 8500 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or available in the school office, states “Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District’s school lunch program... Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Students will be permitted to purchase meals from the District's school nutrition using either cash on hand or an online school nutrition account.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or
E-mail: program.intake@usda.gov.
This institution is an equal opportunity provider.

Application forms and instructions for Free or Reduced priced lunch/breakfast benefits are available online at the [Free & Reduced Meals](#) are mailed to each family in early August and are also available at Open House/Picture Days. A new form must be completed each school year or if new and transferring into the District. Please submit only one application per family with all members included. Application for free or reduced priced meals may be made at any time during the school year. Forms are also available from the main office, by calling the Nutrition Services office at 715-241-9700 x 2407 or the D.C. Everest Website at [School Nutrition Services](#).

A student lunch account is set up with a PIN (Personal Identification Number) assigned. Parents are asked to make payments, preferably with checks, to their child's lunch account to create a credit for the future purchases of the student's meals. There are deposit envelopes available in the lunchroom and office for students to make deposits. Please include the student's name and PIN number on the envelope and/or check. Deposits may also be made online by clicking on the "Pay for Meals Online" icon at [School Menu/Payments](#) is a convenience fee for online payments.

- The cost of breakfast is \$1.50 and lunch \$2.15 for the **2024-2025** school year.
- School breakfast is served each day school is in session unless there is a late start.
- 1% white milk, and chocolate skim milk are available on a daily basis for \$.45.

Ala Carte items are available daily in the lunchroom. The choices may include juices, cookies, ice cream novelties, bottled water, and additional entrees. The cost of these items is deducted from the student's lunch account. Students must have money in their lunch account in order to purchase ala carte items. If you would prefer your child only have access to the school meals, not ala carte items, please contact the Nutrition Services office. 715-241-9700 x 2407.

Students are reminded in the lunch line when their lunch account balance is getting low. The school district also utilizes Campus Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. Parents are encouraged to sign up for [MySchoolbucks online](#). This enables parents to view their child's lunch account activity. Please access the D.C. Everest website at [School Nutrition Services](#) the "Departments" link to "School Nutrition" link to register. Please note, there is a convenience fee applied to each transaction.

Any balance, positive or negative, in a student lunch account at the end of the school year is carried into the next year. If a student leaves the District, a refund will be made at the parent's request.

The school lunch menu is available to students online during daily morning announcements, at [School Menu/Payments](#)

Students are not allowed to call in orders for delivery to D.C. Everest Middle School during school hours. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW. Washington D.C. 20250-9410, or call (800)795-3272 (voice) or (202)7206382 (TTY). USDA is an equal opportunity provider and employer.

The use of cell phones is not allowed during lunch time.

LUNCH RECESS - Students will be expected to go outside for recess after the completion of their lunch time. Students need to be responsible for making sure they bring with them to lunch and wear appropriate clothing for going outside each day.

Clothing recommendations:

20-40 degrees (w/wind chill) must wear a coat or a sweatshirt. Shorts are not recommended (Until temps are above 32 degrees) and 0-20 degrees (w/wind chill) must wear a coat. If the temperature is below zero, students will remain indoors.

CODES OF CONDUCT

STUDENT RESPONSIBILITIES - Students at D.C. Everest Middle School are responsible to:

- Be at school on time unless properly excused by a parent or sent home by a school official.
- Show respect and courtesy for others at all times both physically and verbally.
- Take care of school property (desks, lockers, iPad, walls, bulletin boards, windows, halls, etc.).
- Help keep the building and grounds clean and attractive.
- Attend class and complete assigned homework.
- Bring supplies (books, paper, pens, pencils, iPads, instruments, etc.) to class daily.
- Learn, make friends, and have fun!

DRESS CODE - Students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety, and honesty. To promote a positive learning environment, presenting a bodily appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or obscene, or which endangers the health and safety of the student or others is prohibited.

In order to assure a healthy and safe school environment for students, the middle school will enforce the following student dress code guidelines:

- Clothing should always completely cover the torso.
- Shorts must have at least a 3-inch inseam.
- Undergarments must be worn and shall not be visible.
- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, symbols or styles of attire associated with intimidation, violence, drugs / drug use, or gangs, or that is a disruption to the learning environment.
- Students are not allowed to wear or carry actual physical flags.
- During the school day, baseball caps, hats, beanies, bandanas, sunglasses and hoods are not allowed as they make identification of students in the building difficult, and they allow for concealment of earbuds during class time.
 - Head coverings that are religious or part of traditional ethnic attire will be permitted.
 - Individual exceptions may be made for students with medical conditions or other reasons on a case-by-case basis.
- Chains, heavy necklaces, or spikes that could be perceived as or used as a weapon shall not be worn.
- AirPods earphones, headphones, etc. may only be used over/in the ears with permission from staff.
- Students are not allowed to carry backpacks, string bags, sling bags or fanny packs during the school day.

When questions arise regarding the interpretation of this policy, administration shall make a determination as to the appropriateness of the student dress. D.C. Everest Middle School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Middle School has adopted a dress code for students that

set standards for appearance during school hours and school functions. Teachers, administrators, and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well on campus.

Students will be asked to change their dress or appearance if it does not meet the dress code, if is disruptive or of an unhealthy/unsafe nature. Students who refuse to change their appearance or dress should be sent to the office. A second or repeated violation of this policy may result in disciplinary action.

STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Locations include but are not limited to, property owned or leased by the school district, school sponsored events or functions and/or on the school bus.

SMOKING AND TOBACCO USE - Possession, use, distribution/sale and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens (vape), Juuls, etc.) are prohibited. Students who fail to comply with this rule will be subject to consequences, including but not limited to, In-School/Out-of-School Suspension with parent/guardian conference and referral to police liaison for underage tobacco citation. Options for helping the student to quit smoking will be presented.

Students who fail to comply with this rule will be subject, but not limited to, the following consequences:

1. First Offense: In-School/Out-of-School Suspension with parent/guardian conference and referral to police liaison. Options for helping the student to quit smoking will be presented including our Vape Diversion Program
2. Second Offense: Out-of-School Suspension with parent/guardian conference, referral to police liaison. Options for helping the student to quit smoking will be presented.
3. Third and Subsequent Offense: Out-of-school suspension pending a hearing before the Board of Education.

Offenses for smoking or possession of tobacco products will accumulate during grades 6 and 7. This means that a student does not start over each year with a first offense.

ALCOHOLIC BEVERAGES/DANGEROUS DRUGS - Students in possession of any kind of alcoholic beverage or drug suspected to be dangerous or are obviously under the influence of one of these, will be subject to strong disciplinary measures including suspension from school on the first offense, referral to law enforcement and may receive a recommendation for expulsion on any subsequent offense. In the event that a student is caught in the act of distributing or selling a controlled substance, the offender will be recommended to the Board of Education for expulsion on his/her first offense.

For more information, please see policies 5500, 5512, 5530 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

WEAPONS - Possession or use of weapons or look-alike weapons on school grounds is strictly prohibited. The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

The prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel.
- B. Items pre-approved by the Superintendent or designee, as part of a class or individual presentation under adult supervision, including, but not limited to Hunter’s Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. Theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. *120.13(1), Wis. Stats., 943.13, Wis. Stats., 948.605, Wis. Stats*

RESTORATIVE PRACTICES - When a student has inappropriate behavior, we would like to use this as a learning opportunity. Students will discuss why the actions occurred and process with a staff member on how to avoid that choice in the future. Staff may ask the student to participate in a restorative practice to assist in teaching the proper behavior and repair relationships with others.

PROGRESSIVE DISCIPLINE - Continued student misbehavior will result in consequences for their actions. Consequences may be individualized and based on each situation. Meeting with a school counselor may be required as well to see if there are any other underlying issues causing the frustrations and misbehavior. The more serious and more frequent the offenses, the longer and more severe consequences will be.

IN-SCHOOL SUSPENSION (ISS) and OUT-OF-SCHOOL SUSPENSION (OSS) - When an offense is deemed unsafe or impedes the learning of others a student may be given an in-school or out of-school suspension.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES – Athletics, dances, clubs and fun nights are a privilege for students to attend. Any student who has a behavior offense that is deemed serious may lose the privilege of attending these

activities for the current and next quarter of school. These will include, but are not limited to offenses of AODA, Tobacco/Vaping and Violence/Physical Aggression.

Student expectations for classroom, school and bus behavior are outlined in district policy 5500: Student Code of Classroom Conduct.

Student expectation for Athletics are outlined by the D.C. Everest Athletic Code of Conduct.

GENERAL SCHOOL POLICIES

- **Soft Drinks** - D.C. Everest Schools discourages students from bringing soda, caffeinated drinks and/or energy drinks (Red Bull, Monster, Bubblr etc.) to school as a beverage with lunch or for in the classroom. Students are asked to make a healthier choice of beverage such as milk or fruit juice. Milk, juice, and health beverages are available through our food service department. Water in water bottles only will be allowed in classrooms.
- **Honesty** - Consistent with our school core values, students are expected to be honest. Any student who is not honest about homework, test, behavior, use of AI etc. will be required to complete the Behavior Correction form with the guidance of his or her teacher. Teachers should clearly define honest work for their students and parents.
- **What I Need (WIN)** - The primary purpose is academic enrichment, intervention, or positive behavior lessons. Secondary purposes include additional academic opportunities, social/emotional skill building, and house activity. Students who are not assigned to a WIN will use WIN time as a study hall.
- **Pledge of Allegiance** - After announcements each day, all first-period teachers will have their class recite The Pledge of Allegiance. No students shall be compelled against their objection or those of their parent or guardian to recite the pledge.
- **Homework Policy** - Each House will determine procedures for their homework policy. Homework should be purposeful and developmentally appropriate practice. Best practice indicates that for homework to be effective a student should be able to complete it independently. This policy should be clearly communicated with students and parents.

LUNCH REGULATIONS

1. All students should stay at school throughout his or her lunch period unless they bring a signed statement from parents that they will be leaving with them for lunch. Only students with permission from the office will be allowed to leave with them for lunch. Parents will pick up their children from the main office.
2. Student cooperation is needed in keeping the lunchroom clean. Please reinforce with them the importance of responsible lunchroom behavior.
3. Students will be expected to go outside for recess after the completion of their lunch time. Students may go to the iLab if they have received a pass.
4. Students are not allowed to call in orders for delivery of food without permission from the principal or assistant principal in advance.
5. Students **may not** have their phone out or in use (or any technology such as AirPods) at any time in the lunchroom or on the playground during lunch and recess.

LOCKERS - Hall and gym lockers are provided for student convenience at no cost. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. The school will not be responsible for lost or stolen

items. Students may decorate the inside of their locker as long as decorations are consistent with the school's core values. Students may not hang anything on the outside of their locker unless it is approved by a teacher or administration. The use of latex balloons to decorate is strictly prohibited.

The use of a locker other than the one assigned to a student is prohibited. At no time does the D.C. Everest School District relinquish its exclusive control of such lockers. The lockers assigned to a student are the property of the D.C. Everest School District and are subject to search at any time. Students shall not be allowed to secure their lockers in any way whatsoever, other than the locking mechanism provided by the school. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee, or anyone else on the premises in danger. If the building administration has reasonable suspicion a student may be in possession of stolen property or any item posing a safety concern for others, cigarettes, or other tobacco products, vapes, JUUL, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may also be asked to empty their pockets, book bags, backpacks, purses etc. The school's Police Liaison Officer may assist in any search at the direction of a school administrator. All backpacks, sling bags, fanny packs etc. must be kept in student lockers during the day.

GRADING AND ASSESSMENT

STUDENT PROGRESS - D. C. Everest is committed to using grades to communicate academic achievement based on essential learning criteria. Traditional grading practices have not reliably reported student achievement, primarily due to the inclusion of non-academic factors. Best practices suggest that regular feedback has a strong, positive impact on learning. Grades are one important opportunity to provide that feedback.

The following principles guide our District-wide efforts:

1. Grades reflect a student's knowledge and level of performance.
2. Grades are based on a variety of assessments that measure student achievement.
3. Grades clearly communicate information that enhances the partnership among parents, students and teachers and are meant to provide feedback about student achievement.
4. Non-academic factors are highly valued and contribute to student achievement; they may be communicated separately.
5. Accommodations are made as needed to help students achieve targeted outcomes.
6. Retake/Reassessment procedures will be communicated by the classroom teacher.

Grading Codes

- A= The student has demonstrated mastery. Shows extended and strategic thinking.
- AB
- B= The student consistently shows thorough understanding or proficiency of the learning goal/standard.
- BC
- C= The student shows simple or basic understanding.
- D = Learning is still in progress. The student has not yet demonstrated an understanding of the basic learning goal/standard.
- F = Student has failed to produce any work or evidence for grading. Not working towards grade level standards.

CANVAS - Student grades can be found on Canvas. Canvas is the Learning Management System used by all teachers at the middle school. Canvas will help students keep track of assignments, due dates, missing work, resources, and grades. It is also the resource that students should use to get their homework and assignments if they are absent. Students and parents will each have their own individual logins to check work and communicate. Please note that quarter grades, semester grades and final grades will be posted on the Parent Portal of Infinite Campus as well.

WIN DOC - Students who need remediation or have missing work are requested for WIN to complete work. The missing assignments are also posted on our WIN doc. You will receive an email sent your designated email if your child is placed on the WIN doc. You may also ask your student to show you their WIN doc at any time.

INFINITE CAMPUS - Parents may also log into the Infinite Campus Parent Portal to be able to view students' quarter and semester grades for each class they are taking. You may create an account by logging onto the district web page and going to the Infinite Campus link under the For Families tab.

TEACHER CONTACT - Parents are also welcomed and encouraged to contact (via phone or email) their student's teachers for an update on progress.

SCREENERS

The D.C. Everest School District continues to create academic and social-emotional support systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted instruction and intervention based upon the data-driven results of universal screening tools.

The primary purpose of universal screenings is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide them with opportunities to participate in Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student.

These screenings include state or district tests, as well as specific academic or behavior screening tests. The screening assessments are typically administered to all students two or three times per year. [\(The iReady information found here is subject to change.\)](#)

- The universal screening tool iReady (grades 6-7) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 45-90 minutes.
- The Bloomsights screening tool (grades 6-7) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports linked directly to data. This initiative will ensure each of our students has the opportunity to receive the assistance they need to achieve academic and social-emotional success. Please do not hesitate to contact your building principal if you would like to discuss any of the screening processes or the options of opting your child out of a specific screener.

TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school's wireless network is a privilege, not a right. All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices/ software as written in the district policy may result in suspension or termination of technology privileges and other disciplinary action consistent with district policy. District-issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their district-issued iPad.

ARTIFICIAL INTELLIGENCE AI technology can be an excellent resource for enhancing learning and teaching experiences, but it must be used responsibly and ethically. Students, teachers, and staff members must ensure that any AI systems they use are age and school appropriate and that they do not violate the privacy of other individuals. The use of AI for academic purposes should align with the district's curriculum and instruction goals. Students, teachers, and staff must use AI tools responsibly, avoiding any form of plagiarism or cheating. Failure to follow these guidelines may result in loss of technology privileges and/or appropriate disciplinary action up to and including expulsion.

DEVICE MANAGEMENT Students, with support from parents, are expected to manage their device in a way that minimizes the likelihood of damage, loss or theft. iPads must never be left in an unlocked locker, unlocked car or unsupervised area. Any iPads that are broken or fail to work properly must be reported to the office immediately. If there is a device malfunction, it may be repaired or replaced through Apple's warranty.

A loaner iPad will be issued to the student. Families will be responsible for paying a deductible for accidental damage, loss or theft. The cost to repair or replace an iPad within one school year will be:

- 1st incident: A \$50 deductible and a review of iPad care and security information with building administrator to receive an iPad replacement.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only, duration to be determined by building administrator.
- 3rd incident: Actual cost of repair or replacement not to exceed \$320. Student will only have in-school use of the iPad for the remainder of the school year.

Additional iPad Repairs: Replacement cost for the standard iPad case is \$15/keyboard iPad case is \$90, a power block \$12, a charging cable is \$6, and replacement headphones are \$5. Students that cause damage by deliberate or malicious means will be responsible for paying for the entire repair or replacement of the iPad, not to exceed \$320. Building administrators will make the determination if the damage was caused by reckless or intentional conduct. Arrangements for payment plans can be established with the building administrator.

PERSONAL SAFETY - Students will not post contact information (e.g., address, phone number) about themselves or any other person. Students will not agree to meet in person with someone they have met online without approval of their parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student

feel uncomfortable should be reported to school authorities immediately.

ILLEGAL ACTIVITIES - Students will not attempt to gain unauthorized access to this or any other computer system or go beyond the student's authorized access by using another person's account or accessing another person's files.

Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

Students will not use the D.C. Everest network system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

Students will not intentionally tamper with the hardware or software available for their use.

SYSTEM SECURITY - If an individual account is provided, the student is responsible for that account and should take all reasonable precautions to prevent others from being able to use that account. Under no condition should a student give a student's login and/or password to another person.

- Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems; this may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by following the District virus protection procedures when downloading files.
- Inappropriate Language
- On any and all uses of the internet, whether in application to public or private messages or material posted on web pages, students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person by a persistent action that distresses or annoys another person, and students must stop if asked to do so.

RESPECTING RESOURCE LIMITS

- Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. Games or other programs of a personal nature may not be installed or run.
- Students will not download large files without the approval of a lab supervisor or teacher.
- Students will be assigned a personal email account by the District for the purpose of school use.
- In that event the student misuses the email account it may be deactivated.
- Students will subscribe only to high-quality discussion group mail lists that are conducted through the D.C. Everest network system. In the event of a claim that students have violated this policy, the school disciplinary code, or the law, the student will be given notice of suspected violations and have an opportunity to present an explanation according to school code and/or state, federal or international law.
- The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.
- Network activity is monitored and logged. Violations of this policy are easily discovered. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the school District system or the internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs, discipline under other appropriate school District policies.

DISTRICT IPADS - District issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their District issued iPad.

GOOGLE APPS FOR EDUCATION - Google Apps is a set of online tools for communication, collaboration, time management, and document storage. Provided by Google to the District at no cost, these tools include:

- Google Apps: a word processing, spreadsheet, presentation and drawing program that allows multi-user access and editing.
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Gmail: a full functioning e-mail program

Google continues to add new tools and the District will evaluate each for its education potential. All of these tools are housed on the internet and can be accessed from any internet-connected computer with a web browser. No special software is required.

Our primary reasons for supplying these tools to students are:

- To give our students practice in using current technology applications and tools.
- To give students the ability to work on common, no-cost tools on their own documents both at school and outside of school.
- To facilitate paperless transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience.
- To provide a digital environment where our students and teachers can work collaboratively.

There is also a cost savings to the District since less file storage space will need to be maintained. Teachers will be reviewing our District's Acceptable Use Policy and Internet safety guidelines when they introduce these tools to students. Using online tools responsibly will be an important part of the learning process.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES - Student use of electronic communication devices, including but not limited to cell phones, personal tablets, AirPods or other devices, on school premises are subject to restricted use during the school day. **Students may only use their personal device before the start of school until 7:20 am and after school concludes at 2:32 pm.**

The use may not in any way:

- Disrupt the educational process for themselves or others (Including school-based bullying)
- Endanger the health or safety of the student or others.
- Infringe upon the rights of others at school.
- Involve illegal or prohibited conduct.
 - Recording/sharing/distribution of illicit photos/videos to minors will be referred to law enforcement for child pornography and will be subject to consequences up to and including suspension.

- Recording/sharing/distribution of photos/videos of illegal or prohibited activities and/or without the consent of those filmed will be subject to consequences up to and including suspension and referral to law enforcement.
- Cause them to be tardy to class or arrange for meeting other students during class instead of attending class.

At no time may cellphones or other electronic communication devices be used to take, record or transfer photographs or video images of a person without staff permission and at no time in school locker rooms, restrooms, or other private areas.

The District shall not be responsible for the security or safety of electronic communication devices that students choose to bring to school.

Nothing within this policy shall be construed to limit a student's ability to possess and use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan, Section 504 plan, or health plan.

Any student found violating this policy shall be subject to school discipline. This may include students having restricted use or loss of privileges to use technology in school and in/out of school suspensions. Students will be notified annually of this policy through registration materials and/or student handbooks.

GAGGLE - The district has a content monitoring service called Gaggle. Gaggle monitors for concerning or inappropriate content by students on all student accounts, servers and devices that are district owned and supervised.

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites

There will be times where students are in conflict. This occurs when there is equal power between students who are not getting along. In disagreements where students express their viewpoints, it is recognized that while they might express strong emotions or feelings, they usually have a desire to resolve the situation. These situations will be treated as student conflict and not bullying. We may assist the student(s) in resolving conflict utilizing our student services department.

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

HARRASSMENT (po5517)

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student, or group of students, based on one or more of the student's Protected Class (gender status, change of sex, or gender identity, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws) that:

1. places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property;
2. has the effect of substantially interfering with a student's, or group of students', educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against a student, or group of students—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

1. making statements that promote violence toward a racial or ethnic group;
2. drawing, displaying, or posting images or symbols of prejudice.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights.

Within any group or protected class, individuals might use language in ways that are familiar or intended to reclaim words or concepts that have historically been used to harm or oppress them. However, this doesn't mean that such language is universally acceptable or appropriate, especially outside of that specific context or among individuals who may not share the same experiences.

Words or concepts, even when directed at one's own identity group, can still perpetuate harm and reinforce negative stereotypes. Therefore, students are expected to use language that is universally acceptable and appropriate both within and outside their own groups.

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. More information can be found on our website at <https://www.dce.k12.wi.us/district-info/district-notices> or in Policy 5517 – Student Anti-Harassment at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

ADDRESSING BULLYING AN/OR HARASSMENT

Every person (student, parent, guardian, teacher, etc.) is encouraged to immediately report any situation that they believe to be bullying and/or harassment behavior to a school building staff member or District employee. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of bullying and/or harassment shall report the incident to the building administrator. Reports can be made verbally or in writing.

All allegations of bullying and harassment will be investigated and in those cases where bullying or harassment is substantiated, immediate steps will be taken designed to end the bullying or harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in bullying or harassment will be subject to appropriate disciplinary action up to and including expulsion.

The District Compliance Officers for student harassment are: Dr. Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, jlindell@dce.k12.wi.us, 715-359-4221, ext. 1327, or Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

Our Middle School core values are Do What's Right, Care for Everyone and Embrace Excellence. All students will receive a general orientation to the expected core behaviors (Tier I level) at the beginning of each school year. A student's ability to demonstrate and apply these core values in all school settings is essential to their individual academic success and the overall learning atmosphere for all students.

Our approach to managing student behavior is reflective of PBIS (Positive Behavioral Interventions and Supports). PBIS emphasizes classroom management, preventative school discipline and effective academic instruction to ensure a positive and safe school climate to maximize success for all students. All students are expected to meet Tier 1 expectations. If they do not, that means they need additional support and will be given support in Tier 2 or 3 programs to help them try and be successful. Tiered supports are based on student and may include academic and/or behavioral interventions.

SCHOOL COUNSELING/STUDENT SERVICES - Students face far greater challenges than they did just a few years ago. That means educators are also facing far greater challenges than they did just a few short years ago as well. The goal of the counseling department is to help each student reach their maximum personal development. The counseling department can help guide students to become productive, happy, responsible adults. Counselors will be assigned a grade level and will rotate to the next grade level with that class.

The counseling department will gather and record data about individual students that can help teachers in the classroom. This data is kept in a cumulative folder and is available upon request in the counseling/guidance office.

The Student Services Department is an excellent source of information for student related issues. They have personal-social information (smoking, drugs, grooming, etc.) that can be useful for the total development of a student.

The department may also provide students with educational information that will:

- Give them tips on how to study and take tests.
- Give general information about the educational preparation needed for a particular career.

- Give general information on the physical development of adolescents.
- Give community resources to aid in the development of adolescents.
- Individual counseling: The counseling department will work with students on a one-to-one basis to help students explore and solve the many concerns they experience as they grow up. They do not provide therapeutic clinical counseling.

SCHOOL BUS RIDERS

BUS RULES AND REGULATIONS

Many students are transported by school bus daily to and from school, and on occasion to athletic events or field trips. The safety of our students being transported is our prime concern and we expect our transportation provider to choose qualified drivers, inspect and maintain buses in good mechanical condition and to comply with all legal requirements.

The Driver shall maintain order among passengers being transported and shall report misconduct. The driver may assign riders to specific seats at any point.

The Passengers shall comply with any lawful order given by the driver while carrying out his/her responsibilities.

The students themselves also have a responsibility to be orderly and well-mannered. Misbehavior on buses is a safety concern and cannot be tolerated. Bus riding is a privilege that can be revoked. By order of the principal, assistant principal and/or dean of students, suspension of riding privileges may occur at any time if the offense is deemed severe. Should a student be disruptive, disrespectful or endanger others on a bus, certain actions may include, but are not limited to:

- Conference with principal, assistant principal, dean of students or SRO
- Phone call home to parent(s)/guardian(s)
- Assigned transfer bus and/or assigned seat(s) on the bus
- Bus monitor as determined by the bus company
- Suspension of riding privileges ranging from a few days to permanent removal depending of the frequency and severity of the offense

We need your help too in addressing safety. Please discuss with your child the importance of appropriate behavior while a passenger on a bus.

BUS TRANSPORTATION DETAILS

To ensure even distribution of loads and delivery of students to the designated school, pupils will board only the bus to which they are assigned. Permission to leave a school bus at any point other than the point at which any pupil daily boards or leaves the bus can be granted only upon a written request of the parent or guardian to the Supervisor - Personnel.

Previous to Loading

- Be on time at the designated school bus stop - the bus cannot wait for those who are tardy.
- Wait for the bus as far to the right side of the road as practical. Conduct yourself in a safe manner while waiting.
- Do not accept rides from strangers.

- Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in a single file. Do not rush or push to get on the bus.
- Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- If there are no sidewalks it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
- Use the grab rail and watch your stop when getting on the bus.

While On the Bus

The driver is responsible for controlling the bus riders. While you are riding the bus you must obey the driver and driver assistants promptly and cooperatively. Students can be assigned a seat as the bus is loading and are expected to stay in that seat until they reach their destination. The only exception to this rule will be to enable pupils in the center aisle to fill in the front seats when they have been emptied.

- Normal classroom behavior is expected.
- Conversing with the bus driver while the vehicle is in motion is absolutely forbidden.
- Keep your hands, head, and all body parts inside the bus at all times after entering and until leaving the bus.
- Do not rush or push past others while boarding and/or moving to your seat.
- Assist in keeping the bus safe and sanitary at all times. Eating will not be allowed.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Keep books, packages, coats, and all other objects out of the aisles.
- Treat bus equipment as valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches, instruments, or other articles on the bus. Neither the bus contractor nor the school District is responsible for lost articles.
- Do not throw anything out of the bus window.
- Always remain in your seats while the bus is in motion.
- Be courteous to fellow pupils, the bus driver, the driver's assistants, and passersby.
- Keep absolutely quiet when approaching a railroad crossing stop.
- In case of emergency, remain in the bus unless directed to do otherwise by the driver.

Parent(s)/guardian(s) will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.

After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after checking to be sure that no traffic is approaching and after receiving the signal from the driver.
2. Be alert to the danger signal from the driver.
3. Riders are not permitted to leave the bus at other regular stops unless proper authorization has been given in advance by parent or school officials.
4. Students must go directly to the school building after getting off the bus in the morning.

5. No student who rides the bus may leave the school grounds.

Bus Route Student Changes

Students must ride the bus route/bus they are assigned unless they have written permission from school

administration to change. Requests of a social nature will not be approved. (Scouts, parties, lessons, practices, employment, sleepovers, ride to friend's, etc.) Temporary bus changes will be approved on a short-term basis for emergency situations only. All oral or written parent requests for students to change buses must be routed through Lamers Bus transportation 715-298-6110 x 2.

For more details on Bus Rider rules, please see [Administrative Guideline ag8600B](#)

HEALTH ROOM AND HEALTH INFORMATION

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

It is often hard to know when to keep a student home from school. The following guide will give you helpful hints to decide about sending your student to school.

Fever

A fever is a sign that your student may be sick and/or contagious.

If your student has a temperature of 100.5 degrees or more, they will be sent home.

Your student can return to school when he/she is fever free for 24 hours without the use of a fever reducing medication.

Call your doctor if the fever continues for more than a few days.

Vomiting

If your student vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

A student who is vomiting needs to stay home until he/she is symptom free for 24 hours.

Call your doctor if the vomiting continues more than 24 hours, and/or your child is not drinking fluids.

Your student should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your student has diarrhea due to illness, and the diarrhea is not due to a chronic health condition, he/she will be sent home.

Notify your doctor if the diarrhea is frequent or accompanied by fever, rash, or general weakness lasting more than 24 hours.

A student with diarrhea needs to stay home until he/she is symptom free for 48 hours.

If the diarrhea is associated with illness, your student should not have diarrhea when they return to school.

Rashes

A rash may be the first sign of an illness.

A doctor should evaluate the skin rash before you send your student to school.

Your student will be sent home if they have a rash that is spreading, open and cannot be covered.

Your student may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your student may be at school.

Coughs and Colds

Infections are spread when students cough and sneeze, forgetting to cover their nose and mouth.

Your student will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.

Students may stay at school and/or return to school providing they do not have a fever, nasal drainage is minimal and coughing is less frequent.

Pink Eye

Allergies, viruses, and/or bacteria can cause pink eye. Pink eye can be highly contagious depending on the cause.

Symptoms are red watery eyes, swelling of the upper and/or lower eyelid, and/or yellow drainage.

Your student will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.

Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.

Strep Throat

If your student has been diagnosed with Strep Throat, he/she must remain home 24 hours after being fever free and 12 hours after antibiotics have begun or return with written doctor approval.

Lice

If designated staff discover head lice or untreated nits on a student at school, the school staff will notify the parent/guardian and recommend picking the student up and administer an FDA approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked-up they may remain in the classroom the remainder of the school day but must be treated with an FDA approved lice treatment prior to returning to school. Nits may persist, but successful treatment should kill live lice. If nits are found, after initial treatment with an FDA approved pediculicide/ovicide, child may stay in school. Nit removal should be done at home. Head lice can be found in every community at all times and are not an indicator of cleanliness or socioeconomic status. Lice are a nuisance but do not spread disease. Therefore, notification home and/or to the local health department is not necessary.

HEALTH ROOM

Students in need of any medical care should report to the health room with permission of a staff member. The health assistant, with input from the student, will determine if a parent/guardian will be contacted or should pick the student up from school, depending on the illness of the student. Students who feel they need to go home due to an illness must allow the health assistant to make initial contact with the parent/guardian. **A student should not make initial contact by personal phone to be picked up from school for medical reasons.** This practice ensures quality medical care and accurate attendance of all our students. If the initial contact is not made through the health office and the student is picked up, it will be documented as excused per parent/guardian and will count towards their 10 days of allowed absences.

MEDICATIONS AT SCHOOL

The purpose of the medication procedure is to keep your student safe and provide him/her with the medication ordered. District staff will not give any medication - prescription and/or Over the Counter (OTC) - to any student unless the following criteria is met:

School Medication Consent Forms are available in the main office, health room, or online. A new medication consent form must be completed each school year or when the dose of the medication is changed and/or discontinued.

Staff cannot give any medication sent in a plastic bag or envelope.

- Over The Counter (OTC) Medications

- Parent/Guardian signature is required for OTC medications.
- A physician’s signature is required if the dose needed of the OTC medication is more than the recommendations listed on the label, or if the medication is not FDA approved.
- Prescription Medications
 - Parent/Guardian and physician signatures are required for all prescription medications.
- Medication Bottles and Labeling
 - Prescription Medications must be in the original labeled pharmacy bottle. The label must clearly state:
 - Student’s full name
 - Name of medication
 - Time to give medication and dose needed
 - Physician’s name
 - Date medication was dispensed
 - OTC Medications must be in the original container or single dose unit package. Write your student’s name on the container.
- Handling and Storage of Medication at School
 - Medications are stored in the original labeled pharmacy container and in a locked cabinet.
 - During the school year, parent/guardian is called to pick up all unused, discontinued, or outdated medications.
 - At the end of the school year, parent/guardian must pick up all medication.
 - Any unclaimed medication will be disposed of at the end of the school year.
- Special Considerations
 - Emergency Medications - Students are allowed to self-carry emergency medications with physician’s authorization. Emergency medications must be labeled as outlined above. Parent/guardian must complete the appropriate form even if your student self-carries the medication. All students who receive an emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
 - Stock Medication - Students in grades 8-12 are able to take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- General Safety Considerations
 - Bring your student’s medication to the health office.
 - Send only limited quantities of medication to school.
 - No medication will be given to your student without your written consent.

IMMUNIZATION REQUIREMENTS

Wisconsin state immunization requirements for 2024-2025 school year are listed below. Students need the listed vaccinations by the first day of school.

Age/Grade	DTP/DTaP/ DT	Polio	MMR	Hepatitis B	Varicella	Tdap	MenACWY
Grades K - 6	4	4	2	3	2	NA	NA
Grades 7 - 11	4	4	2	3	2	1	1
Grade 12	4	4	2	3	2	1	2

Immunization Waivers - Parents/Guardians do have the option to decline any and/or all immunizations based on personal, religious, and/or health reasons. If you choose not to immunize your child, check the appropriate waiver (Step 4) and sign the form. Immunization waiver forms are available online.

Please contact your student's doctor or local health department to determine if your student needs additional immunizations. Schedule appointments to receive the immunizations needed or sign a waiver indicating what vaccine(s) you do not want your student to receive. Report the dates of the immunizations to the school health assistant.

HEARING AND VISION SCREENING PROGRAMS

Marathon County Public Health Department staff will be at each elementary school this fall to conduct a vision and hearing-screening program. Screening dates will be listed in the school newsletters.

Students in grades 4K, K, 1, 3, and 5 are screened. This program is only a screening. Participation in the screening is optional. If you do not want your child to participate in the screening, send a written signed note to the health assistant at school telling us you do not want your child screened.

If your child wears glasses, please make sure the glasses are at school for the vision screening.

Any student who does not pass the initial screening will be re-screened by the health department staff in 4 weeks. If your child does not pass the re-screening, you will receive a letter and a phone call from the health department.

If a child's condition warrants emergency treatment, the school will attempt to contact the parent/guardian and the child will be sent via ambulance to the emergency room at the closest hospital.

PLEASE CONTACT THE MIDDLE SCHOOL HEALTH OFFICE AT 715.241.9700 EXTENSION 2023 IF YOU HAVE FURTHER QUESTIONS OR CONCERNS.

SCHOOL BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson (715) 571-1774 jdickerson@dce.k12.wi.us	Treasurer	2025
Katie Felch (715) 212-2265 kfelch@dce.k12.wi.us	Member	2024
Shannon Grabko (715) 551-9406 sgrabko@dce.k12.wi.us	Clerk	2025
Lindsey Lewitzke (715) 581-5871 llewitzke@dce.k12.wi.us	President	2025
Vacant	Member	xxxx
Larry A. Schaefer (715) 359-7374 lschaefer@dce.k12.wi.us	Member	2024
Yee Leng Xiong (715) 348-6214 yxiong@dce.k12.wi.us	Vice President	2026

GREENHECK TURNER COMMUNITY CENTER

(<https://gtcc.dce.k12.wi.us>)

The Greenheck Turner Community Center (GTCC) is committed to meeting community needs by providing opportunities for all in areas of recreation, wellness, athletics, and social activities.

GTCC is adjacent to the D.C. Everest Senior High School and includes:

- four indoor turf fields with bleacher seating
- ice arena for hockey and skating
- indoor walking lanes
- two sports simulators (golf, softball, soccer, dodgeball and more)
- batting cages
- three basketball courts
- two racquetball courts
- a large fitness center/group fitness studio

Recreation programming for youth and adults includes but is not limited to:

- flag football
- basketball
- soccer
- volleyball
- tennis
- speed and agility
- pickleball
- golf

Family programming includes:

- public ice skating
- bounce house nights/days
- rock climbing
- birthday parties
- open gym/turf times

Adventure Care/Camp, an activity-based before and after-school childcare program at these elementary schools for a fee: Evergreen, Mountain Bay, Riverside, Rothschild, Weston, and Hatley (before-school care only). Summer camp is offered during the summer for approximately 12 weeks and is open to any child aged 4-12 with no residency restrictions.

Fitness Center Memberships are available at a low cost. The spacious center offers high-quality equipment with various bikes, treadmills, free weights, and weight machines. Group Fitness Classes are also available seven days a week and complement the membership. Classes include Les Mills Zumba, Bodypump, cycling, yoga, and barre.

Reserving space in the district, such as gym space, is coordinated through the GTCC staff. All community groups wishing to rent space, not interfering with school use or time, must reserve online or through the Facility Scheduling Coordinator at GTCC.

PUPIL NONDISCRIMINATION

The D.C. Everest School District 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 programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

TITLE IX NOTICE

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Gina Lehman (students), Director of Student Services
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1351, gilehman@dce.k12.wi.us

Sarah Trimner (Staff), Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights or both. The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in [POLICY 226 - Nondiscrimination on the basis of Sex in Education Programs or Activities](#). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

DIRECTORY DATA

The D.C. Everest Area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(d) and (2)(j) has designated the following as Directory Data as provided in said Act and Statute: The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; and degrees and awards received. More information may be found at: <https://www.dce.k12.wi.us/district-info/district-notice>. Senior High: Parents of secondary students may request their student's name, address, school-provided email address, and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent.

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at (715) 359-4221, ext. 1220.

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 1662 Employee Anti-Harassment
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2264 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities (Prior to August 1, 2024)
- Policy 2270 Religion in the Curriculum
- Policy 2340 Field and other District-Sponsored Trips
- Policy 2414 Human Growth and Development
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Allergies
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect
- Policy 8500 School Nutrition
- Policy 8531 Free and Reduced-Price Meals
- Policy 8510 Wellness
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms

Note: Hall lockers are provided by the District. The locker is the property of the D.C. Everest School district and is subject to inspection/search at any time. Students may not secure the locker other than the locking mechanism proved on the locker. The school is not responsible for lost or stolen items. Students may not hang anything on the outside of the locker, unless it is approved by a teacher or administrator. (ag5771 Search and Seizure)

OTHER IMPORTANT POLICIES

The D.C. Everest Area School District prohibits sex discrimination in any educational program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinators: Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351, or Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, sttrimner@dce.k12.wi.us, 715-359-4221, ext. 1225. The notice of nondiscrimination is located at: <https://www.dce.k12.wi.us/district-info/district-notice>. (Reference: Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, Policy 2260, Administrative Guideline 2260D)

Instructional Material: Parents have the right to inspect instructional materials and IMC materials – Policy 9130 and 2622. If class content or activities conflict with the parent’s religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes during that instruction. For details please see Policy 2240 and Policy 2270 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or they are available in the school office.

Meal Charge Policy: Policy 8500 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or available in the school office, states “Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District’s school lunch program... Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Students will be permitted to purchase meals from the District’s school nutrition using either cash on hand or an online school nutrition account.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student’s negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

FERPA Notice ag 8330: “Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.”

Weapons on School Grounds: “The District prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.” Policy 5772 - The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.”

Student Lockers: Reminder that lockers, desks, and storage areas used by students are school property and under the control of the District. These areas are subject to random searches.

D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN

(Pupil Non-Discrimination)

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.

In order to achieve the aforesaid goal, the Superintendent or designee shall:

A. Curriculum Content

- a. 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. Student Access

- a. 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;
- b. 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.

C. Student Evaluation

- a. 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 Superintendent or designee 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 Board designates the following individuals to serve as the District's Compliance Officers:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

The Superintendent or designee 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.

[D.C. Everest Discrimination Statement \(https://www.dce.k12.wi.us/Non-Discrimination\)](https://www.dce.k12.wi.us/Non-Discrimination)

D.C. Everest Area School District Lus Ceem Toom
(Kev txwv tsis pub ntub ntub ntub cov tub ntub ntub kawm ntawv)

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv tau cog lus los muab kev kawm sib npaug rau txhua tus tub ntub ntub kawm ntawv nyob hauv lub District/koog tsev kawm ntawv no.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv yuav tsis caiv thiab kev ntub ntub ua saib tsis taus rau ib tus neeg twg vim nws yog ib haiv neeg twg, yog tawv nqaij txawv, muaj los sis tsi muaj kev ntseeg, nws li caj ceg, muaj dab qhuas, muaj me nyuam/cev xeeb tub, muaj txiv nkawm thiab tsis muaj, nyiam poj niam los nyiam txiv neej, yog ib tus neeg hloob cev los sis xav tias lawv yog poj niam los yog txiv neej, thiab yog tias nws lub cev, lub hlwb, kev xav, los sis kev xiam oom khab tsis zoo xws li lwm tus (Cov Uas Muaj Cai Tiv Thaiv) nyob rau hauv nws cov programs thiab activities.

Yuav kom ua tau raws li lub hom phiaj ua twb hais law, tus Tuam Thawj Saib Kev Kawm los sis tus tau kev tso cai yuam tsum:

A. Cov Ntawv Kawm

1. Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom.txawm yog muaj los tsis muaj cov ntaub ntawv ntub, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntub ntub kawm uas tsis siv lus Askiv

B. Kev Pab Cuam Ntawm Cov Tub Ntub Kawm

1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntub ntub kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauv lwm, kev ua sis, cov chaw kawm, lossis kev xyuum ua hawj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntub ntub raws li lub rooj tsam xwm txoj cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua

ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg

C. Kev Ntsuam Xyuas Ntawm Tub Ntxhais Kawm

1. Saib kom paub tseeb tias cov ntawv xeem, cov txheej txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuam kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuam raug txiav txim, yuav tsis txawv thiab muaj kev ncaj ncees ntawm Cov Uas Muaj Cai Tiv Thaiv.

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwam los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj ncees rau tej lus nug thiab kev tsis txaus siab txog kev ntxub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab 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). Cov cai no kuj muab rau cov tub ntxhais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv xaiv cov neeg nram qab no los ua cov neeg ua tau lub meej mom ua cov neeg Saib Thiab Ua Raws Cai:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav tsum sim nrhiav cov menyuam uas muaj hnub nyoog li 3-21 xyoos uas xiam oob khab txhua txhua xyoo. Tsis tas li ntawd xws, nws yuav tsim tsa cov txheej txheem los nrhiav cov menyuam kawm ntawv uas tsis paub lus Askiv txaus, nrog rau cov menyuam yaus thiab cov hluas, tuaj ntsuam xyuas lawv qhov peev xwm los koom nrog Hauv Paus Tsev Kawm Ntawv cov kev pab cuam, thiab tsim thiab tswj cov txheej txheem uas ua tau raws li lus Askiv thiab cov kev kawm tau ntawm cov menyuam kawm ntawv. Qhov kev qhia no yuav tsum muaj cov txheej txheem rau cov menyuam kawm ntawv, kev pabcuam, kev tshuaj ntsuam, thiab tawm thiab yuav tsim los pab cov menyuam kawm ntawv kom muaj kev qhia zoo uas ua rau kev kawm vam meej thiab yuav ua kom tau txais sijhawm kawm thiab tau taub lus Askiv. Ib feem ntawm qhov kev kawm no, Hauv Paus Tsev Kawm Ntawv yuav ntsuam xyuas kev kawm ntawm cov menyuam kawm ntawv kom kawm tau lus Askiv zoo nyob rau ntawm kev mloog, hais lus, nyeem ntawv thiab sau ntawv, txhua xyoo.

Área Escolar de D.C. Everest AVISO DADO AQUÍ
(No a la Discriminación del Alumno)

La Junta Escolar se compromete a brindar una oportunidad educativa igual para todos los estudiantes en el Distrito.

La Junta directiva no discrimina por motivos de raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estado parental, orientación sexual, sexo (incluido el estatus transgénero, cambio de sexo o identidad de género) o

físico, discapacidad mental, emocional o de aprendizaje ("Clases protegidas") en cualquiera de sus programas y actividades estudiantiles.

Para lograr la meta antes mencionada, el Director o persona designada deberá:

- A. Contenido curricular
 - 1. Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana; Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;
- B. Acceso de estudiantes
 - 1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;
 - 2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.
- C. Evaluación del Estudiante
 - 1. Verificar que las pruebas, los procedimientos y los materiales de orientación esten diseñados para evaluar el progreso del estudiante, calificar aptitudes, analizar la personalidad o de alguna manera establecer o tender a establecer una categoría por la cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

El Director o persona encargada designará y publicará el nombre del funcionario(s) de cumplimiento que es responsable de coordinar los esfuerzos del Distrito para cumplir con las leyes y regulaciones federales y estatales aplicables, incluido el deber del Distrito de abordar de manera pronta y equitativa cualquier pregunta o queja con respecto a la discriminación o la igualdad de acceso. El(los) Oficial(es) de Cumplimiento también verifican que el aviso apropiado de no discriminación para el Título II de la Ley Estadounidenses con Discapacidades (según enmendada), Título VI y VII de la Ley de Derechos Civiles de 1964, Título IX de la Ley de Enmienda a la Educación de 1972, Sección 504 de la Ley de Rehabilitación de 1973 (según enmendada), se proporciona a los estudiantes, sus padres, miembros del personal y el público en general.

La Junta Directiva designa a las siguientes personas para que sirvan como Oficiales de Cumplimiento del Distrito:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

El Director o su designado intentarán anualmente identificar a los niños con discapacidades, de 3 a 21 años de edad, que residen en el Distrito pero que no reciben educación pública. Además, establecerá procedimientos para identificar a los estudiantes con dominio limitado del inglés, incluidos los niños y jóvenes inmigrantes, para evaluar su capacidad de participar en los programas del Distrito y desarrollar y administrar un programa que satisfaga el idioma inglés y las necesidades académicas de estos. Este programa incluirá procedimientos para la colocación de estudiantes, servicios, evaluación y pautas de salida, y estará diseñado para proporcionar a los estudiantes una instrucción efectiva que conduzca al logro académico y la adquisición oportuna del dominio del idioma inglés. Como parte de este programa, el Distrito evaluará el progreso de los estudiantes para lograr el dominio del idioma inglés en las áreas de escuchar, hablar, leer y escribir, sobre una base anual.

D.C. Everest Junior High School Student Handbook 2024-2025



D C E V E R E S T
Junior
H I G H

Jason McFarlane — PRINCIPAL

Scott Gremminger — ASSISTANT PRINCIPAL

Erin Lauersdorf — DEAN OF STUDENTS

Cory Heckel — ATHLETIC DIRECTOR

1000 Machmueller Street

Schofield, WI 54476

715-359-0511

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<https://juniorhigh.dce.k12.wi.us>

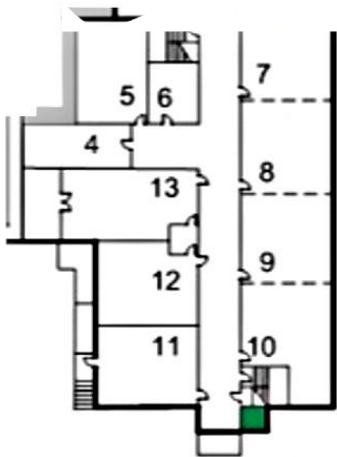
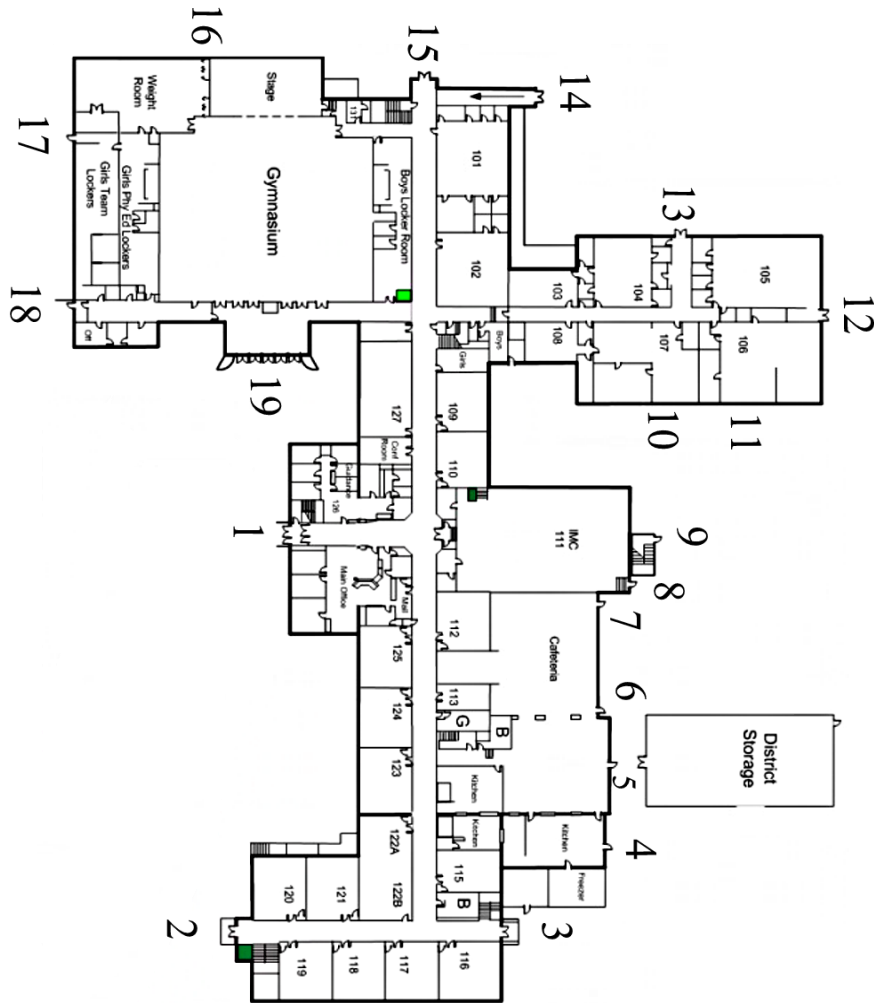
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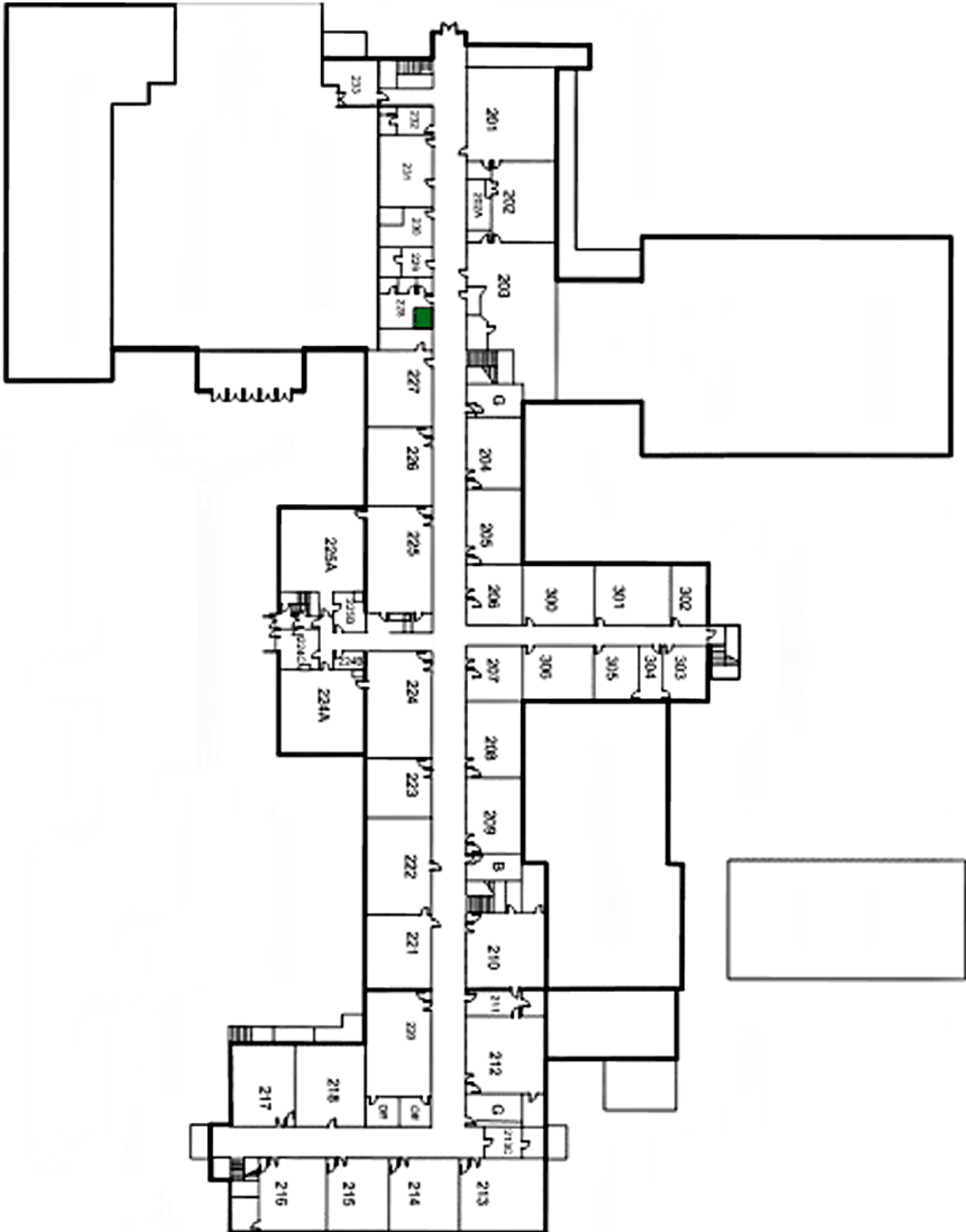
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MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH SECOND FLOOR



2024-2025 CALENDAR

2024-2025 DCE Calendar

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-23, 26, 30 Teachers work 2 half day increments in-person during these days

27-29 Teacher Work Days

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

20 No School for All Students
Elementary: P/T Conferences
Secondary: student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day

21 Teacher PD Day

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School – Labor Day
 3 First Day of School

No School for Elementary: teachers WIN Planning, screener review
Secondary: Student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

★ Last Day of Third Quarter

21 No School for All Students

Elementary: ½ work and ½ PD day.
Secondary: Grading Day

24-28 Spring Break

OCTOBER '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 No School - Teacher PD Day
 25 No School

APRIL '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18 – No School – Good Friday

NOVEMBER '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

★ Last Day of First Quarter

4 No School for All students
Elementary: P/T Conferences
Secondary: Quarter grading day

27-29 Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 No School - Memorial Day

28 Graduation

DECEMBER '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

23-Jan.1 Winter Break

JUNE '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 Students' last day unless need for snow make-up day

6 Snow Make-Up Day if needed

7 Last day for teachers if no snow make-up day

8 Last day for teachers if snow make-up day needed

JANUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Last day of winter break

★ Last day of SI (12 days)

20 No School - M.L. King Day - Teacher Work Day - grading

Teacher Days: Semester One 91 Semester Two 93 Total 184

Student Days: Semester One 84 (Elem) 85 (Sec.)

Semester Two 88 (Elem) 89 (Sec.)

Student days Total 172 (Elem) 174 (Sec.)

Note for Support Staff:

Sept. 30 and Feb. 20 will be work days (examples vector and other PD options)

1/25/2024

SCHEDULES

D.C. EVEREST JUNIOR HIGH 2024-2025 CALENDAR DATES

DATE	DAY	TIME	EVENT
8/21/24	Wed	7:30AM-9:00AM 6:00PM-7:30PM	8th grade/New Student Orientation
8/27/24	Tue	9:00AM-12:00PM	Orientation/Open House
9/2/24	Mon	NO SCHOOL	Labor Day
9/3/24	Tue		First Day of School
9/30/24	Mon	Independent Learning Day	Teacher Work Day/Vertical Teaming
10/2/24	Wed		8th Grade Heavy Metals Tour
10/9/24	Wed		Marathon County Kids Vote
10/23/24	Wed	3:30PM-8:00PM	Parent/Teacher Conferences
10/24/24	Thu	NO SCHOOL	Teacher Professional Development
10/25/24	Fri	NO SCHOOL	Fall Holiday
11/4/24	Mon	NO SCHOOL	End of 1st Quarter/Teacher Work Day
11/7/24	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
11/27/24-11/29/24	Wed-Fri	NO SCHOOL	Thanksgiving Break
12/23/24-1/1/25		NO SCHOOL	Winter Break
1/17/25	Fri		End of Semester
1/20/25	Mon	NO SCHOOL	Teacher Work Day
2/12/25	Wed		History Day
2/14/05		11:30am-3:00PM	Winterfest
2/20/25	Thu	3:30PM-8:00PM	Parent/Teacher Conferences
2/20/24	Thu	Independent Learning Day	Teacher Work Day/Vertical Teaming
2/21/24	Fri	NO SCHOOL	Teacher Professional Development
2/23/25-2/27/25	Sun-Thu		AP Gov Washington DC/Philadelphia Trip
2/28/25-3/2/25	Fri-Sun		Evercon
3/6/25	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
3/14/25	Friday		Pie Day Assembly
3/21/25-3/28/25		NO SCHOOL	Spring Break
4/7/25	Mon		State Testing
4/18/25	Fri	NO SCHOOL	Spring Holiday
5/7/25	Wed		Adventure Day
5/14/25	Wed		Civil War Day
5/26/25	Mon	NO SCHOOL	Memorial Day
5/27/25-5/29/25	Tue-Thu		Rivers Trip - 8th grade Science classes
6/5/25	Thu		Last Day of School

JUNIOR HIGH DAILY TIME SCHEDULE

Period 1/HR	7:40 – 8:33	
Period 2	8:37 – 9:25	
Period 3	9:29 – 10:17	
Period 4	10:21 – 11:09	
Period 5A	A Lunch 11:09 – 11:42	Class 11:13 – 12:01
Period 5B	Class 11:42 – 12:30	B Lunch 12:01 – 12:34
Period 6	12:34 – 1:22	
Period 7	1:26 – 2:14	
Period 8	2:18 – 2:58	

WELCOME

Welcome to D.C. Everest Junior High School! Our goal is to provide a safe, healthy, and positive school climate that promotes school pride for all students. The Junior High is able to do this by involving students, staff, and parents in the process of constant school improvement. This is accomplished by teaching student expectations, observing behaviors, interacting positively with students, and correcting behavior. We look forward to working with you to make our school a great place. Our core school values of being respectful, responsible, and productive will be applied to all school settings. Please be an active participant in support of increasing school pride and improving our school climate.

ACADEMIC RECOGNITION

Ninth grade students may earn an academic letter by satisfying the following criteria: 1) Maintain a cumulative grade point average of 3.9 for the year. 2) Must have demonstrated scholarship beyond what is required in class. This may be done by participating on an academic team or by pursuing academic improvement, such as entering a contest or by participating in an academic project promoted by a department or teacher that was not part of the graded requirements for a course. Further details regarding the requirements are available in the Student Services office. Letters are sent from the Senior High in August to those students with qualifying grade point averages.

*Eighth and ninth grade students may participate in the National Junior Honor Society (NJHS). To be eligible for membership consideration, students must be in the first semester of eighth or ninth grade and receive and maintain an accumulative GPA of 3.5 or higher for the previous 2 semesters. Eligible students will be mailed an interest letter in September and must attend a meeting to receive an activity form. The Activity Form must be returned to the Student Services Office by the second Friday in October. The Faculty Council will evaluate these forms and consider leadership, service, citizenship, and character to determine membership. More information on the NJHS may be obtained in the Student Services Office.

ACADEMIC RESOURCES

- Extended Learning Time (ELT) 8th Period Daily
- Before and after school
- Classroom teachers
- School counselors
- IMC (Library)
- SmartMusic – available in the music rooms

ADD/DROP POLICY

All course selections are considered final except in the case of inappropriate placement. Changes based on inappropriate placement will only be made with teacher and parent approval pending class availability during the first week of the semester.

ATHLETICS

Students will need to do the following prior to the first day of practice to be eligible to participate in athletics in grades eight and nine:

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade reporting period.
- Eighth grade students pay no fee for each sport. Ninth grade user fees will vary by sport. All students from financially challenged families may apply for a waiver from the fee.
- Student athletes must:
 - Complete an insurance/pledge card.
 - Complete a completed emergency card.
 - Complete a completed W.I.A.A. physical card or alternate card.
 - Complete concussion test form each school year in which the student participates in a sport.

All athletic forms are to be completed online except for the physical and alternate-year cards. Parents must scan and upload the physical and alternate-year cards. The athletics registration page can be accessed at the following web address: <https://dceeverest-ar.rschooltoday.com>

W.I.A.A. Physical Examination Card

Physical examinations taken after April 1 are good for the following two school years. The Alternative Card is needed for the second school year. Physical examinations taken before April 1 are good for the remainder of the school year.

ATTENDANCE PROCEDURES

Regular school attendance is required by law and is critical to success at school. Frequent absence is one of the main causes of poor academic performance in school. Work or classroom experiences missed in school can never truly be made up in a complete manner because the value of in-class activities and discussion is missed forever. Attendance patterns are set when students are young.

EXCUSED ABSENCES- Whenever possible, doctor and dentist appointments should be scheduled outside of school hours. The only student absences considered excused are illness, family emergencies, medical, dental, or other valid professional appointments, and pre-approved school activities. Students are excused for two hours for routine medical and dental appointments. Students may be asked to confirm a professional appointment with a verification slip from the office of professional service. Please report absences due to illness by telephoning the Attendance Office at (715) 359-0511, ext. 3404. This extension has voicemail twenty-four hours a day. If no message is left, students are required to report to the Attendance Office with a parent excuse note prior to 7:40 a.m. on the first day of their return to school. A doctor's excuse may be requested if a student has repeated absences. Note: Administration reserves the right to make all final attendance decisions.

In cases where it is necessary to leave school early, the student must report to the office for a "Permission to Leave School" slip. Early dismissals will be granted only if:

- A student has written or verbal permission from a parent.
- The student has a valid reason for leaving which is acceptable to the school.
- The student has requested a "Permit to Leave School" before 7:35 a.m.

Students may be excused for such activities as deer hunting, church retreats, college visits, and family vacations when the Permit to Leave School Anticipated Absence form has been signed by a parent, a student's teachers, and returned to the attendance office prior to the absence. Parents may excuse their children for up to 10 days of school under the family leave regulations. Notification of such absence must be made 24 hours in advance of the requested absence.

LEAVING SCHOOL - Upon arrival to school, all students are to remain in the school building or on school grounds for the entire day. According to the closed campus policy, lunch hour releases are not authorized. Leaving school grounds or being outside of the building during unauthorized times is considered unexcused. All students leaving the building must sign out of the Main Office at the time they leave.

ILLNESS AT SCHOOL - In the case of an illness at school, the student is to get a hallway pass from their teacher to go to the health office. A student should not go to the health aide between classes except in an emergency. The health aide will make every effort to contact the parents for instructions regarding procedures they wish the school to follow. Remember that prior permission is needed for a student to leave the building. If a student becomes ill during school hours, they should report to the health aide. If necessary, the health aide will call the parent. Students are not to contact parents for pick up until authorization from the school health aide has been given.

FIELDTRIP ATTENDANCE - All incentive and/or field trip attendance may not be allowed if all homework is not turned in within 1-2 weeks prior to the trip date. All students must be in good academic and behavioral standing. It is the discretion of the administration to make all final decisions.

UNEXCUSED ABSENCES - unexcused absences include oversleeping, missing the bus, personal business, car problems, "skipping class", or leaving school without a "Permit to Leave School" form from the school health aide or the office. Three or more unexcused absences within a semester may result in truancy counseling abatement and/or a municipal citation. The fifth unexcused absence may result in a Marathon County court referral.

For more information, please see policy 5200 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

BACKPACKS, PURSES, BAGS

As a result of concerns for the physical health of our students, building security, and building cleanliness, our school does not allow backpacks, bags, or purses to be carried to classrooms, study halls, or the IMC during the school day. Students will be allowed to carry materials and books into the school at the beginning of the school day and out of the school at the end of the day in backpacks, bags, or purses. At all other times, backpacks, bags, or purses are to be in the student's street locker. On an individual basis only, students with special circumstances may be allowed to take their backpacks to class. Exceptions require the permission of the building principal or an assistant principal.

BICYCLES

Bicycles must be kept in the bike racks. Bikes will not be allowed in any other place on campus. We highly recommend you purchase a bicycle lock and keep your bike locked during school hours.

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those

particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites

There will be times where students are in conflict. This occurs when there is equal power between students who are not getting along. In disagreements where students express their viewpoints, it is recognized that while they might express strong emotions or feelings, they usually have a desire to resolve the situation. These situations will be treated as student conflict and not bullying. We may assist the student(s) in resolving conflict utilizing our student services department.

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student’s educational environment. The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

HARASSMENT (po5517)

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student, or group of students, based on one or more of the student’s Protected Class (gender status, change of sex, or gender identity, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws) that:

1. places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property;
2. has the effect of substantially interfering with a student's, or group of students', educational performance, opportunities, or benefits; or

3. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes “hate speech” directed against a student, or group of students—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

1. making statements that promote violence toward a racial or ethnic group;
2. drawing, displaying, or posting images or symbols of prejudice.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student’s sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights.

Within any group or protected class, individuals might use language in ways that are familiar or intended to reclaim words or concepts that have historically been used to harm or oppress them. However, this doesn't mean that such language is universally acceptable or appropriate, especially outside of that specific context or among individuals who may not share the same experiences.

Words or concepts, even when directed at one's own identity group, can still perpetuate harm and reinforce negative stereotypes. Therefore, students are expected to use language that is universally acceptable and appropriate both within and outside their own groups.

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. More information can be found on our website at <https://www.dce.k12.wi.us/district-info/district-notices> or in Policy 5517 – Student Anti-Harassment at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

ADDRESSING BULLYING AN/OR HARASSMENT

Every person (student, parent, guardian, teacher, etc.) is encouraged to immediately report any situation that they believe to be bullying and/or harassment behavior to a school building staff member or District employee. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of bullying and/or harassment shall report the incident to the building administrator. Reports can be made verbally or in writing.

All allegations of bullying and harassment will be investigated and in those cases where bullying or harassment is substantiated, immediate steps will be taken designed to end the bullying or harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in bullying or harassment will be subject to appropriate disciplinary action up to and including expulsion.

The District Compliance Officers for student harassment are: Dr. Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, jlindell@dce.k12.wi.us, 715-359-4221, ext. 1327, or Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351.

BUS RIDER RULES

Our students are transported to and from school daily by school bus, and on occasion they are transported to athletic events or field trips. Student safety is a prime concern and students themselves have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern; it is dangerous and cannot be tolerated. Misconduct may result in suspension or expulsion from the bus. All student consequences are subject to disciplinary action as per student conduct consequences. The driver shall maintain order among passengers being transported and shall report misconduct. Passengers shall comply with any lawful order given by the driver while carrying out their responsibilities.

BUS ROUTE CHANGES

Requests of a social nature must have prior approval (scouts, parties, lessons, practices, employment, sleepovers, etc.). Temporary bus changes will be approved on a short-term basis for emergency situations only. All oral or written parent requests for students to change buses must be routed through Lamers at 715-359-3555.

CANINE SEARCHES

The building principal may authorize the use of canine units to detect controlled substances or drug paraphernalia on the school grounds and perform other tasks, for which the canine unit is trained, to maintain a safe and drug free environment. Searches may be conducted without prior notification to students and/or school personnel. Whenever possible, the canine units will be accompanied by a school administrator. Individuals possessing prohibited substances, items, or paraphernalia, will be subject to disciplinary consequences.

CLUBS AND ACTIVITIES

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
ABC – Advanced Book Club	Book club for freshmen who love to read and discuss high-level books and plays. Freshmen who are considering taking Honors and AP English at the senior High are perfect for ABC! The club will run during Semester 2. We will read and discuss three books (during ELT), and freshmen must read/discuss all three to meet the academic letter criteria. The club is limited to twenty students.	Mrs. Moua mmoua@dce.k12.wi.us
Chamber Singers	Choral Ensemble selected by audition – rehearse for performances.	Mr. Ulrich julrich@dce.k12.wi.us
Chess Club	Spend time learning and playing chess. Each meeting will include a mini lesson and time enjoying the game of chess together. Open to 8 th & 9 th grades students.	Mr. Stuebs jstuebs@dce.k12.wi.us
Creative Writing Club	Brings together students that love to write and/or appreciate the art of writing. Create and share your work. Listen to and read work of your peers.	Mrs. Searing rsearing@dce.k12.wi.us
Culture Club	Celebrate diverse cultures as you are introduced to new perspectives through games, crafts, food, music, language and more!	Mrs. Heidi Kolodziej hkolodziej@dce.k12.wi.us
DECA	A marketing & business club developing emerging leaders. Join today, lead tomorrow.	Mrs. Jodi Peterson jpeterson@dce.k12.wi.us
Drama	Acting, stage crew, make-up, sound, lighting and prompting (\$10 fee).	Mrs. Vesper wvesper@dce.k12.wi.us
EIP – Early Intervention Program	Early Intervention Program encourages education after high school run by the Department of Public Instruction.	See Student Services
FCA – Fellowship of Christian Athletes	A student led club for kids to come together, share their faith, reach out to others, and improve our community. You don't need to be an athlete to participate!	Mr. Stuebs jstuebs@dce.k12.wi.us
FFA – Future Framers of America	FFA is a dynamic intracurricular student youth organization for students interested in careers connected to agriculture that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.	Mr. Glynn jglynn@dce.k12.wi.us
Forensics	Forensics provides opportunities to practice and compete in public speaking contests. Individual and group categories are available. Sign up begins in December, and forensics rehearsals begin in January. (\$10 fee)	Mrs. Searing rsearing@dce.k12.wi.us Mrs. Moua mmoua@dce.k12.wi.us
Gaming Club	The D.C. Everest Gaming Club is a unique club (grades 8-12) which is dedicated to the practice and preservation of organized gaming of all types. Some of the many types of gaming include: board gaming, role playing, card playing, strategy-based gaming, etc. The Club is also the unofficial Anime Club of the district. Additionally, the club has approximately 400+ games, which are available for checkout by any club member. The club also has officers and other leadership positions, which actively participate in running the club throughout the school year and summer.	Mr. Ammon cammon@dce.k12.wi.us Mr. Burish bburish@dce.k12.wi.us
Gay-Straight Alliance (GSA) Club	The Gay-Straight Alliance (GSA) works to create a school community where all students feel welcome and supported, regardless of their sexual orientation or identity. Our goals are to have fun, learn, and support each other.	Mrs. Morgan lmorgan@dce.k12.wi.us Mrs. Searing rsearing@dce.k12.wi.us
Jazz Band	Any current 8 th or 9 th grade band student may join.	Mr. Burish bburish@dce.k12.wi.us
Men's Choir	Open to all junior high male singers for rehearsal and performances.	Mr. Ulrich julrich@dce.k12.wi.us

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
Nation Junior Honor Society	Leadership, service citizenship, character, and academics determine membership.	Mrs. Pederson tpederson@dce.k12.wi.us Mrs. Wipperfurth lwipperfurth@dce.k12.wi.us
Outdoor Club	Promotes activities related to hunting, fishing, and camping including safety instruction, ice fishing tournament, and jig making.	Mr. Fuehrer jfuehrer@dce.k12.wi.us
Raise Your Voice		Mrs. Lauersdorf elauersdorf@dce.k12.wi.us
Sherpas	Sherpas are our guides for new students at the junior high. Sherpa's must have a B average or higher, no discipline referrals, and currently in good academic standing.	Mrs. Pederson tpederson@dce.k12.wi.us Mrs. Wipperfurth lwipperfurth@dce.k12.wi.us
Ski/Snowboard Club	For the beginner, intermediate, and advanced skier or snowboarder. Students may enroll in lessons through the ski hill.	Mr. Hahn nhahn@dce.k12.wi.us
Strings Elite	Students will prepare performance repertoire that will be performed for community events and organizations.	Ms. Johnson ajohnson@dce.k12.wi.us
Student Council	Promote student responsibility, develop leadership and school spirit, and take part in worthwhile projects. Students will also gain an initial understanding of student government.	TBD
Unified Pals	Students of all abilities come together to promote social inclusion through play and learning where respect and acceptance are the norm.	Mrs. Wistrom lwistrom@dce.k12.wi.us Mr. Tretter ttretter@dce.k12.wi.us
Woodturning Club	Learn how to turn and make wooden pens to donate to the Never Forgotten Honor Flights Veterans. For every 3 pens you make for the vets, you get to make one for yourself. Any 8 th or 9 th grader is welcome to join.	Mrs. Heise sheise@dce.k12.wi.us
Yearbook Club	Yearbook Club is a group that gives students experience in print media publishing, camera basics, computer layout design, and creative writing. Students will collaborate to create a yearbook that captures the memories of our school year.	Mrs. Clark jclark@dce.k12.wi.us

DAMAGING SCHOOL PROPERTY

Students are expected to respect the property of others. Any careless or deliberate destruction of school property will result in the student and parents being liable for the cost of the repair or replacement of the damaged property. Any student involved in theft will face school consequences and be referred to law enforcement.

DETENTIONS

Teachers may refer incidents of misbehavior, excessive tardiness, etc., to an assistant principal or may administer detentions to students themselves. A detention assigned for misbehavior during a regularly assigned class (or study period) will be served with the teacher who assigns the detention. Office detentions will be served after school from 3:00-3:30 (4:00pm for a double detention) in room 125, or in the morning as arranged by the teacher. Skipping an assigned detention may result in a double detention. Skipping a double detention, may result in Directed Study.

Students must serve a detention on the assigned day unless a note from a parent or a phone call from a parent is received by the appropriate teacher or an assistant principal prior to 1:30 p.m. on the day the detention is to be served. Detentions are to be served on the scheduled date regardless of the student's extracurricular commitments. Any students who are late for their assigned detention will be assigned an additional detention.

DRESS GUIDELINES

The following guidelines have been established to help provide as clear of an understanding of the dress code as possible:

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered lewd, vulgar, obscene, or plainly offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Clothing should always completely cover the torso from just below the neckline to mid-thigh. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, tank tops of any kind, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.
- Except for approved religious/medical purposes, head coverings including hats/caps may not be worn during school hours.
- Outerwear must cover underwear.
- No pajamas or slippers – except during spirit week on PJ Day.
- Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements.
- Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).
- Sunglasses are not to be worn at any time covering one's eyes or face. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
- Students may not wear hats, caps, bandanas, hoods, head coverings and/or jackets during the school day unless administrative approval has been granted. Exceptions will be made for special activities. Headwear must be removed before entering the building.
- Students are not allowed to wear or carry flags.

When questions arise regarding the interpretation of this policy, administration shall decide as to the appropriateness of the student dress. D.C. Everest Junior High recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Junior High has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Teachers, administrators and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Students who are inappropriately dressed will be asked to fix the concern or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached. Students who refuse to change clothes may be sent home. A student's failure to follow staff directions will result in an office referral to address both the dress code violation and the refusal to comply.

ELECTRONIC COMMUNICATION DEVICES (ECD) POLICY

Student use of electronic communication devices, including but not limited to cell phones, personal tablets or other devices, on school premises are subject to limited use during the school day. Students may use these devices before the start of the school day, at their lockers between class periods, during the lunch periods and after school. During class periods, these devices are to remain in student lockers. The devices will not be used to:

- Compromise the academic integrity of assignments, activities and assessments
- Humiliate, embarrass, threaten or cyberbully others
- Endanger the health or safety of self or others
- Infringe upon the rights of others at school

- Participate in illegal or prohibited conduct

At no time may the devices be used to take, record or transfer audio/photographs or video images of an individual(s) in classrooms, school locker rooms, restrooms, private areas or anywhere on school grounds. The posting of audio/video and photographs in the areas listed above to social networking sites and apps is also prohibited.

*The district may use videotaping, audiotaping or other means of recording students as a facet of instruction for enhancing student learning, to assist in providing a safe and secure learning environment or to inform the public about the educational environment and activities in the district. For district purposes, “videotaping” includes any means of recording students including photographs.

Nothing within the policy shall be construed to limit a student’s ability to possess and use an electronic device in a manner that functions as assistive technology necessary for a student’s education and that is required under an individualized educational plan (IEP) or Section 504.

The district shall not be responsible for the security or safety of ECDs that students choose to bring to school. Consequences for misuse are outlined under student conduct in the student handbook located on the D.C. Everest Junior High School website. In addition, all offenses will result in the immediate confiscation of the device.

- 1st Violation: Student pick up at the end of the school day.
- 2nd Violation: Parent must pick up the device from the office.
- 3rd+ Violation: Parent must pick up and student will be required to turn the device into the office for the school for at least 2 days.

ELECTRONIC HOMEWORK/GRADES

The D.C. Everest School District uses a program called Infinite Campus to record all student information. Parents and students have individual logins for this program. All student grades and demographic information will be in this system.

EXTENDED LEARNING TIME (ELT)

Extended learning time is designed to provide all students with greater “LEARNING” opportunities and additional support that is timely, targeted, and may be a directive. Every student will have total access to all of their academic teachers daily during the school day. Students, staff, and administration will work together to provide enrichment opportunities, early academic interventions or strategies, and improve homework completion. ELT will also target opportunities for kids to participate in activities/clubs beyond the regular academic scope.

FLOWERS & BALLOONS

No flowers or balloons will be delivered to students during the school day. Please do not have these items delivered to the school. D.C. Everest buildings are latex free environments.

HALLWAY CONDUCT

The hallways of the Junior High are a great place for students to demonstrate behaviors that are productive, responsible, and respectful. Successful students are always respectful in the hallways. They use “inside” voices. They throw garbage in appropriately marked containers. They stay to the right when walking the hallways and stairs to a new destination. Successful students use the most direct route from one class to another; however, if they choose to “hang out” they move to the outside edge of hallway, near the lockers, so that they are not obstructing others. Successful students avoid bullying and physical contact with other students; and are polite and apologetic if they accidentally bump them.

Students staying in the building past 3:05 p.m., to attend an activity or meet with a teacher, must be supervised. Allowing access to the building for anyone, except through the Main Office, is prohibited. Students who do not monitor their hallway behavior will be subject to discipline.

HALL PASSES

Students must have an individual staff issued hall pass to be in the halls or bathrooms during class periods. Group passes are not allowed. Students will have a 4-minute passing time to go directly to their designated location. Students are not allowed to go to other locations than prescribed on the original pass. If a student leaves their original sign out location, they must report back to the original sign out location (study hall, homeroom etc.) to go to other locations as approved by staff. Students wanting to see a specific teacher must have a pre-signed pass from the teacher whom the student wishes to see.

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

It is often hard to know when to keep a student home from school. The following guide will give you helpful hints to decide about sending your student to school.

FEVER

A fever is a sign that your student may be sick and/or contagious.

If your student has a temperature of 100.5 degrees or more, they will be sent home.

Your student can return to school when he/she is fever free for 24 hours without the use of a fever reducing medication.

Call your doctor if the fever continues for more than a few days.

VOMITING

If your student vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

A student who is vomiting needs to stay home until he/she is symptom free for 24 hours.

Call your doctor if the vomiting continues more than 24 hours, and/or your child is not drinking fluids.

Your student should be able to eat and drink without vomiting before they return to school.

DIARRHEA

If your student has diarrhea due to illness, and the diarrhea is not due to a chronic health condition, he/she will be sent home.

Notify your doctor if the diarrhea is frequent or accompanied by fever, rash, or general weakness lasting more than 24 hours.

A student with diarrhea needs to stay home until he/she is symptom free for 48 hours.

If the diarrhea is associated with illness, your student should not have diarrhea when they return to school.

RASHES

A rash may be the first sign of an illness.

A doctor should evaluate the skin rash before you send your student to school.

Your student will be sent home if they have a rash that is spreading, open and cannot be covered.

Your student may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your student may be at school.

COUGHS AND COLDS

Infections are spread when students cough and sneeze, forgetting to cover their nose and mouth.

Your student will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.

Students may stay at school and/or return to school providing they do not have a fever, nasal drainage is minimal and coughing is less frequent.

PINK EYE

Allergies, viruses, and/or bacteria can cause pink eye. Pink eye can be highly contagious depending on the cause.

Symptoms are red watery eyes, swelling of the upper and/or lower eyelid, and/or yellow drainage.

Your student will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.

Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.

STREP THROAT

If your student has been diagnosed with Strep Throat, he/she must remain home 24 hours after being fever free and 12 hours after antibiotics have begun or return with written doctor approval.

LICE

If designated staff discover head lice or untreated nits on a student at school, the school staff will notify the parent/guardian and recommend picking the student up and administer an FDA approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked-up they may remain in the classroom the remainder of the school day but must be treated with an FDA approved lice treatment prior to returning to school. Nits may persist, but successful treatment should kill live lice. If nits are found, after initial treatment with an FDA approved pediculicide/ovicide, child may stay in school. Nit removal should be done at home. Head lice can be found in every community at all times and are not an indicator of cleanliness or socioeconomic status. Lice are a nuisance but do not spread disease. Therefore, notification home and/or to the local health department is not necessary.

HEALTH ROOM

Students in need of any medical care should report to the health room with permission of a staff member. The health assistant, with input from the student, will determine if a parent/guardian will be contacted or should pick the student up from school, depending on the illness of the student. Students who feel they need to go home due to an illness must allow the health assistant to make initial contact with the parent/guardian. A student should not make initial contact by personal phone to be picked up from school for medical reasons. This practice ensures quality medical care and accurate attendance of all our students. If the initial contact is not made through the health office and the student is picked up, it will be documented as excused per parent/guardian and will count towards their 10 days of allowed absences.

MEDICATIONS AT SCHOOL

The purpose of the medication procedure is to keep your student safe and provide him/her with the medication ordered. District staff will not give any medication - prescription and/or Over the Counter (OTC) - to any student unless the following criteria is met:

School Medication Consent Forms are available in the main office, health room, or online. A new medication consent form must be completed each school year or when the dose of the medication is changed and/or discontinued.

Staff cannot give any medication sent in a plastic bag or envelope.

- Over The Counter (OTC) Medications
 - Parent/Guardian signature is required for OTC medications.
 - A physician’s signature is required if the dose needed of the OTC medication is more than the recommendations listed on the label, or if the medication is not FDA approved.
- Prescription Medications
 - Parent/Guardian and physician signatures are required for all prescription medications.
- Medication Bottles and Labeling
 - Prescription Medications must be in the original labeled pharmacy bottle. The label must clearly state:
 - Student’s full name
 - Name of medication
 - Time to give medication and dose needed
 - Physician’s name
 - Date medication was dispensed
 - OTC Medications must be in the original container or single dose unit package. Write your student’s name on the container.
- Handling and Storage of Medication at School
 - Medications are stored in the original labeled pharmacy container and in a locked cabinet.
 - During the school year, parent/guardian is called to pick up all unused, discontinued, or outdated medications.
 - At the end of the school year, parent/guardian must pick up all medication.
 - Any unclaimed medication will be disposed of at the end of the school year.
- Special Considerations
 - Emergency Medications - Students are allowed to self-carry emergency medications with physician’s authorization. Emergency medications must be labeled as outlined above. Parent/guardian must complete the appropriate form even if your student self-carries the medication. All students who receive an emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
 - Stock Medication - Students in grades 8-12 are able to take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- General Safety Considerations
 - Bring your student’s medication to the health office.
 - Send only limited quantities of medication to school.
 - No medication will be given to your student without your written consent.

IMMUNIZATION REQUIREMENTS

Wisconsin state immunization requirements for 2024-2025 school year are listed below. Students need the listed vaccinations by the first day of school.

Age/Grade	DTP/DTaP/DT	Polio	MMR	Hepatitis B	Varicella	Tdap	MenACWY
Grades K - 6	4	4	2	3	2	NA	NA
Grades 7 - 11	4	4	2	3	2	1	1
Grade 12	4	4	2	3	2	1	2

Immunization Waivers - Parents/Guardians do have the option to decline any and/or all immunizations based on personal, religious, and/or health reasons. If you choose not to immunize your child, check the appropriate waiver (Step 4) and sign the form. Immunization waiver forms are available online.

Please contact your student’s doctor or local health department to determine if your student needs additional immunizations. Schedule appointments to receive the immunizations needed or sign a waiver indicating what vaccine(s) you do not want your student to receive. Report the dates of the immunizations to the school health assistant.

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

Marathon County Public Health Department staff will be at each elementary school this fall to conduct a vision and hearing-screening program. Screening dates will be listed in the school newsletters.

Students in grades 4K, K, 1, 3, and 5 are screened. This program is only a screening. Participation in the screening is optional. If you do not want your child to participate in the screening, send a written signed note to the health assistant at school telling us you do not want your child screened.

If your child wears glasses, please make sure the glasses are at school for the vision screening.

Any student who does not pass the initial screening will be re-screened by the health department staff in 4 weeks. If your child does not pass the re-screening, you will receive a letter and a phone call from the health department.

If a child's condition warrants emergency treatment, the school will attempt to contact the parent/guardian and the child will be sent via ambulance to the emergency room at the closest hospital.

Please contact the JRH Health Office at 715-359-0511 ext. 3023 if you have further questions or concerns.

HOMEWORK

Experience has taught us students cannot reach their full potential without devoting some time to homework. It is our expectation students will spend time above and beyond the regular classroom setting to meet their educational objectives.

Students have a responsibility to complete assignments by the due dates. Students should not put off long-range assignments until the night before. Each student must learn to manage time to make the most of the educational opportunities available.

Wednesday nights have been set aside as family activity night. Families are encouraged to be involved in activities in the community or in their homes on Wednesday night. No homework will be assigned for Wednesday night. Major tests will not be given on Thursday. The only exceptions to this rule are the Advance Placement (AP) classes.

INSUBORDINATION

Definition of insubordination - Repeated failure to respond to the reasonable request of an adult, talking back to an adult, and/or socially rude interaction with an adult. The student's behavior is causing an interruption in a class or activity. This may include talking loudly, yelling, screaming, noise with materials and/or sustained out of seat behavior. The difference between this and gross misconduct can be a fine line, so students should always comply with directives from all D.C. Everest Junior High staff members (administrators, teaching/support staff, custodial, and our guest teachers) and avoid repeating inappropriate behavior.

Students who fail to comply (who are insubordinate) are subject to consequences as prescribed under discipline section.

INVESTIGATIONS

Students must cooperate with administrative investigations. Information disclosed must be truthful and complete. Failure to do so will constitute insubordination. Students may be subject to disciplinary action for failure to cooperate.

iPADS

It is the intent of the Junior High School to employ the use of iPads as a tool and or instrument of personalized learning that will create greater mobile academic learning opportunities for all students. Hence, with the support of parents and students, we want to reduce and prevent the likelihood of damage and or theft to your iPad. All students will be accountable for their iPads. Students should avoid leaving iPads unsupervised or in unsecure locations. Any iPads that are broken or fail to work properly must be reported to the office immediately. Loaner devices will be available. Students causing deliberate and or malicious damage to their iPads will be responsible for paying for the entire repair or replacement of the iPad. Administration will determine the intent of the damage to be reckless or intentional.

Families will be responsible for paying a deductible for accidental damage, loss or theft.

- 1st incident: A \$50 deductible and a review of iPad care and expectations with administration to receive a new iPad.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only. Duration to be determined by administration.
- 3rd incident: Must pay actual cost of repair or replacement not to exceed \$320. Use will be in-school only for remainder of school year.

STUDENT EXPECTATIONS FOR IPAD USE

- I will only use my iPad for learning in ways that are appropriate/educationally focused and follow the direction of my teacher and DC Everest School District Acceptable Use Policy.
- I will take responsibility for learning to use my iPad and apps and will use it for personal learning.
- I understand that statement number 1 applies to usage of the iPad at all times and places, in school and outside of school.
- I will follow my teacher, or principal's judgement as to appropriateness of an application, and understand they may ask me to discontinue use of an application that is not appropriate.
- If I have misplaced, lost, broken, or think my iPad has been stolen I will report it to my teacher, or other staff member immediately. I understand that the sooner I report it the better chance I have to get it back. I may be asked to file a police report if the device has actually been stolen or vandalized.
- I understand that managing Apple IDs is the shared responsibility of the student and the family. My parent(s)/guardian(s) should have access to my Apple ID username and password and be able to monitor my activity as needed.
- I understand there is no expectations of privacy. My iPad is subject to inspection and monitoring at any time without notice and remains the property of the DC Everest School District.
- I will take good care of my iPad, know where it is at all times, and arrive at school each day with my iPad fully charged and ready for learning.
- I will never leave my iPad unattended nor loan it out to other individuals.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad, attempt any repairs or modify the operating system.

- I will protect my iPad by only carrying it in the case provided. I will not remove my iPad from the case by provided by DC Everest unless I am using another case that has been approved for use by my building principal.
- I will not place decorations (such as stickers, markers, etc.) on my iPad. I may decorate or personalize the case, provided the markings are appropriate for school.
- I will not remove or deface any identifying marks or stickers that are on the iPad when I receive it.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.
- I will follow the stipulations set forth in the Student Handbook, Acceptable Use Policy, and expectations set forth by my school for iPad Use.

Students who withdraw, are suspended or expelled, or terminate enrollment at DCE for any reason must return their school iPad with cables and accessories on the date of termination. Failure to do so, may result in full replacement costs.

LOCKERS

Combination street lockers are provided for students' convenience at no cost. The street locker assigned to a student is the property of the D.C. Everest School District. All lockers are subject to search at any time. The school shall maintain a passkey to all lockers, so the school always has access to all lockers. Students shall not be allowed to secure their lockers in any way whatsoever, other than the locking mechanism provided by the school. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger. If the building administration has reasonable suspicion a student may be in possession of stolen property or any item posing a safety concern for others, cigarettes or other tobacco products, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may be asked to empty their pockets, book bags, backpacks, purses, etc.

Students are given the combination to a locker the first day of school. To be sure belongings are safe keep the combination a secret. Do not share your locker or combinations with other students.

Students are encouraged not to bring valuable items to school to be stored in any locker. The school will not be responsible for lost or stolen items. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. No one is allowed to decorate the exterior of a student locker at any time. However, students may decorate the inside of their lockers appropriately. Decorations may not be disruptive, provocative, revealing, profane, vulgar, offensive or obscene, endanger the health and safety of a student or others, or disrupt the learning environment.

LOCKER ROOM PRIVACY

The D.C. Everest School District observes measures to protect the privacy rights of individuals using school locker rooms. This includes:

- No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time.
- No Electronic Communication Devices (ECD's) or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

LOSS OF PRIVILEGES (LOP)

What is a LOP? A LOP is a loss of hallway and/or LC privileges to all other locations on school grounds. What might be some reason a student would receive a LOP?

- Bullying
- Safety concerns
- Not reporting to pass locations
- Using more than allotted passing time
- Skipping classes
- Forging teacher passes

LOST AND FOUND

The lost and found box is in the IMC. If anything is found in or around school, it should be taken to the lost and found so the owner may have the opportunity to claim it. The school cannot be held responsible for lost, misplaced, or stolen personal property. Students must be careful in keeping their belongings in the proper places at all times.

LUNCHROOM

In order to maximize students' valuable lunch time and allow lunchroom staff to effectively clean and prepare the lunchroom for two different lunch periods, it is important that all students cooperate and comply with lunchroom procedures.

When the students' lunch period bell rings, students should briefly stop by their lockers and walk immediately to the lunchroom. Upon arriving to the lunchroom, students should get in a line and wait patiently without cutting in front of others. Please move through the serving area as quickly as possible and avoid physical contact with others at all times both in the lunchroom and outside. If anyone is sitting alone, invite them to sit at your table. Students should always respect other's food and space. Keep all food and objects to yourself, tray, and table. Once you are done with your meal, every student at the table should check their area including their table and floor around them and pick up any trash and dump it into the garbage regardless of whose trash it is. All students are required to dump all trays and clean their areas 5 minutes prior to dismissal. It is the responsibility of each student sitting at the table to maintain a clean area. Once you dump your garbage, return to the table, or go outside. If you remain inside, you must remain seated until dismissed by a staff member. Once dismissed, exit the lunchroom in an orderly fashion. If you go outside, you will be required to line up single file on designated lines on the ground and enter the building in an orderly fashion. Finally, please respect and follow lunchroom staff directives. Students are allowed to purchase and consume food and drink in the commons area only. Possible Lunchroom Discipline:

- Sent outside
- Lunch containment
- Lunchroom seating assignment
- Lunchroom clean up
- Student conduct consequences

PETS/ANIMALS

No pets or animals will be allowed in the building or on school grounds unless prior permission is obtained from the building principal or an assistant principal. Do not request permission unless the pet or animal is directly related to one of your projects or lessons.

PHYSICAL AGGRESSION/FIGHTING

Disputes between students need to be handled by reporting the dispute to a school staff member. Physical aggression/fighting is extremely disruptive. Consequences will be applied as noted in School Conduct if it is determined a student has been physically aggressive toward another student or if a student must be restrained in order to prevent harm to another student. Physical aggression will be defined as any physically violent contact with another student or group of students regardless of who initiated it, in which a student intentionally inflicts or attempts to inflict bodily harm on another person. Disputes between students leading to assault will be dealt with as indicated in the Student Conduct section. The definition we use for assault is:

- An act done with intent to cause fear of immediate bodily harm or death.
- The intentional infliction of or attempt to inflict bodily harm upon another.
- The threat to do bodily harm to another with present ability to carry out the threat.

PLEDGE OF ALLEGIANCE

During announcements each day, students will recite the Pledge of Allegiance. No student shall be compelled against his/her objection or those of his/her parent or guardian to recite the pledge.

POSTERS

Permission to put up any posters at D.C. Everest must be obtained from the principal. Posters should pertain to D.C. Everest activities and be of appropriate size, material, and subject matter. After principal approval, all posters should be posted to the Information Centers. No posters or signs will be allowed that promote any type of external business or commercial activity.

PROFANITY/LANGUAGE/DISRESPECT

The student delivers verbal messages or non-verbal gestures that include profanity, swearing, cursing, coarse language, dirty words, vulgar language, inappropriate language or using words in an inappropriate way directed at an adult in the school. Verbal messages of this type that are about, or directed to an adult, will not be tolerated and will require immediate referral to an administrator.

- Profanity towards an adult, first offense: Directed study or (OSS) Out of school suspension.
- Profanity towards an adult, second offense: 1–3-day OSS,
- Profanity towards an adult, third offense: 3-day OSS, Re-entry meeting with parent, administrator, and Student Services.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection is defined as physically demonstrating affection for another person. The following are prohibited and include, but are not limited to:

- Kissing.
- Sitting on another's lap.
- Affectionate hugging.
- Holding hands.

Consequences are listed under "Student Conduct."

REASSESSMENT

The process to retake a summative (end of unit) exam is called reassessment. Any time a student scores below seventy percent (70%) on a summative assessment it is mandatory for him or her to be reassessed. Prior to being reassessed, a teacher will notify the student of minimum requirements they must complete before being reassessed. Examples of these tasks may include meeting with the teacher or other school-provided tutor, completing unfinished assignments or additional assignments, and establishing a timeline for additional work and the reassessment to be completed. The grade a student earns on the reassessment will replace the grade from the initial assessment, higher or lower.

When students score seventy percent (70%) or higher on a summative assessment, taking a reassessment is at the discretion of the teacher, unless there are extenuating circumstances. When students in AP or Honors classes score seventy percent (70%) or lower on a summative assessment, they may only take two reassessments per semester. Reassessments in Honors beyond these two are left to teacher discretion. If a student has special circumstances, they should refer to the process posted across the building.

REQUIRED CREDITS

Students are required to take courses totaling at least 6.5 credits, but no more than 7 credits to ensure a study hall each semester. All class credits in 9th grade will go on their high school transcripts and will be factored into their grade point average (GPA). The grade point average a student attains in ninth grade will be used in the accumulative grade point average for grades nine through twelve.

SATURDAY DETENTION

Saturday detentions will be held from 8:00 - 10:00 a.m. Students assigned will be required to follow specific rules and do schoolwork under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in Directed Study, out of school suspension, or an additional Saturday detention.

SCHOOL SPONSORED TRIPS

It is a privilege for students of DCE JH to attend school sponsored trips. Student behavior is a direct reflection of our school's image. Therefore, all misbehavior will be handled in accordance with student conduct, possible consequences per this document. Upon notification of a school sponsored trip, administration and school staff reserve the right to revoke a student's privilege(s) to attend trip(s) if they are not in good academic and or behavioral standing prior to the trip. Advanced notice of a child not being able to attend the trip will be communicated prior to the event to the child

and parent, or guardian. The school and transportation rules and regulations will apply to any trip under school sponsorship. Students will respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

SCREENERS

The D.C. Everest School District continues to create academic and social-emotional support systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted instruction and intervention based upon the data-driven results of universal screening tools.

The primary purpose of universal screenings is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide them with opportunities to participate in Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student.

These screenings include state or district tests, as well as specific academic or behavior screening tests. The screening assessments are typically administered to all students two or three times per year

- The universal screening tool FastBridge (grades 8-9) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-60 minutes.
- The Bloomsights screening tool (grades 8-9) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports linked directly to data. This initiative will ensure each of our students has the opportunity to receive the assistance they need to achieve academic and social-emotional success. Please do not hesitate to contact your building principal if you would like to discuss any of the screening processes or the options of opting your child out of a specific screener.

SEXUAL HARASSMENT

Sexual harassment is not allowed at D.C. Everest Junior High. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- Verbal, written/graphic harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate patting or pinching.
- Intentional brushing against the individual's body.
- Demanding sexual favors accompanied by implied or overt threat concerning an individual's educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding and individual's education status.
- Any unwelcome touching of a sexual nature.
- Unwelcome discussion, which is sexual in nature.

SMOKING/TOBACCO/ALCOHOL USE

Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited. Possession, use, or distribution of tobacco products or paraphernalia on school property is always prohibited. Offenses for smoking or possession of tobacco products will accumulate during grades 8-9. This means a student does not start over each year with a first offense.

For more information, please see policies 5500, 5512 and 5530 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

SPORTSMANSHIP

All Junior High students are expected to always act appropriately while in attendance at any athletic event. Students should always show good sportsmanship toward both teams.

STUDENT COMPLAINTS

The school board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for, and appropriate appeal procedures implemented. For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. If the complaint is determined to be harassment the procedures described in Policy 5517, Student Anti-Harassment, should be implemented. The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

STUDENT CONDUCT & DISCIPLINE

Our school's highest priority is to provide an orderly and safe school environment for students and staff. These rules in this section are in effect:

- Before, during, and after school hours.
- On school property, the school bus, or any other approved vehicle used to transport students.
- At school functions on campus or events held at other locations off school grounds.

The following list identifies some examples of unacceptable acts interfering with the mission or operation of the school or the safety and welfare of students and staff. Breaking these rules will lead to disciplinary action or consequences listed below, up to and including expulsion:

- Possession, use and/or transmission (including being under the influence and possession of look-alike substances) of any narcotic drug, hallucinogenic drug, inhalant, toxic substances, intoxicating beverage, any paraphernalia associated with such controlled substances, or the unauthorized use of prescription drugs.
- Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
- Possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon: weapon means a knife; firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; destructive explosives, any incendiary device including lighters or look-a-likes, and/or

the threatened intent or intent to cause an explosion; or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such.

- A student who commits a weapons infraction will be immediately suspended from school.
- The expulsion process may be immediately initiated.
- Violations including but are not limited to: verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; bullying/cyberbullying, racial harassment; harassment on the basis of disability; sexual harassment/violence; indecent exposure; hazing.
- Violations against property, including tampering with unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others (even though such an act was accidental or a result of poor judgment;) vandalism; trespassing; arson; theft or robbery; possession of stolen property;
- Violations of school procedures or acts disruptive to the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarms, activation of stink bombs, and unauthorized access to school data.
- Violation of school bus or transportation rules.
- Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
- Dress code violations.
- Electronic Communication Device and technology violations.
- Cheating of any kind will not be tolerated. Cheating will result in consequences established by the teacher involved and the student's parents will be contacted.
- Behavior significantly disrupting the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
- Behavior that endangers the pupil or surrounding persons, including school district employees, or the property of the school.
- Criminal activity.
- Violation of other school rules, policies, or procedures.
- Snowballing on or near the campus is strictly prohibited.
- Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
- Skateboards or rollerblades may not be used on school district property. Failure to follow this rule will result in the skateboard/rollerblades being confiscated, and a parent will have to pick them up.

Possible Consequences: Disciplinary action or consequences for these offenses may include, but are not limited to:

- Student conference.
- Parent contact.
- Directed study.
- Out of school suspension.
- Detention.
- Removal from class.
- Loss of hallway passing privileges (LOP).
- Suspension from extracurricular activities.
- Referral to Collaborative Support Team.
- A.M. Containment / lunch containment
- Schedule restrictions or changes.
- Saturday detention.

- Referral to police or other law enforcement agency.
- Expulsion or exclusion from school.

When determining an appropriate action, the administrator will consider the extent of the disruption to the safety of an individual, a group, or to the disruption of the learning environment in the school.

For more information, please see policy 5500 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

STUDENT EXPRESSION

Students have the right and responsibility to express themselves in a manner that is appropriate and not disruptive for a school environment. They must avoid expression and conduct that can be reasonably forecasted to either materially disrupt the environment or that infringes upon the rights of other students to access and participate in a safe and welcoming educational environment. This responsibility includes refraining from the display of symbols that are reasonably perceived as promoting intolerance, hatred, or a hostile educational environment, including, but not limited to, confederate flags, swastikas, and profanity on school property or at school-sponsored events.

STUDY HALLS

The purpose of study hall is to provide a quiet place to study with an academic intent. Students must come to study hall with all homework or reading materials and prepared to work. Sign outs are minimal and only if necessary. To maintain a quiet study environment, the following rules have been established:

- Students must be seated and silent when the bell rings. No signing out will take place until it is quiet.
- Students must be productive with homework, reading, or studying.
- Students may be permitted to work together quietly with study hall supervisor permission only. If students are not quiet, they will have to return to their original seats.
- Personal music devices with ear bud headphones only are permitted.
- Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.
- When signing out of the study hall, there is a maximum passing time of 4 minutes. You must report directly to pass locations.
- Pre-issued passes are required for the Learning Center, resource rooms, and teachers' rooms.
- Study hall supervisors may issue a pass for a resource room on a limited basis.

Students not in good academic standing may be assigned to resource rooms or locations without electronic device or sign-out privileges.

SURVEILLANCE CAMERAS

The D.C. Everest School District has great concern for the safety of all students and public on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices are used in the Junior High.

TARDINESS

Late arrival to school - Parents should inform the attendance secretary if the student is going to be late to school (see excused absences). Students who are tardy to school beyond 10 minutes should report to the Main Office. Unexcused students may be assigned consequences if the tardiness is excessive. Tardiness is considered truancy on the part of the child and will be brought to the attention of the child's parent or guardian.

Late arrival to class – Students will have 4 minutes of passing time between classes. Students arriving after the bell has rung will be marked tardy by the teacher.

TARDY POLICY DISCIPLINE LADDER - Disciplinary action or consequences for these offenses may include, but are not limited to:

- 1st Offense: Warning
- 2nd Offense: Warning
- 3rd Offense: Warning
- 4th Offense: 30 min. detention & parent notification
- 5th Offense: Saturday Detention
- 6th Offense: Saturday Detention & referral to principal

*Tardy counts will roll back to zero at each quarter.

TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school's wireless network is a privilege, not a right. All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices/ software as written in the district policy may result in suspension or termination of technology privileges and other disciplinary action consistent with district policy. District-issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their district-issued iPad.

Artificial Intelligence AI technology can be an excellent resource for enhancing learning and teaching experiences, but it must be used responsibly and ethically. Students, teachers, and staff members must ensure that any AI systems they use are age and school appropriate and that they do not violate the privacy of other individuals. The use of AI for academic purposes should align with the district's curriculum and instruction goals. Students, teachers, and staff must use AI tools responsibly, avoiding any form of plagiarism or cheating. Failure to follow these guidelines may result in loss of technology privileges and/or appropriate disciplinary action up to and including expulsion.

Students, with support from parents, are expected to manage their device in a way that minimizes the likelihood of damage, loss or theft. iPads must never be left in an unlocked locker, unlocked car or unsupervised area. Any iPads that are broken or fail to work properly must be reported to the office immediately. If there is a device malfunction, it may be repaired or replaced through Apple's warranty.

A loaner iPad will be issued to the student. Families will be responsible for paying a deductible for accidental damage, loss or theft. The cost to repair or replace an iPad within one school year will be:

- 1st incident: A \$50 deductible and a review of iPad care and security information with building administrator to receive an iPad replacement.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only, duration to be determined by building administrator.
- 3rd incident: Actual cost of repair or replacement not to exceed \$320. Student will only have in-school use of the iPad for the remainder of the school year.

Additional iPad Repairs: Replacement cost for the standard iPad case is \$15/keyboard iPad case is \$90, a power block \$12, a charging cable is \$6, and replacement headphones are \$5. Students that cause damage by deliberate or malicious means will be responsible for paying for the entire repair or replacement of the iPad, not to exceed \$320. Building administrators will make the determination if the damage was caused by reckless or intentional conduct. Arrangements for payment plans can be established with the building administrator.

TRANSFER TO ANOTHER DISTRICT

All students withdrawing from our school district should follow this departure process:

- At least two days prior, parents should send a note with student or email the Student Services office, including the last day of attendance, name of new school, and next address if moving.
- The student will obtain withdrawal forms for student and parents to complete prior to the last day.
- Parent completes the Student Withdrawal Form and emails/returns it to school. The form will be kept on file.
- Student takes the Withdrawal Slip to checkout with classroom teachers, IMC personnel, Office/Athletic Secretaries, and returns all materials belonging to the school.
- After the locker is cleaned out, the student returns the technology and completed form to Student Services.

Arrangements for any refunds will be made once the locker is inspected and all books and technology have been returned. Any items left in the locker will be donated.

Students are enrolled at DCE until they register at their new school and will be counted absent if not in attendance. Once the new school contacts Student Services, the student's records will be released to them, and the student will be unenrolled from DCE.

TRUANCY

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. The building principal or his designee shall enforce the attendance policies.

Students are expected to be in school. Illness of a pupil of up to five days per semester is a normal circumstance where excused absence occurs. Students who have absences due to illness beyond five days per semester may be required to submit a doctor's excuse. Absences for which a written statement by a physician or other authority as listed in State Statute 118.15(3)(a) is required but not presented within 48 hours will become unexcused. Habitual unexcused absences will be referred to the principal or his designee.

Principals will require a satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. Principals or their designees will attempt to call home or workplace of parents who have not notified the school of their child's absence. The principal or designee may use their discretion to determine if the absence is excused or unexcused.

For more information, please see policy 5200 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

WEAPONS POLICY

Definition of Weapon: A weapon is defined as any device or instrument, which is utilized in such manner to threaten, intimidate or produce bodily harm or the fear of such. Weapons include, but are not limited to the following:

- All firearms, loaded, unloaded, working, or not working.
- Other firearms of all types, including pellet, BB, stun, splat, starter pistols, and/or look-a-likes, or replica firearms which include facsimile or toy versions of firearms and reasonably appear to be a firearm.
- Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, pocketknives, box-cutters/utility knives, hunting knives, daggers, swords, razors.
- Artificial knuckles or similar objects designed to be worn over or inside the fist or knuckles.
- Blackjacks, clubs, throwing stars, martial arts devices.
- Explosives and/or similar devices and/or the threatened intent to cause an explosion.
- Poisons, chemicals, combustible or flammable liquids, or substances capable of causing bodily harm.
- Slingshots, bows, and arrows.
- Chemical irritant i.e., pepper spray, mace.
- Any other device or instrument used to intimidate, threaten, or inflict bodily harm or fear.

Students who become aware of a weapon (that is not subject to an exception listed in this policy) being brought to school or on school property must immediately notify an adult staff member. A student, who becomes aware he/she is in possession of a weapon and immediately notifies an adult staff member, may avoid, depending on circumstances, being considered to be in possession of a weapon. Students should not, however pick up or transport the weapon. Students, who have possession of such weapons, may be suspended from school until a School Board hearing to consider the student's expulsion.

WORK FOLLOWING STUDENT ABSENCE

An excused absence allows for make-up privileges. After such an absence, a student is expected to see teachers at once to explain the reason for the absence and take the necessary steps to make up the work. In some cases, make-up work is planned cooperatively prior to the absence.

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson 715-571-1774 jdickerson@dce.k12.wi.us	Treasurer	2025
Katie Felch 715-212-2265 kfelch@dce.k12.wi.us	Member	2027
Shannon Grabko 715-551-9406 bkrueger@dce.k12.wi.us	Clerk	2025
Lindsey Lewitzke 715-581-5871 llewitzke@dce.k12.wi.us	President	2025
Vacant	Member	xxxx
Larry A. Schaefer 715-359-7374 lschaefer@dce.k12.wi.us	Member	2027
Yee Leng Xiong (715) 348-6214 yxiong@dce.k12.wi.us	Vice President	2026

GREENHECK TURNER COMMUNITY CENTER

(<https://gtcc.dce.k12.wi.us>)

The Greenheck Turner Community Center (GTCC) is committed to meeting community needs by providing opportunities for all in areas of recreation, wellness, athletics, and social activities.

GTCC is adjacent to the D.C. Everest Senior High School and includes:

- four indoor turf fields with bleacher seating
- ice arena for hockey and skating
- indoor walking lanes
- two sports simulators (golf, softball, soccer, dodgeball and more)
- batting cages
- three basketball courts
- two racquetball courts
- a large fitness center/group fitness studio

Recreation programming for youth and adults includes but is not limited to:

- flag football
- basketball
- soccer
- volleyball
- tennis
- speed and agility
- pickleball
- golf

Family programming includes:

- public ice skating
- bounce house nights/days
- rock climbing
- birthday parties
- open gym/turf times

Adventure Care/Camp, an activity-based before and after-school childcare program at these elementary schools for a fee: Evergreen, Mountain Bay, Riverside, Rothschild, Weston, and Hatley (before-school care only). Summer camp is offered during the summer for approximately 12 weeks and is open to any child aged 4-12 with no residency restrictions.

Fitness Center Memberships are available at a low cost. The spacious center offers high-quality equipment with various bikes, treadmills, free weights, and weight machines. Group Fitness Classes are also available seven days a week and complement the membership. Classes include Les Mills Zumba, Bodypump, cycling, yoga, and barre.

Reserving space in the district, such as gym space, is coordinated through the GTCC staff. All community groups wishing to rent space, not interfering with school use or time, must reserve online or through the Facility Scheduling Coordinator at GTCC.

STUDENT DIRECTORY DATA

As part of its Directory Data Notice, and in compliance with specific federal Acts and state Statutes, the D.C. Everest Area School Board is required to define specific student information as “directory information”. At D.C. Everest, directory information includes:

- Student name
- Student photograph(s)
- Officially recognized sport and activities the student participates in
- Student height and weight if a member of an athletic team
- Graduation date
- Degrees and awards received

If families prefer the above-noted student information not be shared, they must inform the District – in writing – which of the directory information items they refuse to permit the District to designate as “Directory Data” for their student. For example, if a parent/guardian decides photos of their student should not be released, then the student’s photo will not appear in the yearbook, in team photos, in photos shared on social media and with the media, etc. The Board defines “personally identifiable information” in its Directory Data Notice. (For a complete list of the “personally identifiable information” data, view the [DCE Directory Data Notice online](#)).

The District is required to release specific personally identifiable information – the name, address, and telephone listing of a student – upon request from a military recruiter or institutions of higher education without prior written parental/guardian consent unless parents request in writing that their student’s name, address and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent. This specific request must be submitted to the Student Services Secretary.

The above-noted written requests should be submitted to the Student Services secretary.

The complete [D.C. Everest Directory Data Notice is available online](#).

NON-DISCRIMINATION NOTICE

The D.C. Everest School District 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 programs and activities.

The following staff are designated to receive inquiries regarding the non-discrimination policies:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, sttrimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

Every student at D.C. Everest Junior High School has access to a copy of the Student Rights and Responsibilities. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action which will be used by the administration, if school rules are violated. Copies for review purposes are located in the office, IMC, or [school website](#).

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at (715) 359-4221, ext. 1220.

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 1662 Employee Anti-Harassment
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2264 Nondiscrimination on the Basis of Sex in Educational Programs or Activities.
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities (Prior to August 1, 2024)
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect

- Policy 8500 Food Services
- Policy 8531 Free and Reduced-Price Meals
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms
- Administrative Guideline 5430 Laude Program
- Administrative Guideline 8600B School Bus Rider Rules

NOTE: Hall lockers are provided by the District. The locker is the property of the D.C. Everest School district and is subject to inspection/search at any time. Students may not secure the locker other than the locking mechanism proved on the locker. The school is not responsible for lost or stolen items. Students may not hang anything on the outside of the locker, unless it is approved by a teacher or administrator. (ag5771 Search and Seizure)

OTHER IMPORTANT POLICIES

The D.C. Everest Area School District prohibits sex discrimination in any educational program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinators: Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351, or Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, trimner@dce.k12.wi.us, 715-359-4221, ext. 1225. The notice of nondiscrimination is located at: <https://www.dce.k12.wi.us/district-info/district-notices>. (Reference: Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, Policy 2260, Administrative Guideline 2260D)

Instructional Material: Parents have the right to inspect instructional materials and IMC materials – Policy 9130 and 2622. If class content or activities conflict with the parent’s religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes during that instruction. For details please see Policy 2240 and Policy 2270 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or they are available in the school office.

Meal Charge Policy: Policy 8500 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or available in the school office, states “Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District’s school lunch program... Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Students will be permitted to purchase meals from the District’s school nutrition using either cash on hand or an online school nutrition account.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student’s negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

FERPA Notice ag 8330: “Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.”

Weapons on School Grounds: “The District prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.” Policy 5772 - The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.”

Student Lockers: Reminder that lockers, desks, and storage areas used by students are school property and under the control of the District. These areas are subject to random searches.

**D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN
(Pupil Non-Discrimination)**

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. In order to achieve the aforesaid goal, the Superintendent or designee shall:

- A. Curriculum Content
 - a. 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. Student Access
 - a. 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;
 - b. 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.
- C. Student Evaluation
 - a. 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 Superintendent or designee 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 Board designates the following individuals to serve as the District's Compliance Officers:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

The Superintendent or designee 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.

[D.C. Everest Discrimination Statement \(https://www.dce.k12.wi.us/Non-Discrimination\)](https://www.dce.k12.wi.us/Non-Discrimination)

**D.C. Everest Area School District Lus Ceem Toom
(Kev txwv tsis pub ntsub ntxaug cov tub ntshais kawm ntawv)**

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv tau cog lus los muab kev kawm sib npaug rau txhua tus tub ntshais kawm ntawv nyob hauv lub District/koog tsev kawm ntawv no.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv yuav tsis caiv thiab *kev ntsub ntxaug ua saib tsis taus rau ib tus neeg twg vim nws yog ib haiv neeg twg, yog tawv nqaij txawv, muaj los sis tsi muaj kev ntseeg, nws li caj ceg, muaj dab qhuas, muaj me nyuam/cev xeeb tub, muaj txij nkawm thiab tsis muaj, nyiam poj niam los nyiam txiv neej, yog ib tus neeg hloob cev los sis xav tias lawv yog poj niam los yog txiv neej, thiab yog tias nws lub cev, lub hlwb, kev xav, los sis kev xiam oom khab tsis zoo xws li lwm tus (Cov Uas Muaj Cai Tiv Thaiv) nyob rau hauv nws cov programs thiab activities.*

Yuav kom ua tau raws li lub hom phiaj ua twb hais law, tus Tuam Thawj Saib Kev Kawm los sis tus tau kev tso cai yuam tsum:

A. Cov Ntawv Kawm

1. Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom.txawm yog muaj los tsis muaj cov ntaub ntawv ntshais, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntshais kawm uas tsis siv lus Askiv

B. Kev Pab Cuam Ntawm Cov Tub Ntshais Kawm

1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntshais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauv lwm, kev ua sis, cov chaw kawm, lossis kev xyaum ua hawj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntsub ntxaug raws li lub rooj tsam xwm txog cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg

C. Kev Ntsuam Xyuas Ntawm Tub Ntshais Kawm

1. Saib kom paub tseeb tias cov ntawv xeeb, cov txheej txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuam kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuam raug txiav txim, yuav tsis txawv thiab muaj kev ncaj nces ntawm Cov Uas Muaj Cai Tiv Thaiv.

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwv los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj nces rau tej lus nug thiab kev tsis txaus siab txog kev ntsub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv

xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab 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). Cov cai no kuj muab rau cov tub ntxhais kawm, cov niam txiv, cov neeg ua hauj lwj rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv xaiv cov neeg nram qab no los ua cov neeg ua tau lub meej mom ua cov neeg Saib Thiab Ua Raws Cai:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, trimner@dce.k12.wi.us

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6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yauv tsum sim nrhiav cov menyuum uas muaj hnuv nyoog li 3-21 xyoos uas xiam oob khab txhua txhua xyoo. Tsis tas li ntawd xws, nws yuav tsum tsa cov txheej txheem los nrhiav cov menyuum kawm ntawv uas tsis paub lus Askiv txaus, nrog rau cov menyuum yaus thiab cov hluas, tuaj ntsuam xyuas lawv qhov peev xwm los koom nrog Hauv Paus Tsev Kawm Ntawv cov kev pab cuam, thiab tsum thiab tswj cov txheej txheem uas ua tau raws li lus Askiv thiab cov kev kawm tau ntawm cov menyuum kawm ntawv. Qhov kev qhia no yuav tsum muaj cov txheej txheem rau cov menyuum kawm ntawv, kev pabcuam, kev tshuaj ntsuam, thiab tawm thiab yuav tsum los pab cov menyuum kawm ntawv kom muaj kev qhia zoo uas ua rau kev kawm vam meej thiab yuav ua kom tau txais sijhawm kawm thiab tau taub lus Askiv. Ib feem ntawm qhov kev kawm no, Hauv Paus Tsev Kawm Ntawv yuav ntsuam xyuas kev kawm ntawm cov menyuum kawm ntawv kom kawm tau lus Askiv zoo nyob rau ntawm kev mloog, hais lus, nyeem ntawv thiab sau ntawv, txhua xyoo.

**Área Escolar de D.C. Everest AVISO DADO AQUÍ
(No a la Discriminación del Alumno)**

La Junta Escolar se compromete a brindar una oportunidad educativa igual para todos los estudiantes en el Distrito.

La Junta directiva no discrimina por motivos de raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estado parental, orientación sexual, sexo (incluido el estatus transgénero, cambio de sexo o identidad de género) o físico, discapacidad mental, emocional o de aprendizaje ("Clases protegidas") en cualquiera de sus programas y actividades estudiantiles.

Para lograr la meta antes mencionada, el Director o persona designada deberá:

- A. Contenido curricular
 1. Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana; Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;
- B. Acceso de estudiantes
 1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;
 2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no

limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.

C. Evaluación del Estudiante

1. Verificar que las pruebas, los procedimientos y los materiales de orientación estén diseñados para evaluar el progreso del estudiante, calificar aptitudes, analizar la personalidad o de alguna manera establecer o tender a establecer una categoría por la cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

El Director o persona encargada designará y publicará el nombre del funcionario(s) de cumplimiento que es responsable de coordinar los esfuerzos del Distrito para cumplir con las leyes y regulaciones federales y estatales aplicables, incluido el deber del Distrito de abordar de manera pronta y equitativa cualquier pregunta o queja con respecto a la discriminación o la igualdad de acceso. El(los) Oficial(es) de Cumplimiento también verifican que el aviso apropiado de no discriminación para el Título II de la Ley Estadounidenses con Discapacidades (según enmendada), Título VI y VII de la Ley de Derechos Civiles de 1964, Título IX de la Ley de Enmienda a la Educación de 1972, Sección 504 de la Ley de Rehabilitación de 1973 (según enmendada), se proporciona a los estudiantes, sus padres, miembros del personal y el público en general.

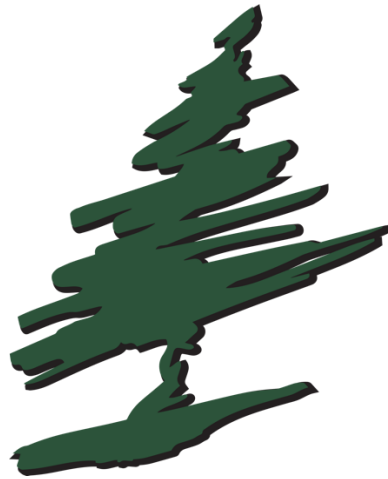
La Junta Directiva designa a las siguientes personas para que sirvan como Oficiales de Cumplimiento del Distrito:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, sttrimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

El Director o su designado intentarán anualmente identificar a los niños con discapacidades, de 3 a 21 años de edad, que residen en el Distrito pero que no reciben educación pública. Además, establecerá procedimientos para identificar a los estudiantes con dominio limitado del inglés, incluidos los niños y jóvenes inmigrantes, para evaluar su capacidad de participar en los programas del Distrito y desarrollar y administrar un programa que satisfaga el idioma inglés y las necesidades académicas de estos. Este programa incluirá procedimientos para la colocación de estudiantes, servicios, evaluación y pautas de salida, y estará diseñado para proporcionar a los estudiantes una instrucción efectiva que conduzca al logro académico y la adquisición oportuna del dominio del idioma inglés. Como parte de este programa, el Distrito evaluará el progreso de los estudiantes para lograr el dominio del idioma inglés en las áreas de escuchar, hablar, leer y escribir, sobre una base anual.

D.C. Everest Senior High School Student Handbook 2024-2025



D C E V E R E S T
Senior
H I G H

6500 Alderson Street
Weston, WI 54476
(715) 359-6561
FAX (715) 355-7220

[Senior High Website](https://seniorhigh.dce.k12.wi.us)

<https://seniorhigh.dce.k12.wi.us>

School Code
502-060

Attendance Office
715-359-6562

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WELCOME

Welcome to D.C. Everest Senior High School! We hope all students will take advantage of the excellent academic and cocurricular opportunities available in our school. Participation in activities builds pride in one's school. Let's all contribute to that pride by getting involved.

2024-2025 CALENDAR

2024-2025 DCE Calendar

AUGUST '24							12-23, 26, 30 Teachers work 2 half day increments in-person during these days	FEBRUARY '25							20 No School for All Students Elementary: P/T Conferences Secondary: student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day	
S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	21 Teacher PD Day	
				1	2	3	27-29 Teacher Work Days	2	3	4	5	6	7	8		
4	5	6	7	8	9	10		9	10	11	12	13	14	15		
11	12	13	14	15	16	17		16	17	18	19	20	21	22		
18	19	20	21	22	23	24		23	24	25	26	27	28			
25	26	27	28	29	30	31										
SEPTEMBER '24							2 No School - Labor Day First Day of School	MARCH '25							★ Last Day of Third Quarter	
S	M	T	W	Th	F	S	30 No School for Elementary: teachers WIN Planning, screener review Secondary: Student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day	S	M	T	W	Th	F	S	21 No School for All Students Elementary: ½ work and ½ PD day. Secondary: Grading Day	
1	2	3	4	5	6	7		2	3	4	5	6	7	8	24-26 Spring Break	
8	9	10	11	12	13	14		9	10	11	12	13	14	15		
15	16	17	18	19	20	21		16	17	18	19	20	21	22		
22	23	24	25	26	27	28		23	24	25	26	27	28	29		
29	30							30	31							
OCTOBER '24							24 No School - Teacher PD Day 25 No School	APRIL '25							18 - No School - Good Friday	
S	M	T	W	Th	F	S		S	M	T	W	Th	F	S		
			1	2	3	4	5		6	7	8	9	10	11	12	
6	7	8	9	10	11	12		13	14	15	16	17	18	19		
13	14	15	16	17	18	19		20	21	22	23	24	25	26		
20	21	22	23	24	25			27	28	29	30					
27	28	29	30	31												
NOVEMBER '24							★ Last Day of First Quarter	MAY '25							26 No School - Memorial Day	
S	M	T	W	Th	F	S	4 No School for All students Elementary: P/T Conferences Secondary: Quarter grading day	S	M	T	W	Th	F	S	28 Graduation	
3	4	5	6	7	8	9		4	5	6	7	8	9	10		
10	11	12	13	14	15	16		11	12	13	14	15	16	17		
17	18	19	20	21	22	23	27-29 Thanksgiving Break	18	19	20	21	22	23	24		
24	25	26	27	28	29	30		25	26	27	28	29	30	31		
DECEMBER '24							23-Jan.1 Winter Break	JUNE '25							△ Students' last day unless need for snow make-up day ▽ Snow Make-Up Day if needed ▽ Last day for teachers if no snow make-up day ⊙ Last day for teachers if snow make-up day needed	
S	M	T	W	Th	F	S		S	M	T	W	Th	F	S		
1	2	3	4	5	6	7		1	2	3	4	5	6	7		
8	9	10	11	12	13	14		8	9	10	11	12	13	14		
15	16	17	18	19	20	21		15	16	17	18	19	20	21		
22	23	24	25	26	27	28		22	23	24	25	26	27	28		
29	30	31						29	30							
JANUARY '25							1 Last day of winter break ★ Last day of S1 (12 days) 20 No School - M.L. King Day- Teacher Work Day - grading	Teacher Days: Semester One 91 Semester Two 93 Total 184 Student Days: Semester One 84 (Elem) 85 (Sec.) Semester Two 88 (Elem) 89 (Sec.) Student days Total 172 (Elem) 174 (Sec.)								
S	M	T	W	Th	F	S		Note for Support Staff: Sept. 30 and Feb. 20 will be work days (examples vector and other PD options)								
1	2	3	4	5	6	7		1/25/2024								
8	9	10	11	12	13	14										
15	16	17	18	19	20	21										
18	19	20	21	22	23	24										
22	23	24	25	26	27	28										
26	27	28	29	30	31											

ATTENDANCE PROCEDURES

The attendance office is located down the hall from the main office. The attendance secretary checks, records, and verifies excused and unexcused absences. They also grant early dismissals for pre-arranged appointments. If a student has a pre-arranged appointment the student should bring a parental permission slip to the attendance office before the first class period.

EXCUSED ABSENCES - Student absences are excused for illness, family emergencies, driver's license examinations, medical, dental, or other valid professional appointments, and preapproved school activities. Parents should contact the attendance secretary at 359-6562, between 7:15 and 9 a.m. when a student will be absent from school. If a parent does not call, students must report to the Attendance Office with a parent excuse note prior to the first period on the first day of their return to school. **STAFF MAY REQUEST A DOCTOR'S EXCUSE IF A STUDENT HAS EXCESSIVE ABSENCES. NOTE: THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ALL FINAL ATTENDANCE DECISIONS.**

Parents may excuse their children up to 10 school days under state statute. Notification of such absence must be made 24 hours in advance of the requested absence or as soon as possible after the parent makes the decision to keep the student home. Under state statute, a requested absence of 1 period or more counts as a full day of absence. Absences after 10 school days missed will be considered unexcused and students will be considered for truancy processes.

UNEXCUSED ABSENCES - Unexcused absences include oversleeping, missing the bus, personal business, senior pictures, car problems, appointments not approved in advance, leaving school without permission, or any unauthorized absence such as not being present in class.

CLASS ATTENDANCE - Academic success results from regular class attendance. Therefore, the school administration has adopted the following policies for unexcused class absences: 1) If a student is unexcused on the absence list, he/she is responsible for clearing it with the attendance secretary. 2) Failure to clear will result in a conference with the attendance Dean and/or consequences such as loss of privileges, ELT restrictions, after school detentions, Saturday detentions, or truancy citations/referrals. 3) A student with 2 or more unexcused absences may face disciplinary consequences up to and including a citation for truancy from law enforcement officials. 4) A truancy citation may be given for skipping Saturday detention or for multiple times of not clearing unexcused absences.

For more information, please see policy 5200 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

START ON TIME PROGRAM

LATE ARRIVAL TO SCHOOL - If the student arrives late to school (see excused absences), parents should inform the attendance secretary. Students who arrive tardy to school should report to the attendance office. Unexcused students will receive progressive consequences for actions.

LATE ARRIVAL TO CLASS - A one-minute warning bell will sound prior to the start of each class period. Students who have multiple late absences will be subject to disciplinary consequences up to and including a citation for truancy.

CODES OF CONDUCT

D.C. EVEREST HIGH SCHOOL ATHLETIC AND ACTIVITIES HANDBOOK - All students planning to participate in athletic competitions or co-curricular activities are subject to the stipulations found in the Athletic and Activities Handbook. Training rules, eligibility requirements, and penalties for code violations are stated as conditions for participation.

STUDENT CODE OF CONDUCT FOR BUS TRIPS AND FIELD TRIPS:

- All students will return on the bus that they rode to the activity unless a parent has contacted the chaperone. Parents may only transport their own children.
- All school rules pertaining to proper student conduct on the bus and on school grounds apply to bus trips and attendance at out-of-town activities. If a student breaks a rule, the same consequences will apply as when a student breaks a rule during the school day on campus.

STUDENT TRANSPORTATION TO OUT-OF-SCHOOL ACTIVITIES WHEN SCHOOL PERSONNEL ARE NOT PRESENT - When stipulations below are met, students may transport themselves and/or other students or parents may transport students to out-of-school activity sites without school personnel present:

- Parents or age of majority students must comply with all school rules related to field trips, class projects, and out-of-school curricular and co-curricular activities when transporting students by administrative authorization.
- Parents may not transport students to school-sponsored activities in a school vehicle.
- The parents of all students must complete the "Parent Permission Slip" indicating they know who is driving; they understand what the activity entails; they understand the distance being traveled, and they recognize the liability of the owner of the vehicle in case of an accident. A student who has an approved age of majority release with the Attendance Office may complete this slip without parent permission.

CODE OF CONDUCT FOR OVERNIGHT TRIPS - The following procedures will be in effect for all overnight trips: An authorization form signed by the student and parent must be submitted to the person in charge of the activity two days prior to the trip date.

- Students are expected to adhere to the same rules for which they are accountable during the school day and any specific guidelines given by the activity adviser. The advisers have the right to exercise fair discipline if a breach of good conduct occurs. Serious discipline problems involving insubordination, alcoholic beverages, drugs, or other controlled substances, etc., will be reported to a school administrator. Similar disciplinary consequences will apply as when a violation is committed during the school day. Students violating or ignoring any of the conduct rules may be sent home immediately at their own expense.
- Damages to any property or furnishings in the hotel rooms or other buildings will be paid for by the individual responsible or the student group.
- Students should keep their advisers informed of their activities and whereabouts at all times. Students are not allowed to leave their housing area at any time without the adviser's permission.
- The adviser will make his/her whereabouts known to the students for communication in case of emergencies.
- Students should be prompt and prepared for all activities.
- Students shall stay in designated housing, not with friends or relatives.
- Room doors must be kept wide open at all times when other students are visiting.
- The curfew will be 11:00 p.m. unless an earlier curfew is established by the place where students are housed. Advisers will check that all students are in their room by curfew time. Curfew is defined as being quiet in your own room. Students agree to conduct themselves in a professional and ethical manner at all times and to follow the directives of adult supervisors and hotel staff.

GENERAL SCHOOL POLICIES

STUDENT DRESS CODE – Responsibility for the personal appearance of students enrolled in the D.C. Everest District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- present a hazard to the health or safety of the student himself/herself or to others in the school including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- interfere with schoolwork, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

In order to ensure a healthy and safe school environment for students, the high school will enforce the following student dress code guidelines:

- Clothing should always completely cover the torso from just below the neckline to mid-thigh. Undergarments must be worn and shall not be visible. Shoes must be worn at all times.
- During the school day, hats, caps, bandannas, head coverings, and jackets are subject to teacher discretion within individual classrooms. Hoods are not allowed to be worn as they make identification of students in the building difficult, and they allow for concealment of earbuds during class time.
- Students are not allowed to wear or carry flags.
- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
- Students shall not wear or display medallions or other jewelry that identify gang members or gang affiliation or which have come to represent a gang or other illicit behavior in school or at school events. Also, gang clothing is not always restricted to an item of clothing but may include the way in which the student wears a particular item of clothing. Students may not wear, possess, use, distribute, display, carry or sell gang insignia on school grounds or at school-related activities at any time.

This code does not limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If students and/or parents disagree with school staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Students who violate the rules will remove the inappropriate items or be sent home to change. Repeated violations of school rules may constitute grounds of suspension or other appropriate action to correct the situation.

STUDENT EXPRESSION - Students have the right and responsibility to express themselves in a manner that is appropriate and not disruptive for a school setting. Students must avoid expression and conduct that can be reasonably forecasted to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment. This responsibility includes refraining from the display of symbols that are reasonably perceived as promoting intolerance, hatred, or a hostile educational environment including, but not limited to, confederate battle flags, swastikas, and profanity on school property or at school-sponsored events.

BACKPACK POLICY – Student backpack use in the classroom is at teacher discretion. Students are given a locker at the beginning of the year and are encouraged to use it.

D.C. EVEREST SENIOR HIGH SCHOOL STUDENT EARNED PRIVILEGES

Junior, senior, and second semester sophomore students who meet the criteria for participation are eligible to participate in Earned Privileges during the school day. Student participation in Earned Privileges will be determined by the previous quarter's attendance, behavior, and academic standing. Earned Privileges allow students to participate in open campus during the student's assigned study hall and lunch. Students may choose to stay on campus during these times as well as long as they stay in their assigned areas (study hall placement). Students returning from open campus privileges must report to their assigned area.

Criteria for Participation

Parental Permission: Students wishing to participate must have received parental permission during the registration process.

Academic: Students must earn a cumulative GPA of 2.8 or better during the previous quarter.

Attendance: Students must have greater than 90% attendance during the previous quarter and have 5 or less tardies during that quarter.

Behavior: Students must have zero behavior infractions during the previous quarter as well as have zero community-based infractions during the school day while on privileges.

Process for Participation – Students who have Earned Privileges must scan out and in through the main office. Students who fail to scan out and in will lose their privileges for the remainder of the quarter.

Administration reserves the right to remove student Earned Privileges at any time for violation of school rules. Any student who loses Earned Privileges will be required to attend all classes through the next grading period which will determine eligibility for the following quarter.

TRAFFIC/PARKING – Students are required to park in the Student Lots A or B. Students parking in other areas not designated as student parking will be ticketed.

PARKING POLICY/PERMITS - Use of the Senior High parking lot will be on a first come, first served basis. Students may park in any parking stall that is unoccupied in Student Lots A or B. Students must purchase a parking pass for \$40 in order to park in the lots. This includes spots going down the West entrance by the tennis courts and baseball diamond.

STUDENTS ARE NOT ALLOWED TO BE IN THE STUDENT PARKING LOT EXCEPT WHEN GOING TO OR COMING FROM THEIR VEHICLE. LOITERING IS NOT ALLOWED IN THE STUDENT PARKING LOT, IN OR OUTSIDE OF A VEHICLE. These rules are established for the protection of student vehicles from damage and vandalism. Violation of these rules will result in disciplinary measures to include the revocation of parking privileges.

Any student observed driving dangerously on school property will be referred to local law enforcement for appropriate legal actions as well as being subject to school disciplinary action. Dangerous driving will result in the revocation of parking privileges.

Students are not allowed to park in the Circle Drive Visitor Entrance Lot, Student Council Drive Parking, Greenheck Lot, or in the Faculty Parking Lot behind the school. Students found parking in these areas will be issued a citation and/or have their parking privileges revoked.

VEHICLE AND PERSONAL SEARCHES - Vehicles parked on school property are subject to search by school authorities if reasonable suspicion exists regarding the presence of any item that may endanger the health or safety of any student or staff member. If a school authority believes that a student may possess: any item that poses a safety concern for others, cigarettes/vaping device or other tobacco products, drugs or drug paraphernalia, or any item that

could distract others from their educational pursuits, he/she may have to empty their pockets, book bags, backpacks, purses, etc. as well as open their vehicle for a full car search. The school's Police Liaison Officer may assist in any search at the direction of a school administrator.

TOWN OF WESTON JURISDICTION - Students can have legal complaints filed against them for violating the town ordinances on school property. Students engaged in disorderly conduct, smoking/vaping, possession or use of alcohol or drugs, engaging in dangerous activities, using profanity that causes a disturbance, etc. on school property may receive a municipal citation for such actions.

Students should be aware that at the age of 17 disorderly conduct citations will be recorded and remain on their permanent criminal record. Violations such as these may have serious repercussions for future admission into military branches, post-secondary educational institutions, or employment opportunities. Seventeen-year-old students should also be aware that more serious offenses such as battery and theft may result in immediate incarceration.

CELL PHONES - Students may use cell phones in the commons area of the high school building during lunch periods and during passing times. Students must turn cell phones off and put them away during class periods. In approved situations and areas of the building, students may use personal cell phones responsibly, following the rules and guidelines of the Student Acceptable Use Policy for Technology Services, and in a manner to not disturb other students or staff. Failure to meet these expectations will result in the confiscation of the cell phone/device. Repetitive or severe violations of the cell phone and personal music device policy may result in additional disciplinary measures and phone restrictions. In classrooms during the administration of tests or assessments, cell phones are strictly forbidden. **CELL PHONES ARE LEGALLY PROHIBITED FROM BEING OUT IN BATHROOMS OR LOCKER ROOMS.**

LASER PENS - Laser pens and other laser lights are prohibited on school property. Staff will confiscate laser pens if brought on school property, and students will face disciplinary action if in possession of such items.

VISITORS – D.C. Everest does not permit students to bring friends or relatives to visit during the school day. Unauthorized persons who are in school or on school property between the hours of 7 a.m. and 4 p.m. on school days may receive a municipal citation for "trespassing" (Weston Ordinance).

LOCKERS/PERSONAL PROPERTY - On the first day of school, all students receive an assigned locker. Each student has an individual responsibility to secure their personal property. Keep your hallway and gym lockers locked at all times. Do not reveal locker combinations to other students. The school cannot accept responsibility for the valuables of students. If a locker is damaged or articles are stolen from a locker, report the damage/theft to office personnel immediately.

LOCKED DOORS – All doors to the Senior High must remain locked throughout the day. Students must exit and enter through the main office/front doors. Any student exiting, entering, propping open or opening doors for anyone else will be subject to school and police consequences.

STUDENT LOCKER SEARCHES - A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. Items brought to school or those in lockers are not insured for reimbursement by the D.C. Everest Area School District. Respectful use of the locker is expected. Charges will be billed to the student for damages made to the locker during the school year.

The school locker assigned to a student is the property of the D.C. Everest Area School District. The use of a locker other than the one assigned to the student is prohibited. At no time does the D.C. Everest Area School District relinquish its exclusive control of such lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger. School personnel shall maintain a passkey to all lockers so that the school shall

have access to all lockers at all times. Students shall not be allowed to secure their lockers in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian's right to obtain other items removed from the locker.

SURVEILLANCE CAMERAS – D.C. Everest High School has great concern for the safety of all students and the public on school property. To better provide a safe and healthy environment, the school uses surveillance cameras and recording devices. While staff on occasion may monitor an area, we record areas under surveillance at all times.

PROHIBITION OF TOBACCO, NICOTINE, VAPING DEVICES, ALCOHOL, AND ILLEGAL DRUGS - Possession or use of tobacco, nicotine, contraband, alcohol or other illegal drugs on school property by students during the school day is strictly prohibited. Failure to obey this regulation will result in suspension and/or expulsion, and a referral to local law enforcement. Alcohol and drug violations may result in restrictions of attendance at all school co-curricular activities, dances (including Prom), and the graduation ceremony. Tobacco, alcohol, and drug education is an important part of our required health course and cessation information/support is available from Student Services. Cigarette lighters and matches are restricted and will be confiscated if found in a students' possession.

For more information, please see policies 5500, 5512, 5530 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

POSSESSION OF WEAPONS - Possession or use of weapons or look-alike weapons on campus is strictly prohibited. Knives, guns, clubs, brass knuckles, or any other devices that are usually constructed for or can be used to physically harm another will be immediately confiscated and turned over to local law enforcement. Students who have possession of such weapons may be suspended from school until a board hearing is scheduled to consider expulsion.

MANAGEMENT OF VIOLENT STUDENT BEHAVIOR – The D.C. Everest Area School District recognizes the need to deal quickly and appropriately with violent student behavior when it seriously disrupts the educational program and/or has the potential to cause physical and/or psychological harm to other students, school staff or the students themselves. Acts of violence, whether physical, implied non-verbal and/or verbal, toward others will result in discipline ranging from verbal warnings to suspensions and/or expulsion from school depending upon the severity of the act. Acts of violence include but are not limited to:

- Physical acts (shoving, striking, kicking, throwing of objects);
- Implied non-verbal actions (cutting, shooting, or other similar actions which are interpreted by the receiver to imply harm) or physical contact;
- Verbal statements (threats, figures of speech, or other communication interpreted by the receiver to imply harm).

COMPUTER USE – Students must follow all rules and guidelines of the Technology Acceptable Use Policy/Agreement policy. You can locate this policy (po7540.03) on the [D.C. Everest District Website \(www.dce.k12.wi.us\)](http://www.dce.k12.wi.us) under the District Info tab then School Board.

MISUSE OF SCHOOL COMPUTERS - Tampering and/or vandalism of computer equipment may result in a fine. This fine will increase if additional resources or outside personnel are needed to repair or replace the damaged equipment. In that case, the student(s) will be responsible for the full cost of that repair or replacement. Computer networks are to

be used for educational purposes only. The viewing, retrieving, or printing of inappropriate material from the Internet or other computer programming will result in suspension and/or revocation of computer use privileges.

HOMEROOM/EXTENDED LEARNING TIME (ELT) – ELT is embedded in the schedule four days a week so that a student can have access to their classroom teachers for additional support. If a student is requested to attend ELT by one of their teachers or they are in the red in Grade Guardian, they are required to attend. Failure to do so may result in disciplinary action up to and including a truancy citation. Students who are not requested nor in the red will be able to attend co-curricular meetings.

ADVISORY - Students are expected to attend their scheduled advisory. During this time their advisory teachers will discuss their current academic progress, conference with students on quarterly goals, and provide information and resources related to college, career, and life readiness.

FINES/FEES - Students with outstanding fines and fees will receive periodic reminders via email. Payments of cash or checks can be made to the finance secretary or by credit card on the Infinite Campus Portal. Students will not be allowed to participate in the graduation ceremony until all fines/fees are paid.

STUDENT ID CARDS - All students must carry an ID card in the school building. ID cards are used as tickets to school activities, to check out materials in the library, and for the purpose of identification. IDs are issued to all students at the beginning of the school year. The first card is furnished to the student; if lost, a replacement card costs \$9 and may be purchased in the Front Office.

AGE OF MAJORITY - A student who has reached the Age of Majority (18) and who chooses to make changes to their demographic information, MUST complete the Age of Majority Form. These forms can be obtained from the student's school counselor. Once the form is complete the student must return it to their counselor. The school social worker should also be informed of the completion of the form for all students. Once the student has completed the process for the Age of Majority, their information will be updated in the Student Information System.

Adult students are not exempt from complying with the rules and policies enacted by the D.C. Everest Board of Education or D.C. Everest High School. By State Statutes, school boards have the authority to make rules, including rules pertaining to student conduct, or to delegate this rulemaking function to the district's administrators or teachers. School rules made under the authority of the State Statutes are binding on pupils regardless of age. Adult students also remain subject to the same disciplinary procedures as students under the age of 18.

WITHDRAWAL PROCEDURES - Withdrawal procedures are initiated in the Student Services Office. Students withdrawing from D.C. Everest need to complete the withdrawal form that requires signatures from the IMC, Attendance Office, Student Services Office, Front Office, and all teachers. All obligations are noted on this form. The completed form is to be returned to the Student Services Office. Students will not be officially withdrawn until all financial obligations are met and required signatures are completed.

POSTERS - Permission to put up any posters at D.C. Everest must be obtained from school administration. Posters should pertain to D.C. Everest's activities and be of appropriate size, material, and subject matter. No posters or signs will be allowed that promote any type of business or commercial activity. Administration approved posters may be posted in designated areas as directed by administration.

WORK PERMIT REGISTRATION - Students who are under 16 years old are required by law to obtain a work permit. Work permits are issued in the senior high main office as a special service to our students. In order to obtain a work permit the student must be present and the following criteria must be met: 1) a letter of request from the employer stating the type of work and hours of work, 2) a parental permission slip, 3) a birth certificate, baptismal certificate, or driver's license (a passport may be used only if the others are not obtainable), 4) the original social security card, and 5) a \$10 fee (to be reimbursed by the employer to the employee). If all of the following are not obtained, a work permit will not be issued. There are no exceptions.

GRADUATION PARTICIPATION - Participating in the graduation ceremony is a privilege, not a right. Students eligible to participate in the ceremony are students who have:

- Met the requirements set forth by the Department of Public Instruction and the School Board for graduation.
- Have no outstanding fines to the Senior High School.
- Have been enrolled as a full-time student for at least a semester of the year of graduation within the Senior High School.
- Completed their high school enrollment as an enrolled member of D.C. Everest Senior High School.

Participation in graduation may be limited at the discretion of the building principal for any of the following:

- The student was involved in any way in a senior prank or disruption of normal school procedures
- The student was involved in a significant behavior concern at school (including but not limited to a disruption in the building, drugs, alcohol, anything that reflects negatively on the students, the school, or the school community, or anything that threatens the health and safety of any member of the school community).

For more information, please see policy 5500 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites

There will be times where students are in conflict. This occurs when there is equal power between students who are not getting along. In disagreements where students express their viewpoints, it is recognized that while they might express strong emotions or feelings, they usually have a desire to resolve the situation. These situations will be treated

as student conflict and not bullying. We may assist the student(s) in resolving conflict utilizing our student services department.

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

HARRASSMENT (po5517)

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student, or group of students, based on one or more of the student's Protected Class (gender status, change of sex, or gender identity, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws) that:

1. places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property;
2. has the effect of substantially interfering with a student's, or group of students', educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against a student, or group of students—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

1. making statements that promote violence toward a racial or ethnic group;
2. drawing, displaying, or posting images or symbols of prejudice.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights.

Within any group or protected class, individuals might use language in ways that are familiar or intended to reclaim words or concepts that have historically been used to harm or oppress them. However, this doesn't mean that such language is universally acceptable or appropriate, especially outside of that specific context or among individuals who may not share the same experiences.

Words or concepts, even when directed at one's own identity group, can still perpetuate harm and reinforce negative stereotypes. Therefore, students are expected to use language that is universally acceptable and appropriate both within and outside their own groups.

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. More information can be found on our website at <https://www.dce.k12.wi.us/district-info/district-notice> or in Policy 5517 – Student Anti-Harassment at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

ADDRESSING BULLYING AN/OR HARASSMENT

Every person (student, parent, guardian, teacher, etc.) is encouraged to immediately report any situation that they believe to be bullying and/or harassment behavior to a school building staff member or District employee. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of bullying and/or harassment shall report the incident to the building administrator. Reports can be made verbally or in writing.

All allegations of bullying and harassment will be investigated and in those cases where bullying or harassment is substantiated, immediate steps will be taken designed to end the bullying or harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in bullying or harassment will be subject to appropriate disciplinary action up to and including expulsion.

The District Compliance Officers for student harassment are: Dr. Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, jlindell@dce.k12.wi.us, 715-359-4221, ext. 1327, or Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351.

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

It is often hard to know when to keep a student home from school. The following guide will give you helpful hints to decide about sending your student to school.

FEVER

A fever is a sign that your student may be sick and/or contagious.

If your student has a temperature of 100.5 degrees or more, they will be sent home.

Your student can return to school when he/she is fever free for 24 hours without the use of a fever reducing medication.

Call your doctor if the fever continues for more than a few days.

VOMITING

If your student vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

A student who is vomiting needs to stay home until he/she is symptom free for 24 hours.

Call your doctor if the vomiting continues more than 24 hours, and/or your child is not drinking fluids.

Your student should be able to eat and drink without vomiting before they return to school.

DIARRHEA

If your student has diarrhea due to illness, and the diarrhea is not due to a chronic health condition, he/she will be sent home.

Notify your doctor if the diarrhea is frequent or accompanied by fever, rash, or general weakness lasting more than 24 hours.

A student with diarrhea needs to stay home until he/she is symptom free for 48 hours.

If the diarrhea is associated with illness, your student should not have diarrhea when they return to school.

RASHES

A rash may be the first sign of an illness.

A doctor should evaluate the skin rash before you send your student to school.

Your student will be sent home if they have a rash that is spreading, open and cannot be covered.

Your student may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your student may be at school.

COUGHS AND COLDS

Infections are spread when students cough and sneeze, forgetting to cover their nose and mouth.

Your student will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.

Students may stay at school and/or return to school providing they do not have a fever, nasal drainage is minimal and coughing is less frequent.

PINK EYE

Allergies, viruses, and/or bacteria can cause pink eye. Pink eye can be highly contagious depending on the cause.

Symptoms are red watery eyes, swelling of the upper and/or lower eyelid, and/or yellow drainage.

Your student will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.

Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.

STREP THROAT

If your student has been diagnosed with Strep Throat, he/she must remain home 24 hours after being fever free and 12 hours after antibiotics have begun or return with written doctor approval.

LICE

If designated staff discover head lice or untreated nits on a student at school, the school staff will notify the parent/guardian and recommend picking the student up and administer an FDA approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked-up they may remain in the classroom the remainder of the school day but must be treated with an FDA approved lice treatment prior to returning to school. Nits may persist, but successful treatment should kill live lice. If nits are found, after initial treatment with an FDA approved pediculicide/ovicide, child may stay in school. Nit removal should be done at home. Head lice can be found in every community at all times and are not an indicator of cleanliness or socioeconomic status. Lice are a nuisance but do not spread disease. Therefore, notification home and/or to the local health department is not necessary.

HEALTH ROOM

Students in need of any medical care should report to the health room with permission of a staff member. The health assistant, with input from the student, will determine if a parent/guardian will be contacted or should pick the student up from school, depending on the illness of the student. Students who feel they need to go home due to an illness must allow the health assistant to make initial contact with the parent/guardian. A student should not make initial contact by personal phone to be picked up from school for medical reasons. This practice ensures quality medical care and accurate attendance of all our students. If the initial contact is not made through the health office and the student is

picked up, it will be documented as excused per parent/guardian and will count towards their 10 days of allowed absences.

MEDICATIONS AT SCHOOL

The purpose of the medication procedure is to keep your student safe and provide him/her with the medication ordered. District staff will not give any medication - prescription and/or Over the Counter (OTC) - to any student unless the following criteria is met:

School Medication Consent Forms are available in the main office, health room, or online. A new medication consent form must be completed each school year or when the dose of the medication is changed and/or discontinued.

Staff cannot give any medication sent in a plastic bag or envelope.

- Over The Counter (OTC) Medications
 - Parent/Guardian signature is required for OTC medications.
 - A physician's signature is required if the dose needed of the OTC medication is more than the recommendations listed on the label, or if the medication is not FDA approved.
- Prescription Medications
 - Parent/Guardian and physician signatures are required for all prescription medications.
- Medication Bottles and Labeling
 - Prescription Medications must be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's full name
 - Name of medication
 - Time to give medication and dose needed
 - Physician's name
 - Date medication was dispensed
 - OTC Medications must be in the original container or single dose unit package. Write your student's name on the container.
- Handling and Storage of Medication at School
 - Medications are stored in the original labeled pharmacy container and in a locked cabinet.
 - During the school year, parent/guardian is called to pick up all unused, discontinued, or outdated medications.
 - At the end of the school year, parent/guardian must pick up all medication.
 - Any unclaimed medication will be disposed of at the end of the school year.
- Special Considerations
 - Emergency Medications - Students are allowed to self-carry emergency medications with physician's authorization. Emergency medications must be labeled as outlined above. Parent/guardian must complete the appropriate form even if your student self-carries the medication. All students who receive an emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
 - Stock Medication - Students in grades 8-12 are able to take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- General Safety Considerations
 - Bring your student's medication to the health office.
 - Send only limited quantities of medication to school.
 - No medication will be given to your student without your written consent.

IMMUNIZATION REQUIREMENTS

Wisconsin state immunization requirements for 2024-2025 school year are listed below. Students need the listed vaccinations by the first day of school.

Age/Grade	DTP/DTaP/DT	Polio	MMR	Hepatitis B	Varicella	Tdap	MenACWY
Grades K - 6	4	4	2	3	2	NA	NA
Grades 7 - 11	4	4	2	3	2	1	1
Grade 12	4	4	2	3	2	1	2

Immunization Waivers - Parents/Guardians do have the option to decline any and/or all immunizations based on personal, religious, and/or health reasons. If you choose not to immunize your child, check the appropriate waiver (Step 4) and sign the form. Immunization waiver forms are available online.

Please contact your student's doctor or local health department to determine if your student needs additional immunizations. Schedule appointments to receive the immunizations needed or sign a waiver indicating what vaccine(s) you do not want your student to receive. Report the dates of the immunizations to the school health assistant.

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

Marathon County Public Health Department staff will be at each elementary school this fall to conduct a vision and hearing-screening program. Screening dates will be listed in the school newsletters.

Students in grades 4K, K, 1, 3, and 5 are screened. This program is only a screening. Participation in the screening is optional. If you do not want your child to participate in the screening, send a written signed note to the health assistant at school telling you do not want your child screened.

If your child wears glasses, please make sure the glasses are at school for the vision screening.

Any student who does not pass the initial screening will be re-screened by the health department staff in 4 weeks. If your child does not pass the re-screening, you will receive a letter and a phone call from the health department.

If a child's condition warrants emergency treatment, the school will attempt to contact the parent/guardian and the child will be sent via ambulance to the emergency room at the closest hospital.

TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school's wireless network is a privilege, not a right. All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices/ software as written in the district policy may result in suspension or termination of technology privileges and other disciplinary action consistent with district policy. District-issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their district-issued iPad.

Artificial Intelligence AI technology can be an excellent resource for enhancing learning and teaching experiences, but it must be used responsibly and ethically. Students, teachers, and staff members must ensure that any AI systems they

use are age and school appropriate and that they do not violate the privacy of other individuals. The use of AI for academic purposes should align with the district's curriculum and instruction goals. Students, teachers, and staff must use AI tools responsibly, avoiding any form of plagiarism or cheating. Failure to follow these guidelines may result in loss of technology privileges and/or appropriate disciplinary action up to and including expulsion.

Students, with support from parents, are expected to manage their device in a way that minimizes the likelihood of damage, loss or theft. iPads must never be left in an unlocked locker, unlocked car or unsupervised area. Any iPads that are broken or fail to work properly must be reported to the office immediately. If there is a device malfunction, it may be repaired or replaced through Apple's warranty.

A loaner iPad will be issued to the student. Families will be responsible for paying a deductible for accidental damage, loss or theft. The cost to repair or replace an iPad within one school year will be:

- 1st incident: A \$50 deductible and a review of iPad care and security information with building administrator to receive an iPad replacement.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only, duration to be determined by building administrator.
- 3rd incident: Actual cost of repair or replacement not to exceed \$320. Student will only have in-school use of the iPad for the remainder of the school year.

Additional iPad Repairs: Replacement cost for the standard iPad case is \$15, keyboard iPad case is \$90, a power block \$12, a charging cable is \$6, and replacement headphones are \$5. Students that cause damage by deliberate or malicious means will be responsible for paying for the entire repair or replacement of the iPad, not to exceed \$320. Building administrators will make the determination if the damage was caused by reckless or intentional conduct. Arrangements for payment plans can be established with the building administrator.

DISCIPLINARY ACTIONS

PROGRESSIVE CONSEQUENCES - Teachers and principals use a discipline plan that progressively increases the severity of the consequences assigned to students each time a student violates a school rule. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from school.

SATURDAY DETENTION - Saturday detentions will be held from 8:00 - 11:00 a.m. Students assigned will be required to follow specific rules and do school work under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in a truancy citation.

OUT-OF-SCHOOL SUSPENSION - A one-to five-day suspension from school will result when a student substantially disrupts or distracts the learning atmosphere in school or chronically violates school rules after another disciplinary action has failed.

APPEAL PROCEDURES - A student may appeal a disciplinary action if he or she feels the school regulations have been wrongfully interpreted and applied. The appeal must be made to the principal within five days after the occurrence of the event on which it is based. Appeals after five days will be considered waived. The principal will investigate and rule on the appeal. Further appeal may be made to the Assistant Superintendent's office after the principal's ruling is made.

For more information, please see policy 5500 that can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

ACADEMIC INCENTIVES

ACADEMIC LETTER - Students may earn an academic letter by maintaining a 3.90 cumulative grade point average as a freshman, a 3.75 CGPA as a sophomore, and a 3.50 CGPA as a junior with at least one semester of the qualifying year of 3.9/3.75/3.5 GPA respectively, and by being involved in an academic contest or project.

HONOR ROLL - A student needs to earn a 3.5 GPA for a semester to earn the distinction of the honor roll.

LOCAL SCHOLARSHIPS – Senior students can apply for and earn scholarships from local agencies, family memorials, and businesses each year. Students can find applications and information in the Student Services Office.

NATIONAL HONOR SOCIETY - Students who meet the standards established by the faculty in the areas of scholarship, leadership, service, and character may earn induction into the program.

National Honor Society Selection Procedures:

- General Guidelines:
 - candidates must have attended D.C. Everest High School the equivalent of one semester.
 - junior and senior students qualify for membership.
- Staff reviews students' academic records to determine student scholastic eligibility for membership. To meet the standard, students must have an accumulative GPA of 3.5 or above.
- Staff will notify scholastically eligible students that for further consideration of selection to this chapter they may complete the student activity information form outlining their accomplishments in the areas of service and leadership.
- All faculty members have the opportunity to write their comments about the character, service, and leadership traits of eligible students.
- The 5-member faculty council reviews the student activity information forms and faculty comment forms. In addition, the council reviews the leadership, service, and character of all candidates carefully. Candidates receiving a majority of the vote of the faculty council earn induction into the National Honor Society.
- Selected candidates will receive notice in writing about their selection and the timing of the induction ceremony. Non-selected students will also receive written notice about their non-selection into the National Honor Society.

NOTE: *The faculty of the school through the faculty council Members select students to join the Chapter. Individuals do not apply for membership but rather submit information, via the Student Activity Information Forms for use by the faculty council in determining membership. Membership, therefore, is an honor bestowed upon an individual and thus a privilege and not a position for which one applies, nor to which one is elected or the right of any individual.*

MISCELLANEOUS INFORMATION

REPORT CARDS - Report cards are issued every nine weeks using the following system:

- Semester standing in grades 10-12 are final grades.
- Letter grades will be used as prescribed by School Board Policy.

Letter Grade	Point Value
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2
CD	1.5
D	1.0
F	0 - Fail
I	Incomplete
S	Satisfactory performance in lieu of grade
U	Unsatisfactory

NOTE: Alternative classes do not count in grade point average.

LIBRARY (Instructional Media Center) - The IMC is located on the third floor next to the main north stairwell. It houses a computer lab with available reference databases, reference books, periodicals, and leisure reading material. The attached Production Lab houses AV software and hardware, along with a second computer lab. Assistance and equipment can facilitate a variety of production needs. Staff work in the IMC/Production Lab 6:30 a.m. until 3:15 p.m. Monday through Friday to further assist students.

Additional Hours: The IMC is open on Monday - Thursday evenings until 6:30 pm.

HEALTH AIDE - The Health Room has a full-time health aide. If you feel ill or must go home, the health aide can grant you permission (after calling your parents) to leave school based on their health assessment. Before you go to the health room, obtain a pass from the teacher of the class you will miss.

MEDICATIONS - Students must check-in all medications (exception-asthma inhalers) and Epipens with the health aide who will store them and administer when needed.

SCHOOL CODE NUMBER - Scholastic Aptitude Test, American College Testing Program, Financial Aid Form, and Family Financial Statement Code Number: 502-060.

THE POLICE-SCHOOL LIAISON OFFICER PROGRAM - The Police Liaison Officer serves as a resource person and an educational aide in addition to serving as a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. The liaison officer fulfills an important task as a resident friend and listener to youth with

personal problems that they may bring to his or her attention. This role is carried out in cooperation with authorized school officials.

The Police Liaison Officer also serves as a referral agent. The officer has knowledge of health and service agencies available on a local level to young people and their families. He or she will help students contact local agencies that can aid them in matters beyond the officer's or school's capacity to solve.

The liaison officer will also serve an educational function by assisting school staff in the provision of courses of study or programs designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives. The officer can also provide parent groups with information to acquaint them with the law.

EARLY COLLEGE CREDIT PROGRAM AND START COLLEGE NOW

The following characteristics should apply to a student who wishes to partake in the Early College Credit Program or Start College Now:

- Student who ranks in the top 25% of his/her class and has completed the coursework offered at the high school level.
- Students who select university courses offered at or similar to those offered at D.C. Everest will not receive reimbursement for tuition expenses.
- Evidence exists that the student will benefit from the experience and that the time spent at these institutions will not unduly conflict with participation in the high school graduation requirements.
- Students must apply for enrollment for obtaining high school credit courses by February 1 for the fall semester and by September 1 for courses taken during the spring semester.
- Students must start an application with an admissions counselor from the post-secondary institution.
- The principal (or their designee) will grant high school credit and the student must receive approval *prior to taking the course*.

NOTE: [According to state statute](#), "If a pupil receives a failing grade in a course, or fails to complete a course, at an institution of higher education or technical college for which the school board or the governing body of a participating private school has made payment, the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the school board or the governing body the amount paid on the pupil's behalf upon the request of the school board or governing body. If a school board or governing body that requests reimbursement of a payment made under this section is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program under this section." <http://docs.legis.wisconsin.gov/statutes/statutes/118/55/7t/c>

SCHOOL COUNSELING SERVICES

The Student Services department has counselors to assist students with a variety of tasks and concerns. The program includes individual and group counseling in which personal, academic, career, college, and educational concerns may be discussed in a confidential manner. Appointments can be made using the online Counselor Scheduling program in Student Services. Counseling time is available during a student's study hall, unscheduled time, and before or after school.

Groups are a part of the Student Services Delivery Model. Some groups are facilitated by Marathon County Consortium approved therapists. Please contact the main office during registration if you do not wish for your child to participate in any groups facilitated through D.C. Everest Senior High Counseling Department. Students will be invited to participate as they choose without notification to the parent/guardian.

Senior Graduation Requirements

Subject Area	Credits
Mathematics	3
Science	3
English	4
Social Studies	4
Physical Education	1.5
Health	.5
Finance	.5
REQUIRED CREDITS	15.5
ELECTIVE CREDITS	8
TOTAL CREDITS	23.5

STUDENT SERVICES RESOURCES – Online resources are available through Canvas which is located on the Senior High Website.

EARLY GRADUATION - Students who plan to complete high school in less than eight semesters must complete a written application form (available in Student Services). Students seeking early graduation must apply and complete this form prior to their senior year. A statement of reasons for early graduation in addition to a letter of approval from parents or guardians must accompany this application form. The school counselor will schedule a conference with the applicant and his/her parents. High school administration will determine approval or disapproval.

SCHEDULING AND ASSIGNMENT

COURSE ADD/DROP PRACTICE

The Senior High makes every effort to develop a master schedule according to student needs and interests. Each student must recognize that the scheduling process is complex, and their selections determine curriculum offerings, the final master schedule, and teacher contracts. Considerable time and effort go into creating a flexible schedule, and once the Senior High establishes final student schedules in the spring, schedule changes will rarely receive approval. Any student requesting course changes must read this section thoroughly and meet all requirements for a change. A request for change is merely for consideration. A change is not guaranteed. Any courses dropped after the deadline or not approved for a drop will result in a Withdrawal Failure (WF) on the student transcript which calculates as an "F" in the cumulative GPA. **The list below are considerations to be aware of when requesting course changes.**

- Only full year courses for the 2nd semester may be requested for change. Courses that are only a semester long are not permitted to be changed unless there was a data entry error, misplacement due to ability, enrollment in a school approved program (Youth Apprenticeship, etc.), or need for another graduation requirement.
- Any senior requesting a change who has been admitted to a college must provide proof from the college that a course change will not impact the admission offer. Appropriate proof includes an email from the college admissions. Changes for seniors will not be approved if proof from the college admissions is not received by the add-drop deadline to the school counselor. Students should email the college admissions, inform them of the change they want to make with courses and ask if it will impact the admission offer. If the student has not been admitted to any college, the student should send the school counselor an email stating such. **WARNING** - making course changes after being admitted to a college and NOT informing them of a change can result in the admission offer being rescinded. Students are responsible for submitting documentation.
- Requests for course changes will be denied if the request does any of the following; overloads a class or the student has less than 6 credits in the year.
- Requests for course changes will be reviewed following the deadline. All course change forms that are turned in by the deadline will be given equal consideration.

- You will be notified via email by your school counselor of the outcome of your request.
- Download and complete the [Request for Full Year Class Change Form](#) at least 1 week prior to the start of the 2nd semester.
- Requests that are not submitted by the deadline will NOT be considered for changes. The window to apply for changes opens the day we return from winter break.

INCOMPLETES - School staff will change Incompletes not made up within 2 weeks from the end of the semester to an F.

INFORMATION SERVICES - Information is available from the Student Services Office through several sources. Announcements are made over the public address to the homerooms. Bulletin boards with guidance information are located throughout various areas of the building, inside and outside the guidance office, and also within the main lobby of the school building. Guidance news and information may also be found within our school parent newsletters issued through the principal's office. Counselors are also involved with individuals, small groups, classrooms, parent conferences, and large group orientation information activities.

STUDENT RECORDS - Student records will reflect the student's physical, emotional, social, and academic growth in the educational process. Any student interested in reviewing his/her records should see his/her counselor to discuss what they can review and to interpret any information that the student may question.

CAREER EXPLORATION SERVICES – Student Services provides students and their families with a host of resources and services to assist in the career development process. The student services office houses a Career Center highlighting a wide range of career opportunities and choices available to students through self-discovery, market research, action planning, and making community connections. The counselors can help students with individual career planning, job shadowing, finding a college, and job-hunting strategies, all of which can provide a successful transition from high school. The D.C. Everest High School purchases an online career web resource for students to assess their interests, skills, aptitudes, and values. The Career Center provides many resources such as 2-year/4-year college information, specialty school literature, military options, ACT/SAT materials, local business references and promotion, scholarships, and financial aid information.

STUDENT ACTIVITY INFORMATION

INTRAMURAL SPORTS - The Community Education Services Office offers evening intramural sports. Provided that sufficient interest exists, all students have the opportunity to become team members in intramural volleyball, basketball, and other sports. The community education office charges a fee.

CLUBS AND ORGANIZATIONS - If you would like to join any clubs or organizations, contact the teacher in charge and listen to daily announcements for meeting times and places. The activities office and the school counseling office has information on clubs.

EVEREST SYSTEMS OF SUPPORT

SCREENERS

The D.C. Everest School District continues to create academic and social-emotional support systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted instruction and intervention based upon the data-driven results of universal screening tools.

The primary purpose of universal screenings is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide

them with opportunities to participate in Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student.

These screenings include state or district tests, as well as specific academic or behavior screening tests. The screening assessments are typically administered to all students two or three times per year.

- The Bloomsights screening tool (grades 10-12) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports linked directly to data. This initiative will ensure each of our students has the opportunity to receive the assistance they need to achieve academic and social-emotional success. Please do not hesitate to contact your building principal if you would like to discuss any of the screening processes or the options of opting your child out of a specific screener.

GREENHECK TURNER COMMUNITY CENTER

(<https://gtcc.dce.k12.wi.us>)

The Greenheck Turner Community Center (GTCC) is committed to meeting community needs by providing opportunities for all in areas of recreation, wellness, athletics, and social activities.

GTCC is adjacent to the D.C. Everest Senior High School and includes:

- four indoor turf fields with bleacher seating
- ice arena for hockey and skating
- indoor walking lanes
- two sports simulators (golf, softball, soccer, dodgeball and more)
- batting cages
- three basketball courts
- two racquetball courts
- a large fitness center/group fitness studio

Recreation programming for youth and adults includes but is not limited to:

- flag football
- basketball
- soccer
- volleyball
- tennis
- speed and agility
- pickleball
- golf

Family programming includes:

- public ice skating
- bounce house nights/days
- rock climbing
- birthday parties
- open gym/turf times

Adventure Care/Camp, an activity-based before and after-school childcare program at these elementary schools for a fee: Evergreen, Mountain Bay, Riverside, Rothschild, Weston, and Hatley (before-school care only). Summer camp is offered during the summer for approximately 12 weeks and is open to any child aged 4-12 with no residency restrictions.

Fitness Center Memberships are available at a low cost. The spacious center offers high-quality equipment with various bikes, treadmills, free weights, and weight machines. Group Fitness Classes are also available seven days a week and complement the membership. Classes include Les Mills Zumba, Bodypump, cycling, yoga, and barre.

Reserving space in the district, such as gym space, is coordinated through the GTCC staff. All community groups wishing to rent space, not interfering with school use or time, must reserve online or through the Facility Scheduling Coordinator at GTCC.

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson 715-571-1774 jdickerson@dce.k12.wi.us	Treasurer	2025
Katie Felch 715-212-2265 kfelch@dce.k12.wi.us	Member	2027
Shannon Grabko 715-551-9406 bkrueger@dce.k12.wi.us	Clerk	2025
Lindsey Lewitzke 715-581-5871 llewitzke@dce.k12.wi.us	President	2025
Vacant	Member	xxxx
Larry A. Schaefer 715-359-7374 lschaefer@dce.k12.wi.us	Member	2027
Yee Leng Xiong (715) 348-6214 yxiong@dce.k12.wi.us	Vice President	2026

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at (715) 359-4221, ext. 1220.

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 1662 Employee Anti-Harassment
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2264 Nondiscrimination on the Basis of Sex in Educational Programs or Activities.
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities (Prior to August 1, 2024)
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District Sponsored Trips
- Policy 2414 Human Growth and Development
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect
- Policy 8500 Food Services
- Policy 8531 Free and Reduced-Price Meals
- Policy 9130 Public Requests, Suggestions, or Complaints

- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms
- Administrative Guideline 5430 Laude Program
- Administrative Guideline 8600B School Bus Rider Rules

NOTE: Hall lockers are provided by the District. The locker is the property of the D.C. Everest School district and is subject to inspection/search at any time. Students may not secure the locker other than the locking mechanism provided on the locker. The school is not responsible for lost or stolen items. Students may not hang anything on the outside of the locker, unless it is approved by a teacher or administrator. (ag5771 Search and Seizure)

TITLE IX NOTICE: The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Gina Lehman (students), Director of Student Services
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1351, gilehman@dce.k12.wi.us

Sarah Trimner (Staff), Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, trimner@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights or both. The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in [Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities](#). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

OTHER IMPORTANT POLICIES

The D.C. Everest Area School District prohibits sex discrimination in any educational program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinators: Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351, or Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, trimner@dce.k12.wi.us, 715-359-4221, ext. 1225. The notice of nondiscrimination is located at: <https://www.dce.k12.wi.us/district-info/district-notice>. (Reference: Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, Policy 2260, Administrative Guideline 2260D)

Directory Data: The D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(d) and (2)(j) has designated the following as Directory Data as provided in said Act and Statute: The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; and degrees and awards received. More information may be found at: <https://www.dce.k12.wi.us/district-info/district-notice>. Senior High: Parents of secondary students may request their student's name, address, school-provided email address, and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent.

More information about these policies can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or they are available in the school office.

Instructional Material: Parents have the right to inspect instructional materials and IMC materials – Policy 9130 and 2622. If class content or activities conflict with the parent's religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes during that instruction. For details please see Policy 2240 and Policy 2270.

Meal Charge Policy: Policy 8500 states "Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program... Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Students will be permitted to purchase meals from the District's school nutrition using either cash on hand or an online school nutrition account.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

FERPA Notice ag 8330: “Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.”

Weapons on School Grounds: “The District prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.” Policy 5772.

Student Lockers: Reminder that lockers, desks, and storage areas used by students are school property and under the control of the District. These areas are subject to random searches.

PO5430 Guideline - Laude Program

The School Board has authorized the use of a Laude Program of academic recognition for grades 9 through 12. The Laude Program provides incentives for students who challenge themselves in high-level curricula and recognizes those students who successfully complete this coursework.

The Laude Program uses a point-based system to recognize students who complete high-level coursework in grades 9 through 12. To be considered for a Laude award, a student must first have a cumulative grade point average (GPA) of 3.5 or higher. The Laude score will be determined by counting the number of semester credits successfully completed by the student for all pre-approved Laude courses. One point for each completed semester course will be awarded for approved courses.

Laude Program honor distinctions and point requirements:

Cum Laude - honor distinction 15-24 points

Magna Cum Laude - great honor distinction 25-34 points

Summa Cum Laude - highest honor distinction 35 or more points

The Laude System will replace the class rank system. Class rank will not be provided to colleges for admission purposes. The transcripts will report students' cumulative grade point averages with accompanying Laude distinctions and point scores. A cover letter will be provided to the college or university explaining the Laude Program.

Approved Laude courses will be listed in the course description booklets that are accessible to students and parents each school year. A student's grade point average shall be entered on his/her record and shall be subject to the Board's policy on the release of student records.

The top scholastic honors of Valedictorian and Salutatorian are determined by calculating the grade point average of all final grades for each subject taken by a student in grades 9 through 12. In the event of a tie for the highest cumulative

grade point average, all students who have achieved that grade point average will receive the designation of Valedictorian.

PO5516 - Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal or to the Superintendent.

PO5771 – Search and Seizure

When school administrators have reason to suspect an illegal or dangerous substance, object, or stolen property may be in the possession of a student, the administrator may conduct a search of the student's possessions, locker, desk, vehicle, breath, or person.

PO7440.01 - Video Surveillance and Electronic Monitoring

The Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

PO8330 - Student Records

That the D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (j) has designated the following as Directory Data as provided in said Act and statute:

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Once every calendar year, the Assistant Superintendent of Curriculum & Learning, will see that a notice is published listing the type of records that are considered "Directory Data." Principals will publish a brief directory data notice in their school newsletters, which will include information on how to obtain a copy of the student records notice. After the parents or adult student have been notified, they will have two (2) weeks to advise the school district in writing of any or all of the items they refuse to permit the district to designate as "Directory Data" about that specific student. Under the "No Child Left Behind Act of 2001," Section 9528, a school district is required to release name, address, and telephone listing of secondary school students upon request by military recruiters or institutions of higher education without prior written parental consent. The district must comply with such a request.

The District is also required to notify parents of secondary students that they may request that their student's name, address and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal Funds.

Parents need to use Form 8330F5 to request to inspect and review students records and submit the form to the building principal. The building principal will arrange a mutually agreeable time for the review with the parents. Copies of records, subject to the limitations within the law, policy, or guidelines will be provided upon request for the current cost of duplication unless that fee effectively prevents the parents from exercising the right to inspect and review the records. Parents may request the amendment of the student's school records if they believe the records are inaccurate or misleading. This request should be made in writing to the building principal.

PO9151 - Use of Cameras and Other Recording Devices in Locker Rooms

The School Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities. No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual. To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

CAMPUS CRIME STOPPERS PROGRAM

THE D.C. EVEREST SCHOOL DISTRICT, IN COOPERATION WITH MARATHON COUNTY CRIME STOPPERS, INC., PARTICIPATES IN THE CAMPUS CRIME STOPPERS PROGRAM IN AN EFFORT TO PROMOTE SCHOOL SAFETY AND MAINTAIN A SAFE LEARNING ENVIRONMENT. THE PROGRAM ALLOWS STAFF TO CONFISCATE ANY DRUGS, ALCOHOL OR WEAPONS IN SCHOOLS, OR AT SCHOOL ACTIVITIES, AND TO DETER ANYONE FROM BRINGING IN THAT TYPE OF CONTRABAND IN THE FUTURE. ALSO TO SHARE INFORMATION YOU MAY KNOW ABOUT THEFT/VANDALISM, THREATS, SEXTING, MISSING PERSONS, SUSPICIOUS ACTIVITY, AND ANY OTHER CRIME.

The program is simple and safe. Students who have information about drugs, alcohol, or weapons on school property, or at school sponsored events, are encouraged to report the information. Along with theft/vandalism, threats, sexting, missing persons, suspicious activity and any other crimes. The recommended procedure is for students who observe this type of contraband to seek out a trusted school official or the School Liaison Officer to report the information. The person receiving the information is required to keep the student's identity confidential. School staff understand the importance of **not revealing the student's identity to anyone**.

The school official will verify the tip information and contact Crime Stoppers and law enforcement as appropriate. Cash rewards will be given to students whose tip information leads to an arrest or disciplinary action. No one from Crime Stoppers ever meets with the student.

Although less-preferred, students have other options for methods of reporting. Students may call the Crime Stoppers tip line 24/7 at 877-409-8444 to submit an anonymous tip or Tap the App using P3Tips to submit anonymous tips. When reporting directly to Crime Stoppers, without going through a school staff member or the liaison officer, the students are able to do so anonymously. Arrangements can be made to have the reward payment made anonymously as well, without ever identifying the student caller. Benefits of the Program are:

- Removal of dangerous contraband (drugs, alcohol, weapons)
- Increase safety for all students
- Reinforcement of academic skills (problem solving, leadership skills, communication, peer interaction)
- Assuming responsibility for student property, school property and peer property
- Building respect, citizenship and civic responsibility

The focus of the program is a proactive approach to the problems of drugs, alcohol and weapons in our schools. Encourage your student to help take responsibility for keeping their school safe! Keep in mind that persons of any age may report information on any crime or criminal activity to Crime Stoppers and be eligible for a reward of up to \$1000. Let's all do our part to make our community a safer place to live, work and visit.



Marathon Co. Crime Stoppers Inc.
500 Forest Street · Wausau, WI 54403
1-877-409-8777
www.marathoncountycrimestoppers.org

**D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN
(Pupil Non-Discrimination)**

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. In order to achieve the aforesaid goal, the Superintendent or designee shall:

- A. Curriculum Content
 - a. 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. Student Access
 - a. 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;
 - b. 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.
- C. Student Evaluation
 - a. 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 Superintendent or designee 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 Board designates the following individuals to serve as the District's Compliance Officers:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, sttrimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

The Superintendent or designee 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.

[D.C. Everest Discrimination Statement \(https://www.dce.k12.wi.us/Non-Discrimination\)](https://www.dce.k12.wi.us/Non-Discrimination)

**D.C. Everest Area School District Lus Ceem Toom
(Kev txwv tsis pub ntsub ntxaug cov tub ntshais kawm ntawv)**

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv tau cog lus los muab kev kawm sib npaug rau txhua tus tub ntshais kawm ntawv nyob hauv lub District/koog tsev kawm ntawv no.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv yuav tsis caiv thiab *kev ntsub ntxaug ua saib tsis taus rau ib tus neeg twg vim nws yog ib haiv neeg twg, yog tawv nqaij txawv, muaj los sis tsi muaj kev ntseeg, nws li caj ceg, muaj dab qhuas, muaj me nyuam/cev xeeb tub, muaj txij nkawm thiab tsis muaj, nyiam poj niam los nyiam txiv neej, yog ib tus neeg hloob cev los sis xav tias lawv yog poj niam los yog txiv neej, thiab yog tias nws lub cev, lub hlwb, kev xav, los sis kev xiam oom khab tsis zoo xws li lwm tus (Cov Uas Muaj Cai Tiv Thaiv) nyob rau hauv nws cov programs thiab activities.*

Yuav kom ua tau raws li lub hom phiaj ua twb hais law, tus Tuam Thawj Saib Kev Kawm los sis tus tau kev tso cai yuam tsum:

A. Cov Ntawv Kawm

1. Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom.txawm yog muaj los tsis muaj cov ntaub ntawv ntshais, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntshais kawm uas tsis siv lus Askiv

B. Kev Pab Cuam Ntawm Cov Tub Ntshais Kawm

1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntshais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauj lwm, kev ua sis, cov chaw kawm, lossis kev xyaum ua hauj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntsub ntxaug raws li lub rooj tsam xwm txoj cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg

C. Kev Ntsuam Xyuas Ntawm Tub Ntshais Kawm

1. Saib kom paub tseeb tias cov ntawv xeeb, cov txheej txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuam kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuam raug txiav txim, yuav tsis txawv thiab muaj kev ncaj nces ntawm Cov Uas Muaj Cai Tiv Thaiv.

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwv los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj nces rau tej lus nug thiab kev tsis txaus siab txog kev ntsub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab 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). Cov cai no kuj muab rau cov tub ntshais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv xaiv cov neeg nram qab no los ua cov neeg ua tau lub meej mom ua cov neeg Saib Thiab Ua Raws Cai:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, sttrimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yauv tsum sim nrhiav cov menyuum uas muaj hnuub nyooq li 3-21 xyoos uas xiam oob khab txhua txhua xyoo. Tsis tas li ntawd xws, nws yuav tsim tsa cov txheej txheem los nrhiav cov menyuum kawm ntawv uas tsis paub lus Askiv txaus, nrog rau cov menyuum yaus thiab cov hluas, tuaj ntsuam xyuas lawv qhov peev xwm los koom nrog Hauv Paus Tsev Kawm Ntawv cov kev pab cuam, thiab tsim thiab tswj cov txheej txheem uas ua tau raws li lus Askiv thiab cov kev kawm tau ntawm cov menyuum kawm ntawv. Qhov kev qhia no yuav tsum muaj cov txheej txheem rau cov menyuum kawm ntawv, kev pabcuam, kev tshuaj ntsuam, thiab tawm thiab yuav tsim los pab cov menyuum kawm ntawv kom muaj kev qhia zoo uas ua rau kev kawm vam meej thiab yuav ua kom tau txais sijhawm kawm thiab tau taub lus Askiv. Ib feem ntawm qhov kev kawm no, Hauv Paus Tsev Kawm Ntawv yuav ntsuam xyuas kev kawm ntawm cov menyuum kawm ntawv kom kawm tau lus Askiv zoo nyob rau ntawm kev mloog, hais lus, nyeem ntawv thiab sau ntawv, txhua xyoo.

**Área Escolar de D.C. Everest AVISO DADO AQUÍ
(No a la Discriminación del Alumno)**

La Junta Escolar se compromete a brindar una oportunidad educativa igual para todos los estudiantes en el Distrito.

La Junta directiva no discrimina por motivos de raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estado parental, orientación sexual, sexo (incluido el estatus transgénero, cambio de sexo o identidad de género) o físico, discapacidad mental, emocional o de aprendizaje ("Clases protegidas") en cualquiera de sus programas y actividades estudiantiles.

Para lograr la meta antes mencionada, el Director o persona designada deberá:

- A. Contenido curricular
 1. Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana; Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;
- B. Acceso de estudiantes
 1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;
 2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.
- C. Evaluación del Estudiante

1. Verificar que las pruebas, los procedimientos y los materiales de orientación estén diseñados para evaluar el progreso del estudiante, calificar aptitudes, analizar la personalidad o de alguna manera establecer o tender a establecer una categoría por la cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

El Director o persona encargada designará y publicará el nombre del funcionario(s) de cumplimiento que es responsable de coordinar los esfuerzos del Distrito para cumplir con las leyes y regulaciones federales y estatales aplicables, incluido el deber del Distrito de abordar de manera pronta y equitativa cualquier pregunta o queja con respecto a la discriminación o la igualdad de acceso. El(los) Oficial(es) de Cumplimiento también verifican que el aviso apropiado de no discriminación para el Título II de la Ley Estadounidenses con Discapacidades (según enmendada), Título VI y VII de la Ley de Derechos Civiles de 1964, Título IX de la Ley de Enmienda a la Educación de 1972, Sección 504 de la Ley de Rehabilitación de 1973 (según enmendada), se proporciona a los estudiantes, sus padres, miembros del personal y el público en general.

La Junta Directiva designa a las siguientes personas para que sirvan como Oficiales de Cumplimiento del Distrito:

Sarah Trimner, Director of Talent & Culture
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

El Director o su designado intentarán anualmente identificar a los niños con discapacidades, de 3 a 21 años de edad, que residen en el Distrito pero que no reciben educación pública. Además, establecerá procedimientos para identificar a los estudiantes con dominio limitado del inglés, incluidos los niños y jóvenes inmigrantes, para evaluar su capacidad de participar en los programas del Distrito y desarrollar y administrar un programa que satisfaga el idioma inglés y las necesidades académicas de estos. Este programa incluirá procedimientos para la colocación de estudiantes, servicios, evaluación y pautas de salida, y estará diseñado para proporcionar a los estudiantes una instrucción efectiva que conduzca al logro académico y la adquisición oportuna del dominio del idioma inglés. Como parte de este programa, el Distrito evaluará el progreso de los estudiantes para lograr el dominio del idioma inglés en las áreas de escuchar, hablar, leer y escribir, sobre una base anual.



6100 Alderson Street
Weston, WI 54476

To: D.C. Everest School Board
From: Dr. Casey Nye
Subject: Independent Hearing Officers for 2024-2025
Date: July 17, 2024

I recommend the Board approve Mr. Steven Pophal and Mrs. Rena Sabey as independent hearing officers for the D.C. Everest School District for the 2024-2025 school year.



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Dr. Michael J. Raether, Principal
Mrs. Dallas R. Rennie, Assistant Principal
Mr. Luke V. Stachovak, Assistant Principal
Mr. Michael A. Krohn, Dean of Students
Mr. Michael W. Mathies, Athletic Director

To: Dr. Casey Nye, Superintendent
From: Mike Raether
Date: July 10, 2024
Subject: 2024-25 Overnight and/or Out-of-State Student Trips

D.C. Everest Senior High School students will be competing in co-curricular activities throughout the 2024-25 school year. I am asking for approval to travel for any student who qualifies for a national competition through their organization. Payment for these activities is provided through a combination of budgeted funds and fundraising by individual organizations. The organization and the location of travel are listed below.

Group	Reason	Destination	Dates & Days
Band & Choir	WI Ambassadors of Music Summer Tour 2025	UW-Whitewater then Europe	18 days, Summer 2025
German Club		Germany	2-wks June 2025
Orchestra	Rock Infused Orchestra	Spain	10-days, depending on travel June 8-17, 2025
HOSA	Internationals	Nashville, TN	4-6 days, depending on travel June 18-21, 2025
FBLA	Nationals	Dallas, TX	3-5 days, depending on travel May 31- June 2, 2025
SkillsUSA	Nationals	Atlanta, GO	5-7 days, depending on travel June 23-27, 2025
DECA	Internationals	Orlando, FL	4-6 days, depending on travel April 26-29, 2025
FCCLA	Nationals	Orlando, FL	5-7 days, depending on travel July 5-9, 2025
FFA	Nationals	Indianapolis, IN	8-10 days, depending on travel May 15-22, 2025
MOS (Microsoft Office Specialist)	Nationals		5 days, depending on travel June 2025
Mock Trial	State	Madison, WI	3-5 days depending on travel May 8-10, 2025
Forensics	District/State	WI	2-3 days depending on travel April 11-12, 2025
Math League	State	WI	April/May 2025

In addition, Mr. Mathies anticipates the following athletic overnight trips during the regular athletic seasons. There could be additional overnight travel if a team made it to state level competition. All spring sports are not scheduled yet.

Boys Soccer (Rice Lake)	Girls Soccer (La Crosse)	Wrestling (Boys and Girls) - (La Crosse)
Girls Hockey (Madison, Beaver Dam, Waukesha)		Girls Hockey (Madison, Beaver Dam, Waukesha)
Girls Volleyball (Appleton)		Boys and Girls Basketball (Eau Claire)
Boys Lacrosse (Wisconsin Dells)		Girls Lacrosse/Boys Baseball TBD

The D.C. Everest School 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 programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies: Sarah Trimmer, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1225, strimmer@dce.k12.wi.us or Kelley Strike, Assistant Superintendent of Operations, 6100 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us.



D.C. Everest Area School District

6100 Alderson Street
Weston, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Dr. Kelley Strike
Assistant Superintendent of Operations

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent

FROM: Dr. Kelley Strike, Assistant Superintendent of Operations

DATE: July 17, 2024

RE: Recommend date for 24-25 Budget Hearing and Annual Meeting

It is recommended that the board approve October 23, 2024, as the date for our Budget Hearing and Annual Meeting.

This date provides the business office ample time to prepare the needed documents after all critical information is received – including final property values, final aid amounts, final student counts, open enroll in/out data, and final school voucher information.



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TO: Dr. Casey Nye, Superintendent


FROM: Dr. Kelley Strike, Assistant Superintendent of Operations

DATE: July 17, 2024

RE: 2024-2025 Budgetary Spending Approval Request

Each year the district's fiscal year begins on July 1st. However, the official budget is not approved until after October 15th. In preparation for the upcoming 2024-2025 school year, purchasing and payroll needs to begin prior to the official budget approval.

The board is requested to approve necessary payments for the 2024-2025 school year between now and the budget's official approval in late October of 2024.

	<p>D.C. Everest Area School</p> <p>District</p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p>Dr. Kelley Strike Assistant Superintendent of Operations</p>	<p style="text-align: center;">MISSION STATEMENT</p> <p>D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in</p> <p style="text-align: center;">developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.</p>
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TO: Dr. Casey Nye, Superintendent

FROM: Dr. Kelley Strike, Assistant Superintendent of Operations

DATE: July 17, 2024

RE: 2024-2025 Budget Update

Information will be shared regarding the state of the 2024-2025 budget with all the relevant information we have to date.



D.C. Everest Area School

District

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Dr. Kelley Strike
Assistant Superintendent of Operations

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent

FROM: Dr. Kelley Strike, Assistant Superintendent of Operations

DATE: July 17, 2024

RE: Approval of Year End Surplus Transfer to Fund 46

As we approach the end of fiscal 2023-24 and complete all final payments and receive all final grant revenues – it looks as though the district will have a budget surplus in the area of \$2,200,000. The exact amount will be known once the auditors complete their work and minor required adjustments are made.

It is recommended the board approve the remaining funds (as close as we can estimate as of July 30, 2024) be transferred to Fund 46 to support capital projects. Projects will include those approved by the Board in 2024. An updated 10-year capital project plan will be brought to the Board for approval in August.



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	First Reading
Adopted	August 19, 2020
Last Revised	June 19, 2023

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)**

Effective August 1, 2024, this policy shall only pertain to reports or formal complaints of Sexual Harassment that are based on conduct alleged to have occurred on or before July 31, 2024.

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee Handbook(s) if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. A Board employee conditioning the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
 1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 - a. *Rape* is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
 - b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - f. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by 948.02 or 948.09, Wis. Stats., or whose status as a student prohibits such sexual contact per 948.095, Wis. Stats.
 - g. *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).
 - h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age

or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

- i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 - a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
 3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – 1) fear for the person's safety or the safety of others; or 2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

School District Community: 'School District community' refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. ~~Director of Talent and Culture~~

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

(Name) Gina Lehman

Director of Student Services

D.C. Everest Area School District

6100 Alderson Street

Weston, WI 54476

715-359-4221

-

(School District Title)

-

(Telephone Number)

-

(Office Address)

-

(District issued E-mail Address)

Sarah Trimner

Director of Talent and Culture

D.C. Everest Area School District

6100 Alderson Street

Weston, WI 54476

715-359-4221

(Name)

-

(School District Title)

-

(Telephone Number) _____

(Office Address) _____

(District issued E-mail Address) _____

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) are:

*Sarah Trimner
Director of Talent and Culture
715-359-4221, ext. 1225
6100 Alderson Street
Weston, WI 54476
strimner@dce.k12.wi.us*

*Gina Lehman
Director of Student Services
715-359-4221, ext. 1351
6100 Alderson Street
Weston, WI 54476
gilehman@dce.k12.wi.us*

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator(s) contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process

before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), the perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent shall determine who will serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or the Employee Handbook.

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must immediately/promptly notify the/a Title IX Coordinator of such information or report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 - Suspension and Expulsion, and Policy 5611 - Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of

a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one (1) of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one (1) of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. **specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.** ~~If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:~~

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties. ~~Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.~~

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one (1) Respondent, or by more than one (1) Complainant against one (1) or more Respondents, or by one (1) party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one (1) Complainant or more than one (1) Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

1. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
2. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.
3. **(X)** The District establishes the following restrictions, which apply equally to both parties, regarding the extent to which an advisor may participate in the proceedings.

Limit the advisor from:

1. questioning the other party,
 2. answering questions on behalf of any party, and
 3. disrupting the investigation process.
 4. **(X)** Whether a person is allowed to audio record or video record any meeting or grievance proceeding will be consistent with the procedures established in Board Policy 2461 – Recording of IEP Team Meetings.
4. ~~Board Policy 2461 – Recording of District Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.~~

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. **(X)** The investigator(s) and decision-maker(s) must provide a minimum of one (1) _____ days' notice with respect to investigative interviews and other meetings.

Both parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence.
- C. Findings of fact supporting the determinations;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment). Consequences could be up to and including an expulsion hearing, or permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination, and any other sanction authorized by any applicable Employee Handbook.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a member of the Board, that member of the Board shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g. material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the sexual harassment).

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The nonappealing party shall have up to five (5) days after receipt of the appealing party's written statement to submit his/her written statement in support of the determination of responsibility.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, or any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

1. the definition of sexual harassment (as that term is used in this policy);
2. the scope of the District's education program or activity;
3. how to conduct an investigation and implement the grievance process appeals and informal resolution processes as applicable; and

4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant (s) designed to restore or preserve equal access to the District's education program or activity.
2. Any appeal and the result therefrom;
3. Any informational resolution and the result therefrom; and;
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Revised 1/31/22

Revised 3/16/22

Revised 6/15/22

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Legal

19.21(6), Wis. Stats.

120.13, Wis. Stats.

948.01 et. seq., Wis. Stats.

20 U.S.C. 1092(F)(6)(A)(v)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

34 C.F.R. Part 106

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(30)

42 U.S.C. 1983

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

OCR's Revised Sexual Harassment Guidance (2001)

Cross References

[ag2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

Last Modified by Ellen Suckow on July 10, 2024



Book	Policy Manual
Section	First Reading by Board
Title	New Policy - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2264
Status	First Reading

New Policy - Special Update - Title IX

2264 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266 (X) and AG 2266. Throughout this policy, unless expressly stated otherwise, reference to "Title IX" includes and incorporates the 2024 Title IX regulations (also known as the "2024 Final Rule"). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as "Title IX (Statute)." In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

NONDISCRIMINATION

Overview:

The Board of the _____ **D.C. Everest Area** School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education program or activity.

KEY DEFINITIONS

Words used in this policy shall have those meanings specified herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant means:

- A. a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- B. a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Disciplinary sanctions means: consequences imposed on a respondent following a determination under Title IX that the respondent violated the Board's prohibition on sex discrimination.

Education program or activity refers to: all the District's operations including, but not limited to, in-person and online/remote educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off school property/grounds but over which the District asserts disciplinary authority.

Eligible Student means: a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Exculpatory evidence means: evidence that is favorable to a respondent because it helps excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish a respondent did not engage in sex discrimination.

Inculpatory evidence means: evidence that links a respondent to alleged wrongdoing and tends to establish a respondent engaged in sex discrimination (i.e., has culpability).

Parental status means: the status of a person who, with respect to another person who is under the age of eighteen (18) or who is eighteen (18) or older but is incapable of self-care because of a physical or mental disability, is:

- A. a biological parent;
- B. an adoptive parent;
- C. a foster parent;
- D. a stepparent;
- E. a legal custodian or guardian;
- F. in loco parentis with respect to such a person; or
- G. actively seeking legal custody, guardianship, visitation, or adoption of such a person.

Party means: a complainant or respondent.

Peer retaliation means: retaliation by a student against another student.

Pregnancy or related conditions means:

- A. pregnancy, childbirth, termination of pregnancy, or lactation;
- B. medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- C. recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Relevant means: related to the allegations of sex discrimination under investigation as part of the Board's grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Remedies means: measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that sex discrimination occurred.

Respondent means: a person who is alleged to have violated the Board's prohibition on sex discrimination.

Retaliation means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 2024 Title IX regulations.

Sex-based harassment prohibited under this policy and the 2024 Title IX regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex – including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that is:

- A. Quid pro quo harassment. An employee, agent, or other person authorized by the Board to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

OR

- B. Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
2. the type, frequency, and duration of the conduct;
3. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. the location of the conduct and the context in which the conduct occurred; and
5. other sex-based harassment in the District's education program or activity.

OR

- C. Specific offenses.

1. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
2. Dating violence meaning violence committed by a person:
 - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. the length of the relationship;
 2. the type of relationship; and
 3. the frequency of interaction between the persons involved in the relationship.
3. Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- a. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction in which the District is located, or a person similarly situated to a spouse of the victim;
 - b. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - c. shares a child in common with the victim; or
 - d. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the applicable jurisdiction.
4. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- a. fear for the person's safety or the safety of others; or
 - b. suffer substantial emotional distress.

Student means: a person eligible to enroll in, attend, or participate in an elementary (including preschool) or secondary school in the District and who is enrolled in, attending, or participating in, or is seeking/attempting to enroll in, attend, or participate, in the District's education program or activity.

Student with a disability means: a student who is an individual with a disability as defined under Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504"), or a child with a disability as defined under the Individuals with Disabilities Education Improvement Act ("IDEA").

Supportive measures means: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- A. restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
- B. provide support during the Board's grievance procedures or an informal resolution process.

Parental, Family, or Marital Status

The Board will not adopt or apply any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats such student differently on the basis of sex.

Pregnancy or Related Conditions

Students:

The Board prohibits discrimination in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. **(X)** The Board will permit a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of the District's education program or activity provided the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions. A student who is pregnant or experiencing related conditions shall receive comparable treatment to those with temporary medical conditions. **(X)** In other words, to the extent not otherwise addressed above, the Board will treat pregnancy or related conditions in the same manner and under the same policies as any other medical condition with respect to any medical or hospital benefit, service, plan, or policy the Board administers, operates, offers, or participates in with respect to students admitted to the District's education program or activity.

The District will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extracurricular activity unless:

- A. the certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- B. the District requires such certification of all students participating in the class, program, or extracurricular activity; and

C. the information obtained is not used as a basis for discrimination prohibited by Title IX or this Policy.

District's Responsibilities with Respect to a Student's Pregnancy or Related Conditions

When a Board employee is informed of a student's pregnancy or related conditions by the student or a person who has a legal right to act on behalf of the student, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Once a student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions, the Title IX Coordinator shall promptly take the following specific actions to effectively prevent sex discrimination and ensure equal access to the District's education program or activity:

- A. Inform the student and, if applicable, the person who notified the Title IX Coordinator of the District's obligations to:
1. prohibit sex discrimination under this policy, including sex-based harassment;
 2. provide the student with the option of reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions;
 3. allow access, on a voluntary basis, to any separate and comparable portion of the District's education program or activity;
 4. allow a voluntary leave of absence;
 5. provide lactation space; and
 6. maintain grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination, including sex-based harassment.
- B. Provide the student with voluntary reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions.
- C. Allow the student to take a voluntary leave of absence from the District's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a Board maintains a leave policy for students that allows a greater period of time than the medically necessary period, the Board shall permit the student to take leave under that policy instead if the student so chooses. When the student returns to the District's education program or activity, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the leave began.
- D. Provide lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

See Policy 5751 – School-Age Parents and Married Status of Students () and AG 5751 – Education Services for School-Age Parents.

Employees:

The Board will not adopt or implement any policy, practice, or procedure, or take any employment action, on the basis of sex:

- A. concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
- B. that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

The Board also will not make a pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is a "Miss or Mrs."

Similarly, the Board will treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of

employment.

If an employee has insufficient leave or accrued employment time to qualify for leave under the Board’s leave policy, the Board will treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

The Board will provide reasonable break time for an employee to express breast milk or breastfeed as needed and will provide the employee with access to a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed. See Board Policy 6700 – Fair Labor Standards Act.

TITLE IX COORDINATOR(S)

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board’s responsibilities under Title IX:

Director of Student Services
(Name and/or School District Title)

6100 Alderson Street
Weston, WI 54476
(Office Address)

(Email Address)

715-359-4221
(Telephone Number)

[] The Title X Coordinator may delegate specific duties to one (1) or more designees.

[] The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the Title IX Coordinator shall report directly to () the Board’s Legal Counsel until the matter in which the Superintendent is a party is concluded.

Questions about this policy and Policy 2266 () and AG 2264 and AG 2266 should be directed to the Title IX Coordinator.

The Title IX Coordinator shall monitor the District’s education programs and activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX, and take steps reasonably calculated to address such barriers.

Notice of Nondiscrimination

The Superintendent shall provide a notice of nondiscrimination to students, parents, guardians, or other authorized legal representatives of elementary and secondary students; employees; and applicants for admission and employment; and all unions and professional organizations holding collective bargaining or professional agreements with the Board. Specifically, the Superintendent shall post the notice of discrimination on the District’s website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to the persons listed above, or which are otherwise used in connection with the recruitment of students or employees. () See AG 2264 and Form 2264F1 – Notice and Statement of Nondiscrimination.

GRIEVANCE PROCEDURES

Overview:

The Board adopts the following grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX.

These grievance procedures shall be used for all complaints of sex discrimination, including sex-based harassment, involving conduct alleged to have occurred on or after August 1, 2024. These grievance procedures also may be used, at the discretion of the Title IX Coordinator, to investigate, address, and remedy (as necessary) conduct alleged to have occurred before August 1, 2024, that does not involve sex-based harassment, but some other form of sex discrimination

prohibited by Title IX (Statute) – e.g., claims of unequal athletic opportunities, admissions discrimination, discrimination in courses or academic programs (i.e., excluding students from certain classes or programs based on their sex), pregnancy discrimination, unequal treatment based on parental, family, or marital status, discrimination in employment (including in hiring, promotion, and compensation), and retaliation. If the Title IX Coordinator elects not to use these grievances procedures to investigate and resolve such claims, the Title IX Coordinator will still need to implement some procedures to assess – in a prompt, effective, and equitable manner – whether Title IX (Statute) was violated, and, if it was, how best to end the sex discrimination in the District’s education program or activity, prevent its recurrence, and remedy its effects.

Reports and Formal Complaints of “Sexual Harassment” (as defined in Policy 2266) involving conduct alleged to have occurred prior to August 1, 2024, are subject to the grievance procedures outlined in Policy 2266.

Under all circumstances, the Title IX Coordinator shall offer and coordinate supportive measures, as appropriate, in accordance with this policy () and AG 2264, or Policy 2266 () and AG 2266, if the Report or Formal Complaint involves “Sexual Harassment” alleged to have occurred prior to August 1, 2024.

If the conduct giving rise to a report or complaint of sex discrimination is alleged to have occurred both before **and** after August 1, 2024 (i.e., is part of a pattern of sex discrimination), the Title IX Coordinator shall determine (), after consulting with the Board’s Legal Counsel, whether to use the grievance procedures contained in this policy or the grievance procedures contained in Policy 2266. The Title IX Coordinator will notify, in writing, the parties of the determination and the rationale for it. Under no circumstances, however, will a party be denied the due process to which the party is entitled based on the U.S. Department of Education-issued regulations in effect at the time the conduct alleged to violate Title IX (Statute) took place. () Nothing herein shall prevent the Title IX Coordinator from using a hybrid grievance procedure that contains aspects of the grievance procedures contained in both this policy and Policy 2266, so that the parties receive all of the due process to which they are entitled.

Complaints:

The following people may make a complaint of sex discrimination – i.e., request that the District investigate and make a determination about whether sex discrimination as prohibited under Title IX occurred:

A. a “complainant,” which includes:

1. a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
2. a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;

B. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;

C. the District’s Title IX Coordinator.

A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person who was subjected to the sex-based harassment, or if the Title IX Coordinator initiates a complaint consistent with the requirements of the 2024 Title IX regulations (), which are detailed in AG 2264.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

A. any student or employee of the District; or

B. any person other than a student or employee who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one (1) complainant or more than one (1) respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements:

The District will treat complainants and respondents equitably.

All persons involved with implementing the grievance procedures and any other aspects of Policy 2264, including the Title IX Coordinator, the investigator, the decision-maker, and the appeal decision-maker, (X) and the facilitator of the informal resolution process, shall be free from any conflicts of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

X] The Title IX Coordinator may serve simultaneously as an investigator and/or a decision-maker.

If the Title IX Coordinator does not intend to serve as the investigator and decision-maker in a specific case, the Title IX Coordinator shall designate one (1) or more administrators who are appropriately trained to serve in the role. Likewise, the Title IX Coordinator shall appoint an appeal decision-maker when an appeal is filed.

In circumstances when the Title IX Coordinator and trained administrators do not have time/capacity to serve, or are prevented due to a conflict of interest, bias, or partiality, or other reasons that impair the Title IX Coordinator and other trained administrators from serving as an investigator and/or decision-maker in a specific case, the Title IX Coordinator shall (X), in consultation with (X) and approval of the Superintendent or (X) Board President (as appropriate), secure one (1) or more independent third parties to serve as the investigator and/or decision-maker. Similarly, the Title IX Coordinator has authority (X), in consultation with (X) and approval of the Superintendent or (X) Board President (as appropriate), to secure an independent third party to serve as the appeal decision-maker.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Under ordinary circumstances, the Board expects to complete the major stages of the grievance procedures within the timeframe specified below:

- A. **Evaluation** – The Title IX Coordinator will determine whether to dismiss a complaint or investigate it within ~~_____~~ **ten (10)** days of receiving the complaint.
- B. **Investigation** – The Title IX Coordinator, or designated investigator, shall ordinarily complete the investigation (i.e., collect relevant evidence that is not otherwise impermissible) within ~~_____~~ **thirty (30)** days of the Title IX Coordinator determining the charges require investigation. If, however, the Title IX Coordinator, or designated investigator, determines that the investigation is going to take longer, the Title IX Coordinator will so notify the parties (X) and the Superintendent and will thereafter keep the parties (X) and the Superintendent informed of the status of the matter on a ~~_____~~ **regular** basis. Once the Title IX Coordinator, or designated investigator, provides the parties with “access” to either the relevant and not otherwise impermissible evidence and/or an accurate description of the evidence, the parties will have ~~_____~~ **five (5)** days to respond to the evidence or the description of the evidence unless the Title IX Coordinator approves a party’s written request for more time. If the Title IX Coordinator approves such a request, both parties will be afforded an equal amount of time to submit their response.
- C. **Determination** – After the parties either submit responses to the evidence/description of the evidence, or the deadline for submitting such responses expires, the Title IX Coordinator, or designated decision-maker, will consider the relevant and otherwise not impermissible evidence and issue a determination as to whether sex discrimination occurred. The determination shall be issued within ~~_____~~ **ten (10)** days of the deadline for the parties to submit responses to the evidence/description of the evidence (X) unless the (X) Title IX Coordinator **[END OF OPTION]** approves an extension of time, which must be communicated in writing to the parties
- D. **Appeal** – A party filing an appeal of the Title IX Coordinator’s decision to dismiss a complaint (X), or the Determination, must do so within ~~_____~~ **five (5)** days of receiving the Dismissal (X) or Determination.

The Title IX Coordinator, or the Superintendent, if the Title IX Coordinator is the individual requesting an extension, may approve reasonable extensions of the preceding timeframes on a case-by-case basis for good cause with notice to the parties.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties shall not engage in retaliation, including against witnesses.

The Title IX Coordinator, or designated decision-maker, shall objectively evaluate all evidence that is relevant and not otherwise impermissible — including both inculpatory and exculpatory evidence. Credibility determinations shall not be based on a person’s status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- A. evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- B. a party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- C. evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent shall not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of the Board's grievance procedures, the Title IX Coordinator shall notify the parties of the following:

- A. the Board's Title IX grievance procedures and informal resolution process;
- B. sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- C. retaliation is prohibited; and
- D. the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the Title IX Coordinator, or designated investigator, provides the parties with a description of the evidence, any party may request access to the relevant and not otherwise impermissible evidence. The Title IX Coordinator will provide the requesting party with the relevant and not otherwise impermissible evidence in a timely manner.

Should the Title IX Coordinator decide, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the Title IX Coordinator will provide a supplemental written notice describing the additional allegations to be investigated.

Dismissal of a Complaint:

The Title IX Coordinator may dismiss a complaint of sex discrimination if:

- A. the District is unable to identify the respondent after taking reasonable steps to do so;
- B. the respondent is not participating in the District's education program or activity and is not employed by the Board;
- C. the complainant voluntarily withdraws any or all the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- D. the District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant.

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Upon dismissal, the Title IX Coordinator will promptly notify, in writing, the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also simultaneously notify, in writing, the respondent of the dismissal and the basis for the dismissal.

The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. Dismissals

may be appealed on the following bases:

- A. procedural irregularity that would change the outcome;
- B. new evidence that would change the outcome and that was not reasonably available when the dismissal was made;
and
- C. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the Title IX Coordinator will:

- A. notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- B. implement appeal procedures equally for the parties;
- C. ensure that the appeal decision-maker did not take part in an investigation of the allegations or dismissal of the complaint;
- D. ensure that the appeal decision-maker has been trained consistent with the 2024 Title IX regulations () See AG 2264;
- E. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- F. notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the Title IX Coordinator will, at a minimum:

- A. offer supportive measures to the complainant as appropriate;
- B. if the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate;
and
- C. take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the District's education program or activity.

Informal Resolution Process:

In lieu of resolving a complaint through the Board's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District will not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Adding Allegations and/or Consolidating Complaints:

If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the original Notice of Allegations provided or that are included in a complaint that is consolidated, the Title IX Coordinator will notify the parties of the additional allegations.

Investigation:

The District will provide for an adequate, reliable, and impartial investigation of complaints.

The burden is on the District — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- A. the District will provide the parties with an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence;

If the Title IX Coordinator, or designated investigator, provides a description of the evidence, the Title IX Coordinator, or designated investigator, will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

- B. the District will provide a reasonable opportunity to the parties to respond to the evidence or the accurate description of the evidence; and

- C. the District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

As part of the Investigation, the investigator () is encouraged to include in the investigator's notes/file the investigator's opinion about each party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one (1) or more allegations of sex discrimination.

If the investigator and decision-maker are two (2) separate individuals, the decision-maker will have an opportunity to question the parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one (1) or more allegations of sex discrimination.

If the investigator and the decision-maker are the same person, the decision-maker will have an opportunity to question the parties and witnesses in individual meetings as part of the investigation.

Determination of Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Title IX Coordinator or designated decision-maker will:

- A. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This standard of proof requires the decision-maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision-maker, applying the applicable standard, is not persuaded by the relevant and not otherwise impermissible evidence that sex discrimination occurred, regardless of the quantity of the evidence, the decision-maker will not determine that sex discrimination occurred.
- B. Notify the parties, in writing, of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal.
- C. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- D. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
1. coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
 2. coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 3. take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
- E. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and

- F. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred.

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Appeal of Determinations:

If a party disagrees with the decision-maker's determination as to whether sex discrimination occurred, the party may file an appeal. Appeals must be submitted, in writing, within five (5) days of the appealing party's receipt of the Determination.

A party may appeal a Determination on the following bases:

- A. procedural irregularity that would change the outcome;
- B. new evidence that would change the outcome and that was not reasonably available when the Determination was made; and
- C. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

] The complainant may not challenge the ultimate disciplinary sanction/consequence that is imposed.

If a party appeals the decision-maker's determination, the Title IX Coordinator will:

- A. notify the parties of any appeal;
- B. implement appeal procedures equally for the parties;
- C. designate an appeal decision-maker, who will be a person who did not conduct the Investigation or render the Determination, and is appropriately trained () , as set forth in AG 2264;
 1. () the Title IX Coordinator will designate the Superintendent to be the appeal decision-maker, provided the Superintendent has not been otherwise involved in the grievance procedures (i.e., did not serve as the investigator, decision-maker, or informal resolution process facilitator) and is appropriately trained;
 2. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the decision-maker's determination;
 3. provide the appeal decision-maker with the relevant and not otherwise impermissible evidence along with the accurate description of the relevant evidence (if one was prepared and shared with the parties), any responses the parties submitted to the investigator related to the evidence and/or the description of the evidence (if one was prepared), and the decision-maker's determination; and
 4. notify the parties, in writing, of the result of the appeal and the appeal decision-maker's rationale for the outcome.

Parties Provided a Reasonable and Equal Opportunity to Make a Statement in Support of, or Challenging, the Determination

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When a party files an appeal, the appeal decision-maker shall establish a timeline for each party to submit a statement in support of their position that they want the appeal decision-maker to consider in rendering a decision. Once the decision-maker receives the parties' statements, or the timeline established by the appeal decision-maker for submitting such statements expires, the appeal decision-maker will have ten (10) days to issue a decision on the appeal.

No new or additional evidence may be submitted during the appeal process.

The appeal decision-maker shall determine the outcome of the appeal based on the appeal decision-maker's independent review of the record (i.e., the relevant and not otherwise impermissible evidence, the feedback the parties provided to the investigator and/or decision-maker based on their review of the relevant evidence and any description of the relevant evidence that was prepared and shared with the parties, and the decision-maker's written determination) and the appeal decision-maker's application of the law and Board policy to the facts in the record. The appeal decision-maker must give due deference and due weight to the decision-maker's factual findings and credibility determinations and should not overturn them unless non-testimonial extrinsic evidence in the record justifies a contrary conclusion or unless the record read in its entirety compels a contrary conclusion. Generally, the appeal decision-maker is expected to uphold the decision-

maker's determination unless the appeal decision-maker determines the decision-maker's determination is unlawful, unreasonable, or against the manifest weight of the evidence. Every reasonable presumption must be made in favor of the decision-maker's determination.

The appeal decision-maker shall

(X)

notify the Title IX Coordinator, in writing, of the result of the appeal and the rationale for the outcome. The Title IX Coordinator will then simultaneously notify the parties, in writing, of the result of the appeal and the appeal decision-maker's rationale for the outcome.

Supportive Measures:

The District will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the Board's grievance procedures or during the informal resolution process. For allegations of sex discrimination other than sex-based harassment or retaliation, the District's provision of support measures does not require the District, Board employees, or any other person authorized to provide aid, benefit, or service on the District's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

The Title IX Coordinator shall determine appropriate supportive measures on a case-by-case basis. Supportive measures may vary depending on what the Title IX Coordinator deems to be reasonably available. Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; school/campus escort services; increased security and monitoring of certain areas of the campus (including school buildings and facilities); restrictions on contact between the parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; training and education programs related to sex-based harassment; (X) referral to Employee Assistance Program; and other similar measures.

Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties and/or the District's educational environment, or to provide support during the Board's grievance procedures or the informal resolution process.

The District will not impose such measures for punitive or disciplinary reasons.

The Title IX Coordinator may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures, or at the conclusion of the informal resolution process, or the District may continue them beyond that point.

The District will provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures as set forth in the Key Definitions section of this policy.

A party may seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

The District will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the District's education program or activity, or as otherwise permitted pursuant to the 2024 Title IX regulations.

If the complainant or respondent is an elementary or secondary student with a disability, the Title IX Coordinator shall consult with one (1) or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one (1) or more members, as appropriate, of the student's Section 504 team, if any, to determine how to comply with the requirements of the IDEA and/or Section 504, in the implementation of supportive measures.

The Superintendent may place an employee respondent on administrative leave from employment responsibilities during the pendency of the Board's grievance procedures.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include:

For Students: Full range of discipline, including suspension or expulsion, as set forth in the Student Code of Conduct, Board Policy, and state and federal laws as applicable.

For Employees: Full range of discipline, including suspension or termination/contract non-renewal, as set forth in Employee Handbook, Board Policy, and state and federal laws as applicable.

The District may also provide remedies, which may include disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation and implement appropriate remedies in compliance with applicable due process procedures, whether statutory or contractual.

With respect to student respondents, the Title IX Coordinator will notify the Superintendent of the recommended remedies (including disciplinary sanctions/consequences), so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 - Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of a student respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972 ("Section 504"), and their respective implementing regulations.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant employee handbooks.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including initiating a disciplinary process against a person for a code of conduct violation that does not involve sex discrimination but arises out of the same facts and circumstances as a complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX constitutes retaliation. Peer retaliation is also prohibited. Retaliation against a person for making a complaint or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above. The District shall initiate its grievance procedures upon receiving any complaint alleging retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination that sex discrimination occurred, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a complaint of sex discrimination, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the complainant's and respondent's receipt of the information to which they are entitled related to the investigation and determination of whether sex discrimination occurred).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a respondent be found to have committed sex discrimination based on expressive conduct that is protected by the First Amendment.

Training

All employees, investigators, decision-makers, facilitators of informal resolution process, the Title IX Coordinator(s) and designees, and other persons who are responsible for implementing the Board's grievance procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under Title IX and this Policy. The training shall be provided promptly upon hiring or change of position that alters their duties under Title IX or this policy, and annually thereafter. The training shall not rely on sex stereotypes.

Training materials must be made available for inspection upon request by members of the public.

Recordkeeping

The District shall maintain for a period of seven (7) calendar years the following records:

- A. for each complaint of sex discrimination, records documenting the informal resolution process and/or the grievance procedures followed and the resulting outcome;
- B. for each notification that the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications under 34 C.F.R. § 106.44(c)(1) or (2), records documenting the actions the District took to meet its obligations under 34 C.F.R. §106.44; and
- C. all materials used to provide the required training.

Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy including, but not limited to, Title IX Coordinator, investigator, decision-maker, appeal decision-maker, or facilitator of the informal resolution process.

The Board also retains discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, appeal decision-maker, and facilitator of the informal resolution process.

The Superintendent may delegate functions assigned to a specific Board employee under this policy including, but not limited to, the functions assigned to the Title IX Coordinator, investigator, decision-maker, appeal decision-maker, and facilitator of the informal resolution process to any suitably qualified individual and such delegation may be rescinded by the Superintendent at any time.

X] Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific complainant and/or respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

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Legal	19.21(6), Wis. Stats.
	120.13, Wis. Stats.
	948.01, Wis. Stats., et. seq.
	20 U.S.C. 1092(F)(6)(A)(v)
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
	20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

34 C.F.R. Part 106

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(30)

42 U.S.C. 1983

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

OCR's Revised Sexual Harassment Guidance (2001)

Last Modified by Ellen Suckow on July 10, 2024



Book	Policy Manual
Section	First Reading by Board
Title	PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	First Reading
Adopted	May 25, 2016
Last Revised	April 13, 2022

0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

Board meetings are for the purpose of carrying on the business of the District; they are not public meetings, but official business meetings held in public. The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Such requests shall be subject to the approval of the Superintendent and the Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular in-person meeting of the Board and publish rules to govern such comment in Board meetings. All public comment will be made in person.

If a meeting is held virtually, public comment will only be accepted via email to esuckow@dce.k12.wi.us up to one (1) hour prior to the posted meeting with the email title "Public Comment". Name and address need to be included in the body of the email. The three-minute time limit will apply. Where applicable, the guidelines below still apply.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business at the discretion of the presiding officer.
- B. Attendees must register their intention to comment in the public portion of the meeting upon their physical arrival at the meeting.
- C. **Participants must be legitimate stakeholders such as current District residents, students, parents, guardians, employees, or contractors of the D.C. Everest Area School District.**
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- E. Each participant's comments shall be limited to three (3) minutes duration. No amount of time may be "donated" to a different speaker.
- F. Participants shall direct all comments to the Board and not to staff or other participants.

- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to thirty (30) minutes unless extended by a vote of the Board.

Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stat. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

Revised 1/25/17
Revised 12/18/19
Revised 5/20/20
Revised 11/18/20
Revised 2/23/22

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Legal 19.90, Wis. Stats.

Last Modified by Ellen Suckow on June 25, 2024

DCE School Board:
Administrators

Thank you for the retirement recognition: Chamber Bucks.

My years at DCE were very rewarding, touching the lives of students and growing partnerships and programs.

Thank you for the opportunity to serve our youth: Best wishes in the coming year. Rose
Muttman

VCE School Board Members,

Thank you so much for your donation
to the Alzheimer's Association on behalf
of my mom, Mary Ellen Kowalski. Losing
my mom has been really hard
but I'm so thankful for your
support during such a difficult time.

Julie Pite (SRH)
