

Regular School Board Meeting
Wednesday, July 15, 2026, 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:

D.C. Everest School Board Meeting July 2026

Date and time:

Wednesday, July 15, 2026 6:30 PM | (UTC-05:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=m0614ff02a948a2403949d626bbc3619b>

Webinar number:

2491 752 8750

Webinar password:

BoardJuly2026 (26273586 when dialing from a phone or video system)

Join by phone

+1-415-655-0003 United States Toll

Access code: 249 175 28750

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

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D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221	58

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.

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C. Superintendent	
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3. Internal Review of Student Screen Time	
4. Facilities Study Learning Focus	
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9. po8462 Reporting of Child Abuse and Neglect and Sexual Misconduct 300

I. The WASB Fall Region Five meeting will be held the evening of September 29 at the Holiday Inn in Rothschild. The pre-meeting topic is Understanding and Navigating Closed Sessions. An online workshop will also be held at 12:00 p.m. on Nov. 3 via Zoom. This meeting will be recorded and made available for registrants to view at their convenience. Please let Ellen know if you would like to register for any of these opportunities.

XI. Petitions and Communications

A. Thank you from C. Thompson for Memorial Tribute 303

XII. Future Meeting Dates

A. Regular Board Meeting

August 19, 2026, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

Regular Board Meeting

September 16, 2026, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

XIII. The Board will consider adjournment to Closed Session pursuant to W.S.S. 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility (staff investigation). The Board will adjourn from closed session.

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

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Regular School Board Meeting Including
a Public Hearing as Required Underneath
Wis. Stat. 118.38(1)(b)

Wednesday, June 17, 2026 6:30 PM

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

**PLEASE NOTE: These minutes are not the
official minutes of the School Board until
they are approved at the July 15, 2026,
meeting of the School Board.**



Minutes

I. Call to Order

II. Roll Call

Attendance Taken at 6:30 PM. Ben Bliven: Present, Jennifer Douck: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Larry Schaefer: Present, Yee Leng Xiong: Absent. Present: 6, Absent: 1. Yee joined via phone at 6:32. Also in attendance Superintendent Nye, Assistant Superintendents Lindell and Strike, Executive Assistant Suckow.

III. Pledge of Allegiance

IV. Public Hearing re: Waiver of Minutes for Riverside Elementary

No one spoke.

V. Approval of Agenda

Motion made by Katie Felch and seconded by Ben Bliven to approve the agenda for tonight's regular meeting. With a voice vote this motion passed.

VI. Public Comment – no one spoke

VII. Consent Agenda

Motion made by Katie Felch and seconded by Larry Schaefer to approve the Consent Agenda. With a roll call vote this motion passed.

Yee Leng Xiong: Yea, Ben Bliven: Yea, Jennifer Douck: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea. Yea: 7, Nay: 0.

VII.A. Approval of Minutes

VII.B. Certified Staff Recommended Employment/Resignations/Contract Adjustments

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

VII.D. Balance Sheet

VII.E. Budget Transfers

VII.F. Budget Revisions

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

VII.H. Fundraising Requests

VII.I. Gift/Bequests

VII.J. Bus Accident Report

VII.K. Second Reading of Policies

VII.K.1. po5136 Personal Communication Devices

VII.K.2. po9215 School Support Organizations

VIII. Non-Certified Staff Employment Changes (Informational Only)

IX. Reports/Considerations

IX.A. WASB Legislative Network Member – July 10-11 is the Summer Learning Symposium in Stevens Point. The June legal update was held online today and a video is available.

IX.B. CESA #9 Representative – Celebrations of Excellence were heard from the administrator.

IX.C. Superintendent

IX.C.1. District Update

IX.C.2. Semiquincentennial Celebration

IX.C.3. Data-Based Community Insights

IX.C.4. Portrait of a Graduate

IX.C.5. Facilities Study Updates

IX.C.6. Youth Apprenticeship Update

IX.C.7. Upcoming Everest Roots Podcast Topics

X. Unfinished Business

X.A. Soaring into Summer – Weston Elementary

XI. New Business

XI.A. Annual Required Student Data Reports

Motion made by Lindsey Lewitzke and seconded by Ben Bliven to approve the 2025-2026 D.C. Everest Crime Statistics on School Property Report. With a voice vote this motion passed.

XI.B. Education for Employment/ACP Report - Informational

XI.C. Resolution for Riverside Elementary Waiver of Minutes

WHEREAS, Wis. Stat. §118.38(1) and Wis. Admin. § PI 8.01(4) authorize school boards to request the Department of Public Instruction to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the Department under the authority of those chapters; and WHEREAS, Wis. Stat. §118.38(1)(b) requires that, before requesting a waiver, a school board shall hold a public hearing in the

school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and WHEREAS, Wis. Stat. § 118.38(1m) requires that "the school board shall specify in its request for a waiver its reason for requesting the waiver." NOW, THEREFORE BE IT RESOLVED, that: 1. On June 17, 2026, the Board of Education held a public hearing, in satisfaction of Wis. Stat. § 118.38(1)(b), concerning requests for waivers of the requirements identified herein; and 2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the Superintendent or his/her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (OSPI) for the waiver of the following: 3. Waiver of the minimum number of hours of instruction set forth in Wis. Stat. § 121.02(1)(f) for the 2025-26 school year due to the tornado that hit Riverside Elementary School and the neighborhood surrounding it on April 17, 2026, and resulted in 12.5 hours of lost instructional time for Riverside Elementary. BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on June 17, 2026. This motion, made by Katie Felch and seconded by Lindsey Lewitzke passed with a roll call vote.

Yee Leng Xiong: Yea, Ben Bliven: Yea, Jennifer Douck: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea
Yea: 7, Nay: 0.

XI.D. Junior High and Idea Out-of-State Trips

Motion made by Lindsey Lewitzke and seconded by Katie Felch to approve the Junior High out-of-state trips to Washington, D.C. and Bemidji, Minnesota and Idea out-of-state Senior trip to Minneapolis, Minnesota. With a voice vote this motion passed.

XI.E. Staff Compensation Plan

Motion made by Katie Felch and seconded by Ben Bliven to approve the staff compensation plan as shown in the background. With a voice vote this motion passed.

XI.F. 2026-2027 Budget Update

XI.G. Year-End Spending 2025-2026

Motion made by Ben Bliven and seconded by Lindsey Lewitzke to allow administration to strategically spend end-of-year funds to best meet the needs of the District and deposit all remaining funds into Fund 73 and Fund 46 by the statutory date of July 30, 2026. With a voice vote this motion passed.

XI.H. 2026-2027 Budgetary Spending Approval

Motion made by Schaefer and seconded by Bliven to approve necessary payments for the 2026-2027 school year between now and the budget's official approval in October 2026.

XI.I. First Reading of Policies

Motion by Felch and second by Schaefer to approve the attached policies on first reading.

XI.I.1. po0100 Definitions

XI.I.2. po0167.3 Public Comment at Board Meetings

XI.I.3. po3120 Employment of Professional Staff

XI.I.4. po3120.05 Employment of Personnel in Community Education Programs

XI.I.5. po3140 Non-Renewal, Resignation, and Termination

XI.I.6. po4120.04 Employment of Substitutes

XI.I.7. po5200.01 Full-Time Student

XII. Petitions and Communications

XII.A. Thank You from K. VanSlyke for Memorial

XII.B. Thank You from P. Pierce for Sympathy

XII.C. Thank You from T. Fischer for Retirement Recognition

XII.D. Thank You from J. Weller for Sympathy

XIII. Future Meeting Dates

XIII.A. Regular Board Meeting

July 15, 2026, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

Regular Board Meeting

August 19, 2026, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

XIV. Motion by Lewitzke and seconded by Felch to Closed Session pursuant to WSS 19.85(1)(a) for deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body (Student Expulsion) (c) for considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility (Employee Compensation and Benefits & Update on Superintendent Goals).

With a roll call vote this motion passed.

Yee Leng Xiong: Yea, Ben Bliven: Yea, Jennifer Douck: Yea, Katie Felch: Yea, Shannon

Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea

Yea: 7, Nay: 0.

Respectfully submitted,

Benjamin K. Bliven, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the July 15, 2026, meeting of the School Board.



Date: 07/15/2026

Employment Report - Consent Agenda

New Hires			
<i>Name</i>	<i>Position/Building</i>	<i>Type/FTE</i>	<i>Effective Date</i>
Kathleen Blair	School Occupational Therapist/SH, JH, EV, RO, WE	Teacher Contract/1.0 FTE	August 3, 2026
Change of Status			
<i>Name</i>	<i>Position/Building From</i>	<i>Position/Building To</i>	<i>Effective Date</i>
Chimeng Lee	Special Education Assistant/RI	Substitute Assistant/District	June 9, 2026
Justine Leach	Education Assistant/RI	Substitute Assistant/District	June 9, 2026
End of Employment			
<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Rebecca Kermitz-Simko	Substitute Assistant/District	Resignation	June 8, 2026
Nicholas Larson	Substitute Assistant/District	Resignation	June 18, 2026
Trey Dunn	Substitute Assistant/District	Resignation	June 19, 2026
Mary Brynjulfson	School Nutrition Substitute/District	Resignation	June 20, 2026
Abigail Kislow	Substitute Assistant/District & Before & After Care Staff/GTCC	Resignation	June 30, 2026
Karen Oppen	Substitute Assistant/District	Resignation	July 6, 2026
Ian Theiss	Substitute Assistant/District	Resignation	July 6, 2026
Kathleen Szarkowitz	Substitute Assistant/District	Resignation	July 6, 2026
Aliya Surti	Substitute Assistant/District	Resignation	July 6, 2026
Madison Stankowski	Substitute Assistant/District	Resignation	July 6, 2026
Lena Reid	Substitute Assistant/District	Resignation	July 6, 2026

Kari Nelessen	Substitute Assistant/District	Resignation	July 6, 2026
Eleanor Mroczenski	Substitute Assistant/District	Resignation	July 6, 2026
Elizabeth LaQua	Substitute Assistant/District	Resignation	July 6, 2026
Jamie Kazmierczak	Substitute Assistant/District	Resignation	July 6, 2026
Matti Guinn	Substitute Assistant/District	Resignation	July 6, 2026
Cheryl Goetsch	Substitute Assistant/District	Resignation	July 6, 2026
Samantha Gengler	Substitute Assistant/District	Resignation	July 6, 2026
Monique Fox	Substitute Assistant/District	Resignation	July 6, 2026
Maddux Federici	Substitute Assistant/District	Resignation	July 6, 2026
Anna Butler	Substitute Assistant/District	Resignation	July 6, 2026
Judiann Brown	Educational Interpreter Substitute/District	Resignation	July 6, 2026
Megan Bonikowski	Substitute Assistant/District	Resignation	July 6, 2026
Angela Baumann	Substitute Assistant/District	Resignation	July 6, 2026
Sawyer Stevens	Substitute Assistant/District	Resignation	July 16, 2026
Summer Learning			
<i>Last Name</i>	<i>First Name</i>	<i>Position</i>	<i>Building</i>



Date: 07/15/2026

Employment Report - Consent Agenda

New Hires			
<i>Name</i>	<i>Position/Building</i>	<i>Type/FTE</i>	<i>Effective Date</i>
Kathleen Blair	School Occupational Therapist/SH, JH, EV, RO, WE	Teacher Contract/1.0 FTE	August 3, 2026
Change of Status			
<i>Name</i>	<i>Position/Building From</i>	<i>Position/Building To</i>	<i>Effective Date</i>
Chimeng Lee	Special Education Assistant/RI	Substitute Assistant/District	June 9, 2026
Justine Leach	Education Assistant/RI	Substitute Assistant/District	June 9, 2026
Nicole Anderson	Grade 3 Teacher/EV	Grade 4 Teacher/HA	August 3, 2026
End of Employment			
<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Rebecca Kermitz-Simko	Substitute Assistant/District	Resignation	June 8, 2026
Nicholas Larson	Substitute Assistant/District	Resignation	June 18, 2026
Trey Dunn	Substitute Assistant/District	Resignation	June 19, 2026
Mary Brynjulfson	School Nutrition Substitute/District	Resignation	June 20, 2026
Abigail Kislow	Substitute Assistant/District & Before & After Care Staff/GTCC	Resignation	June 30, 2026
Karen Oppen	Substitute Assistant/District	Resignation	July 6, 2026
Ian Theiss	Substitute Assistant/District	Resignation	July 6, 2026
Kathleen Szarkowitz	Substitute Assistant/District	Resignation	July 6, 2026
Aliya Surti	Substitute Assistant/District	Resignation	July 6, 2026
Madison Stankowski	Substitute Assistant/District	Resignation	July 6, 2026

Lena Reid	Substitute Assistant/District	Resignation	July 6, 2026
Eleanor Mroczenski	Substitute Assistant/District	Resignation	July 6, 2026
Jamie Kazmierczak	Substitute Assistant/District	Resignation	July 6, 2026
Matti Guinn	Substitute Assistant/District	Resignation	July 6, 2026
Cheryl Goetsch	Substitute Assistant/District	Resignation	July 6, 2026
Samantha Gengler	Substitute Assistant/District	Resignation	July 6, 2026
Monique Fox	Substitute Assistant/District	Resignation	July 6, 2026
Maddux Federici	Substitute Assistant/District	Resignation	July 6, 2026
Anna Butler	Substitute Assistant/District	Resignation	July 6, 2026
Judiann Brown	Educational Interpreter Substitute/District	Resignation	July 6, 2026
Megan Bonikowski	Substitute Assistant/District	Resignation	July 6, 2026
Angela Baumann	Substitute Assistant/District	Resignation	July 6, 2026
Paige Richie	Substitute Assistant/District	Resignation	July 14, 2026
Elizabeth LaQua	Substitute Assistant/District	Resignation	July 16, 2026
Kari Nelessen	Substitute Assistant/District	Resignation	July 16, 2026
Sawyer Stevens	Substitute Assistant/District	Resignation	July 16, 2026
Ellen Suckow	Executive Assistant/Admin	Retirement	June 30, 2027
Summer Learning			
<i>Last Name</i>	<i>First Name</i>	<i>Position</i>	<i>Building</i>

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

JUNE 30, 2026

CASH BALANCE AS OF JUNE 1, 2026	(\$585,907.27)	
INVESTMENT ACCOUNT TRANSFERS		\$5,342,948.69
RECEIPTS CR#37129 - #37240	\$8,898,906.57	
CHECKS FOR APPROVAL: #239562- #239786 ACH: #252603613- #252603860		\$3,271,054.73
<u>VOIDS:</u> 238926, 239687, 238938, 238956, 239730	\$99.91	
CASH BALANCE AS OF JUNE 30, 2026		(\$300,904.21)
	\$8,313,099.21	\$8,313,099.21

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2026 - 6/30/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
239562	RIVEREDGE GOLF COURSE	EF 06022026 - Golf	6/1/26	150.00
239563	DC EVEREST SENIOR HIGH SCHOOL	6578	6/5/26	270.00
239564	KEMPA	20262027	6/5/26	60.00
239565	LAMERS BUS LINES, INC.	103858	6/5/26	1,050.00
239566	LAMERS BUS LINES, INC.	104062	6/5/26	1,050.75
239567	SIGN HERE INTERPRETING LLC	DCE260526	6/5/26	334.30
239568	BOELTER COMPANIES, THE	9100088583	6/5/26	14.13
239568	BOELTER COMPANIES, THE	9100088583	6/5/26	18.83
239568	BOELTER COMPANIES, THE	9100088583	6/5/26	42.38
239568	BOELTER COMPANIES, THE	9100088583	6/5/26	395.55
239569	BRYAN, GWEN	BryanRefund	6/5/26	122.00
239570	CENTRAL WI POWERSPORTS LLC	58049	6/5/26	5,262.48
239571	DC EVEREST SENIOR HIGH SCHOOL	6578B	6/5/26	235.00
239572	ECM PUBLISHERS, INC	1099068	6/5/26	557.76
239573	FIRST ONSITE PROPERTY RESTORATION	125954	6/5/26	12,500.00
239574	FRAAZA ROCKS & SAND	11671	6/5/26	8,857.80
239575	GORDON FOOD SERVICE INC	2003465746	6/5/26	(59.43)
239575	GORDON FOOD SERVICE INC	2003465748	6/5/26	(24.99)
239575	GORDON FOOD SERVICE INC	9035530243A	6/5/26	30.00
239575	GORDON FOOD SERVICE INC	9036297277	6/5/26	31.71
239575	GORDON FOOD SERVICE INC	9036204482	6/5/26	36.38
239575	GORDON FOOD SERVICE INC	9036204484	6/5/26	52.64
239575	GORDON FOOD SERVICE INC	9036045635	6/5/26	71.13
239575	GORDON FOOD SERVICE INC	9036045636	6/5/26	85.20
239575	GORDON FOOD SERVICE INC	9036204491	6/5/26	105.24
239575	GORDON FOOD SERVICE INC	9036297280	6/5/26	110.05
239575	GORDON FOOD SERVICE INC	9036297288	6/5/26	117.12
239575	GORDON FOOD SERVICE INC	9034882574	6/5/26	126.32
239575	GORDON FOOD SERVICE INC	9036204477	6/5/26	129.53
239575	GORDON FOOD SERVICE INC	9036204479	6/5/26	131.35
239575	GORDON FOOD SERVICE INC	9036297284	6/5/26	172.67
239575	GORDON FOOD SERVICE INC	9036045626	6/5/26	182.63
239575	GORDON FOOD SERVICE INC	9036204510	6/5/26	191.73
239575	GORDON FOOD SERVICE INC	9036045627	6/5/26	300.07
239575	GORDON FOOD SERVICE INC	9036045625	6/5/26	384.78
239575	GORDON FOOD SERVICE INC	9036204469	6/5/26	461.78
239575	GORDON FOOD SERVICE INC	9036204490	6/5/26	553.33
239575	GORDON FOOD SERVICE INC	9036204485	6/5/26	1,101.78
239575	GORDON FOOD SERVICE INC	9036204508	6/5/26	1,175.56

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2026 - 6/30/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
239575	GORDON FOOD SERVICE INC	9036297274	6/5/26	1,193.42
239575	GORDON FOOD SERVICE INC	9036297269	6/5/26	1,531.61
239575	GORDON FOOD SERVICE INC	9036045634	6/5/26	1,731.83
239575	GORDON FOOD SERVICE INC	9034172702	6/5/26	1,812.93
239575	GORDON FOOD SERVICE INC	9036045622	6/5/26	2,212.06
239575	GORDON FOOD SERVICE INC	9036297282	6/5/26	2,977.46
239575	GORDON FOOD SERVICE INC	9036204502	6/5/26	4,984.94
239575	GORDON FOOD SERVICE INC	9036045633	6/5/26	6,821.30
239576	HIORNS PIANO SERVICE	SH5.23.26	6/5/26	65.00
239577	HOLA, INC.	MAY2026 ITEMa	6/5/26	336.20
239578	JOSTENS OF NORTHERN WI	22126	6/5/26	977.50
239579	JOSTENS, INC.	40027363	6/5/26	66.60
239580	LAMERS BUS LINES, INC.	104195	6/5/26	62.70
239580	LAMERS BUS LINES, INC.	104220	6/5/26	62.70
239580	LAMERS BUS LINES, INC.	104202	6/5/26	62.70
239580	LAMERS BUS LINES, INC.	104279	6/5/26	68.29
239580	LAMERS BUS LINES, INC.	104178	6/5/26	68.61
239580	LAMERS BUS LINES, INC.	104213	6/5/26	70.88
239580	LAMERS BUS LINES, INC.	104177	6/5/26	75.55
239580	LAMERS BUS LINES, INC.	104268	6/5/26	78.36
239580	LAMERS BUS LINES, INC.	104196	6/5/26	95.42
239580	LAMERS BUS LINES, INC.	104173	6/5/26	105.29
239580	LAMERS BUS LINES, INC.	104223	6/5/26	106.31
239580	LAMERS BUS LINES, INC.	104206	6/5/26	108.83
239580	LAMERS BUS LINES, INC.	104175	6/5/26	115.65
239580	LAMERS BUS LINES, INC.	104172	6/5/26	119.50
239580	LAMERS BUS LINES, INC.	104269	6/5/26	119.97
239580	LAMERS BUS LINES, INC.	104170	6/5/26	120.31
239580	LAMERS BUS LINES, INC.	104171	6/5/26	121.55
239580	LAMERS BUS LINES, INC.	104183	6/5/26	124.48
239580	LAMERS BUS LINES, INC.	104186	6/5/26	125.05
239580	LAMERS BUS LINES, INC.	104277	6/5/26	133.38
239580	LAMERS BUS LINES, INC.	104265	6/5/26	133.56
239580	LAMERS BUS LINES, INC.	104168	6/5/26	134.24
239580	LAMERS BUS LINES, INC.	104282	6/5/26	139.98
239580	LAMERS BUS LINES, INC.	104217	6/5/26	142.70
239580	LAMERS BUS LINES, INC.	104209	6/5/26	149.26
239580	LAMERS BUS LINES, INC.	104199	6/5/26	151.19
239580	LAMERS BUS LINES, INC.	104182	6/5/26	153.16

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
239580	LAMERS BUS LINES, INC.	104267	6/5/26	158.74
239580	LAMERS BUS LINES, INC.	104228	6/5/26	159.87
239580	LAMERS BUS LINES, INC.	104174	6/5/26	160.21
239580	LAMERS BUS LINES, INC.	104180	6/5/26	160.66
239580	LAMERS BUS LINES, INC.	104226	6/5/26	161.59
239580	LAMERS BUS LINES, INC.	104266	6/5/26	164.77
239580	LAMERS BUS LINES, INC.	104281	6/5/26	165.55
239580	LAMERS BUS LINES, INC.	104181	6/5/26	175.20
239580	LAMERS BUS LINES, INC.	104224	6/5/26	186.56
239580	LAMERS BUS LINES, INC.	103960	6/5/26	192.01
239580	LAMERS BUS LINES, INC.	103965	6/5/26	193.14
239580	LAMERS BUS LINES, INC.	104176	6/5/26	203.84
239580	LAMERS BUS LINES, INC.	104176	6/5/26	203.84
239580	LAMERS BUS LINES, INC.	104212	6/5/26	203.85
239580	LAMERS BUS LINES, INC.	104222	6/5/26	219.49
239580	LAMERS BUS LINES, INC.	103963	6/5/26	219.82
239580	LAMERS BUS LINES, INC.	104200	6/5/26	231.48
239580	LAMERS BUS LINES, INC.	104272	6/5/26	238.56
239580	LAMERS BUS LINES, INC.	103936	6/5/26	245.25
239580	LAMERS BUS LINES, INC.	104271	6/5/26	249.12
239580	LAMERS BUS LINES, INC.	104221	6/5/26	252.18
239580	LAMERS BUS LINES, INC.	104275	6/5/26	261.08
239580	LAMERS BUS LINES, INC.	104208	6/5/26	269.02
239580	LAMERS BUS LINES, INC.	104204	6/5/26	295.01
239580	LAMERS BUS LINES, INC.	104270	6/5/26	301.23
239580	LAMERS BUS LINES, INC.	104219	6/5/26	307.41
239580	LAMERS BUS LINES, INC.	104207	6/5/26	334.98
239580	LAMERS BUS LINES, INC.	104278	6/5/26	335.99
239580	LAMERS BUS LINES, INC.	104210	6/5/26	343.84
239580	LAMERS BUS LINES, INC.	104264	6/5/26	348.58
239580	LAMERS BUS LINES, INC.	104215	6/5/26	351.90
239580	LAMERS BUS LINES, INC.	104198	6/5/26	356.36
239580	LAMERS BUS LINES, INC.	104205	6/5/26	357.46
239580	LAMERS BUS LINES, INC.	104214	6/5/26	360.08
239580	LAMERS BUS LINES, INC.	104197	6/5/26	377.90
239580	LAMERS BUS LINES, INC.	104227	6/5/26	395.02
239580	LAMERS BUS LINES, INC.	104261	6/5/26	500.60
239580	LAMERS BUS LINES, INC.	104276	6/5/26	514.27
239580	LAMERS BUS LINES, INC.	104201	6/5/26	555.83

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239580	LAMERS BUS LINES, INC.	104468	6/5/26	633.90
239580	LAMERS BUS LINES, INC.	104211	6/5/26	634.85
239580	LAMERS BUS LINES, INC.	104203	6/5/26	647.40
239580	LAMERS BUS LINES, INC.	104280	6/5/26	647.94
239580	LAMERS BUS LINES, INC.	104225	6/5/26	690.93
239580	LAMERS BUS LINES, INC.	104262	6/5/26	741.44
239580	LAMERS BUS LINES, INC.	104273	6/5/26	795.56
239580	LAMERS BUS LINES, INC.	104218	6/5/26	880.54
239580	LAMERS BUS LINES, INC.	104891	6/5/26	1,352.40
239581	LEE RECREATION, LLC	17650-26	6/5/26	4,590.00
239581	LEE RECREATION, LLC	17654-26	6/5/26	52,000.00
239582	LOPES-SERRAO, CHRISTINA	MOS2026	6/5/26	370.00
239583	MARA CTY HEALTH DEPT	138 BBUR-9GAUJQ2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 HSAT-7QXMES 2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 KBAE-9F5MYS 2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 HSAT-7QWLAV 2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 HSAT-7QXADN 2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 HWAD-9N5SCY 2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 HSAT-7QXEDR 2026	6/5/26	225.00
239583	MARA CTY HEALTH DEPT	138 KBAE-9F5MMZ 2026	6/5/26	281.00
239583	MARA CTY HEALTH DEPT	138 HSAT-7QWE4S 2026	6/5/26	281.00
239583	MARA CTY HEALTH DEPT	138 HSAT-7QXCA7 2026	6/5/26	281.00
239583	MARA CTY HEALTH DEPT	138HSAT-7QWNXH2026	6/5/26	569.00
239583	MARA CTY HEALTH DEPT	138 Hsat-7QWU5B2026	6/5/26	619.00
239584	MARSHFIELD PARKS & RECREATION	R19784	6/5/26	90.00
239585	PITNEY BOWES INC	1029513452	6/5/26	183.41
239586	PMA SECURITIES LLC	INV04343	6/5/26	1,500.00
239587	PUPP, GRACIE	YAmileagePupp	6/5/26	99.89
239588	SYSTEMS TECHNOLOGIES	CD99038054	6/5/26	3,460.00
239589	T-MOBILE USA INC	5212026	6/5/26	556.00
239590	THE MINT CAFE, INC	05132026DCE	6/5/26	1,256.05
239591	THOMAS, NICOLE	ThomasRefund	6/5/26	80.00
239592	TITO INC	16352	6/5/26	8,187.94
239592	TITO INC	16357	6/5/26	14,242.78
239593	TWEET/GAROT MECHANICAL INC	186171	6/5/26	20,600.67
239594	UP AND RUNNING SOLUTIONS LLC	30073	6/5/26	280.00
239595	W EDUCATION SERVICES LLC	INV-281	6/5/26	286.00
239596	NASCO INC - EDUCATION	931145	6/12/26	90.07
239597	SWITS LTD	II-14948	6/12/26	61.00

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239598	ALLIANT ENERGY/WP&L	46143	6/12/26	1,149.70
239599	ASPIRUS MEDICAL GROUP	158794	6/12/26	84.00
239599	ASPIRUS MEDICAL GROUP	158373	6/12/26	252.00
239599	ASPIRUS MEDICAL GROUP	158373	6/12/26	588.00
239600	CALLTOWER INC	203248624	6/12/26	672.69
239601	CDA PIZZA, INC.	46143	6/12/26	346.99
239602	CDW GOVT IN EDUCATION	AF7F97V	6/12/26	8,135.55
239602	CDW GOVT IN EDUCATION	PVNJ724.	6/12/26	8,778.94
239602	CDW GOVT IN EDUCATION	PVNJ724	6/12/26	9,792.24
239602	CDW GOVT IN EDUCATION	PVNJ724.	6/12/26	10,801.06
239602	CDW GOVT IN EDUCATION	PVNJ724	6/12/26	12,047.76
239602	CDW GOVT IN EDUCATION	AF7KL9C	6/12/26	14,694.00
239603	CENTRAL WI POWERSPORTS LLC	59040	6/12/26	52,830.80
239604	CRESCENT LANDSCAPE SUPPLY, INC	34133	6/12/26	4,920.00
239605	ELUMA LLC	17125	6/12/26	4,600.00
239605	ELUMA LLC	17027	6/12/26	4,600.00
239605	ELUMA LLC	17125	6/12/26	18,400.00
239605	ELUMA LLC	17027	6/12/26	18,400.00
239606	EVEREST GRIDIRON	2026FB	6/12/26	195.00
239607	FERGUSON, SAVANNAH	46143	6/12/26	223.44
239608	GREAT LAKES WEATHER SERVICE	52610	6/12/26	111.00
239609	GREENDEER, BRITTANY	58234	6/12/26	25.05
239610	GREENWOOD HILLS COUNTRY CLUB, II	GWHCC 052626	6/12/26	1,400.00
239611	JACOBI, BRIAN	26332	6/12/26	11.05
239612	LAMERS BUS LINES, INC.	105061	6/12/26	62.70
239612	LAMERS BUS LINES, INC.	104916	6/12/26	103.47
239612	LAMERS BUS LINES, INC.	105052	6/12/26	106.90
239612	LAMERS BUS LINES, INC.	105054	6/12/26	106.90
239612	LAMERS BUS LINES, INC.	105621	6/12/26	125.40
239612	LAMERS BUS LINES, INC.	104907	6/12/26	125.66
239612	LAMERS BUS LINES, INC.	103955	6/12/26	127.09
239612	LAMERS BUS LINES, INC.	105058	6/12/26	133.02
239612	LAMERS BUS LINES, INC.	103950	6/12/26	133.34
239612	LAMERS BUS LINES, INC.	104896	6/12/26	141.52
239612	LAMERS BUS LINES, INC.	105050	6/12/26	151.11
239612	LAMERS BUS LINES, INC.	105053	6/12/26	153.01
239612	LAMERS BUS LINES, INC.	103952	6/12/26	153.33
239612	LAMERS BUS LINES, INC.	104905	6/12/26	158.51
239612	LAMERS BUS LINES, INC.	104933	6/12/26	165.84

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239612	LAMERS BUS LINES, INC.	105622	6/12/26	166.52
239612	LAMERS BUS LINES, INC.	104920	6/12/26	167.66
239612	LAMERS BUS LINES, INC.	105041	6/12/26	174.34
239612	LAMERS BUS LINES, INC.	104134	6/12/26	180.65
239612	LAMERS BUS LINES, INC.	103948	6/12/26	190.43
239612	LAMERS BUS LINES, INC.	105059	6/12/26	190.71
239612	LAMERS BUS LINES, INC.	105619	6/12/26	208.50
239612	LAMERS BUS LINES, INC.	105057	6/12/26	208.82
239612	LAMERS BUS LINES, INC.	105618	6/12/26	210.67
239612	LAMERS BUS LINES, INC.	104918	6/12/26	223.66
239612	LAMERS BUS LINES, INC.	105064	6/12/26	230.16
239612	LAMERS BUS LINES, INC.	104899	6/12/26	232.46
239612	LAMERS BUS LINES, INC.	104939	6/12/26	250.80
239612	LAMERS BUS LINES, INC.	105056	6/12/26	271.26
239612	LAMERS BUS LINES, INC.	105055	6/12/26	279.20
239612	LAMERS BUS LINES, INC.	104896	6/12/26	291.47
239612	LAMERS BUS LINES, INC.	104932	6/12/26	299.16
239612	LAMERS BUS LINES, INC.	104937	6/12/26	342.76
239612	LAMERS BUS LINES, INC.	105033	6/12/26	353.60
239612	LAMERS BUS LINES, INC.	105616	6/12/26	355.98
239612	LAMERS BUS LINES, INC.	105028	6/12/26	376.30
239612	LAMERS BUS LINES, INC.	105035	6/12/26	380.84
239612	LAMERS BUS LINES, INC.	105065	6/12/26	595.93
239612	LAMERS BUS LINES, INC.	105062	6/12/26	605.77
239612	LAMERS BUS LINES, INC.	105063	6/12/26	648.47
239612	LAMERS BUS LINES, INC.	105043	6/12/26	653.73
239612	LAMERS BUS LINES, INC.	105051	6/12/26	662.91
239612	LAMERS BUS LINES, INC.	105046	6/12/26	680.28
239612	LAMERS BUS LINES, INC.	105016	6/12/26	1,396.50
239612	LAMERS BUS LINES, INC.	105306	6/12/26	2,900.00
239613	LINDER ELECTRIC MOTORS, INC.	75503	6/12/26	1,042.52
239614	LOPES-SERRAO, LEVI	SCHOLARSHIP	6/12/26	2,000.00
239615	LUETSCHWAGER, RACHAEL	52568	6/12/26	19.45
239616	MARA CTY HEALTH DEPT	INV09413	6/12/26	33.00
239617	MASTERS BUILDING SOLUTIONS INC	IP038881	6/12/26	1,284.15
239618	MEYER, ERIN	26445	6/12/26	2.35
239619	MS GRAPHICS, LLC	2014-8819	6/12/26	75.00
239619	MS GRAPHICS, LLC	123456	6/12/26	150.00
239620	MT OLYMPUS WATER & THEME PARKS	4649822	6/12/26	180.00

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239621	MYSLAK, RACHEL	57538	6/12/26	20.00
239622	OCONNOR, JAY	52957	6/12/26	35.85
239623	ONSON, CAITLIN	56419	6/12/26	2.25
239624	OTT, ISABELLA	92	6/12/26	149.00
239625	ROMA, BRENDA	94	6/12/26	50.00
239626	SCHNELL, ANDREW	57838-2	6/12/26	50.00
239627	SCHOLASTIC INC. EDUCATION-THE TEA	87739645	6/12/26	3,210.75
239628	SCHOOL PERCEPTIONS LLC	6839	6/12/26	2,180.00
239629	SEY, OMAR	59016	6/12/26	3.65
239630	STERICYCLE, INC	8014466230	6/12/26	82.42
239631	T-MOBILE USA INC	05212026MS	6/12/26	157.50
239632	VESTIS SERVICES LLC	6320793775	6/12/26	64.19
239632	VESTIS SERVICES LLC	6320796735	6/12/26	64.19
239633	VILLAGE OF WESTON	2/15/26-5/15/26 BALL	6/12/26	60.00
239633	VILLAGE OF WESTON	2/15/26-5/15/26 BALL	6/12/26	108.41
239633	VILLAGE OF WESTON	2/15/26-5/15/26 BALL	6/12/26	136.33
239633	VILLAGE OF WESTON	2/15/26-5/15/26ADMIN	6/12/26	281.75
239633	VILLAGE OF WESTON	2/15/26-5/15/26ADMIN	6/12/26	438.08
239633	VILLAGE OF WESTON	2/15/26-5/15/26ADMIN	6/12/26	488.96
239633	VILLAGE OF WESTON	GTCC FEB26-MAY26	6/12/26	1,396.11
239633	VILLAGE OF WESTON	GTCC FEB26-MAY26	6/12/26	1,930.77
239633	VILLAGE OF WESTON	3/3/26-5/15/26SR H	6/12/26	1,981.32
239633	VILLAGE OF WESTON	2/15/26-5/15/26 JR H	6/12/26	2,076.41
239633	VILLAGE OF WESTON	2/15/26-5/15/26 JR H	6/12/26	2,320.50
239633	VILLAGE OF WESTON	3/3/26-5/15/26SR H	6/12/26	2,744.75
239633	VILLAGE OF WESTON	2/15/26-5/15/26 JR H	6/12/26	3,316.52
239633	VILLAGE OF WESTON	3/3/26-5/15/26SR H	6/12/26	4,303.25
239634	WALSWORTH PUBLISHING CO INC	3472348	6/12/26	174.06
239634	WALSWORTH PUBLISHING CO INC	3300780	6/12/26	9,550.57
239635	WAUSAU CHEMICAL CORP	INV-365476	6/12/26	2,628.85
239636	WAUSAU EAST HIGH SCHOOL	26-001	6/12/26	59.00
239636	WAUSAU EAST HIGH SCHOOL	26-27 Girls Lacrosse	6/12/26	2,097.45
239637	WILL, MELISSA	53736	6/12/26	1.00
239638	WOODRUFF, DUSTIN	26416	6/12/26	23.85
239639	ZEDIANA, MAKAYLA	57947	6/12/26	50.90
239640	KOHN LAW FIRM SC	06122026A	6/12/26	255.17
239641	MESSERLI & KRAMER PA	06122026A	6/12/26	260.58
239642	MONT L. MARTIN TRUSTEE	06122026A	6/12/26	67.00
239643	RAUSCH STURM-ATTORNEYS-DEBT COI	06122026A	6/12/26	238.28

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239644	UNITED WAY OF MARATHON CNTY	20260612ADUWAY	6/12/26	777.22
239645	COURTYARD BY MARRIOTT WOODBUR	DCE0001	6/18/26	10,968.32
239646	US POSTAL SVC(POSTAGE/PHONE)	46129649-2026	6/18/26	4,000.00
239647	BACON, TERESA	52944	6/18/26	3.35
239648	BARTIG, BERNADETTE	26790	6/18/26	0.45
239649	BECK, DANA	26672	6/18/26	37.30
239650	BENDICKSON, SCOTT	26350	6/18/26	3.15
239651	BERNDT, JODI	26001	6/18/26	26.05
239652	BLEIBAUM, ANGIE	26770	6/18/26	0.40
239653	BRZEZINSKI, PATTI	26601	6/18/26	45.02
239654	BUDLESKI, ERIC	26306	6/18/26	1.10
239655	BUDLESKI, LUKE	26751	6/18/26	0.25
239656	CESA 5	2602466	6/18/26	12,965.33
239657	CHANG, YOUA	56507	6/18/26	40.05
239658	CHARITON, EMILY	26456	6/18/26	8.15
239659	CHARTER COMMUNICATIONS, INC.	1.71371E+14	6/18/26	967.69
239660	CHRISTOPHERSON, TARA	56178	6/18/26	1.20
239661	CLAWSON, MATTHEW	56707	6/18/26	95.50
239662	COPPADGE, JESSICA	26455	6/18/26	0.95
239663	CRYSTAL TRAINING INSTITUTE	80109	6/18/26	720.00
239664	DADABO, EMMA	51736	6/18/26	0.95
239665	DALE'S WESTON LANES, INC	se06052026	6/18/26	740.00
239665	DALE'S WESTON LANES, INC	se06052026b	6/18/26	805.00
239665	DALE'S WESTON LANES, INC	se06052026a	6/18/26	959.00
239666	DAMON, MAKAYLA	57262	6/18/26	0.75
239667	DASSOW, AEKTA	26335	6/18/26	3.67
239668	DC EVEREST SOCCER BOOSTERS	202603	6/18/26	6,350.00
239669	DIEHL, DEANNA	53315	6/18/26	5.65
239670	DOBERSTEIN, JENNIFER	26379	6/18/26	10.00
239671	DOEPKE, MARIA	55253	6/18/26	32.35
239672	FALKOWSKI, CRAIG	26415	6/18/26	0.80
239673	FLEMING, ELAINE	54329	6/18/26	0.95
239674	FRAEDRICH, JOANNE	26300	6/18/26	10.05
239675	FRAME, KENDY	26623	6/18/26	7.35
239676	FRANZEN, CARYN	50099	6/18/26	35.60
239677	FRANZEN, KATIE	51680	6/18/26	29.85
239678	GAJEWSKI, CHRISTEN	26787	6/18/26	17.00
239679	GEER, TINA	26630	6/18/26	0.85
239680	GEIER, LORALEE	26439	6/18/26	1.15

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239681	GORDON FOOD SERVICE INC	4279423	6/18/26	(832.74)
239681	GORDON FOOD SERVICE INC	4279425	6/18/26	(154.84)
239681	GORDON FOOD SERVICE INC	4272084	6/18/26	(138.79)
239681	GORDON FOOD SERVICE INC	2003493472	6/18/26	(68.28)
239681	GORDON FOOD SERVICE INC	4272086	6/18/26	(51.61)
239681	GORDON FOOD SERVICE INC	4279424	6/18/26	(41.31)
239681	GORDON FOOD SERVICE INC	4272085	6/18/26	(41.31)
239681	GORDON FOOD SERVICE INC	9036560305	6/18/26	76.20
239681	GORDON FOOD SERVICE INC	9036560299	6/18/26	750.22
239681	GORDON FOOD SERVICE INC	9036560260	6/18/26	3,220.08
239682	GRAY, ROBERT	26360	6/18/26	35.65
239683	GRIFFIN, KERI	26763	6/18/26	54.30
239684	GRUNLUND, TARA	52683	6/18/26	2.50
239685	GUMTZ, CHRISTY	26768	6/18/26	79.05
239686	GUSTAFSON, RICHARD	25726	6/18/26	1.10
239687	GYSBERG, KIMBERLY	26307-2	6/18/26	0.75
239688	HANSON, HATTY	26654	6/18/26	17.35
239689	HASKIN, KATHRYN	56647	6/18/26	3.10
239690	HEIL, DONNA	26252	6/18/26	1.95
239691	HEIL, JOLBI	26437	6/18/26	1.05
239692	HILDEBRANDT, MATT	26225	6/18/26	18.85
239693	HORIZON EQUIPMENT LLC	SO33590	6/18/26	24,457.84
239694	HOUSLEY, JENNIFER	26418	6/18/26	11.30
239695	KERANEN, CRYSTAL	26665	6/18/26	37.20
239696	KESTLY, SARA	26464	6/18/26	6.35
239697	KNETTER, BRANDON	57444	6/18/26	0.55
239698	KOCH, SARA	26241	6/18/26	1.62
239699	KORPITA, AMANDA	26329	6/18/26	1.75
239700	KRAMER, JOSEPH	26636	6/18/26	0.95
239701	KROENING, LYNN	26308	6/18/26	173.10
239702	KROHN, ELISE	26725	6/18/26	0.40
239703	KUSKE, KIMBERLY	26451	6/18/26	19.70
239704	LAMERS BUS LINES, INC.	104924	6/18/26	62.70
239704	LAMERS BUS LINES, INC.	104926	6/18/26	85.19
239704	LAMERS BUS LINES, INC.	105634	6/18/26	101.24
239704	LAMERS BUS LINES, INC.	105630	6/18/26	128.35
239704	LAMERS BUS LINES, INC.	105628	6/18/26	144.89
239704	LAMERS BUS LINES, INC.	105031	6/18/26	156.54
239704	LAMERS BUS LINES, INC.	104894	6/18/26	172.31

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239704	LAMERS BUS LINES, INC.	105638	6/18/26	191.10
239704	LAMERS BUS LINES, INC.	105633	6/18/26	192.48
239704	LAMERS BUS LINES, INC.	105639	6/18/26	261.28
239704	LAMERS BUS LINES, INC.	105636	6/18/26	274.46
239704	LAMERS BUS LINES, INC.	105627	6/18/26	349.58
239704	LAMERS BUS LINES, INC.	105635	6/18/26	367.36
239704	LAMERS BUS LINES, INC.	105823	6/18/26	2,470.00
239705	LEE, PA'KOULAJP	51963	6/18/26	0.50
239706	LEMMER, KRISTY	26323	6/18/26	1.05
239707	MAERZ, CLAIRE	54127	6/18/26	8.90
239708	MALZAHN, CHANDRA	51576	6/18/26	0.90
239709	MANDLI, ERIC	53212	6/18/26	6.30
239710	MARA CTY HEALTH DEPT	INV09461	6/18/26	33.00
239711	MCKEOUGH, HEATHER	MAYJUN2026 MILEAGE	6/18/26	116.66
239712	MIHALUS, RYAN	26355	6/18/26	24.55
239713	MODJEWSKI, MELISSA	26370	6/18/26	2.50
239714	NETZEL, JAYDEN	26752	6/18/26	8.55
239715	OMNI GLASS & PAINT, LLC	0158926-IN	6/18/26	35,199.00
239716	OPAL, TIM	26390	6/18/26	1.70
239717	OSTERBRINK, ANNA	26420	6/18/26	7.82
239718	PAULSON, SARAH	26401-2	6/18/26	1.15
239719	PENNY, CARLA	26747	6/18/26	1.15
239720	PERDUE, KELLY	50796	6/18/26	51.65
239721	PIEPER, CATHY	26902	6/18/26	28.15
239722	PIEPER, KAYLA	26902-2	6/18/26	14.60
239723	PITNEY BOWES GLOBAL FINANCIAL SEI	3322748574	6/18/26	201.42
239724	POMASL, RACHEL	57509	6/18/26	5.15
239725	PRATT-FANTA, MADELINE	53382	6/18/26	9.45
239726	QUEVILLON, KEVIN	26247	6/18/26	2.40
239727	RENKAS, DENISE	51001	6/18/26	15.00
239728	RETHABER, LANI	26234	6/18/26	1.05
239729	RHODE, KRISTEN	26765	6/18/26	2.20
239730	RIB MOUNTAIN GLASS	I-26-1804	6/18/26	48.46
239731	RICKERT, REBECCA	26207	6/18/26	1.00
239732	ROBERTS, VERONICA	26704	6/18/26	3.00
239733	RUETHER, JENNIFER	26248	6/18/26	0.30
239734	RUTHEFORD, MATTHEW	53680	6/18/26	0.80
239735	SAECHAO, JACKSON	26924-2	6/18/26	1.20
239736	SALBER, KARRY	26347	6/18/26	0.20

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239737	SCHMIDT, REED	26348	6/18/26	15.15
239738	SCHOENFELD, ANDREW	Schoenfeld,A -NASP	6/18/26	80.00
239739	SCHOMMER, MARK	26769	6/18/26	38.80
239740	SHELBRACK, MARK	26122	6/18/26	12.40
239741	SHINNERS, MATTHEW	52659	6/18/26	18.10
239742	SOPPE, LORALI	26716	6/18/26	9.50
239743	STAYSNIAK, THOMAS	26376	6/18/26	1.10
239744	SVETLIK, JOHN	26612	6/18/26	59.00
239745	SWENSON, JANA	26223-2	6/18/26	9.25
239746	THAO, KHOUA	26901	6/18/26	0.65
239747	THE MINT CAFE, INC	04272026DCE	6/18/26	104.00
239747	THE MINT CAFE, INC	04272026DCE	6/18/26	1,031.16
239748	TITO INC	16396	6/18/26	1,021.16
239749	VESTIS SERVICES LLC	6320799745	6/18/26	59.95
239749	VESTIS SERVICES LLC	46143	6/18/26	1,857.01
239750	WALCZAK, ROBIN	26106-2	6/18/26	3.60
239751	WAUSAU AWARDS AND ENGRAVING	46181	6/18/26	30.00
239752	WHITESIDE, HEATHER	26314	6/18/26	11.90
239753	WHITMORE, SABRINA	26609	6/18/26	100.30
239754	WITUCKI, AVRIL	26789	6/18/26	8.05
239755	WOZNICKI, PAYDEN	26431	6/18/26	1.40
239756	XIONG, SIA	26372	6/18/26	1.55
239757	YANG, VANG	51049	6/18/26	32.00
239758	ZIMMERMAN, ANGELA	26212	6/18/26	4.00
239759	ZOESCH, JACKIE	26377	6/18/26	3.45
239760	ZOROMSKI, CAROLINE	26374	6/18/26	35.20
239761	DC EVEREST AREA SCHOOL DISTRICT	PC Boys Golf 2026	6/26/26	205.00
239762	8PINE INC	261100 APP 1	6/26/26	84,184.72
239763	CTM SERVICES INC	16651	6/26/26	565.58
239764	DC EVEREST SENIOR HIGH SCHOOL	WIAA DEPOSIT 6/22/26	6/26/26	1,712.52
239765	ELITE HARDWOODS	328	6/26/26	640.00
239766	GENGLER, RYAN	50543	6/26/26	33.35
239767	GILGE CONCRETE LLC	1024	6/26/26	7,835.92
239767	GILGE CONCRETE LLC	1024	6/26/26	9,164.08
239768	GORDON FOOD SERVICE INC	9036814062	6/26/26	1,682.30
239768	GORDON FOOD SERVICE INC	9036814060	6/26/26	1,903.24
239769	GRAPHICS PLUS, INC.	25000	6/26/26	32.00
239769	GRAPHICS PLUS, INC.	24982	6/26/26	270.00
239770	JAS CONSTRUCTION, LLC	4701	6/26/26	335.00

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239771	LAMERS BUS LINES, INC.	106188	6/26/26	(275,000.00)
239771	LAMERS BUS LINES, INC.	104926B	6/26/26	85.18
239771	LAMERS BUS LINES, INC.	106188	6/26/26	93.75
239771	LAMERS BUS LINES, INC.	106188	6/26/26	166.19
239771	LAMERS BUS LINES, INC.	106188	6/26/26	188.50
239771	LAMERS BUS LINES, INC.	106188	6/26/26	189.09
239771	LAMERS BUS LINES, INC.	106188	6/26/26	412.39
239771	LAMERS BUS LINES, INC.	106188	6/26/26	677.95
239771	LAMERS BUS LINES, INC.	105878	6/26/26	950.00
239771	LAMERS BUS LINES, INC.	105617	6/26/26	1,303.58
239771	LAMERS BUS LINES, INC.	106188	6/26/26	1,308.55
239771	LAMERS BUS LINES, INC.	106188	6/26/26	1,520.63
239771	LAMERS BUS LINES, INC.	106188	6/26/26	1,741.69
239771	LAMERS BUS LINES, INC.	106188	6/26/26	1,959.50
239771	LAMERS BUS LINES, INC.	106188	6/26/26	3,017.63
239771	LAMERS BUS LINES, INC.	106188	6/26/26	3,901.18
239771	LAMERS BUS LINES, INC.	106188	6/26/26	7,887.53
239771	LAMERS BUS LINES, INC.	106188	6/26/26	9,119.81
239771	LAMERS BUS LINES, INC.	106188	6/26/26	16,621.80
239771	LAMERS BUS LINES, INC.	106188	6/26/26	21,554.50
239771	LAMERS BUS LINES, INC.	106188	6/26/26	22,178.65
239771	LAMERS BUS LINES, INC.	106188	6/26/26	45,258.36
239771	LAMERS BUS LINES, INC.	106188	6/26/26	56,337.75
239771	LAMERS BUS LINES, INC.	106188	6/26/26	323,263.50
239772	MARCO	42297309	6/26/26	17,964.09
239773	MLEZIVA, KATHERINE	Mleziva-ECU ASPI	6/26/26	700.00
239774	MS GRAPHICS, LLC	2014-8840	6/26/26	5,424.00
239775	NIEUWENHUIS, HANNAH	JUN2026 ITEM	6/26/26	114.02
239776	OVERHEAD DOOR CO	36419	6/26/26	2,484.00
239777	QUALITY CLEANING SYSTEMS LLC	32124	6/26/26	1,650.00
239778	RICS SEWER SERVICE LLC	JUN0926	6/26/26	745.00
239779	STEIF, JACQUELINE	Steif-UFLI Jun 22-25	6/26/26	240.00
239780	UW STEVENS POINT	245	6/26/26	35.00
239781	VESTIS SERVICES LLC	6320802709	6/26/26	61.94
239782	KOHN LAW FIRM SC	06262026A	6/26/26	255.02
239783	MESSERLI & KRAMER PA	06262026A	6/26/26	260.73
239784	MONT L. MARTIN TRUSTEE	0662026A	6/26/26	67.00
239785	RAUSCH STURM-ATTORNEYS-DEBT COI	06262026A	6/26/26	138.70
239786	UNITED WAY OF MARATHON CNTY	20260626ADUWAY	6/26/26	651.97

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252603613	ABLE DISTRIBUTING CO INC	S023537952.001	6/5/26	1,308.57
252603614	ACKLEY, MEGAN	APR2026 ITEM	6/5/26	83.56
252603615	ALECKSON, TED	MAY2026 MILEAGE	6/5/26	23.78
252603616	ALVIS, LEROY JR	REF 05182026	6/5/26	45.00
252603616	ALVIS, LEROY JR	REF 05202026	6/5/26	45.00
252603616	ALVIS, LEROY JR	REF 05192026	6/5/26	60.00
252603617	ASCENSION WI EMP SOLUTIONS	429887	6/5/26	4,906.25
252603618	BARES, KRISTINE	MAY2026 ITEM	6/5/26	139.75
252603619	BAUDHUIN, LATICIA	MAR2026 MILEAGE	6/5/26	22.69
252603619	BAUDHUIN, LATICIA	APR2026 MILEAGE	6/5/26	23.85
252603620	BCHX	INV-98353	6/5/26	14.00
252603621	BELANGER, SCOTT	REF 05212026	6/5/26	110.00
252603621	BELANGER, SCOTT	REF 05292026	6/5/26	110.00
252603622	BLOCK, JEFFREY	REF 05212026	6/5/26	110.00
252603622	BLOCK, JEFFREY	REF 05292026	6/5/26	110.00
252603622	BLOCK, JEFFREY	REF 05282026	6/5/26	220.00
252603623	BLUE EDGE ENERGY LLC	6692	6/5/26	636.00
252603624	BOHLMAN, MARK	MAY2026 ITEM	6/5/26	80.00
252603625	BOUFFLEUR, BETH	MAY2026 ITEM	6/5/26	64.75
252603626	CARRICO AQUATIC RESOURCES, INC	20263479	6/5/26	137.50
252603627	CESA 9	22169B	6/5/26	327.00
252603627	CESA 9	22169C	6/5/26	4,167.00
252603627	CESA 9	22169A	6/5/26	7,125.00
252603627	CESA 9	22169D	6/5/26	7,296.00
252603628	CHAVEZ, ADRIAN	MAY2026 MILEAGE	6/5/26	202.71
252603629	COOK, RICHARD	REF 05232026	6/5/26	65.00
252603629	COOK, RICHARD	REF 05182026	6/5/26	100.00
252603629	COOK, RICHARD	REF 05212026	6/5/26	100.00
252603630	CZECH, MICHAEL	REF 05192026	6/5/26	100.00
252603631	DREWEK, DAVID	REF 05232026	6/5/26	110.00
252603632	EDENS, SARAH	MAR2026 MILEAGE	6/5/26	66.48
252603632	EDENS, SARAH	APR2026 MILEAGE	6/5/26	102.23
252603632	EDENS, SARAH	MAY2026 CONF	6/5/26	276.95
252603633	ENGEBRETSON, AMY	MAY2026 MILEAGE	6/5/26	123.69
252603634	FASTENAL COMPANY	WISCH388583	6/5/26	16.64
252603635	FIRST SUPPLY LLC	199464-01	6/5/26	12.87
252603635	FIRST SUPPLY LLC	199585-00	6/5/26	57.51
252603635	FIRST SUPPLY LLC	199810-00	6/5/26	113.57
252603635	FIRST SUPPLY LLC	199461-00	6/5/26	123.63

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252603636	FOLLETT CONTENT SOLUTIONS, LLC.	738351f	6/5/26	324.19
252603636	FOLLETT CONTENT SOLUTIONS, LLC.	735770B	6/5/26	2,838.11
252603637	FOSTER, AUGUSTUS	REF 05112026	6/5/26	100.00
252603638	FRANCE PROPANE SERVICE, INC.	I168101	6/5/26	36.00
252603639	FREEH, RANDALL	REF 05262026	6/5/26	110.00
252603640	GAJEWSKI, JOHN	REF 05182026	6/5/26	45.00
252603640	GAJEWSKI, JOHN	REF 05202026	6/5/26	45.00
252603641	GEIER, AIME	MAY2026 ITEM	6/5/26	51.04
252603642	GLEISNER, MARY ANN	MAY2026 MILEAGE	6/5/26	45.68
252603643	GRAINGER INC, WW	9931788443	6/5/26	282.45
252603644	GRAYKOWSKI'S DISTRIBUTING LLC	7927	6/5/26	105.00
252603644	GRAYKOWSKI'S DISTRIBUTING LLC	7914	6/5/26	556.00
252603645	GREEN LAWN UNGRD SPRINKLERS	26-42449	6/5/26	796.07
252603646	HANKE, JACOB	MAY2026 ITEM	6/5/26	71.09
252603646	HANKE, JACOB	MAY2026 ITEMa	6/5/26	80.81
252603647	HEID MUSIC COMPANY, INC.-APPLETO	4199469	6/5/26	48.50
252603647	HEID MUSIC COMPANY, INC.-APPLETO	4205520	6/5/26	71.99
252603648	HOEPPNER, KOREY	MAY2026 ITEM	6/5/26	51.12
252603649	HOLIDAY WHOLESALE, INC	2339640	6/5/26	38.58
252603649	HOLIDAY WHOLESALE, INC	2346150	6/5/26	196.61
252603649	HOLIDAY WHOLESALE, INC	2339640	6/5/26	326.16
252603650	HORAK REFRIGERATION INC	12760	6/5/26	255.00
252603651	JACKSON, THOMAS	REF 05262026	6/5/26	110.00
252603652	JANKE, TODD	REF 05192026	6/5/26	60.00
252603652	JANKE, TODD	REF 05292026	6/5/26	65.00
252603652	JANKE, TODD	REF 05182026	6/5/26	100.00
252603652	JANKE, TODD	REF 05212026	6/5/26	100.00
252603653	JOHNSON, KEVIN	REF 05282026	6/5/26	220.00
252603654	KAMINSKI, SARAH	MAY2026 MILEAGE	6/5/26	106.58
252603655	KIELPINSKI, KELLY	46143	6/5/26	178.50
252603656	KLAFKA, KATIE	MAY2026 MILEAGE	6/5/26	67.86
252603657	LANCTIN, BRITTANY	MAY2026 MILEAGE	6/5/26	146.74
252603657	LANCTIN, BRITTANY	APR2026 MILEAGE	6/5/26	182.85
252603658	LEHMAN, GINA	MAY2026 MILEAGE	6/5/26	135.14
252603659	LEMKE, ALEXSANDRA	46143	6/5/26	173.74
252603660	LO, XENG	REF 05212026	6/5/26	60.00
252603661	LOR, LONG	REF 05212026	6/5/26	60.00
252603662	LOR, TRUE	REF 05212026	6/5/26	60.00
252603663	MARATHON PEST CONTROL	71836	6/5/26	38.00

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252603663	MARATHON PEST CONTROL	71899	6/5/26	38.00
252603663	MARATHON PEST CONTROL	71896	6/5/26	40.00
252603663	MARATHON PEST CONTROL	71901	6/5/26	42.00
252603663	MARATHON PEST CONTROL	71900	6/5/26	43.00
252603663	MARATHON PEST CONTROL	71790	6/5/26	45.00
252603664	MARCUM, CHESTER III	REF 05232026	6/5/26	110.00
252603665	MCEWEN, MATTHEW	MAY2026 MILEAGE	6/5/26	96.28
252603666	MCMILLAN-HEHIR, HEATHER	MAY2026 MILEAGE	6/5/26	45.89
252603667	MEISSEN, MORGAN	MAY2026 MILEAGE	6/5/26	190.46
252603668	MERRILL AREA PUBLIC SCHOOLS	2026-04	6/5/26	8,652.00
252603669	MID WISCONSIN BEVERAGE	2209546	6/5/26	299.58
252603669	MID WISCONSIN BEVERAGE	2209545	6/5/26	518.04
252603670	NASSCO INC - CUSTODIAL	6712573	6/5/26	5.58
252603670	NASSCO INC - CUSTODIAL	6712573	6/5/26	5.59
252603670	NASSCO INC - CUSTODIAL	6710998	6/5/26	7.82
252603670	NASSCO INC - CUSTODIAL	6710998	6/5/26	7.82
252603670	NASSCO INC - CUSTODIAL	6712573	6/5/26	16.75
252603670	NASSCO INC - CUSTODIAL	6710998	6/5/26	23.47
252603670	NASSCO INC - CUSTODIAL	6712573	6/5/26	50.25
252603670	NASSCO INC - CUSTODIAL	6710998	6/5/26	70.41
252603670	NASSCO INC - CUSTODIAL	6710581	6/5/26	157.11
252603670	NASSCO INC - CUSTODIAL	6711825	6/5/26	191.29
252603670	NASSCO INC - CUSTODIAL	6712573	6/5/26	480.17
252603670	NASSCO INC - CUSTODIAL	6710998	6/5/26	672.77
252603671	NYE, CASEY	MAY2026 MILEAGE	6/5/26	65.25
252603672	OLSON, RICHARD JR	REF 05192026	6/5/26	100.00
252603673	OSHEFSKY, JUSTIN	REF 05212026	6/5/26	110.00
252603673	OSHEFSKY, JUSTIN	REF 05292026	6/5/26	110.00
252603674	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	6/5/26	547.15
252603675	PLISKA, EUGENE	REF 05292026	6/5/26	110.00
252603676	POPHAL EDUCATION LLC	JUNE2026 H.O.	6/5/26	60.00
252603677	PRAIRIE FARMS-WOODBURY, MN	46143	6/5/26	26,976.26
252603678	REAVLEY, PATRICK	REF 05212026	6/5/26	65.00
252603679	RHYNER, ASHLEY	APR2026 MILEAGE	6/5/26	385.34
252603680	RINDFLEISCH, JOSEPH	REF 05212026	6/5/26	65.00
252603681	SHERMAN, RANDY	REF 05212026	6/5/26	110.00
252603681	SHERMAN, RANDY	REF 05262026	6/5/26	110.00
252603682	STANKOWSKI, SETH	REF 05212026	6/5/26	110.00
252603683	STASHEK, JACQUELINE	MAY2026 ITEM	6/5/26	19.49

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252603684	STRIKE, KELLEY	MAY2026 MEETING	6/5/26	21.67
252603684	STRIKE, KELLEY	MAY2026 MILEAGE	6/5/26	195.75
252603685	TEAM SPORTING GOODS INC	AAG036730-AF11	6/5/26	389.20
252603686	TRIMNER, SARAH	MAY2026 MILEAGE	6/5/26	72.57
252603687	U.S. WATER, LLC.	204467	6/5/26	302.00
252603688	US OMNI & TSACG COMPLIANCE SERV	134676	6/5/26	287.64
252603689	USIC RECEIVABLES, LLC	805217FS	6/5/26	3.75
252603689	USIC RECEIVABLES, LLC	811239	6/5/26	4,001.25
252603690	VLIETSTRA, ALISON	MAY2026 MILEAGE	6/5/26	158.85
252603691	WEISE, ROBERT	REF 05292026	6/5/26	110.00
252603692	WENNINGER, ERIC	MAY2026 ITEM	6/5/26	212.94
252603693	WINTER, JENNIFER	MAY2026 ITEM	6/5/26	27.99
252603694	YANG-VONGPHAKDY, MANEE	APR2026 ITEM	6/5/26	69.95
252603695	ZANDER, DALE	REF 05292026	6/5/26	65.00
252603696	ABLE DISTRIBUTING CO INC	S023596444.001	6/12/26	7.96
252603697	AUDIO ARCHITECTS	82120	6/12/26	50.00
252603698	AUGUST WINTER & SONS INC	78652	6/12/26	2,194.00
252603699	BATES, CRISTIE	MAY2026 MILEAGE	6/12/26	23.93
252603700	BCHEX	INV-98827	6/12/26	49.35
252603700	BCHEX	INV-98582	6/12/26	246.75
252603700	BCHEX	INV-98827	6/12/26	275.95
252603700	BCHEX	INV-98582	6/12/26	1,776.60
252603701	BOUFFLEUR, BETH	JUN2026 ITEM	6/12/26	28.47
252603702	BRAY, ISAAC	MAY2026 MILEAGE	6/12/26	19.72
252603703	BULLIS, LAUREN	JUN2026 MILEAGE	6/12/26	27.84
252603703	BULLIS, LAUREN	MAY2026 MILEAGE	6/12/26	118.32
252603704	CESA 9	22278	6/12/26	290.00
252603705	COUNTY MATERIALS CORP.	4300858-00	6/12/26	277.29
252603706	CZERWONKA, CRISTIN	MAY2026 MILEAGE	6/12/26	60.47
252603707	FIRST SUPPLY LLC	200215-00	6/12/26	17.82
252603707	FIRST SUPPLY LLC	200141-00	6/12/26	25.87
252603708	HAHN, NATHAN	JUN2026 ITEM	6/12/26	109.52
252603709	HANKE, JACOB	JUN2026 ITEM	6/12/26	91.32
252603710	HARTER'S FOX VALLEY DISPOSAL	1923758	6/12/26	6,301.16
252603711	HECKEL, CORY	MAY2026 MILEAGE.	6/12/26	60.61
252603711	HECKEL, CORY	MAY2026 MILEAGE	6/12/26	84.54
252603712	HERNING, CODY	46174	6/12/26	245.40
252603713	HOOD, PHILLIP	JUNE2026 ITEM	6/12/26	50.00
252603714	JABLONSKI, JAMIE	MAY2026 MILEAGE	6/12/26	47.71

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252603715	JOHNSON, ANN	MAY2026 MILEAGE	6/12/26	96.06
252603716	KAMPMEYER, TERESSA	MAY2026 MILEAGE	6/12/26	33.35
252603717	KIELPINSKI, KELLY	46174	6/12/26	52.50
252603718	KOLODZIEJ, HEIDI	MAY2026 ITEM	6/12/26	29.99
252603719	KRANZ, BRANDON	MAY2026 MILEAGE	6/12/26	53.80
252603720	KRUEGER, SAVANNA	MAY2026 MILEAGE	6/12/26	46.18
252603721	KRUG BUS SERVICE, INC.	1828	6/12/26	1,925.00
252603722	KYLES CONSULTING LLC	2363	6/12/26	1,550.00
252603723	LAMMERT, SARAH	Lammert	6/12/26	100.40
252603724	LITZER, WILLIAM	REF 05122026	6/12/26	18.00
252603724	LITZER, WILLIAM	REF 05122026	6/12/26	168.00
252603725	MARATHON PEST CONTROL	71920	6/12/26	40.00
252603725	MARATHON PEST CONTROL	71864	6/12/26	90.00
252603726	MID WISCONSIN BEVERAGE	2210389	6/12/26	242.02
252603726	MID WISCONSIN BEVERAGE	41689	6/12/26	252.20
252603726	MID WISCONSIN BEVERAGE	2210390	6/12/26	602.00
252603727	MISSISSIPPI WELDERS SUPPLY CO., INC.	2052132	6/12/26	24.18
252603728	NASSCO INC - CUSTODIAL	6715255	6/12/26	92.72
252603728	NASSCO INC - CUSTODIAL	6714057	6/12/26	2,142.84
252603728	NASSCO INC - CUSTODIAL	6715654	6/12/26	2,263.68
252603729	OLIGNEY, KELLI	MAY2026 ITEM	6/12/26	4.49
252603730	OXFORD, JONENE	MAY2026 MILEAGE	6/12/26	33.57
252603731	PERFORMANCE FOODSERVICE	02266-370237	6/12/26	5.91
252603731	PERFORMANCE FOODSERVICE	02266-370237	6/12/26	71.25
252603731	PERFORMANCE FOODSERVICE	11573-364357	6/12/26	96.50
252603731	PERFORMANCE FOODSERVICE	02266-370237	6/12/26	440.50
252603731	PERFORMANCE FOODSERVICE	11573-364357	6/12/26	1,500.00
252603731	PERFORMANCE FOODSERVICE	11573-364357	6/12/26	1,505.91
252603732	PINSONNEAULT, SARA	JUN2026 MILEAGE	6/12/26	6.38
252603733	PISCA, SARAH	93	6/12/26	577.50
252603734	PITNEY BOWES RESERVE ACCOUNT	46174	6/12/26	3,000.00
252603735	POPHAL EDUCATION LLC	121 Jun	6/12/26	1,562.50
252603736	RESCH, SAVANAH	JUN2026 MILEAGE	6/12/26	10.44
252603736	RESCH, SAVANAH	JUN2026 ITEM	6/12/26	24.00
252603737	ROTO-GRAPHIC PRINTING INC	1498-26	6/12/26	1,200.00
252603738	SALZMAN, BRIANNA	95	6/12/26	108.50
252603739	SECURIAN FINANCIAL GROUP, INC.	46204	6/12/26	1,129.05
252603739	SECURIAN FINANCIAL GROUP, INC.	46204	6/12/26	4,253.79
252603739	SECURIAN FINANCIAL GROUP, INC.	46204	6/12/26	9,124.03

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252603739	SECURIAN FINANCIAL GROUP, INC.	46204	6/12/26	9,607.34
252603740	SEEHAFER, DAWN	MAY2026 MILEAGE	6/12/26	18.85
252603741	SKYWARD INC	245969	6/12/26	250.00
252603742	STERLING WATER INC	80032998 CREDIT	6/12/26	(9.87)
252603742	STERLING WATER INC	342X14172103	6/12/26	12.00
252603742	STERLING WATER INC	342X14160801	6/12/26	612.65
252603743	TESKE, STEFANIE	MAY2026 MILEAGE	6/12/26	90.55
252603744	THAO, PANYIA	MAY2026 MILEAGE	6/12/26	22.33
252603745	THAO, YER	MAY2026 MILEAGE	6/12/26	23.20
252603746	TREPTOW, FELECITY	MAY2026 MILEAGE	6/12/26	19.72
252603747	TUBBS, PHILLIP	MAY2026 MILEAGE	6/12/26	45.82
252603748	VIKING ELECTRIC SUPPLY	S010354381.001	6/12/26	59.72
252603748	VIKING ELECTRIC SUPPLY	S010345504.001	6/12/26	147.50
252603749	WAUSAU SCHOOL DISTRICT	DCE MCKV 2025-2026	6/12/26	1,072.31
252603750	WELLER, JULIE	MAY2026 MILEAGE	6/12/26	25.67
252603751	WELSH, SARA	MAY2026 MILEAGE	6/12/26	200.97
252603752	WI PUBLIC SERVICE	5945527984	6/12/26	19.02
252603752	WI PUBLIC SERVICE	5945321342	6/12/26	20.78
252603752	WI PUBLIC SERVICE	5944728043	6/12/26	27.13
252603752	WI PUBLIC SERVICE	5945019322	6/12/26	46.18
252603752	WI PUBLIC SERVICE	5915491956	6/12/26	78.87
252603752	WI PUBLIC SERVICE	5945421020	6/12/26	82.44
252603752	WI PUBLIC SERVICE	5945339576	6/12/26	116.06
252603752	WI PUBLIC SERVICE	5944949594	6/12/26	120.98
252603752	WI PUBLIC SERVICE	5944882284	6/12/26	123.85
252603752	WI PUBLIC SERVICE	5944068552	6/12/26	136.61
252603752	WI PUBLIC SERVICE	5945019322	6/12/26	179.23
252603752	WI PUBLIC SERVICE	5944000051	6/12/26	193.51
252603752	WI PUBLIC SERVICE	5945197914	6/12/26	217.73
252603752	WI PUBLIC SERVICE	5945385270	6/12/26	348.26
252603752	WI PUBLIC SERVICE	5915491965	6/12/26	504.48
252603752	WI PUBLIC SERVICE	5944581721	6/12/26	622.05
252603752	WI PUBLIC SERVICE	5915491938	6/12/26	628.68
252603752	WI PUBLIC SERVICE	5944000051	6/12/26	732.48
252603752	WI PUBLIC SERVICE	5945144282	6/12/26	763.91
252603752	WI PUBLIC SERVICE	5944408284	6/12/26	794.83
252603752	WI PUBLIC SERVICE	5944526698	6/12/26	805.32
252603752	WI PUBLIC SERVICE	5944461968	6/12/26	1,011.71
252603752	WI PUBLIC SERVICE	5945527984	6/12/26	1,851.25

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252603752	WI PUBLIC SERVICE	5939900890	6/12/26	2,977.30
252603752	WI PUBLIC SERVICE	5945399736	6/12/26	4,478.25
252603752	WI PUBLIC SERVICE	5944526698	6/12/26	5,406.45
252603752	WI PUBLIC SERVICE	5944408284	6/12/26	5,604.65
252603752	WI PUBLIC SERVICE	5944265902	6/12/26	5,912.42
252603752	WI PUBLIC SERVICE	5943823039	6/12/26	7,059.13
252603752	WI PUBLIC SERVICE	5944287663	6/12/26	13,924.44
252603752	WI PUBLIC SERVICE	5945213791	6/12/26	15,800.85
252603752	WI PUBLIC SERVICE	5945299461	6/12/26	22,094.68
252603752	WI PUBLIC SERVICE	5944875794	6/12/26	22,670.82
252603753	APPLE FINANCIAL SERVICES	49305	6/15/26	926,314.06
252603754	ABEL, SCOT	MAY2026 ITEM	6/18/26	189.27
252603754	ABEL, SCOT	MAY2026 MILEAGE	6/18/26	266.87
252603755	ALLEN, ELMER	26318	6/18/26	10.30
252603756	AMAZON CAPITAL SERVICES	1VCG-9MVD-Q6D6	6/18/26	7.49
252603756	AMAZON CAPITAL SERVICES	1T6W-6HG6-HJ37	6/18/26	9.99
252603756	AMAZON CAPITAL SERVICES	1JNW-C1JG-61FP	6/18/26	11.52
252603756	AMAZON CAPITAL SERVICES	1LFF-3HMX-RVJL	6/18/26	13.98
252603756	AMAZON CAPITAL SERVICES	11LX-6KQD-MPKL	6/18/26	14.99
252603756	AMAZON CAPITAL SERVICES	13RM-NK7W-6N7F	6/18/26	16.98
252603756	AMAZON CAPITAL SERVICES	1RJT-1Y4R-F4RG	6/18/26	16.99
252603756	AMAZON CAPITAL SERVICES	1Q44-WHWC-MV9F	6/18/26	22.99
252603756	AMAZON CAPITAL SERVICES	1DD7-9TLH-3PJL	6/18/26	36.75
252603756	AMAZON CAPITAL SERVICES	1CTJ-94MF-YY3N	6/18/26	44.60
252603756	AMAZON CAPITAL SERVICES	1CTJ-94MF-Y4Q6	6/18/26	46.29
252603756	AMAZON CAPITAL SERVICES	141T-4JR9-FFT6	6/18/26	47.97
252603756	AMAZON CAPITAL SERVICES	1DYP-73ND-9QQL	6/18/26	55.36
252603756	AMAZON CAPITAL SERVICES	19NT-VPFR-HK7C	6/18/26	56.12
252603756	AMAZON CAPITAL SERVICES	1CH7-DTRT-6H49	6/18/26	60.97
252603756	AMAZON CAPITAL SERVICES	1DLF-GWXG-P14V	6/18/26	77.46
252603756	AMAZON CAPITAL SERVICES	1JDV-LRTJ-61X3	6/18/26	88.59
252603756	AMAZON CAPITAL SERVICES	16FR-9VJ1-9Y6P	6/18/26	89.95
252603756	AMAZON CAPITAL SERVICES	1DLM-N91R-GWL1	6/18/26	89.99
252603756	AMAZON CAPITAL SERVICES	17LC-7W1W-4N4H	6/18/26	133.41
252603756	AMAZON CAPITAL SERVICES	1WF4-3RC9-KLWJ	6/18/26	158.47
252603756	AMAZON CAPITAL SERVICES	14YR-VYMD-F166	6/18/26	192.00
252603756	AMAZON CAPITAL SERVICES	19PH-VWPV-GWWT	6/18/26	211.68
252603756	AMAZON CAPITAL SERVICES	1K9N-Q3XT-T6P7	6/18/26	219.51
252603756	AMAZON CAPITAL SERVICES	1YLW-CF6Q-1LWX	6/18/26	315.86

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252603756	AMAZON CAPITAL SERVICES	1LLQ-YFN6-MFVP	6/18/26	797.94
252603757	AMERICAN WELDING & GAS INC	11735274	6/18/26	65.97
252603758	BARKLEY, ASHLEE	JUN2026 MILEAGE	6/18/26	35.53
252603758	BARKLEY, ASHLEE	MAY2026 MILEAGE	6/18/26	142.46
252603759	BATES, CRISTIE	JUN2026 MILEAGE	6/18/26	6.38
252603760	BROST, TONYA	26204	6/18/26	6.95
252603761	BUDAI, ROBYN	MAY2026 ITEM	6/18/26	205.47
252603762	CARRICO AQUATIC RESOURCES, INC	20263974	6/18/26	478.40
252603763	CARRIVEAU, KELLY	JUN2026 MILEAGE	6/18/26	56.99
252603763	CARRIVEAU, KELLY	MAY2026 MILEAGE	6/18/26	160.01
252603764	COMPLETE OFFICE OF WI INC	231360	6/18/26	13,439.40
252603765	CZERWONKA, CRISTIN	MAY2026 ITEM	6/18/26	22.50
252603766	DORSEY, SARA	96	6/18/26	171.50
252603767	EDENS, SARAH	MAY2026 MILEAGE	6/18/26	111.72
252603768	ENGEBRETSON, AMY	JUN2026 MILEAGE	6/18/26	59.16
252603769	GLEISNER, MARY ANN	JUNE2026 MILEAGE	6/18/26	9.14
252603770	GRAYKOWSKI'S DISTRIBUTING LLC	7958	6/18/26	211.00
252603770	GRAYKOWSKI'S DISTRIBUTING LLC	7976	6/18/26	396.00
252603771	GULDAN, DONNA	MAY2026 ITEM	6/18/26	49.21
252603772	HAHN, AMY	26211	6/18/26	27.60
252603773	HEBEIN, HALEY	JUN2026 MILEAGE	6/18/26	50.21
252603773	HEBEIN, HALEY	MAY2026 MILEAGE	6/18/26	289.71
252603774	HOESLY, ANN	52499	6/18/26	1.65
252603775	HOFFMAN, AARON	MAY2026 MILEGE	6/18/26	71.49
252603776	HOFFMANN, YVONNE	26663	6/18/26	30.00
252603777	HOLIDAY WHOLESale, INC	2355512	6/18/26	29.10
252603777	HOLIDAY WHOLESale, INC	2354977	6/18/26	110.80
252603777	HOLIDAY WHOLESale, INC	2354977	6/18/26	850.86
252603778	J.H. FINDORFF & SON, INC.	261062.0101	6/18/26	95,986.78
252603779	JACKSON, JANELLE	26441	6/18/26	10.70
252603780	KAMPMEYER, TERESSA	JUN2026 MILEAGE	6/18/26	31.32
252603781	KINDLARSKI, JENNIFER	JUNE2026 ITEM	6/18/26	101.64
252603782	KINECT ENERGY INC	61916-41103	6/18/26	7,539.05
252603783	KLAFKA, KATIE	JUN2026 MILEAGE	6/18/26	24.87
252603784	KWIK TRIP INC	00054784 MAY2026	6/18/26	138.06
252603784	KWIK TRIP INC	00054784 MAY2026	6/18/26	558.38
252603784	KWIK TRIP INC	00054784 MAY2026	6/18/26	923.04
252603784	KWIK TRIP INC	00054784 MAY2026	6/18/26	2,595.11
252603785	LANCTIN, BRITTANY	JUN2026 MILEAGE	6/18/26	35.74

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252603786	LERCH, ANDREA	MAY2026 MILEAGE	6/18/26	43.36
252603787	LINDELL, JEFF	MAY2026 MILEAGE	6/18/26	114.55
252603788	LO, XENG	27338	6/18/26	119.80
252603789	LOW, ANDREW	MAY2026 MILEAGE	6/18/26	193.14
252603790	LOY, EMILY	JUN2026 MILEAGE	6/18/26	24.22
252603790	LOY, EMILY	May2026 MILEAGE	6/18/26	59.02
252603791	LUKASKO, TIFFANY	JUN2026 MILEAGE	6/18/26	33.21
252603791	LUKASKO, TIFFANY	MAY2026 MILEAGE	6/18/26	170.38
252603792	MACCO'S COMMERICAL INTERIORS	#MC022117	6/18/26	9,732.50
252603793	MARA CTY SPEC ED	AUD 04-2526	6/18/26	36,956.31
252603794	MARCELLINO, ANTHONY	MAY2026 MILEAGE	6/18/26	58.22
252603795	MEISSEN, MORGAN	JUN2026 MILEAGE	6/18/26	39.37
252603796	MID WISCONSIN BEVERAGE	2212043	6/18/26	125.40
252603796	MID WISCONSIN BEVERAGE	2213142	6/18/26	245.36
252603796	MID WISCONSIN BEVERAGE	2212044	6/18/26	318.04
252603796	MID WISCONSIN BEVERAGE	2212044	6/18/26	1,635.86
252603797	MISSISSIPPI WELDERS SUPPLY CO., INC	4838535	6/18/26	200.00
252603797	MISSISSIPPI WELDERS SUPPLY CO., INC	4838535	6/18/26	621.02
252603798	NASSCO INC - CUSTODIAL	6716956	6/18/26	1,344.06
252603798	NASSCO INC - CUSTODIAL	6716957	6/18/26	6,508.08
252603799	NCS PEARSON INC	31846301	6/18/26	117.00
252603800	NOWINSKY, MIKAYLA	MAY2026 MILEAGE	6/18/26	61.12
252603801	NUSZKIEWICZ, KARI	26279-2	6/18/26	16.85
252603802	OLIGNEY, KELLI	MAY2026 MILEAGE	6/18/26	10.15
252603802	OLIGNEY, KELLI	MAY2026 MILEAGE	6/18/26	156.53
252603803	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	6/18/26	99.04
252603803	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	6/18/26	396.16
252603803	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	6/18/26	396.16
252603804	PLISCH, SANDRA	JUN2026 ITEM	6/18/26	183.43
252603805	PUPP, HALEY	JUN2026 ITEM	6/18/26	26.29
252603806	RAETHER, MICHAEL	MAY2026 MILEAGE	6/18/26	91.21
252603807	RICHEL, MICHAEL	54945	6/18/26	10.25
252603808	ROUNDS, KATIE	26210	6/18/26	11.65
252603809	SAARI, JENNIFER	26232	6/18/26	16.60
252603810	SCHUBRING, KAEALYN	MAY2026 MILEAGE	6/18/26	116.22
252603811	SCHUELLER, DAWNEEN	25400	6/18/26	36.20
252603812	SCHULT, MATTHEW	MAY2026 MILEAGE	6/18/26	31.32
252603813	SMITH-YOUNG, ROSANNE	JUN2026 ITEM	6/18/26	100.00
252603814	SOMERVILLE ARCHITECTS	41556	6/18/26	4,757.25

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252603815	STACHOVAK, AMY	JUN2026 ITEM	6/18/26	114.80
252603816	STONE, BETH	26405	6/18/26	69.70
252603817	VLIETSTRA, ALISON	JUN2026 MILEAGE	6/18/26	43.28
252603818	WELSH, SARA	JUN2026 MILEAGE	6/18/26	177.63
252603819	WESTPHAL, JULIE	26328-2	6/18/26	81.25
252603820	WHITSETT, DAWN	APR2026 ITEM	6/18/26	43.92
252603821	WI PUBLIC SERVICE	5949628168	6/18/26	353.87
252603821	WI PUBLIC SERVICE	5949753251	6/18/26	488.97
252603821	WI PUBLIC SERVICE	5949620005	6/18/26	501.96
252603821	WI PUBLIC SERVICE	5949662924	6/18/26	737.66
252603821	WI PUBLIC SERVICE	5949728631	6/18/26	881.87
252603822	ZELL, BRIAN	JUN2026 MILEAGE	6/18/26	25.81
252603822	ZELL, BRIAN	MAY2026 MILEAGE	6/18/26	69.60
252603823	ZIERT, ANNETTE	26215	6/18/26	6.90
252603824	ZYNDA, JENNIFER	26344	6/18/26	1.20
252603825	ASPIRUS HEALTH PLAN, INC	46204	6/25/26	844,085.25
252603826	MADISON NATL LIFE INS CO	46204	6/25/26	7,221.14
252603826	MADISON NATL LIFE INS CO	46204	6/25/26	11,367.01
252603827	NORTH AMERICAN BENEFITS CO	46174	6/25/26	1,304.70
252603828	1ST PLACE TROPHY & ENGRAVING	5905	6/26/26	31.50
252603828	1ST PLACE TROPHY & ENGRAVING	5887	6/26/26	90.00
252603828	1ST PLACE TROPHY & ENGRAVING	5887	6/26/26	100.00
252603828	1ST PLACE TROPHY & ENGRAVING	5905	6/26/26	100.00
252603828	1ST PLACE TROPHY & ENGRAVING	5905	6/26/26	250.00
252603829	AMAZON CAPITAL SERVICES	1T6W-6HG6-QYTK	6/26/26	8.09
252603829	AMAZON CAPITAL SERVICES	19WH-7Y1G-9CK9	6/26/26	12.45
252603829	AMAZON CAPITAL SERVICES	1MTJ-3RX6-C49K	6/26/26	21.89
252603829	AMAZON CAPITAL SERVICES	1JLC-DMK1-6CJL	6/26/26	26.99
252603829	AMAZON CAPITAL SERVICES	1DQX-RGQ6-X47L	6/26/26	55.31
252603829	AMAZON CAPITAL SERVICES	13TM-F1YM-NCQL	6/26/26	66.78
252603829	AMAZON CAPITAL SERVICES	1XTM-CNRC-DH1Y	6/26/26	107.16
252603829	AMAZON CAPITAL SERVICES	1QH7-TRRT-YQH4	6/26/26	535.99
252603829	AMAZON CAPITAL SERVICES	1MTJ-3RX6-DHDX	6/26/26	1,284.02
252603830	BCHEX	INV-100200	6/26/26	14.00
252603831	BECKER, LISA	2000425	6/26/26	44.05
252603832	COMPLETE OFFICE OF WI INC	231386	6/26/26	8,001.81
252603833	FIRST SUPPLY LLC	200942-00	6/26/26	20.77
252603834	FRANCE PROPANE SERVICE, INC.	U0035256	6/26/26	1,033.56
252603835	GRAYKOWSKI'S DISTRIBUTING LLC	7998	6/26/26	315.00

DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2026 - 6/30/2026)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
252603835	GRAYKOWSKI'S DISTRIBUTING LLC	7977	6/26/26	1,255.46
252603836	HOLIDAY WHOLESAL, INC	2362629	6/26/26	165.79
252603836	HOLIDAY WHOLESAL, INC	2361880	6/26/26	185.86
252603836	HOLIDAY WHOLESAL, INC	2365209	6/26/26	246.79
252603837	HORST DISTRIBUTING INC	119101-000	6/26/26	909.88
252603838	JENKIN, DOUGLAS	97	6/26/26	171.50
252603839	KISLOW, JENNIFER	JUN2026 ITEM	6/26/26	174.08
252603840	KOSS, RACHEL	MAY2026 MILEAGE	6/26/26	250.78
252603841	KRUEGER, SAVANNA	JUN2026 MILEAGE	6/26/26	29.94
252603842	MACCO'S COMMERICAL INTERIORS	MC021248	6/26/26	29,400.00
252603843	MARATHON PEST CONTROL	72339	6/26/26	38.00
252603843	MARATHON PEST CONTROL	72340	6/26/26	38.00
252603843	MARATHON PEST CONTROL	72316	6/26/26	42.00
252603844	MARATHON WOOD PRODUCTS INC.	36114	6/26/26	1,410.00
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	30.95
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	116.60
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	116.60
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	658.49
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	722.81
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	1,201.63
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	1,532.97
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	1,814.60
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	1,975.67
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	2,083.42
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	3,119.71
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	3,513.09
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	3,624.66
252603845	MARCO TECHNOLOGIES LLC	INV15386234M	6/26/26	4,992.15
252603846	NASSCO INC - CUSTODIAL	6722159	6/26/26	(225.13)
252603846	NASSCO INC - CUSTODIAL	6719226	6/26/26	13.68
252603846	NASSCO INC - CUSTODIAL	6721634	6/26/26	36.49
252603846	NASSCO INC - CUSTODIAL	6722106	6/26/26	75.80
252603846	NASSCO INC - CUSTODIAL	6720394	6/26/26	313.60
252603846	NASSCO INC - CUSTODIAL	6721706	6/26/26	392.00
252603847	NORTHCENTRAL TECH COLLEGE	CINV-209163.	6/26/26	(0.83)
252603847	NORTHCENTRAL TECH COLLEGE	CINV-209163.	6/26/26	24.69
252603848	PERFORMANCE FOODSERVICE	11573-385617	6/26/26	180.48
252603848	PERFORMANCE FOODSERVICE	11573-367498	6/26/26	274.62
252603848	PERFORMANCE FOODSERVICE	11573-385617	6/26/26	350.98

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2026 - 6/30/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
252603849	POPHAL EDUCATION LLC	46189	6/26/26	120.00
252603850	RAPTOR EDUC GROUP INC	035-26	6/26/26	193.34
252603851	RENNING LEWIS & LACY SC	7358232	6/26/26	716.00
252603851	RENNING LEWIS & LACY SC	7358233	6/26/26	3,912.50
252603852	ROHRER, SARA	JUN2026 ITEM	6/26/26	244.45
252603853	SOMERVILLE ARCHITECTS	41555	6/26/26	1,560.00
252603854	STUDER EDUCATION LLC	1829CM	6/26/26	13,478.00
252603855	SUN PRINTING LLC	169	6/26/26	260.00
252603856	TEAM SPORTING GOODS INC	AAG036485-AC05	6/26/26	1,559.40
252603856	TEAM SPORTING GOODS INC	AAG037933-AC04	6/26/26	2,148.05
252603857	U.S. WATER, LLC.	204832	6/26/26	169.00
252603858	WASB-WI ASSN OF SCHL BOARDS	INV-22299-V0T6Q	6/26/26	179.00
252603859	WENNING GRINDING SUPPLY INC.	106876	6/26/26	250.00
252603860	WI PUBLIC SERVICE	5949567553	6/26/26	602.51
				3,271,054.73

										Account Level	Beginning	2025-26	2025-26	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
10	A	000	000	711000	000	000	000	GENERAL	FUND/CL				Cash	-1,778,313.92	186,004,130.84	178,228,164.86	5,997,652.06
10	A	000	000	711100	000	000	000	GENERAL	FUND/PA				Payroll Cash Clearance Account	0.00	41,104,918.83	41,104,918.83	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	2,326.70	4,820.00	7,059.70	87.00
10	A	000	000	712000	000	000	000	GENERAL	FUND/IN				INVESTMENTS	23,351,797.74	170,475,195.93	169,393,629.89	24,433,363.78
10	A	000	000	712001	000	000	000	GENERAL	FUND/IN				E-COMMERCE CASH ACCOUNT	0.00	0.00	0.00	0.00
10	A	000	000	712999	000	000	000	GENERAL	FUND/WI				WISC INVESTMENT ACCOUNT, PMA	871,890.37	34,472.48	0.00	906,362.85
10	A	000	000	713100	000	000	000	GENERAL	FUND/TA				TAXES RECEIVABLE	6,706,946.00	21,982,314.69	23,564,891.92	5,124,368.77
10	A	000	000	713200	000	000	000	GENERAL	FUND/AC				ACCOUNTS RECEIVABLE	3,542.53	67,233.30	17,665.72	53,110.11
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	10,724.55	0.00	10,724.55	0.00
10	A	000	000	715200	000	000	000	GENERAL	FUND/OT				OTHER WI DISTRICTS	1,000.92	200.00	1,000.92	200.00
10	A	000	000	715420	000	000	000	GENERAL	FUND/CE				RECEIVABLE FROM CESA	0.00	0.00	0.00	0.00
10	A	000	000	715500	000	000	000	GENERAL	FUND/DU				DUE FROM STATE GOVERNMENT	155,442.16	129,009.10	155,442.16	129,009.10
10	A	000	000	715600	000	000	000	GENERAL	FUND/DU				DUE FROM FED GOVERNMENT	436,057.83	719,981.87	1,156,039.70	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	203,519.31	946,572.34	86,810.40	1,063,281.25
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	-1,014,071.79	26,447,683.60	25,524,637.78	-91,025.97
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	-53,968.52	1,507,094.78	1,505,985.18	-52,858.92
10	L	000	000	811611	000	000	000	GENERAL	FUND/FI				SOCIAL SECURITY TAX	-230,761.15	6,437,639.95	6,432,896.61	-226,017.81
10	L	000	000	811612	000	000	000	GENERAL	FUND/FE				FEDERAL INCOME TAX	0.00	3,592,549.53	3,592,549.53	0.00
10	L	000	000	811613	000	000	000	GENERAL	FUND/ST				STATE INCOME TAX	-75,111.89	2,033,145.34	2,031,428.09	-73,394.64
10	L	000	000	811620	000	000	000	GENERAL	FUND/RE				RETIREMENT DEDUCTION	-799,405.12	6,995,428.66	7,013,820.01	-817,796.47
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	970,399.17	970,399.17	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	2025-26	2025-26	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	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	-12,976.79	158,434.21	157,391.52	-11,934.10
10	L	000	000	811634	000	000	000	GENERAL	FUND/SP				SPOUSE/DEP'T LIFE INSURANCE	-2,722.48	11,535.97	11,285.10	-2,471.61
10	L	000	000	811635	000	000	000	GENERAL	FUND/DE				DEPENDENT CARE - CHPT125	-7,423.63	56,984.51	60,245.96	-10,685.08
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	153.71	106,706.57	105,930.74	929.54
10	L	000	000	811640	000	000	000	GENERAL	FUND/UN				UNITED WAY	0.00	17,997.52	17,997.52	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	71,989.63	71,989.63	0.00
10	L	000	000	811644	000	000	000	GENERAL	FUND/DE				DENTAL INS. - SELF PAY - COBRA	0.00	13,304.43	13,304.43	0.00
10	L	000	000	811645	000	000	000	GENERAL	FUND/LI				LIFE INS - EMPLOYER CONTRIBUTI	-23,962.42	107,801.40	105,928.73	-22,089.75
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	-5,004.24	47,077.97	46,701.21	-4,627.48
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	0.00	0.00	0.00
10	L	000	000	811654	000	000	000	GENERAL	FUND/GT				GREENHECK TURNER CTR DONATIONS	0.00	0.00	0.00	0.00
10	L	000	000	811655	000	000	000	GENERAL	FUND/V				V VISION PLAN (DELTA)	759.51	49,945.59	49,848.32	856.78
10	L	000	000	811656	000	000	000	GENERAL	FUND/V				V SHORT TERM DISABILITY	8,313.31	94,287.16	94,529.81	8,070.66
10	L	000	000	811660	000	000	000	GENERAL	FUND/AC				ACCIDENT INSURANCE	-158.81	15,303.73	15,464.05	-319.13
10	L	000	000	811665	000	000	000	GENERAL	FUND/RO				ROTH 403(B)	0.00	188,093.37	188,093.37	0.00
10	L	000	000	811670	000	000	000	GENERAL	FUND/TS				TSA'S	0.00	828,014.93	828,014.93	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				GIFT CARDS OR CERTIFICATES	0.00	8,845.00	8,845.00	0.00
10	L	000	000	811699	000	000	000	GENERAL	FUND/MI				MISCELLANEOUS DEDUCTION	0.00	42,781.71	42,781.71	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	71,582,824.70	71,582,824.70	0.00
10	L	000	000	811820	000	000	000	GENERAL	FUND/VO				VOUCHERS PAYABLE	-3,753,424.12	3,753,424.12	3,675,331.61	-3,675,331.61
10	L	000	000	812000	000	000	000	GENERAL	FUND/DU				Due To Other Funds	-2,337,408.93	2,337,408.93	0.00	0.00
10	L	000	000	813500	000	000	000	GENERAL	FUND/DU				DUE TO STATE GOVERNMENT	0.00	0.00	0.00	0.00
10	L	000	000	813510	000	000	000	GENERAL	FUND/DU				DUE TO MARATHON COUNTY	0.00	0.00	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	0.00	0.00	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

										Account Level	Beginning	2025-26	2025-26	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
27	A	000	000	711000	000	000	000	SPECIAL	EDUCATI				CASH	721,302.07	7,074,586.55	14,830,848.40	-7,034,959.78
27	A	000	000	711100	000	000	000	SPECIAL	EDUCATI				PAYROLL CLEARANCE ACCOUNT	0.00	13,703,787.57	13,703,787.57	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	711200	000	000	000	SPECIAL	EDUCATI				PETTY CASH - 27 FUND	0.00	40.00	40.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL	EDUCATI				INVESTMENTS	0.00	5,735,621.23	5,735,621.23	0.00
27	A	000	000	713200	000	000	000	SPECIAL	EDUCATI				ACCOUNTS RECEIVABLE	20,560.46	28,763.43	49,323.89	0.00
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	2,420.75	0.00	2,420.75
27	A	000	000	715600	000	000	000	SPECIAL	EDUCATI				DUE FROM FED GOVERNMENT	426,183.59	0.00	426,183.59	0.00
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	-79,144.38	1,275,734.22	1,196,589.84	0.00
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	-10,881.53	10,881.53	10,873.40	-10,873.40
27	L	000	000	811611	000	000	000	SPECIAL	EDUCATI				SOCIAL SECURITY TAX	-46,528.34	46,528.34	46,493.37	-46,493.37
27	L	000	000	811620	000	000	000	SPECIAL	EDUCATI				RETIREMENT DEDUCTION	-52,656.71	52,656.71	54,472.32	-54,472.32
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	-2,440.88	2,595.68	2,364.04	-2,209.24
27	L	000	000	811645	000	000	000	SPECIAL	EDUCATI				LIFE INS - EMPLOYER CONTRIBUTI	-1,405.49	1,418.49	1,413.24	-1,400.24
27	L	000	000	811815	000	000	000	SPECIAL	EDUCATI				NET EFT PAYABLE	0.00	17,193,566.39	17,193,566.39	0.00
27	L	000	000	811820	000	000	000	SPECIAL	EDUCATI				VOUCHERS PAYABLE	-757,649.63	757,649.63	756,562.00	-756,562.00
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	0.00	0.00	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	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL	EDUCATI				SECURITY PREMIUM PAYABLE	-200,952.84	200,952.84	206,687.85	-206,687.85
27	L	000	000	817110	000	000	000	SPECIAL	EDUCATI				CIL- CASH IN LIEU OF HEALTH	0.00	0.00	0.00	0.00
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	-16,386.32	16,386.32	16,285.12	-16,285.12
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	36,107,562.29	36,109,112.29	-1,550.00
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	51,850,569.09	43,721,496.52	8,129,072.57

													Account Level		Beginning	2025-26	2025-26	Ending
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
27	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	134,061,721.06	134,061,721.06	0.00	

													Account Level		Beginning	2025-26		2025-26	Ending
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance		
50	A	000	000	711000	000	000	000	FOOD	SERVICE	FU			CASH	495,205.88	3,641,605.35	3,690,055.96	446,755.27		
50	A	000	000	711100	000	000	000	FOOD	SERVICE	FU			PAYROLL CLEARANCE ACCOUNT	0.00	1,772,302.55	1,772,302.55	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	866.10	1,279.90	2,076.00	70.00		
50	A	000	000	712000	000	000	000	FOOD	SERVICE	FU			INVESTMENTS	34.85	2,398,379.05	2,398,413.90	0.00		
50	A	000	000	712001	000	000	000	FOOD	SERVICE	FU			FS INTERNET CASH ACCOUNT	-34.85	1,153,359.19	1,125,186.03	28,138.31		
50	A	000	000	713200	000	000	000	FOOD	SERVICE	FU			ACCOUNTS RECEIVABLE	1,308.00	1,888.08	3,196.08	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	75,929.39	1,551,256.81	1,582,648.88	44,537.32		
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	-44,100.82	1,764,181.65	1,735,770.43	-15,689.60		
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	-247.92	247.92	249.73	-249.73		
50	L	000	000	811611	000	000	000	FOOD	SERVICE	FU			SOCIAL SECURITY TAX	-1,060.08	1,060.08	1,067.77	-1,067.77		
50	L	000	000	811620	000	000	000	FOOD	SERVICE	FU			RETIREMENT DEDUCTION	-1,188.33	1,188.33	1,240.01	-1,240.01		
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	1,736,679.14	1,736,679.14	0.00		
50	L	000	000	811820	000	000	000	FOOD	SERVICE	FU			VOUCHERS PAYABLE	-17,098.34	17,098.34	17,222.20	-17,222.20		
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	-123,278.84	0.00	0.00	-123,278.84		
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	817110	000	000	000	FOOD	SERVICE	FU			CIL- CASH IN LIEU OF HEALTH	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	607,452.25	607,452.25	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	-386,335.04	4,144,148.56	4,118,566.27	-360,752.75		
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		

							Account Level		Beginning	2025-26		2025-26	Ending
Fd	T	Loc	Obj	Func	Prj	DeptJob	Fd	T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
50	Q	000	000	939200	000	000 000	F00D	SERVICE FU	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
50	Q	000	000	939900	000	000 000	F00D	SERVICE FU	UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---	---		0.00	18,792,127.20	18,792,127.20	0.00

										Account Level		Beginning	2025-26		2025-26	Ending	
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
80	A	000	000	711000	000	000	000	COMMUNITY	SERVI				CASH	165,591.05	4,860,481.99	4,917,766.86	108,306.18
80	A	000	000	711001	000	000	000	COMMUNITY	SERVI				COMM. SERV. MINIMUM BALANCE RQ	250.00	13,792.15	13,792.15	250.00
80	A	000	000	711100	000	000	000	COMMUNITY	SERVI				PAYROLL CLEARANCE ACCOUNT	0.00	1,958,754.72	1,958,754.72	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	170.00	0.00	1,200.00
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	66,526.59	66,526.59	0.00
80	A	000	000	712001	000	000	000	COMMUNITY	SERVI				ECOMMERCE - COMMUNITY SERVICE	10,337.30	232,796.11	234,644.55	8,488.86
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	291,704.44	112,730.80	388,870.74	15,564.50
80	A	000	000	713205	000	000	000	COMMUNITY	SERVI				RECEIVABLES - UNCOLLECTED GHF	0.00	0.00	0.00	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	-36,263.55	2,698,664.40	2,665,030.45	-2,629.60
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	-765.96	765.96	692.29	-692.29
80	L	000	000	811611	000	000	000	COMMUNITY	SERVI				SOCIAL SECURITY TAX	-3,274.96	3,274.96	2,959.94	-2,959.94
80	L	000	000	811620	000	000	000	COMMUNITY	SERVI				RETIREMENT DEDUCTION	-1,312.70	1,312.70	937.70	-937.70
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	2,041,705.43	2,041,705.43	0.00
80	L	000	000	811820	000	000	000	COMMUNITY	SERVI				VOUCHERS PAYABLE	-52,821.51	52,821.51	48,780.66	-48,780.66
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	-70,635.00	70,635.00	67,655.98	-67,655.98
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	-9,973.00	9,973.00	0.00	0.00
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	-7,130.00	7,130.00	16,245.47	-16,245.47
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	-3,500.59	3,500.59	1,570.00	-1,570.00
80	L	000	000	816909	000	000	000	COMMUNITY	SERVI				DEF.REV.- H.S. HOCKEY	0.00	0.00	0.00	0.00
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

Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Beginning Balance	2025-26 FYTD Debits	2025-26 FYTD Credits	Ending Balance
80	L	000	000	816915	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE - GTCC TURF	0.00	0.00	74,000.00	-74,000.00
80	L	000	000	816916	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE - YOUTH HOCKE	0.00	0.00	0.00	0.00
80	L	000	000	816917	000	000	000	COMMUNITY SERVI					DEF. REV. MEETING ROOMS	-150.00	150.00	0.00	0.00
80	L	000	000	816918	000	000	000	COMMUNITY SERVI					DEFERED REVENUE PARTNERSHIP	0.00	0.00	5,878.68	-5,878.68
80	L	000	000	816919	000	000	000	COMMUNITY SERVI					DEFERED REVENUE FAM PROGRAMMIN	0.00	0.00	231.29	-231.29
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	817110	000	000	000	COMMUNITY SERVI					CIL- CASH IN LIEU OF HEALTH	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	7,080,064.71	6,278,449.15	801,615.56
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	-277,760.35	5,269,430.07	5,138,193.14	-146,523.42
80	Q	000	000	936900	000	904	000	COMMUNITY SERVI					MEMBERSHIP ASSISTANCE PROGRAM	-5,325.17	381.50	2,076.99	-7,020.66
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	869	000	936900	000	980	000	COMMUNITY SERVI					GTCC CAPITAL PROJECT	0.00	2,109,372.95	2,669,672.36	-560,299.41
80	Q	871	000	936900	000	120	000	COMMUNITY SERVI					3K PROGRAM EQUITY ACCOUNT 871	0.00	0.00	0.00	0.00
80	-	---	---	-----	---	---	---							0.00	27,044,435.14	27,044,435.14	0.00

Account Level		Beginning	2025-26	2025-26	Ending
		Balance	FYTD Debits	FYTD Credits	Balance
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description				
Grand Asset Totals		32,175,202.47	466,229,392.20	467,076,388.34	31,328,206.33
Grand Liability Totals		-11,074,521.06	168,992,204.67	165,531,497.31	-7,613,813.70
Grand Equity Totals		-21,100,681.41	502,360,442.72	504,974,153.94	-23,714,392.63
Grand Totals		0.00	1,137,582,039.59	1,137,582,039.59	0.00

Number of Accounts: 260

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00515	6.30.26 Tr to cover postage	2025-2026	06/30/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		6.30.26 Tr to cover postage	10 E 103 411 241000 000 241 000		07/06/2026	0.00	72.87
2		6.30.26 Tr to cover postage	10 E 103 353 263000 000 241 000		07/06/2026	72.87	0.00
					TOTALS	72.87	72.87
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00514	transfer to cover end of year postage	2025-2026	06/30/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover of year postage	10 E 104 415 241000 000 241 000		07/06/2026	0.00	73.42
2		transfer to cover of year postage	10 E 104 353 263000 000 241 000		07/06/2026	73.42	0.00
3		transfer to cover of year postage	10 E 104 411 110000 000 241 000		07/06/2026	0.00	43.03
4		transfer to cover of year postage	10 E 104 353 263000 000 241 000		07/06/2026	43.03	0.00
5		transfer to cover of year postage	10 E 104 411 110000 000 102 000		07/06/2026	0.00	20.18
6		transfer to cover of year postage	10 E 104 353 263000 000 241 000		07/06/2026	20.18	0.00
					TOTALS	136.63	136.63
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00513	Transfer of funds to balance accounts	2025-2026	06/30/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds from this account	10 E 200 341 256770 000 241 000		07/06/2026	0.00	23.41
2		Funds into account to balance	10 E 200 353 263000 000 241 000		07/06/2026	23.41	0.00
					TOTALS	23.41	23.41
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00512	Tr to cover overage for postage expenses	2025-2026	06/30/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To 411 to 353 for increased postage expenses	10 E 108 411 241000 000 241 000		07/06/2026	0.00	99.13
2		To 411 to 353 for increased postage expenses	10 E 108 353 263000 000 241 000		07/06/2026	99.13	0.00
					TOTALS	99.13	99.13
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00511	Tr to cover overage for mileage expenses	2025-2026	06/30/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To 411 to 342 for mileage overage	10 E 108 411 241000 000 241 000		07/06/2026	0.00	9.10
2		To 411 to 342 for mileage overage	10 E 108 342 241000 000 241 000		07/06/2026	9.10	0.00
					TOTALS	9.10	9.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
25-00510	Repairs to ice resurfacer	2025-2026	06/30/2026	Submit Transfer	History
	</				

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT	AMOUNT	CREDIT	AMOUNT
1		Grade 3 - short for busing	10 E 102 415 241000 000 241 000		06/23/2026		0.00		200.18
2		Grade 3 - short for busing	10 E 102 341 256770 000 102 000		06/23/2026		200.18		0.00
					TOTALS		200.18		200.18

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00503	Transfer funds to cover Forestry Invoice	2025-2026	06/23/2026	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 funds to cover Forestry Invoice	10 E 823 342 126241 000 210 000		06/23/2026	0.00	500.00
2		Transfer funds to cover Forestry Invoice	10 E 823 310 126241 000 210 000		06/23/2026	500.00	0.00
3		Transfer funds to cover Forestry Invoice	10 E 823 940 126241 000 210 000		06/23/2026	0.00	170.01
4		Transfer funds to cover Forestry Invoice	10 E 823 310 126241 000 210 000		06/23/2026	170.01	0.00
5		Transfer funds to cover Forestry Invoice	10 E 823 341 256770 000 210 000		06/23/2026	0.00	300.00
6		Transfer funds to cover Forestry Invoice	10 E 823 310 126241 000 210 000		06/23/2026	300.00	0.00
TOTALS						970.01	970.01

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00502	Food purchases through end of June	2025-2026	06/23/2026	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		Food purchases through end of June	80 E 862 411 391000 000 391 000		06/23/2026	0.00	1,000.00
2		Food purchases through end of June	80 E 862 415 391000 000 391 000		06/23/2026	1,000.00	0.00
TOTALS						1,000.00	1,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00501	Funds needed for Adventure Day Tickets	2025-2026	06/23/2026	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 needed for Adventure Day Tickets	10 E 300 341 256770 000 241 000		06/23/2026	0.00	800.00
2		Adventure Day Tickets	10 E 300 940 120000 000 241 000		06/23/2026	800.00	0.00
TOTALS						800.00	800.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00500	Apparel Transfer	2025-2026	06/22/2026	Web Batch Entry	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		Apparel Transfer	10 E 836 420 264200 000 264 000		06/22/2026	997.50	0.00
		Apparel Transfer					
2		Apparel Transfer	10 E 836 310 264100 000 264 000		06/22/2026	0.00	997.50
		Apparel Transfer					
TOTALS						997.50	997.50

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00499	Apparel Tech Transfer	2025-2026	06/22/2026	Web Batch Entry	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		Apparel Tech Transfer	10 E 814 420 295000 000 232 000		06/22/2026	350.00	0.00
		Apparel Tech Transfer					

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00499	Apparel Tech Transfer	2025-2026	06/22/2026	Web Batch Entry	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>	
. . . CONTINUED								
2		Apparel Tech Transfer	10 E 814 411 295000 000 232 000		06/22/2026	0.00	350.00	
		Apparel Tech Transfer						
TOTALS						350.00	350.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00498	6.22.26 Tr to cover bounce house invoice	2025-2026	06/22/2026	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		6.22.26 Tr to cover bounce house invoice	10 E 103 310 219000 000 241 000		06/22/2026	0.00	300.00	
2		6.22.26 Tr to cover bounce house invoice	10 E 103 310 241000 000 241 000		06/22/2026	300.00	0.00	
TOTALS						300.00	300.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00497	Pay final Studer Bill	2025-2026	06/18/2026	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		Pay Studer bill	10 E 810 342 232000 000 232 000		06/18/2026	0.00	1,000.00	
2		Pay final Studer bill	10 E 810 310 232000 000 232 000		06/18/2026	1,000.00	0.00	
TOTALS						1,000.00	1,000.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00496	Transfer for St Mark book purchase	2025-2026	06/17/2026	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 St Mark book purchase	10 E 809 310 221300 365 014 000		06/16/2026	0.00	350.00	
2		Transfer for St Mark book purchase	10 E 809 411 299000 365 014 000		06/16/2026	350.00	0.00	
TOTALS						350.00	350.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00495	From Transportation to 411 Athletic Supplies	2025-2026	06/17/2026	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		From Transportation to 411 Athletic Supplies Acct	10 E 410 341 256740 000 160 000		06/16/2026	0.00	4,000.00	
2		TO 411 Athletic Supplies Acct From Transportation	10 E 410 411 162000 000 160 000		06/16/2026	4,000.00	0.00	
TOTALS						4,000.00	4,000.00	

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS								
25-00494	Reallocation of funds for apparel purchase	2025-2026	06/16/2026	Submit Transfer	History								
	LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT	AMOUNT	CREDIT	AMOUNT			
	1		Tech Supplies	10 E 814 481 295000 000 232 000		06/16/2026		0.00		250.00			
	2		Gen Supplies	10 E 814 411 295000 000 232 000		06/16/2026		250.00		0.00			
	TOTALS								250.00		250.00		
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS								
25-00493	Transfer to balance accounts	2025-2026	06/16/2026	Submit Transfer	History								
	LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT	AMOUNT	CREDIT	AMOUNT			
	1		Transfer from to balance accounts	10 E 200 473 125000 000 125 000		06/16/2026		0.00		215.00			
	2		Transfer into balance accounts	10 E 200 353 263000 000 241 000		06/16/2026		215.00		0.00			
	3		Transfer from to balance account	10 E 200 473 125000 000 125 000		06/16/2026		0.00		73.00			
	4		Transfer into balance accounts	10 E 200 411 241000 000 241 000		06/16/2026		73.00		0.00			
	TOTALS								288.00		288.00		
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS								
25-00492	TRANSFER TO PAY FOR SH SCIENCE GAS FROM CORRE	2025-2026	06/15/2026	Submit Transfer	History								
	LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT	AMOUNT	CREDIT	AMOUNT			
	1		TRANSFER TO PAY FOR SH SCIENCE GAS FROM CORRECT ACCOUNT	10 E 400 341 256770 000 126 000		06/15/2026		0.00		581.74			
	2		TRANSFER TO PAY FOR SH SCIENCE GAS FROM CORRECT ACCOUNT	10 E 400 411 126000 000 126 000		06/15/2026		581.74		0.00			
	3		TRANSFER TO PAY FOR SH SCIENCE GAS FROM CORRECT ACCOUNT	10 E 400 342 126000 000 126 000		06/15/2026		0.00		71.00			
	4		TRANSFER TO PAY FOR SH SCIENCE GAS FROM CORRECT ACCOUNT	10 E 400 411 126000 000 126 000		06/15/2026		71.00		0.00			
	TOTALS								652.74		652.74		
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS								
25-00491	Short money for bus	2025-2026	06/12/2026	Submit Transfer	History								
	LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT	AMOUNT	CREDIT	AMOUNT			
	1		Short money for bus	10 E 102 411 110000 000 101 000		06/12/2026		0.00		85.18			
	2		Short money for bus	10 E 102 341 256770 000 101 000		06/12/2026		85.18		0.00			
	TOTALS								85.18		85.18		

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00490	Resale Account Adjustments	2025-2026	06/10/2026	Web Batch Entry	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		Resale Account Adjustments	10 E 400 450 125000 000 125 000		06/10/2026	37.01	0.00
		Resale Account Adjustments					
2		Resale Account Adjustments	10 E 400 450 135000 000 135 000		06/10/2026	81.72	0.00
		Resale Account Adjustments					
3		Resale Account Adjustments	10 E 400 450 136380 000 136 000		06/10/2026	50.18	0.00
		Resale Account Adjustments					
4		Resale Account Adjustments	10 E 400 450 136610 000 136 000		06/10/2026	4,692.35	0.00
		Resale Account Adjustments					
5		Resale Account Adjustments	10 E 400 450 143000 000 140 000		06/10/2026	559.95	0.00
		Resale Account Adjustments					
6		Resale Account Adjustments	10 R 400 262 125000 000 125 000		06/10/2026	0.00	37.01
		Resale Account Adjustments					
7		Resale Account Adjustments	10 R 400 262 135000 000 135 000		06/10/2026	0.00	81.72
		Resale Account Adjustments					
8		Resale Account Adjustments	10 R 400 262 136380 000 136 000		06/10/2026	0.00	50.18
		Resale Account Adjustments					
9		Resale Account Adjustments	10 R 400 262 136610 000 136 000		06/10/2026	0.00	4,692.35
		Resale Account Adjustments					
10		Resale Account Adjustments	10 R 400 262 143000 000 140 000		06/10/2026	0.00	559.95
		Resale Account Adjustments					
		TOTALS				5,421.21	5,421.21

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00489	To cover cost of conference	2025-2026	06/10/2026	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		To cover cost of conference	10 E 105 310 221300 000 241 000		06/10/2026	0.00	1,000.00
2		To cover cost of conference	10 E 105 342 221300 000 241 000		06/10/2026	1,000.00	0.00
		TOTALS				1,000.00	1,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00488	Transfer of funds to cover end of year charge	2025-2026	06/10/2026	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 of funds to cover end of year charges	10 E 200 940 241000 000 241 000		06/10/2026	0.00	800.00
2		Transfer of funds to cover end of year charges	10 E 200 341 256770 000 241 000		06/10/2026	800.00	0.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00488	Transfer of funds to cover end of year charge	2025-2026	06/10/2026	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>	
. . . CONTINUED								
3		Transfer of funds to cover end of year charges	10 E 200 354 120000 000 241 000		06/10/2026	0.00	900.00	
4		Transfer of funds to cover end of year charges	10 E 200 411 241000 000 241 000		06/10/2026	900.00	0.00	
TOTALS						1,700.00	1,700.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00486	Tr to cover bus expense overage for 4th and 5	2025-2026	06/10/2026	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		411 to 341	10 E 108 411 110000 000 241 000		06/09/2026	0.00	19.63	
2		411 to 341	10 E 108 341 256770 000 103 000		06/09/2026	19.63	0.00	
TOTALS						19.63	19.63	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00485	Tr to cover kn dg bus expense - additional cos	2025-2026	06/10/2026	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		411 to 341	10 E 108 411 241000 000 241 000		06/09/2026	0.00	41.90	
2		411 to 341	10 E 108 341 256770 000 101 000		06/09/2026	41.90	0.00	
TOTALS						41.90	41.90	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00484	Tr to cover overage for bus expenses for 3rd	2025-2026	06/10/2026	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		411 to 341	10 E 108 411 110000 000 241 000		06/09/2026	0.00	117.83	
2		411 to 341	10 E 108 341 256770 000 102 000		06/09/2026	117.83	0.00	
TOTALS						117.83	117.83	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00483	Forensics competation fees	2025-2026	06/10/2026	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		pupil travel - due to weather all virtual	10 E 400 341 256740 000 122 000		06/09/2026	0.00	250.00	
2		State forensics fees	10 E 400 940 122512 000 122 000		06/09/2026	250.00	0.00	
TOTALS						250.00	250.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00482	Tr to cover increased postage expenses	2025-2026	06/10/2026	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		411 to 353	10 E 108 411 241000	000 241 000	06/09/2026	0.00	150.00	
2		411 to 353	10 E 108 353 263000	000 241 000	06/09/2026	150.00	0.00	
TOTALS						150.00	150.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00481	Tr funds for pizza on 5th grade field trip	2025-2026	06/10/2026	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		411 to 415	10 E 108 411 110000	000 241 000	06/09/2026	0.00	135.80	
2		411 to 415	10 E 108 415 110000	000 103 000	06/09/2026	135.80	0.00	
TOTALS						135.80	135.80	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00480	TRANSFER TO PAY FOR END OF YEAR FOOD FROM COR	2025-2026	06/10/2026	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 PAY FOR END OF YEAR FOOD FROM CORRECT ACCOUNT	10 E 300 310 123000	000 123 000	06/09/2026	0.00	101.64	
2		TRANSFER TO PAY FOR END OF YEAR FOOD FROM CORRECT ACCOUNT	10 E 300 415 123000	000 123 000	06/09/2026	101.64	0.00	
TOTALS						101.64	101.64	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00479	AWSA Conference for Seehafer & Salber	2025-2026	06/10/2026	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		furniture budge padded and not needed	10 E 400 440 120000	000 241 000	06/09/2026	0.00	1,000.00	
2		AWSA Conference fee, Hotel fee, & meals for Seehafer & Salber	10 E 400 342 241000	000 241 000	06/09/2026	1,000.00	0.00	
TOTALS						1,000.00	1,000.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
25-00478	TRANSFER TO PAY FOR END OF YEAR FOOD FROM COR	2025-2026	06/09/2026	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 PAY FOR END OF YEAR FOOD FROM CORRECT ACCOUNT	10 E 400 411 123000	000 123 000	06/09/2026	0.00	16.20	
2		TRANSFER TO PAY FOR END OF YEAR FOOD FROM CORRECT ACCOUNT	10 E 400 415 123000	000 123 000	06/09/2026	16.20	0.00	
TOTALS						16.20	16.20	

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00477	From 341 Transportation to 940 & 411	2025-2026	06/09/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From 341 Transportation to 940 Athletic Dues & Fees for Golf Petty Cash reimbursement	10 E 410 341 256740 000 160 000		06/09/2026	0.00	205.00
2		T0 940 Athletic Dues & Fees for Golf Petty Cash reimbursement From 341 Transportation	10 E 410 940 162000 000 160 000		06/09/2026	205.00	0.00
3		From 341 Transportation to 411 Athletic Supplies for Spring Sports Trophies	10 E 410 341 256740 000 160 000		06/09/2026	0.00	575.00
4		T0 411 Athletic Supplies for Spring Sports Trophies from 341 Transportation	10 E 410 411 162000 000 160 000		06/09/2026	575.00	0.00
					TOTALS	780.00	780.00
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00476	Board Sympathy	2025-2026	06/09/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		for Board sympathy the rest of June	10 E 811 411 231100 000 231 000		06/09/2026	0.00	300.00
2		for Board Sympathy the rest of June	10 E 811 999 231100 000 231 000		06/09/2026	300.00	0.00
					TOTALS	300.00	300.00
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00475	TRANSFER TO PAY FOR END OF YEAR TECH DEPT NEE	2025-2026	06/09/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANSFER TO PAY FOR END OF YEAR TECH DEPT NEEDS FROM CORRECT ACCT	10 E 809 420 136000 577 809 000		06/09/2026	0.00	2,130.00
2		TRANSFER TO PAY FOR END OF YEAR TECH DEPT NEEDS FROM CORRECT ACCT	10 E 809 411 136000 577 809 000		06/09/2026	2,130.00	0.00
					TOTALS	2,130.00	2,130.00
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00474	TRANSFER TO PAY FOR END OF YEAR FOOD LABS FRO	2025-2026	06/09/2026	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANSFER TO PAY FOR END OF YEAR FOOD LABS FROM CORRECT ACCOUNT	10 E 400 411 135000 000 135 000		06/09/2026	0.00	63.00
2		TRANSFER TO PAY FOR END OF YEAR FOOD LABS FROM CORRECT ACCOUNT	10 E 400 415 135000 000 135 000		06/09/2026	63.00	0.00
					TOTALS	63.00	63.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
25-00473	TRANSFER TO PAY FOR END OF YEAR FOOD FROM COR	2025-2026	06/09/2026	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANSFER TO PAY FOR END OF YEAR FOOD FROM CORRECT ACCOUNT	10 E 300 310 123000 000 123 000		06/08/2026	0.00	140.58
2		TRANSFER TO PAY FOR END OF YEAR FOOD FROM CORRECT ACCOUNT	10 E 300 415 123000 000 123 000		06/08/2026	140.58	0.00
TOTALS						140.58	140.58

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00062	EOY BUDGET REVISIONS - ADOPTED BUDGET REVIEW	2025-2026	06/30/2026	Web Batch Entry	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EOY BUDGET REVISIONS - ADOPTED BUDGET REVIEW	10 R 809 990 500000 000 000 000		07/08/2026	0.00	406.39
		EOY BUDGET REVISIONS - ADOPTED BUDG					
2		EOY BUDGET REVISIONS - ADOPTED BUDGET REVIEW	10 E 400 100 143000 000 809 205		07/08/2026	3,000.00	0.00
		EOY BUDGET REVISIONS - ADOPTED BUDG					
TOTALS						3,000.00	406.39
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00058	DCE EDUCATION FOUNDATION- GTCC PROJECTS	2025-2026	06/29/2026	Web Batch Entry	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DCE EDUCATION FOUNDATION- GTCC PROJECTS	21 E 809 327 255300 000 980 000		06/29/2026	84,184.72	0.00
		(8Pine Invoice)					
2		DCE EDUCATION FOUNDATION- GTCC PROJECTS	21 R 809 291 500000 000 980 000		06/29/2026	0.00	84,184.72
		(8Pine Invoice)					
TOTALS						84,184.72	84,184.72
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00060	DC Everest Education Foundation- Rothschild M	2025-2026	06/26/2026	Web Batch Entry	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DC Everest Education Foundation- Rothschild Musical Grant	21 E 809 411 110000 000 956 000		06/29/2026	3,002.52	0.00
2		DC Everest Education Foundation- Rothschild Musical Grant	21 R 809 291 500000 000 956 000		06/29/2026	0.00	3,002.52
3		DC Everest Education Foundation- AP African American Studies Field Trip	21 E 809 341 256770 000 954 000		06/29/2026	1,281.61	0.00
4		DC Everest Education Foundation- AP African American Studies Field Trip	21 R 809 291 500000 000 954 000		06/29/2026	0.00	1,281.61
TOTALS						4,284.13	4,284.13
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
25-00059	Lewitzke Foundation Donation - Weight Room	2025-2026	06/26/2026	Web Batch Entry	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Lewitzke Foundation Donation - Weight Room	21 E 809 420 162125 000 942 000		06/29/2026	1,950.00	0.00
2		Lewitzke Foundation Donation - Weight Room	21 E 809 440 162125 000 942 000		06/29/2026	8,050.00	0.00
3		Lewitzke Foundation Donation - Weight Room	21 R 809 291 500000 000 942 000		06/29/2026	0.00	10,000.00
TOTALS						10,000.00	10,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS				
25-00057	DCE EDUCATION FOUNDATION- WESTON SOAR INTO SU	2025-2026	06/23/2026	Web Batch Entry	History				
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT		
1		DCE EDUCATION FOUNDATION- WESTON SOAR INTO SUMMER GRANT	21 E 809 411 110000 000 940 000		06/23/2026	1,555.12	0.00		
2		DCE EDUCATION FOUNDATION- WESTON SOAR INTO SUMMER GRANT	21 E 809 341 256770 000 940 000		06/23/2026	1,110.74	0.00		
3		DCE EDUCATION FOUNDATION- WESTON SOAR INTO SUMMER GRANT	21 R 809 291 500000 000 940 000		06/23/2026	0.00	2,665.86		
TOTALS						2,665.86	2,665.86		
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS				
25-00056	DCE EDUCATION FOUNDATION-ACT TEST PROCTORS	2025-2026	06/12/2026	Web Batch Entry	History				
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT		
1		DCE EDUCATION FOUNDATION - ACT TEST PROCTORS	10 R 809 291 500000 962 000 000		06/12/2026	0.00	2,593.61		
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS				
25-00055	DCE EDUCATION FOUNDATION- FROM EGG TO CHICK G	2025-2026	06/10/2026	Web Batch Entry	History				
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT		
1		DCE EDUCATION FOUNDATION- FROM EGG TO CHICK GRANT, RIVERSIDE ELEM	21 E 809 411 110000 000 955 000		06/10/2026	285.90	0.00		
2		DCE EDUCATION FOUNDATION- FROM EGG TO CHICK GRANT, RIVERSIDE ELEM	21 R 809 291 500000 000 955 000		06/10/2026	0.00	285.90		
TOTALS						285.90	285.90		
BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS				
25-00054	DCE EDUCATION FOUNDATION- GTCC PLAYGROUND	2025-2026	06/10/2026	Web Clone	History				
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT		
1		DCE EDUCATION FOUNDATON- GTCC Playground, Tito Excavation	21 E 809 327 255300 000 980 000		06/10/2026	8,187.94	0.00		
2		DCE EDUCATION FOUNDATON- GTCC Playground, Tito Excavation	21 R 809 291 500000 000 980 000		06/10/2026	0.00	8,187.94		
TOTALS						8,187.94	8,187.94		

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
25-00053	Fund 10 - Budget Revision	2025-2026	06/09/2026	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Fund 10 - Budget Revision	10 R 809 280 500000 000 000 000		06/09/2026	0.00	61,722.83
		Fund 10 - Budget Revision					

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



Wisconsin Department of Public Instruction
SCHOOL BUS ACCIDENT REPORT
s. 121.53(6)
PI-3110 (Rev.12-11)

INSTRUCTIONS: Complete both sides and return to appropriate school board.

Section 121.53(6) of the Wisconsin Statutes reads as follows: "Within 10 days after its occurrence, **every** accident involving a motor vehicle providing transportation under this subchapter shall be reported to the appropriate school board."

GENERAL INFORMATION

School Weston	School DC Everest School District	District	School 4970	Code
Bus Lamers Bus Lines	Owner	Address of Owner, 3805 Concord Ave Weston, WI 54476	Street,	City, State, Zip
Chassis Blue Bird	Make	Model Year 2017	Body Conventional	Make Student Capacity 77

DRIVER INFORMATION

Name James Check	of	Driver	Sex X Male Female	Age 62	Years of Experience as Bus Driver 5 years 8 Months
Has your driver had the recommended training in firstaid? X Yes No		When did driver last attend a state-sponsored bus driver training session? NA			

ACCIDENT DESCRIPTION

Date of Accident 06/18/2026	Time 12:47 PM	Location of Accident: Intersection of Poplar Ln and Nazda Rd, Hatley, WI		
Weather Cloudy	Conditions	Type of Road and General Conditions: Gravel, dry		
Speed of Bus: Stopped	Speed of Other Vehicle(s) Not Indicated	Was a Citation Issued? X No		

If no citation was issued, who, in your opinion was responsible for the accident and why? The driver of the Grader. The Grader was working on leveling Nazda Rd and had its blades active as the bus approached the intersection. The Grader observed another vehicle turning onto Nazda Rd from Poplar Ln and began to back up to allow the other vehicle to turn. The Grader failed to notice how much space was between him, and the stopped bus behind him. The grader then collided with the bus causing minimal damage to both the bus and the grader.

If driver was not legally responsible, could she/he have prevented the accident by driving defensively? Explain : No, the driver did honk repeatedly, and was unable to back up as there was another vehicle right behind the bus.

Describe the cause and results of the accident in detail. Itemize injuries and property damage on reverse: The driver of the Grader failed to notice how much distance was between him and the school bus behind him when backing. The front bumper of the bus was dented. The cross over mirror on the driver's side was bent upward.

Were there students in the bus at the time of the accident? ☐ No—If no, skip next two questions X Yes—If yes, complete all questions	How did students exit? Check all that apply. Front Door Rear Door ☐ Windows X Didn't Exit ☐ Other _____

Had the riders been instructed and drilled in bus evacuation/emergency exits?

☒ Yes

No

Was a fire extinguisher used?

☐ Yes☒ No

Was a first aid kit used?

☐ Yes☒ No

INJURIES/FATALITIES

Names of Students Injured

Nature of Injuries

Names of Other People Injured

Nature of Injuries

PROPERTY DAMAGE

Describe Damage to School Bus: *The bus has damage to crossover mirror and front bumper.*Estimated Repair
\$ Unknown at time of
reportDescribe Damage to Property of Others: *A dent in back of grader.*Estimated Repair
Cost
\$ Unknown at time

RECOMMENDATIONS

As a result of this accident, what suggestions do you have to offer for the improvement of the following?

Bus Safety Regulations or Laws

School Bus Standards

Bus Driver Training:

CERTIFICATION

If an accident results in injury to or death of any person or total property damage to an apparent extent of \$200 or more, a report must also be filed with the local or state enforcement officer [Wisconsin Statute 346.70(1)] and the Department of Transportation [Wisconsin Statute 346.70(2)].

I CERTIFY that this accident has been reported to the local or state enforcement officer and to the Department of Transportation, if required by law.

Name of Persons Completing Form Wendi DeMars

Position Weston Location Manager

Signature

Date Signed
Mo./Day/Yr. 06/24/2026



Book	Policy Manual
Section	Second Reading by Board
Title	DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	May 25, 2016
Last Revised	March 11, 2026

0100 - **DEFINITIONS**

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, is usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the Superintendent.

Administrators may include the following positions: Assistant Superintendents, Director of Special Education, Director of Student Services, Director of Curriculum Teaching and Learning, Director of Talent and Culture, Director of Technology, Director of School Nutrition, Director of Buildings and Grounds, Director of Community Services, Special Projects/Safety, Principals, Assistant Principals.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Agreement

A collectively-negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, parents, Board members, and/or other stakeholders and members of the community.

Board

The School Board is also commonly referred to as the Board shall take action that is within the comprehensive meaning of the terms 'duties and powers' provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk)

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one where the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

See "District Records Custodian".

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are

three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a)(f) and (g), Wis. Stats.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

Meeting

Any gathering which is attended by or open to all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2) Wis. Stats.

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student including a foreign exchange student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ('PCDs'), also referred to as "wireless communication devices," means a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following: computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, smartwatches, wearable technology, gaming devices, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or maybe taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0171.1 - President)

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

District employees who are either certified teachers or other staff employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a

component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child, step-child, grandparents, grandchild, dependent, or member of the immediate household.

School/District Classification

Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

Common School Districts:

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operates pursuant to Subchapter I of Chapter 120, Wis. Stats.

Unified School Districts:

These districts serve all grade levels, from kindergarten through high school, and operates pursuant to Subchapter II of Chapter 120, Wis. Stats.

Union High Schools:

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11) Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

School Support Organizations (SSO)

Any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic, or social activities related to a school, that collects or receives money, materials, property, or securities from students, parents, or members of the general public. (Examples: Booster Club, Foundation, Parent-Teacher Association (PTA), Parent-Teacher Organization (PTO), Parent-Teacher Support Association)

Shall

This word is used when an action by the Board or its designee is required. (The word 'will' or 'must' signifies a required action.)

Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ('blogs'), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not

limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the school district is referred to as Superintendent. He/She has the authority of the Superintendent by law. In policy and administrative guidelines, capitalization of the term Superintendent may imply a delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes the Board member's presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced by P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 3/22/17
 Revised 10/21/20
 Revised 6/16/21
 Revised 10/27/21
 Revised 3/16/22
 Revised 10/25/22
 Revised 6/19/23
 Revised 4/17/24
 T.C. 10/1/24
 Revised 10/22/25

Last Modified by Ellen Suckow on June 22, 2026



Book	Policy Manual
Section	Second Reading by Board
Title	PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Second Reading
Adopted	May 25, 2016
Last Revised	May 21, 2025

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 entirely virtually, intentions for making public comment should be emailed to esuckow@dce.k12.wi.us one hour in advance, including the name and address of the presenter. Arrangements will then be communicated to the presenter to allow the presenter to speak in the virtual meeting.

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 have a legitimate interest in District business 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. **Participants may not bring handouts or presentations. This is a verbal address to the Board only.**
- I. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- J. 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.
- K. 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
 Revised 4/13/22
 Revised 8/21/24

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Legal 19.90, Wis. Stats.

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Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3120 - **EMPLOYMENT OF PROFESSIONAL STAFF**

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

All employees other than the Superintendent or support staff members (Policy 0100 – Definitions) are considered professional employees.

~~In addition, certain categories of staff employed in a professional capacity, such as network manager, but not requiring a license or certification, are considered professional staff. The compensation and benefits for such positions shall be established by the Superintendent.~~

The Board shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers may only be employed by contract, and full-time teachers may only be employed following a majority vote of the full membership of the Board or as required or permitted by law. The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Talent and Culture Department.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation. All applications for employment shall be referred to the Talent and Cultures Department.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.

Relatives of staff members may be employed by the Board, however, arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by or supervise directly the relative staff member.

Any professional staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program, except as prohibited by law, including the employment of full-time teachers and certain administrative employees on a substitute basis, pending Board approval. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive a recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process.

For those staff members who will be instructing children in reading and/or language arts pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of the instruction that includes the teaching of phonics.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

The Superintendent shall prepare procedures for the recruitment and selection of all professional staff which includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the Superintendent, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology-related occupation.

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economics-related occupations, health care-related occupations, trade specialist, business education, business and office, and marketing education as defined by DPI.

The Superintendent may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
 1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
 2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
 3. For a bachelor's degree in a field other than those described in numbers 1 and 2 above, sixty-five (65) points.
 4. For industry or vocational certification, ninety (90) points.
 5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
 6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
 7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
 8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
 1. For a bachelor's degree in technical or technology education, 100 points.
 2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
 3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and

science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.

4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals who have sufficient points may be employed by the District under an experience-based license provided that the Superintendent implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The Superintendent shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The Superintendent may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The Superintendent shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

Revised 1/25/17

Revised 3/22/17

Revised 11/28/18

Reviewed 6/17/19

Revised 12/15/21

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Legal 118.191, 118.192, 118.21, 118.22(2), 118.24, 121.02, Wis. Stats.
Wis. Admin. Code P.I. 34

Cross References [ag3120C - PRE-EMPLOYMENT INTERVIEW QUESTIONS](#)
[ag3120D - EMPLOYMENT OF SUMMER LEARNING STAFF](#)
[ag3120.08 - APPOINTMENT OF PERSONNEL TO COMPENSATED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES](#)

Last Modified by Ellen Suckow on June 22, 2026



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYMENT OF PERSONNEL IN COMMUNITY EDUCATION PROGRAMS
Code	po3120.05
Status	Second Reading
Adopted	May 25, 2016

3120.05 - **EMPLOYMENT OF PERSONNEL IN COMMUNITY EDUCATION PROGRAMS**

The School Board recognizes that the success of the community education programs depends in large measure upon the employment of qualified and competent personnel.

~~The Board shall fix the compensation and set the term of employment for each person employed in the subject programs established for this District.~~ The Superintendent shall approve the employment and establish the term of employment for each support staff member employed by this District. Compensation shall be fixed by an established compensation structure or Board action. ~~The Board will employ only those candidates recommended by the Superintendent.~~

A candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

No candidate for employment shall receive recommendation for such employment without having proffered visual evidence of proper certification, if needed, or that application for such certification is in process.

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Book	Policy Manual
Section	Second Reading by Board
Title	NON-RENEWAL, RESIGNATION, AND TERMINATION
Code	po3140
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3140 - **NON-RENEWAL, RESIGNATION, AND TERMINATION**

A critical function of the Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.

Full-Time Teachers

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void and employment ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment shall be subject to non-renewal, termination, or resignation as follows:

A. Non-Renewal

In the event that the Superintendent intends to recommend the non-renewal of a full-time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The Superintendent shall be responsible for notifying the affected teacher of his/her rights relative to the non-renewal process.

Teacher contracts may be non-renewed upon a majority vote of the Board.

B. Termination

A full-time teacher's contract may be terminated only by a majority vote of the Board. The Superintendent shall, if deemed appropriate, recommend a teacher's termination to the Board. The Superintendent is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.

The Superintendent may engage in negotiations with the teacher for purposes of resignation short of a hearing, subject to final Board approval.

C. Resignation

A full-time teacher may resign from his/her position only upon approval of a majority of the Board. The Superintendent may negotiate terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary. A resignation is only in

effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

Part-Time Teachers

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation to the Superintendent. A resignation, once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew his/her contract for a subsequent school year.

The terms of the part-time teacher contract shall apply when the contract provides for procedures different than those noted in this policy.

Administrators

The Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and nonrenewal of the employment arrangement.

A. Statutory Administrators

The Board shall employ by contract the following persons: the Superintendent, operations manager, school principals, and assistants to such persons, as well as the following persons employed solely to perform administrative functions: personnel administrators and supervisors, curriculum administrators, and assistants to such administrative personnel.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the Board.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The Superintendent shall be responsible for assuring compliance with the procedures necessary for Board action to terminate or to non-renew an administrator's contract. In the case of the Superintendent's contract, the Board President with the assistance of Board legal counsel shall be responsible for assuring procedural compliance with termination or non-renewal processes.

A resignation, once accepted by the Board, may not be rescinded except by approval of the majority of the full membership of the Board.

B. Administrators with Contracts including Provisions Governing Termination

The Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the Superintendent shall be responsible for assuring adherence to applicable contractual procedures.

C. Administrative Personnel with no Contractual or Statutory Coverage

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement shall expire and the employee shall have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by the Superintendent.

Such an administrative employee's resignation may be accepted by the Superintendent.

A resignation, once accepted, may not be rescinded without agreement.

D. At-Will Salaried/Exempt

Termination

Employment may be terminated upon approval of the Superintendent.

Resignation

A support staff member may resign by filing a written resignation with the Superintendent.

A resignation, once accepted, may not then be rescinded.

The Superintendent may act for the Board in the acceptance of a resignation.

Revised 7/24/19

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Legal	118.30(2)(c), Wis. Stats.
	118.22, Wis. Stats.
	118.24, Wis. Stats.

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Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	Second Reading
Adopted	May 25, 2016
Last Revised	November 20, 2024

4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The Superintendent shall make appropriate arrangements to ensure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignments of substitutes may be terminated, including permanent removal from the substitute roster, when their services are no longer required or for other reasons as determined by the Superintendent that are not arbitrary, capricious, or discriminatory.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Talent and Culture Department.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

In order to retain well-qualified substitutes for service in the District, the Board will offer compensation at a rate set by the Board.

A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave that extends for more than five (5) consecutive school days. The long-term substitute position will be terminated by the end of the school year, subject to issuance of reasonable assurance to the substitute support staff member regarding intent to provide substitute assignments in the subsequent school year, whether in the same or different assignment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are supervised directly by the staff member who is related.

~~The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.~~

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 12/15/21
Revised 6/15/22
Revised 10/25/22

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Legal 118.19, Wis. Stats.
 P.I. 3.03(8), Wis. Adm. Code

Cross References [ag4120.04 - EMPLOYMENT OF SUBSTITUTE SUPPORT STAFF](#)

Last Modified by Ellen Suckow on June 22, 2026



Book	Policy Manual
Section	Second Reading by Board
Title	FULL-TIME STUDENT
Code	po5200.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 3, 2025

5200.01 - **FULL-TIME STUDENT**

Students are required to be full-time. The Board defines a full-time student as a student enrolled in:

- A. ~~a student enrolled in a Board approved program in accordance with other statutory required programs and exceptions;~~
- B. six (6) class periods per day (grades six (6) through twelve (12));
- C. ~~unless the student is enrolled in a Board approved~~ **a Board-approved program in accordance with other statutory required programs and exceptions:**
 - 1. Early College Credit Program/Youth Options program;
 - 2. Start College Now program;
 - 3. special education program identified in an IEP;
 - 4. modified program authorized for medical, emotional/social, or disciplinary reasons;
 - 5. an alternative education program;
 - 6. a student enrolled as a 5th-year senior approved by the Senior High principal.

~~Students who do not meet one (1) of the standards identified above will be classified as part time students.~~

A student may register for a maximum of 7.5 credits per calendar year (August 1-July 31). An exception applies to students in a youth apprenticeship experience. In addition, the principal may approve additional exceptions for extenuating circumstances pertaining to high school completion.

Revised 1/31/22

Revised 1/24/24

T.C. 9/3/25

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Cross References [ag5200 - ATTENDANCE](#)
 [po5200 - ATTENDANCE](#)

Last Modified by Ellen Suckow on June 22, 2026



Employment Report - Information Only

New Hires			
Name	Position/Building	Type/FTE	Effective Date
Chase Franklin	Concessions Staff/GTCC	0.35	June 29, 2026
Lacie Kodl	Concessions Staff/GTCC	0.35	June 29, 2026
Finnley Swartz	Concessions Staff/GTCC	0.35	June 29, 2026
Eli Zander	Concessions Staff/GTCC	0.35	June 29, 2026
Kia Her	Hmong Summer Camp Teacher/WE	N/A	July 20, 2026
Mang Thao	Hmong Summer Camp Teacher/WE	N/A	July 20, 2026
Nancy Xiong	Hmong Summer Camp Teacher/WE	N/A	July 20, 2026
Suthida Thao	Hmong Summer Camp Cultural Expert/WE	N/A	July 20, 2026
Change of Status			
Name	Position/Building From	Position/Building To	Effective Date
Danika Decorah	Education Assistant/WE	Athletic Secretary/JH	July 1, 2026
Peggy Piepenburg	Student Services Secretary/JH	Administrative Assistant to JH Principal/JH	July 1, 2026
Meghan Postelnik	Administrative Assistant to the Principal & Health Assistant/HA	Student Services Secretary/JH	July 1, 2026
Andrew Van Pietersom	Events & Hospitality Supervisor/GTCC	Hospitality & Concessions Coordinator/GTCC	July 1, 2026
End of Employment			
Name	Position/Building	Reason	Effective Date

Matthew Gewiss	Guest Teacher/District	Resignation	June 5, 2026
Taylor Crass	Guest Teacher/District	Resignation	June 8, 2026
Kayla Ellenbecker	Intern/RI	Resignation	June 8, 2026
Emma Haines	Intern/MB	Resignation	June 8, 2026
Rebecca Kermitz-Simko	Guest Teacher/District	Resignation	June 8, 2026
Morgan Paulsrud	Intern/MB	Resignation	June 8, 2026
Gary Sislo	Guest Teacher/District	Resignation	June 8, 2026
Emma Winter	Intern/RI	Resignation	June 8, 2026
Nicholas Larson	Guest Teacher/District	Resignation	June 18, 2026
Jamel Stone	Education Assistant/JH	Resignation	June 18, 2026
Trey Dunn	Guest Teacher/District	Resignation	June 19, 2026
Halle Veenstra	Guest Teacher/District	Resignation	June 19, 2026
A'Lea Yonker	Guest Teacher/District	Resignation	June 20, 2026
Kayli Thao	Guest Teacher/District	Resignation	July 6, 2026
Dora Szemborski	Guest Teacher/District	Resignation	July 6, 2026
Aliya Surti	Guest Teacher/District	Resignation	July 6, 2026
Alex Stumpner	Guest Teacher/District	Resignation	July 6, 2026
Nicole Sosnowski	Guest Teacher/District	Resignation	July 6, 2026
Lisa Sloan	Guest Teacher/District	Resignation	July 6, 2026
Lean Reid	Guest Teacher/District	Resignation	July 6, 2026
Kari Nelessen	Guest Teacher/District	Resignation	July 6, 2026
Eleanor Mroczenski	Guest Teacher/District	Resignation	July 6, 2026
Magan Lynch	Guest Teacher/District	Resignation	July 6, 2026
Carla Lawrence	Guest Teacher/District	Resignation	July 6, 2026
Elizabeth LaQua	Guest Teacher/District	Resignation	July 6, 2026
Jamie Kazmierczak	Guest Teacher/District	Resignation	July 6, 2026
Nancy Hrebik	Guest Teacher/District	Resignation	July 6, 2026
Samantha Gengler	Guest Teacher/District	Resignation	July 6, 2026
Monique Fox	Guest Teacher/District	Resignation	July 6, 2026
Maddux Federici	Guest Teacher & Coach/District	Resignation	July 6, 2026
Anna Butler	Guest Teacher/District	Resignation	July 6, 2026
Megan Bonikowski	Guest Teacher/District	Resignation	July 6, 2026

Angela Baumann	Guest Teacher/District	Resignation	July 6, 2026
Sawyer Stevens	Guest Teacher/District	Resignation	July 16, 2026
Summer Learning			
<i>Last Name</i>	<i>First Name</i>	<i>Position</i>	<i>Building</i>



Employment Report - Information Only

New Hires			
Name	Position/Building	Type/FTE	Effective Date
Chase Franklin	Concessions Staff/GTCC	0.35	June 29, 2026
Lacie Kodl	Concessions Staff/GTCC	0.35	June 29, 2026
Finnley Swartz	Concessions Staff/GTCC	0.35	June 29, 2026
Eli Zander	Concessions Staff/GTCC	0.35	June 29, 2026
Ransom Dickerson	Member Services/GTCC	0.50	July 16, 2026
Kia Her	Hmong Summer Camp Teacher/WE	N/A	July 20, 2026
Mang Thao	Hmong Summer Camp Teacher/WE	N/A	July 20, 2026
Nancy Xiong	Hmong Summer Camp Teacher/WE	N/A	July 20, 2026
Suthida Thao	Hmong Summer Camp Cultural Expert/WE	N/A	July 20, 2026
Peter Burazin	Custodian/HA	1.00	August 3, 2026
Change of Status			
Name	Position/Building From	Position/Building To	Effective Date
Danika Decorah	Education Assistant/WE	Athletic Secretary/JH	July 1, 2026
Peggy Piepenburg	Student Services Secretary/JH	Administrative Assistant to JH Principal/JH	July 1, 2026
Meghan Postelnik	Administrative Assistant to the Principal & Health Assistant/HA	Student Services Secretary/JH	July 1, 2026
Andrew Van Pietersom	Events & Hospitality Supervisor/GTCC	Hospitality & Concessions Coordinator/GTCC	July 1, 2026

Jody Hartig	Housekeeper/MS	Lead Housekeeper/MS	July 13, 2026
End of Employment			
<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Matthew Gewiss	Guest Teacher/District	Resignation	June 5, 2026
Taylor Crass	Guest Teacher/District	Resignation	June 8, 2026
Kayla Ellenbecker	Intern/RI	Resignation	June 8, 2026
Emma Haines	Intern/MB	Resignation	June 8, 2026
Rebecca Kermitz-Simko	Guest Teacher/District	Resignation	June 8, 2026
Morgan Paulsrud	Intern/MB	Resignation	June 8, 2026
Gary Sislo	Guest Teacher/District	Resignation	June 8, 2026
Emma Winter	Intern/RI	Resignation	June 8, 2026
Nicholas Larson	Guest Teacher/District	Resignation	June 18, 2026
Jamel Stone	Education Assistant/JH	Resignation	June 18, 2026
Trey Dunn	Guest Teacher/District	Resignation	June 19, 2026
Halle Veenstra	Guest Teacher/District	Resignation	June 19, 2026
A'Lea Yonker	Guest Teacher/District	Resignation	June 20, 2026
Kayli Thao	Guest Teacher/District	Resignation	July 6, 2026
Dora Szemborski	Guest Teacher/District	Resignation	July 6, 2026
Aliya Surti	Guest Teacher/District	Resignation	July 6, 2026
Alex Stumpner	Guest Teacher/District	Resignation	July 6, 2026
Nicole Sosnowski	Guest Teacher/District	Resignation	July 6, 2026
Lisa Sloan	Guest Teacher/District	Resignation	July 6, 2026
Lean Reid	Guest Teacher/District	Resignation	July 6, 2026
Eleanor Mroczenski	Guest Teacher/District	Resignation	July 6, 2026
Magan Lynch	Guest Teacher/District	Resignation	July 6, 2026
Carla Lawrence	Guest Teacher/District	Resignation	July 6, 2026
Nancy Hrebik	Guest Teacher/District	Resignation	July 6, 2026
Samantha Gengler	Guest Teacher/District	Resignation	July 6, 2026
Monique Fox	Guest Teacher/District	Resignation	July 6, 2026
Maddux Federici	Guest Teacher & Coach/District	Resignation	July 6, 2026
Anna Butler	Guest Teacher/District	Resignation	July 6, 2026

Megan Bonikowski	Guest Teacher/District	Resignation	July 6, 2026
Angela Baumann	Guest Teacher/District	Resignation	July 6, 2026
Cindy Daniels	Early Evergreens Leadership Team Member/EC/4K	Resignation	July 13, 2026
Brett Kay	Before & After Care Staff/GTCC & Elementary Buildings	Resignation	July 13, 2026
Kyrsten Neuhaus	Before & After Care Staff/GTCC & Elementary Buildings	Resignation	July 13, 2026
Ramsey Ostrowski	Before & After Care Staff/GTCC & Elementary Buildings	Resignation	July 13, 2026
Iley Rounds	Before & After Care Staff & 21st Century Grant School Age Staff/GTCC & Elementary Buildings	Resignation	July 13, 2026
Emma Walczak	Before & After Care Staff/GTCC & Elementary Buildings	Resignation	July 13, 2026
Jacob White	Before & After Care Staff & 21st Century Grant School Age Staff/GTCC & Elementary Buildings	Resignation	July 13, 2026
Paige Richie	Guest Teacher/District	Resignation	July 14, 2026
Elizabeth LaQua	Guest Teacher/District	Resignation	July 16, 2026
Kari Nelessen	Guest Teacher/District	Resignation	July 16, 2026
Sawyer Stevens	Guest Teacher/District	Resignation	July 16, 2026
Summer Learning			
<i>Last Name</i>	<i>First Name</i>	<i>Position</i>	<i>Building</i>



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 *ikbs*

DATE: July 15, 2026

RE: Recommend Date for 26-27 Budget Hearing and Annual Meeting

It is recommended that the board approve October 28, 2026, 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: D. C. Everest School Board

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: July 15, 2026

SUBJECT: D.C. Everest 2026-2027 Academic Standards

State Statute 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 in both the annual notices and curriculum sections 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.



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1. D.C. Everest Area School District

NOTICE IS HEREBY GIVEN (Academic Standards 2025-2026)

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 2026-2027 school year include:

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

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



6100 Alderson Street
Weston, WI 54476

To: D.C. Everest School Board
From: Dr. Casey Nye *CN*
Subject: Independent Hearing Officers for 2026-2027
Date: July 15, 2026

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 2026-2027 school year.

Riverside Elementary School

PARENT AND STUDENT HANDBOOK

2026-2027 SCHOOL YEAR



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

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WELCOME



Please let me welcome you to Riverside Elementary School. It is my hope that you and your child will have a rewarding experience as a Riverside Blue Jay. We are so pleased to have you as part of our school community. Whether you are returning or joining us for the first time, we want you to know that you are an essential part of what makes our school a caring, inclusive, and dynamic place to learn and grow.

At Riverside Elementary we are committed to fostering a safe, supportive, and engaging learning environment where every child is valued and encouraged to reach their full potential. Our dedicated teachers and staff work hard every day to provide high-quality instruction, build strong relationships, and promote the academic, social, and emotional well-being of our students. We teach students the importance of teamwork and social skills and recognize students for their academic and behavioral success. We often discuss doing things the “Blue Jay Way” which promotes our core values of being respectful, responsible, productive, safe, and kind to others.

This handbook is designed to provide you with important information about our school policies, procedures, and expectations. Please take time to review it, as it serves as a helpful guide for navigating the school year. Communication and collaboration between school and home are key to a successful year, so never hesitate to reach out with questions, concerns, or suggestions. I encourage all parents to become actively involved in their child’s school experience.

Thank you for your continued support and partnership.

Warm regards,

Kevin Kampmann
Principal
Riverside Elementary

SCHOOL YEAR CALENDAR

Approved 1/14/26



Academic Calendar 2026-2027

The D.C. Everest School District allotted four "built-in" snow days for the 2026-27 school year. If we exceed the four built-in snow days, and students cannot attend school in person due to inclement weather, students will learn from home as a virtual learning day (snow days number 5 & 6). If we were to reach a 7th snow day, our team will need to identify a solution to ensure we meet the required minutes set forth by the WI Department of Public Instruction.

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- ◆ Semester Begins
- No School for All Students
- Last Day of Quarter/Semester
- ◆ Elementary Parent/Teacher Conferences
- Graduation

4K will have off November 23-24 for parent/teacher conferences.
4K will have off March 11-12 for parent/teacher conferences.

August	
25	First day of school/Semester begins
September	
4-7	Labor Day - no school
October	
5	No school
27 & 29	Elementary Parent/Teacher Conf.
28	End of first quarter
29-30	No school
November	
2	No school
25-27	Thanksgiving break
December	
23 - Jan 1	Winter break
January	
4	School begins
15	Last day of first semester
18	Martin Luther King Jr. Day - no school
19	First day of second semester
February	
16 & 18	Elementary Parent/Teacher Conf.
18-22	No school
March	
18	End of third quarter
19-26	Spring Break
April	
23	No school
May	
26	Senior High graduation
31	Memorial Day - no school
June	
3	Last day for students

Commented [JK1]: @Karen Nerison can this heading be moved down to page 4?

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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 2026-2027 school year:

October 5, 2026 November 2, 2026 January 18, 2027 February 22, 2027 March 19, 2027

QUARTER DATES FOR 2026-2027 SCHOOL YEAR

October 28, 2026 January 15, 2027 March 18, 2027 June 3, 2027

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

Riverside’s current enrollment is approximately 430 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. Cornish (Challenge) Mrs. Kluever, Mrs. Stortecky,
 - 3rd Grade—Mrs. Fritsche, Mrs. Her, Mrs. Kranz, Mrs. Mesenberg (Challenge)

Unit 3:

- 4th Grade—Mrs. Gauger (Challenge) Mr. Lekie, Mr. Podeweltz, Ms. Hammond
 - 5th Grade: Mr. Aleckson, Mrs. Berry, Mr. Hughes, Mrs. Lorge (Challenge)

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March 27, 2026

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June 5, 2026

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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 in their classroom at 8:40 when morning announcements begin. 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 literacy skills that they will use in their day-to-day learning.

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, 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 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)!

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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

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.

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 ~~2026-2027~~

	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$.50	~~\$1.70~~	~~\$2.50~~	~~\$4.70~~
Weekly	\$2.50	~~\$8.50~~	~~\$12.50~~	~~\$23.50~~
Monthly (20 days)	\$10.00	~~\$34.00~~	~~\$50.00~~	~~\$94.00~~
Quarterly (45 days)	\$22.50	~~\$76.50~~	~~\$112.50~~	~~\$211.50~~
Semester (90 days)	\$45.00	~~\$153.00~~	~~\$225.00~~	~~\$423.00~~
Reduced Costs:	\$0	\$0	\$.40	

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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

Free and Reduced Meal Applications will be distributed through Infinite Campus this year. Paper copies will also be available at each school and on our district 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 \$0.50 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 overreacts 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 100.4 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 can 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 2026-2027 school year are listed below. Students need the listed vaccinations by the first day of school.

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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 always practice good safety habits.

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:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "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:

- places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property.
- has the effect of substantially interfering with a student's, or group of students', educational performance, opportunities, or benefits; or
- 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:
making statements that promote violence toward a racial or ethnic group.
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:

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

Dr. Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, jlindell@dce.k12.wi.us, 715-359-4221, ext. 1327

CELL PHONES AND PERSONAL COMMUNICATION DEVICES

Electronic communication devices, including but not limited to cell phones, personal tablets, AirPods or other devices, need to be kept in backpacks throughout the school day.

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)

DRESSING AND GROOMING

We rely on parents to see that their children are properly dressed for school each day. 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 addition, garments that publicize tobacco use, alcohol, drugs, do not fully cover torso or low-cut shorts are not acceptable.

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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 & ASSESSMENTS

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 screening 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 or other enrichment opportunities appropriate for the individual student. In addition to universal screening tools, specific grade levels participate in annual assessments required by the state of Wisconsin.

Universal Screening Tools:

- The universal screening tool aimswebPlus includes assessments (grades K-5) for math and reading to help determine where students might have gaps in knowledge and skills and need assistance. The assessments are administered in fall, winter, and spring. In the area of literacy for grades K-3, aimswebPlus is the universal screening tool required in Wisconsin as a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success.
- aimswebPlus 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 7 Mindsets survey (grades 1-5) measures student perceptions and attitudes in categories representing the seven mindsets (*Everything is Possible*, *Passion First*, *We Are Connected*, *100% Accountable*, *Attitude of Gratitude*, *Live to Give*, and *The Time is Now*). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

- In spring, the Wisconsin Forward Exam will be administered to all students in grades 3-5. The Wisconsin Forward Exam is designed to gauge how well students are doing in relation
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to the Wisconsin Academic Standards. These standards outline what students should know and be able to do in order to be college and career ready.

- Students in grades 3-5 will take the English language arts (ELA) and math portions of the exam.
- Students in grade 4 will also be tested in science and social studies.

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 assessment processes or the options of opting your child out of a specific assessment/survey.

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. Parents can contact the school counselor if they wish to preview videos or review the 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 a 15-minute, in-person 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.

2026-2027 Conference Dates

Tuesday October 27, 2026	4:30-7:30	Elementary evening PT conferences
Thursday October 29, 2026	11:30-7:30	No School- Late start for Elem. Teachers- PT Conf., Secondary Grading Day
Tuesday February 16, 2027	4:30-7:30	Elementary evening PT conferences
Thursday February 18, 2027	11:30-7:30	No School- Late start for Elem. Teachers- PT Conf., Secondary Work Day

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Deleted: Elementary evening PT conferences

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Deleted: 11:30 am - 7:30 pm

Deleted: Teachers- PT conf. Into the evening/Secondary ½ vertical teaming & ½ teacher regular workday

Deleted: Thursday February 26, 2026

Deleted: 4:30-7:30 pm

Deleted: Elementary evening PT conferences

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 3:20-4:00 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 [4:00](#) 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.

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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.

Outdoor Recess/Classes and Weather Safety Guidelines

All children are expected to participate in school recess. Recess will be held indoors on days when inclement weather poses a threat to student health, in alignment with Wisconsin DPI recommendations.

- Cold Weather: Recess will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.
- Heat Index: When the heat index reaches 90°F or higher, outdoor recess may be limited or moved indoors.
- Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

Note: The school will generally send students outside in the outerwear they wore to school unless temperature, heat, air quality, or a medical exemption requires otherwise.

Air Quality Level Information

AQI Level	Category	Guidance
0–50	Good	No restrictions
51–100	Moderate	Monitor students with respiratory conditions
101–150	Unhealthy for Sensitive Groups	Consider indoor recess for sensitive students
151–200	Unhealthy	Contact families of sensitive students to determine course of action.
201–300+	Very Unhealthy to Hazardous	Recess held indoors for all students

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 715-359-2417, 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 , School Social Worker, 715-359-2417 ext. 5305.

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SCHOOL SUPPLIES for 2026-2027

To support student learning, families are asked to provide the following school supplies listed below for their child's grade level. School supply lists are also available on the school's website and in the main office before the start of each school year. Students are asked to wear tennis shoes on their scheduled gym days please note this does not need to be a designated pair of shoes just for gym.

Kindergarten

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Box
- 5 - Glue Sticks
- 2 - Crayons (24 ct. each) – Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)

1st Grade

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Box
- 5 - Glue Sticks
- 2 - Crayons (24 ct. each) – Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)

2nd Grade

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Box
- 5- Glue Sticks

- 2 - Crayons (24 ct. each) – Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)

3rd Grade

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Pouch
- 5 - Glue Sticks
- 1 - Crayons (24 ct.) Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)
- 1 - Composition Notebook

4th Grade

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Pouch
- 5 - Glue Sticks
- 1 - Crayons (24 ct.) Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)
- 1 - Composition Notebook

5th Grade

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Pouch
- 5 - Glue Sticks
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)
- 1 - Composition Notebook

If obtaining school supplies presents a financial hardship, please contact the school's social worker for assistance. We are committed to ensuring that every student has the materials they need to be successful. All requests will be handled confidentially.

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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

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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.

ELEMENTARY

Pupil Non-Discrimination

It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (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. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing.

The Board designates the following individuals to serve as the District's Compliance Officers:

COMPLIANCE OFFICERS

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

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

The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under **Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability**. All reports regarding discrimination or harassment are taken seriously, treated fairly, and promptly and thoroughly investigated, in accordance with the district's grievance procedures.

Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities

The D.C. Everest Area School District is Committed to providing equal educational and employment opportunities. The district does not discriminate on the basis of sex, including gender or gender identity, in any of its programs or activities, applications for admission, or employment, as required by Title IX and its regulations. Any complaint of sexual harassment or other sex-based

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discrimination will be taken seriously, treated fairly, and promptly and thoroughly investigated in accordance with **Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**.

Upon receipt of a complaint of sex discrimination, the District will investigate the complaint, undertake an objective evaluation of all relevant evidence, and make a determination of responsibility within 90 days. Any inquiries regarding filing a complaint, the applicability of Title IX, or the Title IX grievance procedures may be communicated to the District's Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education's Office for Civil Rights, or both. The Following individuals are designated as the District's Title IX Coordinators.

TITLE IX COORDINATORS

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

Sarah Trimmer
Director of Talent & Culture 6100
Alderson Street
Weston, WI 54476
715-359-4221, ext. 1225
strimmer@dce.k12.wi.us

Any person may contact the Title IX Coordinator via phone, email, or in person to file a complaint for sexual harassment or sex-based discrimination. For more information regarding the District's Title IX complaint and grievance procedures, please refer to Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Access to School Employee Discipline Records Pursuant to 2025 Wisconsin Act 57

In accordance with Wis. Stat. § 118.07(6)(b) and the Wisconsin Public Records Law (Subchapter II of Chapter 19), the D.C. Everest Area School District hereby notifies parents and guardians of their right to access certain records regarding school employee discipline.

1. Right to Access Records Under the Wisconsin Public Records Law, any person has the right to request and inspect public records maintained by the District. This includes records related to the discipline of school employees, subject to certain legal limitations and the "balancing test" (where the public's interest in disclosure is weighed against the interest in non-disclosure).

2. Limitations and Confidentiality Please be advised that while disciplinary records are generally accessible once an investigation has concluded, certain information may be redacted or withheld as required by law, including:

- Records related to a **current investigation** into possible employee misconduct (until the investigation is finalized).
- Information that would identify a student (protected under FERPA and state pupil record laws).

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- Personal identifying information such as home addresses, social security numbers, or private medical information.

3. Employee Notification Rights Per Wis. Stat. § 19.356, before the District releases records regarding an investigation into employee discipline or a possible violation of law/policy, the District may be required to notify the employee. This notice allows the employee a specific period to seek a court order to restrain the release of the records or only the right to augment the records, depending on the category of the employee under the records law.

4. How to Make a Request Requests for records should be directed to the District's Records Custodian:

- **Name/Title:** [Insert Name of Custodian, e.g., District Administrator]
- **Address:** [Insert Office Address]
- **Email/Phone:** [Insert Contact Info]

The District will respond to all requests as soon as practicable and without delay. Standard fees for the actual, necessary, and direct costs of duplication and location may apply and prepayment of estimated costs may be required if they exceed \$50.

Possibly add po7540.03 STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY if Board approves in time. 2025 Wisconsin Act 42 requirement.

Directory Data Notice

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 This link is going to change in July. Many of these policies also have Administrative Guidelines with more detailed information. 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 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 2266 Nondiscrimination on the Basis of Sex in Educational Programs
- 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

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- Policy 2522 Instructional Material Centers
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Allergies
- Policy 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5411 Third Grade Promotion and Retention: At-Risk Students
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- 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 7440.01 Video Surveillance and Electronic Monitoring
- 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 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- Policy 8600 Transportation
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Camera's & Other Recording Devices in Locker Rooms

Administrative Guideline 8600B School Bus Rider Rules

OTHER IMPORTANT POLICIES

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

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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.

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

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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.

Commented [JK3]: @Karen Nerison this form is no longer used. Can we link it to the "Request for Transportation Form" that was updated 1/12/26 instead?

Commented [KN4R3]: @Jessica Krautkramer Yes, link has been updated

D.C. Everest Middle School
Student and Parent/Guardian Handbook
2026-2027



DC EVEREST
Middle
SCHOOL

9302 Schofield Ave.
Weston, WI 54476
715-241-9700
715-241-9697 Fax
<https://middleschool.dce.k12.wi.us>

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WELCOME



Dear Students and Parents,

At D.C. Everest Middle School, our mission is to provide a safe, caring, and supportive environment where every student is inspired to grow, explore, and succeed—academically, socially, and emotionally.

We understand that middle school is a critical time of development, and we are committed to nurturing the whole child. By encouraging self-reflection, healthy relationships, emotional awareness, and thoughtful decision-making, we aim to equip students with the tools they need to thrive both in and out of the classroom. These foundational life skills contribute not only to academic growth but also to a strong sense of self and a healthy, balanced approach to life.

Middle school is a unique and exciting time in a student's life—a time of rapid growth, increased independence, and important transitions. It's a place where students begin discovering their interests, building deeper relationships, and developing the skills they'll need for high school and beyond. We understand these years are a bridge between childhood and adolescence and are here to support students every step of the way.

We encourage all students to take full advantage of the wide variety of academic and extracurricular opportunities our school offers. Getting involved in activities not only builds confidence and leadership but also fosters a strong sense of school pride and community.

We look forward to partnering with students and families to make D.C. Everest Middle School a positive, enriching, and memorable experience for everyone.

Phillip Tubbs
Principal

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:

- Students must register online at the district athletic page
<https://www.dce.k12.wi.us/departments/athletics> - Registration Opens July 13.
- 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 all required forms before participating.

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.

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.

Deleted: I asked Mr. Heckel to approve information for this section of the handbooks. He requested that we simply state each student must register online at the district athletic page. He also asked that the handbook says: all students must have a current physical updated and uploaded to be eligible to participate in athletic programs.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Deleted: REGISTRATION OPENS ONLINE JULY

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Deleted: <#>Complete an insurance/pledge card.
Complete an 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.

Deleted: <#> [Middle School Athletics Information](#)

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

JANUARY TO FEBRUARY

Basketball	Boys	Grades 7-8

MARCH TO JUNE

Spring Sports		
Track	Boys & Girls	Grades 6-8
Soccer	Girls	Grades 7-8
Softball	Girls	Grades 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 been run in the past. Ideas for new clubs are welcome!

Club/Activity	Description
Anime Club	Anime Club is a place for you to talk about 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 County. 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. A fun time with friends.
Garden Club	For all "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 it.
Horse Club	A club where you can come together to talk about 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 grades 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.

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Approved 1/14/26



Academic Calendar 2026-2027

The D.C. Everest School District allotted four "built-in" snow days for the 2026-27 school year. If we exceed the four built-in snow days, and students cannot attend school in person due to inclement weather, students will learn from home as a virtual learning day (snow days number 5 & 6). If we were to reach a 7th snow day, our team will need to identify a solution to ensure we meet the required minutes set forth by the WI Department of Public Instruction.

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

August

25 First day of school/Semester begins

September

4-7 Labor Day - no school

October

5 No school
27 & 29 Elementary Parent/Teacher Conference
28 End of first quarter
29-30 No school

November

2 No school
25-27 Thanksgiving break

December

23 - Jan 1 Winter break

January

4 School begins
15 Last day of first semester
18 Martin Luther King Jr. Day - no school
19 First day of second semester

February

16 & 18 Elementary Parent/Teacher Conference
18-22 No school

March

18 End of third quarter
19-26 Spring Break

April

23 No school

May

26 Senior High graduation
31 Memorial Day - no school

June

3 Last day for students

Deleted: 1/14/26

1/14/26

Approved 1/14/26



The D.C. Everest School District allotted four "built-in" snow days for the 2026-27 school year. If we exceed the four built-in snow days, and students cannot attend school in person due to inclement weather, students will learn from home as a virtual learning day (snow days number 5 & 6). If we were to reach a 7th snow day, our team will need to identify a solution to ensure we meet the required minutes set forth by the WI Department of Public Instruction.

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

M	T	W	T	F
				1
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

March

M	T	W	T	F
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
				1
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

◆ Semester Begins
● No School for All Students
■ Last Day of Quarter/Semester
◆ Elementary Parent/Teacher Conferences
● Graduation

4K will have off November 23-24 for parent/teacher conferences.
4K will have off March 11-12 for parent/teacher conferences.

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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.
- A “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 failing 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-attendance@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 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 attempt 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 essential for academic success and the development of strong life skills. Every minute a student is late results in lost instructional time, which can quickly add up to a full day or more. Tardies are recorded in Infinite Campus and managed by the teacher of the respective class. Students are allowed up to four tardies per semester without disciplinary action. On the fifth tardy, the teacher will contact a parent/guardian, and the student will be assigned a lunch detention. If a student accumulates 10 tardies in a semester, an after-school detention will be assigned. Parents will be notified in advance, and the detention will take place from 2:35 to 3:15 PM on the designated day.

Detention Expectations:

- Arrive on time
- Remain quiet and cooperative
- No use of electronic devices

Failure to follow these expectations may result in an additional detention. Skipping a detention will lead to parent contact, and further consequences will be determined by school administration.

Tardy counts reset at the beginning of the second semester. Tardiness is tracked per individual class period, not cumulatively across all eight 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.

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 expected to take an active role in communicating with their teachers about making up missed work. As long as the work is completed within a reasonable timeframe, late submission should not negatively impact 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.

- Early dismissals will only be given if a student has a written permission note from a parent or guardian.
- 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.
- 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 health room 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's 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 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 ~~\$1.70~~ and lunch ~~\$2.25~~ 2.75 for the 2025-2026 ~~2026-2027~~ 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 \$.50.

Deleted: 1.60

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 to 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 to 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 lunchtime.

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 stay 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 to 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.

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 sets 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:

- 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
- 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.
- 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. If 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:

- Weapons under the control of law enforcement personnel.
- 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 repairing 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 frustrations and misbehavior. The more serious and 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 expectations for Athletics are outlined by the D.C. Everest Athletic Code of Conduct.

EVEREST SYSTEM OF SUPPORT & ASSESSMENTS

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 screening 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. In addition to universal screening tools, specific grade levels participate in annual assessments required by the state of Wisconsin.

Universal Screening Tools:

- The universal screening tool FastBridge 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 7 Mindsets survey measures student perceptions and attitudes in categories representing the seven mindsets (Everything is Possible, Passion First, We Are Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

- In spring, the Wisconsin Forward Exam will be administered to all students in grades 6-7. The Wisconsin Forward Exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards. These standards outline what students should know and be able to do in order to be college and career ready.
- Students in grades 6-7 will take the English language arts (ELA) and math portions of the exam.

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 assessment processes or the options of opting your child out of a specific assessment/survey.

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 for lunch or 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, tests, 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 activities. 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

- All students should stay at school throughout his or her lunch period unless they bring a signed statement from their parents that they will be leaving with them for lunch. Only students with permission from the office will be allowed to leave for lunch with them. Parents will pick up their children from the main office.
- Student cooperation is needed in keeping the lunchroom clean. Please reinforce with them the importance of responsible lunchroom behavior.
- 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.
- Students are not allowed to call in orders for delivery of food without permission from the principal or assistant principal in advance.
- 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:

- Grades reflect a student's knowledge and level of performance.
- Grades are based on a variety of assessments that measure student achievement.
- Grades clearly communicate information that enhances the partnership among parents, students, and teachers and are meant to provide feedback about student achievement.
- Non-academic factors are highly valued and contribute to student achievement; they may be communicated separately.
- Accommodations are made as needed to help students achieve targeted outcomes.
- 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 can 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.

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's 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 decision 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 the 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 using 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 the 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 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 educational 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:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- “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 when 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:

- places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property;
- has the effect of substantially interfering with a student, or group of students', educational performance, opportunities, or benefits; or
- 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:

- making statements that promote violence toward a racial or ethnic group;
- 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.

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 support is based on the 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, and 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 on 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 in addressing safety concerns. 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 step 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 is not 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 the 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

<https://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AJZMMZ5BAB54>

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 100.4 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 for 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/they 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 varies. 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 administering 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 for 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 is a nuisance but does 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 the 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 up the student 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 for 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, parents/guardians are called to pick up all unused, discontinued, or outdated medications.
 - At the end of the school year, parents/guardians 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 a 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 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 the 2025-2026 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.

Outdoor Recess/Classes and Weather Safety Guidelines

All children are expected to participate in school recess. Recess will be held indoors on days when inclement weather poses a threat to student health, in alignment with Wisconsin DPI recommendations.

- Cold Weather: Recess will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.
- Heat Index: When the heat index reaches 90°F or higher, outdoor recess may be limited or moved indoors.
- Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

Note: The school will generally send students outside in the outerwear they wore to school unless temperature, heat, air quality, or a medical exemption requires otherwise.

Air Quality Level Information

AQI Level	Category	Guidance
0–50	Good	No restrictions
51–100	Moderate	Monitor students with respiratory conditions
101–150	Unhealthy for Sensitive Groups	Consider indoor recess for sensitive students
151–200	Unhealthy	Contact families of sensitive students to determine course of action.
201–300+	Very Unhealthy to Hazardous	Recess held indoors for all students

Please contact the Middle School Health Office at 715.241.9700 extension 2023 if you have further questions or concerns.

SCHOOL BOARD MEMBERS

- Ben Bliven
- Office: Clerk
 - Term expires: 2028
 - bbliven@dce.k12.wi.us
- Jennifer Douck
- Office: Member
 - Term expires: 2029
 - jdouck@dce.k12.wi.us
- Katie Felch
- Office: Vice President
 - Term expires: 2027
 - kfelch@dce.k12.wi.us
- Shannon Grabko
- Office: President
 - Term expires: 2028
 - sgrabko@dce.k12.wi.us
- Lindsey Lewitzke
- Office: Member
 - Term expires: 2028
 - llewitzke@dce.k12.wi.us
- Larry Schaefer
- Office: Member
 - Term expires: 2027
 - lschaefer@dce.k12.wi.us
- Yee Leng Xiong
- Office: Treasurer
 - Term expires: 2029
 - yxiong@dce.k12.wi.us

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NOTICES MS

Pupil Non-Discrimination

It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (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. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing.

The Board designates the following individuals to serve as the District's Compliance Officers:

COMPLIANCE OFFICERS

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

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

The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under **Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability**. All reports regarding discrimination or harassment are taken seriously, treated fairly, and promptly and thoroughly investigated, in accordance with the District's grievance procedures.

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Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities

The D.C. Everest Area School District is Committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, including gender or gender identity, in any of its programs or activities, applications for admission, or employment, as required by Title IX and its regulations. Any complaint of sexual harassment or other sex-based discrimination will be taken seriously, treated fairly, and promptly and thoroughly investigated in accordance with **Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**.

Upon receipt of a complaint of sex discrimination, the District will investigate the complaint, undertake an objective evaluation of all relevant evidence, and make a determination of responsibility within 90 days. Any inquiries regarding filing a complaint, the applicability of Title IX, or the Title IX grievance procedures may be communicated to the District's Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education's Office for Civil Rights, or both. The Following individuals are designated as the District's Title IX Coordinators.

TITLE IX COORDINATORS

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

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

Access to School Employee Discipline Records Pursuant to 2025 Wisconsin Act 57

In accordance with Wis. Stat. § 118.07(6)(b) and the Wisconsin Public Records Law (Subchapter II of Chapter 19), the D.C. Everest Area School District hereby notifies parents and guardians of their right to access certain records regarding school employee discipline.

1. Right to Access Records Under the Wisconsin Public Records Law, any person has the right to request and inspect public records maintained by the District. This includes records related to the discipline of school employees, subject to certain legal limitations and the "balancing test" (where the public's interest in disclosure is weighed against the interest in non-disclosure).

2. Limitations and Confidentiality Please be advised that while disciplinary records are generally accessible once an investigation has concluded, certain information may be redacted or withheld as required by law, including:

- Records related to a **current investigation** into possible employee misconduct (until the investigation is finalized).
- Information that would identify a student (protected under FERPA and state pupil record laws).

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- Personal identifying information such as home addresses, social security numbers, or private medical information.

3. Employee Notification Rights Per Wis. Stat. § 19.356, before the District releases records regarding an investigation into employee discipline or a possible violation of law/policy, the District may be required to notify the employee. This notice allows the employee a specific period to seek a court order to restrain the release of the records or only the right to augment the records, depending on the category of the employee under the records law.

4. How to Make a Request Requests for records should be directed to the District's Records Custodian:

- **Name/Title:** [Insert Name of Custodian, e.g., District Administrator]
- **Address:** [Insert Office Address]
- **Email/Phone:** [Insert Contact Info]

The District will respond to all requests as soon as practicable and without delay. Standard fees for the actual, necessary, and direct costs of duplication and location may apply and prepayment of estimated costs may be required if they exceed \$50.

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. There are Administrative Guidelines associated with many of these policies. 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 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- 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 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- 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 5720 Student Activism
- Policy 5771 Search and Seizure
- Policy 5772 Weapons

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- 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 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- [Policy 8600 Transportation](#)
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms
- 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)

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OTHER IMPORTANT POLICIES

Directory Data: The D.C. Everest Area School District, pursuant to the Family Education Rights and Privacy Act and State Statue 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-notices>. 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.

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.

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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.

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CAMPUS CRIME STOPPERS PROGRAM

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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 Junior High School Student Handbook 2026-2027



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

[Weston](#), WI 54476

715-359-0511

FAX 715-359-9395

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

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WELCOME



Welcome to D.C. Everest Junior High School!

We are excited to partner with you for a successful and rewarding school year. At D.C. Everest Junior High, our mission is to foster a safe, healthy, and positive school environment where every student feels a sense of pride and belonging.

Creating such a climate is a shared effort – one that involves students, families, and staff working together. Through clear expectations, positive relationships, and consistent support, we strive to help every student grow academically, socially, and emotionally.

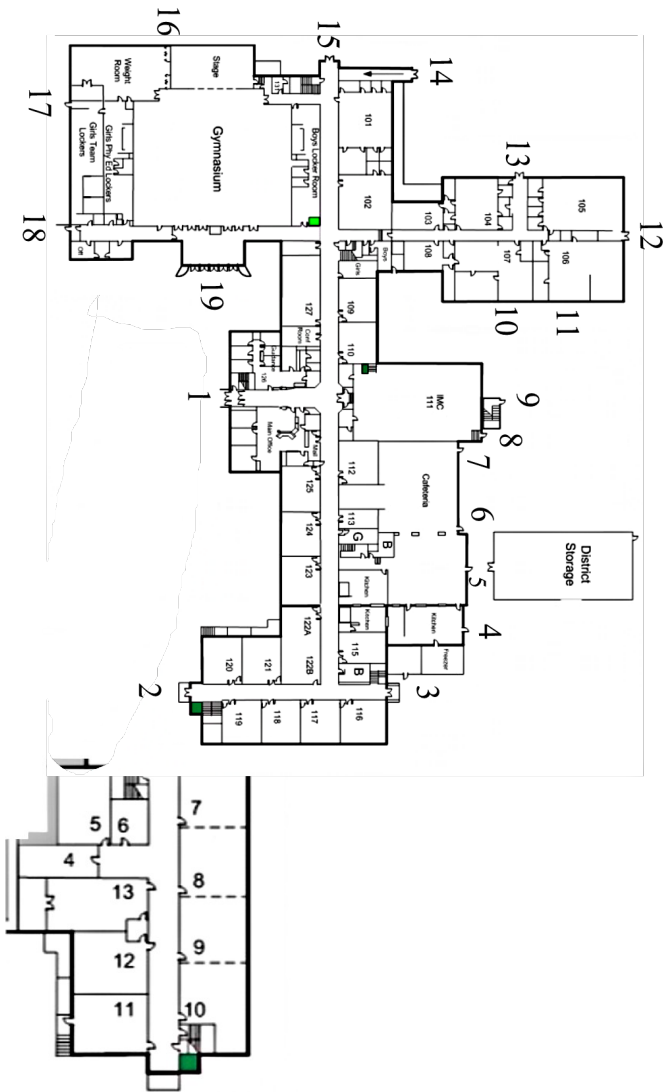
Our core values – Be Respectful, Be Responsible, Be Productive – guide behavior and decision-making in all school settings. We encourage you to be an active participant in supporting these values at home and in school, helping us build a community that students are proud of.

Together, we can make D.C. Everest Junior High a great place to learn, lead, and grow.

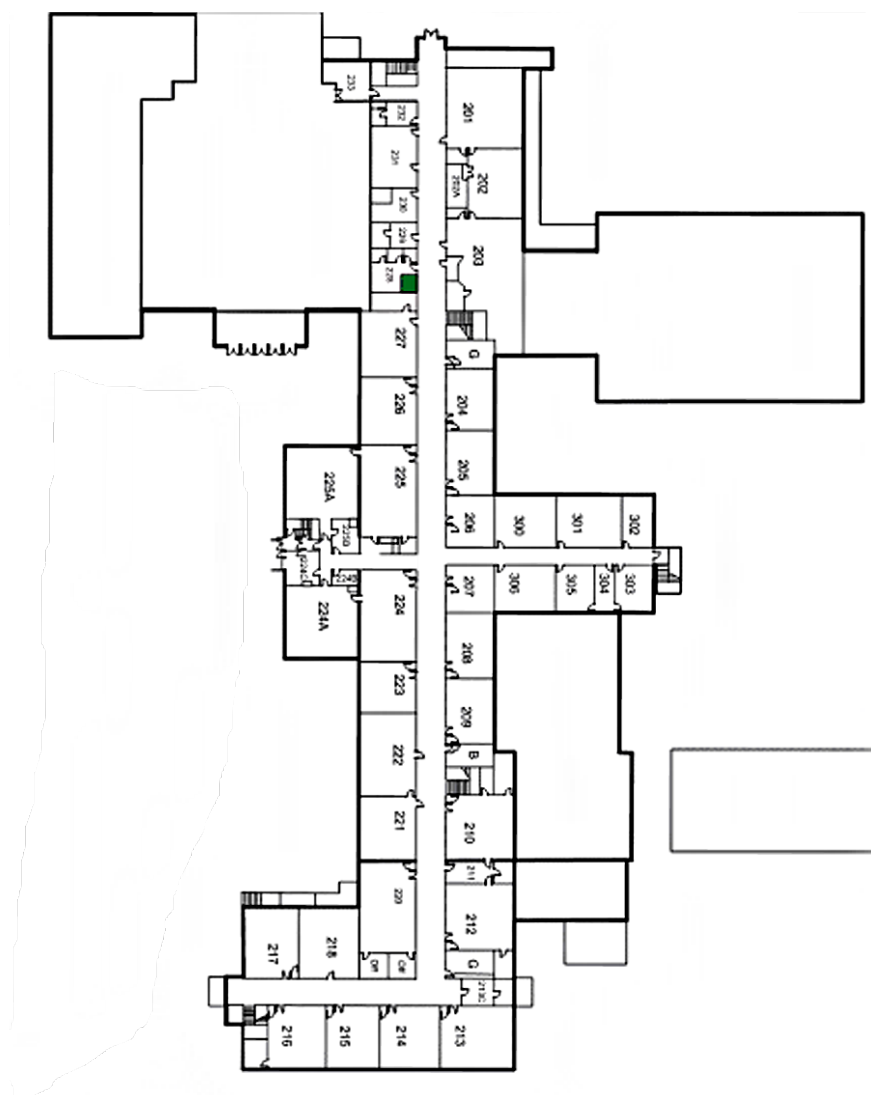
Jason McFarlane
Principal

MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH SECOND FLOOR



2026-2027
CALENDAR

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Approved 1/14/26



Academic Calendar
2026-2027

The D.C. Everest School District allotted four "built-in" snow days for the 2026-27 school year. If we exceed the four built-in snow days, and students cannot attend school in person due to inclement weather, students will learn from home as a virtual learning day (snow days number 5 & 6). If we were to reach a 7th snow day, our team will need to identify a solution to ensure we meet the required minutes set forth by the WI Department of Public Instruction.

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- ◆ Semester Begins ◆ Elementary Parent/Teacher Conferences
● No School for All Students ● Graduation
□ Last Day of Quarter/Semester

4K will have off November 23-24 for parent/teacher conferences.
4K will have off March 11-12 for parent/teacher conferences.

August	
25	First day of school/Semester begins
September	
4-7	Labor Day - no school
October	
5	No school
27 & 29	Elementary Parent/Teacher Conf.
28	End of first quarter
29-30	No school
November	
2	No school
25 - 27	Thanksgiving break
December	
23 - Jan 1	Winter break
January	
4	School begins
15	Last day of first semester
18	Martin Luther King Jr. Day - no school
19	First day of second semester
February	
16 & 18	Elementary Parent/Teacher Conf.
18-22	No school
March	
18	End of third quarter
19-26	Spring Break
April	
23	No school
May	
26	Senior High graduation
31	Memorial Day - no school
June	
3	Last day for students

SCHEDULES

D.C. EVEREST JUNIOR HIGH 2025-2026 CALENDAR DATES			
DATE	DAY	TIME	EVENT
9/2/25	Tue		First Day of School - 8th Grade Only
9/5/25	Fri	All Day	Photo Day
10/1/25	Wed		8th Grade Heavy Metals Tour
10/3/25	Fri		Homecoming Football Game
10/6/25	Mon	Independent Learning Day	Teacher Work Day/Vertical Teaming
10/29/25	Wed	3:30PM-7:00PM	Parent/Teacher Conferences
10/30/25	Thu	NO SCHOOL	Teacher Work Day/Vertical Teaming
10/31/25	Fri	NO SCHOOL	Teacher Professional Development
11/13/25	Thu	3:30PM-7:00PM	Parent/Teacher Conferences
11/26/25-11/28/25	Wed-Fri	NO SCHOOL	Thanksgiving Break
12/22/25-1/2/26		NO SCHOOL	Winter Break
1/19/26	Mon	NO SCHOOL	Teacher Work Day
1/22/26	Thu		End of Semester
1/23/26	Friday	NO SCHOOL	Teacher Work Day
TBD		1:00PM-3:00PM	Basketball Assembly
1/30/26	Fri	11:30am-3:00PM	Winterfest
2/11/26	Wed		History Day
2/18/26	Wed	3:30PM-7:00PM	Parent/Teacher Conferences
2/19/26	Thu	Independent Learning Day	Teacher Work Day/Vertical Teaming
2/20/26	Fri	NO SCHOOL	Teacher Professional Development
2/22/26-2/26/26	Sun-Thu		AP Gov Washington DC/Philadelphia Trip
3/5/26	Thu	3:30PM-7:00PM	Parent/Teacher Conferences
3/6-3/8/26	Fri-Sun		Evercon
3/13/26	Fri		Pi Day Assembly
3/30/26-4/3/26	Mon-Fri	NO SCHOOL	Spring Break
4/7-4/8/25	Thu-Fri		State Testing
5/6/25	Wed		Adventure Day
5/8/26	Fri		AP Testing
TBD			Six Flags Trip
5/13/26	Wed		Civil War Day
5/25/26	Mon	NO SCHOOL	Memorial Day
5/26-5/28/26	Tue-Thu		Rivers Trip - 8th grade Science classes
6/5/26	Fri		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	

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 [next step information](#). The Faculty Council will evaluate these forms and consider leadership, service, citizenship, and character to determine membership. More information on NJHS may be obtained [from the advisor](#).

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ACADEMIC RESOURCES

- Extended Learning Time (ELT) 8th Period Daily
- Before and after school support
- After school homework club
- 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 are 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:
 - Register online – [Infinite Campus – Activity – Sports Registration](#)
 - Upload a current physical [during registration](#).
 - Complete concussion test if needed for your sport [with sports trainer](#).

All athletic forms are to be completed online. Parents must scan and upload the physical in [Infinite Campus](#). The athletics registration page can be accessed at the [parent portal for Infinite Campus](#).

W.I.A.A. Physical Examination Card

Physical examinations taken after April 1 are good for the following two school years. Physical examinations taken before April 1 are good for the remainder of the school year.

ATTENDANCE PROCEDURES

Consistent school attendance is an important part of student success – both academically and socially. While we understand that absences are sometimes unavoidable, being present at school as regularly as possible helps students stay connected, engaged, and on track with their learning.

Each day in class provides valuable experiences that are hard to replicate outside of the classroom – whether it’s participating in class discussions, working with peers, or receiving real-time support from teachers. Developing strong attendance habits early helps build a strong foundation for future success.

Whenever possible, we encourage families to schedule doctor, dental, and other professional appointments outside of school hours. We recognize that this isn’t always feasible and appreciate your efforts to prioritize school time when you can.

The following are considered excused absences:

- Illness
- Family emergencies
- Medical or dental appointments
- Other valid professional appointments
- Pre-approved school activities

Students are generally excused for two hours for routine medical or dental visits. A verification slip from the medical or professional office may be requested to confirm the appointment. If a student is absent due to illness, please call the Attendance Office at 715-359-0511 ext. 3404. This line has 24-hour voicemail for your convenience.

If a message is not left, students are required to bring a written parent excuse note to the Attendance Office before 7:40am on the day they return to school. In some cases of repeated absences, a doctor’s note may be requested.

If your student needs to leave school early, they must check in at the office to receive a “Permission to Leave School” slip. Early dismissals will be granted if:

- The school receives written or verbal permission from a parent/guardian

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- The reason for leaving is valid and acceptable to the school
- The request for a permit to leave is made before 7:35am that day

Some absences – such as deer hunting, church retreats, college visits, or family vacations – can be excused if a Permit to Leave School (Anticipated Absence) form is completed in advance. This form must be signed by a parent/guardian and the student’s teachers. Return the form to the Attendance Office before the absence occurs.

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Under family leave regulations, parents may excuse their students for up to ten days per school year. We ask that families notify the school at least 24 hours in advance when planning these absences.

If you have questions or need support regarding attendance, please don’t hesitate to contact us. We’re here to help, and we value our partnership with you in supporting your child’s success.

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Please Note: Final decisions regarding attendance are made by the school administration.

LEAVING SCHOOL DURING THE DAY

To support student safety, D.C. Everest Junior High maintains a closed campus policy, meaning students are expected to remain on school grounds for the entire school day, including the lunch period. Leaving campus without prior approval is considered unexcused.

If a student needs to leave during the school day – for an appointment or another approved reason – they must first sign out at the Main Office. We appreciate your help in ensuring students follow this procedure to help us maintain a safe and secure learning environment.

ILLNESS AT SCHOOL

If a student feels unwell during the school day, they should ask their teacher for a pass to visit the Health Office. Students should avoid going to the Health Office between classes unless it is an emergency.

Our health aide will assess the student’s condition and, if needed, contact a parent/guardian to discuss the next steps. For safety and accountability, students should not contact a parent for pickup until the health aide has given authorization to leave. Prior permission is required before any student leaves school due to illness.

FIELD TRIP ATTENDANCE

Participation in field trips and incentive events is a privilege based on academic and behavioral standing. Students may be ineligible to attend if:

- Homework is not completed and turned in within 1-2 weeks prior to the trip.
- There are ongoing concerns about behavior and academic performance.

Final decisions regarding field trip participation is made at the discretion of the school administration. If you have questions, we encourage you to reach out in advance.

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UNEXCUSED ABSENCES

We understand that occasional challenges may arise, but the following are considered unexcused absences:

- Oversleeping
- Missing the bus
- Personal business (non-emergency)
- Car troubles
- Skipping class
- Leaving school without an approved Permit to Leave School from the office or Health Room

If a student accumulates three or more unexcused absences in a semester, the school may initiate truancy counseling or abatement procedures. A fifth unexcused absence may result in a referral to Marathon County Truancy Court.

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

To help maintain a safe, clean, and healthy learning environment, students are not permitted to carry backpacks, large bags, or purses into classrooms, study halls, or the IMC during the school day.

Students are welcome to use backpacks or bags to bring materials into the building at the start of the school day and to take them home at the end of the day. During school hours, these items should be stored in the student's hallway locker.

We understand that some students may have unique circumstances that require special consideration. In these cases, students may request an exception. Any exception must be approved by the building principal or an assistant principal on an individual basis.

We appreciate your support in helping us create a safe and organized school environment for all students.

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

At D.C. Everest Junior High, we believe every student deserves to feel safe, respected, and supported. We take bullying and harassment seriously and are committed to working in partnership with families to foster a positive school climate where all students can thrive.

WHAT IS BULLYING?

Bullying is intentional behavior – verbal, physical, emotional, or digital – that causes harm, fear, or intimidation. It often involves a real or perceived imbalance of power and can have a lasting impact on a student's well-being. Bullying may be repeated or a single significant act.

Forms of bullying may include:

- Physical: Hitting, pushing, damaging belongings
- Verbal: Name-calling, teasing, threats
- Social/Emotional: Rumor spreading, exclusion
- Cyberbullying: Harmful messages or posts online or through text

Sometimes, students may have conflicts or disagreements. When both students have equal power and a desire to resolve the issue, these situations are considered student conflict, not bullying. In such cases, our staff and student services team will help students work toward resolution.

WHAT IS HARASSMENT?

Harassment includes any threatening, insulting, or dehumanizing behavior – verbal, physical, or digital – based on a student's protected characteristics (e.g., race, gender, religion, disability, sexual

orientation). Harassment can cause fear, impact academic success, or disrupt the learning environment.

This includes “hate speech” or the use of offensive language, gestures, or images – even when not directed at a specific person. While individuals within identity groups may sometimes use familiar or reclaimed language, students are expected to use respectful and appropriate language in all school settings.

REPORTING & RESPONSES

We encourage all members of the school community – students, families, and staff – to report any concerns of bullying or harassment. Reports can be made verbally or in writing to any trusted adult or school employee.

All reports will be taken seriously and thoroughly investigated. If bullying or harassment is confirmed, we will take immediate action to:

- Stop the behavior
- Prevent it from happening again
- Support those affected

Students engaging in bullying or harassment may face disciplinary action, up to and including expulsion.

LET’S WORK TOGETHER

Creating a safe and inclusive environment is a shared responsibility. By staying connected and communicating openly, we can ensure that every student feels seen, supported, and valued.

For more details, please review:

- Board Policy 5517 – Student Anti-Harassment
<https://go.boarddocs.com/wi/dcea/Board.nsf/Public>
- Additional Notices: www.dce.k12.wi.us/district-info/district-notice

District Compliance Officers

- Gina Lehman, Director of Student Services – gilehman@dce.k12.wi.us - 715-359-4221 ext. 1351
- Dr. Jeff Lindell, Assistance Superintendent of Learning – jlindell@dce.k12.wi.us - 715-359-4221 ext. 1327

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.

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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.	Mrs. Bates Cbates@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 lstuebs@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

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
DECA	A marketing & business club developing emerging leaders. Join today, lead tomorrow.	Mr. Jim Dahlgren_idahlgren@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.	▼ Ms. Sachs ssachs@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. 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.	Mrs. Bates Cbates@dce.k12.wi.us
National Junior Honor Society	Leadership, service citizenship, character, and academics determine membership.	▼ Mrs. Jaipuri sjaipuri@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	A student led group that works to raise awareness about your mental health and resources available to help yourself or a friend, promote acceptance, cultivate leaders, and positively impact our school's climate. Be empowered to speak up.	Mr. Kolodziej Mrs. Kolton mkolodziej@dce.k12.wi.us ckolton@dce.k12.wi.us
Sherpas	Sherpas are our guides for new students at the junior high. Sherpa's must have a B average or	▼ These are CORRECT. Sorry

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CLUB/ACTIVITY	DESCRIPTION	ADVISOR
	higher, no discipline referrals, and currently in good academic standing.	
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. Harrington @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.	Ms. Miller jmiller@dce.k12.wi.us Ms Niespodzany mniespodzany@dce.k12.wi.us
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. Drake odrake@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.	TBD

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Trap Club .Students will meet at the Weston Rod & Gun Club one time per week. Students will compete in the Wisconsin State HS Clay Trap League.
Advisor - Mr. Eberhardy (no school email)

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

At D.C. Everest Junior High, we value our students' individuality and support their ability to express themselves through personal style. We also have a responsibility to maintain a safe, respectful, and distraction-free learning environment for everyone. Our dress code is designed to strike a balance between these goals.

We ask families to partner with us in helping students make clothing choices that support a positive school climate. The following guidelines are intended to provide clarity.

GENERAL EXPECTATIONS

- Clothing, jewelry, and accessories may not display images, language, or symbols that are lewd, vulgar, obscene, offensive, or promote drugs, alcohol, tobacco, violence or hate.
- Items that could be used as weapons, including certain chains or spiked accessories, are not allowed.
- Clothing must fully cover the torso from just below the neckline to mid-thigh. Bare midriffs or visible cleavage are not permitted.
- Crop tops, tube tops, halter tops, tank tops, and sleeveless basketball jerseys are not allowed unless layered with a non-transparent outer or under shirt.
- Undergarments must remain covered at all times.
- Pajamas and slippers may only be worn on special occasions, such as designated Spirit Week PJ Day.

HEADWEAR & ACCESSORIES

- Hats, caps, hoods, bandanas, and other head coverings may not be worn during the school day unless approved for religious or medical reasons.
- Sunglasses may not be worn inside the building unless medically required with documentation.

- Students may not wear or carry flags as clothing or accessories during the school day.

CLEANLINESS & SAFETY

- Students are expected to come to school clean, neat, and dressed in a way that supports hygiene and safety.

SCHOOL EVENTS

- Students attending after-school functions (e.g., dances, concerts) are expected to follow the spirit of the dress code. Exceptions may be made for formal events such as prom or themed activities.

ENFORCEMENT & PARTNERSHIP

We recognize that parents and guardians play a key role in helping students meet dress expectations. When dress code concerns arise, students will be:

- Promptly and respectfully notified
- Asked to change or adjust their attire
- Given the option to call home or borrow school-provided clothing if needed

If a student is unable or unwilling to make necessary changes, they may be asked to wait in a supervised space until a resolution is reached. Refusal to follow staff directions may result in an office referral.

We thank you for supporting our efforts to promote a learning environment that respects all students while maintaining clear expectations for dress and appearance.

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 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.

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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.

EVEREST SYSTEM OF SUPPORT & ASSESSMENTS

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 screening 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. In addition to universal screening tools, specific grade levels participate in annual assessments required by the state of Wisconsin.

Universal Screening Tools:

- The universal screening tool FastBridge 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 7 Mindsets survey measures student perceptions and attitudes in categories representing the seven mindsets (*Everything is Possible*, *Passion First*, *We Are Connected*, *100% Accountable*, *Attitude of Gratitude*, *Live to Give*, and *The Time is Now*). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

- Wisconsin Forward Exam will be administered to all students in grade 8 in spring. The Wisconsin Forward Exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards in English language arts (ELA), math, science, and social studies. These standards outline what students should know and be able to do in order to be college and career ready.
- PreACT Secure will be administered to all students in grade 9 in spring. Through collaboration between the ACT organization and Wisconsin's Department of Public Instruction, PreACT

measures what students have learned through the Wisconsin Academic Standards in the areas of English, Reading, Mathematics, and Science.

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 assessment processes or the options of opting your child out of a specific assessment/survey.

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 100.4 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.

OUTDOOR CLASSES AND WEATHER SAFETY GUIDELINES

Outdoor classes will be held indoors on days when inclement weather poses a threat to student health, in alignment with Wisconsin DPI recommendations.

- Cold Weather: Classes will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.
- Heat Index: When the heat index reaches 90°F or higher, outdoor classes may be limited or moved indoors.
- Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

Note: The school will generally send students outside in the outerwear they wore to school unless temperature, heat, air quality, or a medical exemption requires otherwise.

[Air Quality Level Information](#)

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<u>AQI Level</u>	<u>Category</u>	<u>Guidance</u>
<u>0–50</u>	<u>Good</u>	<u>No restrictions</u>
<u>51–100</u>	<u>Moderate</u>	<u>Monitor students with respiratory conditions</u>
<u>101–150</u>	<u>Unhealthy for Sensitive Groups</u>	<u>Consider indoor recess for sensitive students</u>
<u>151–200</u>	<u>Unhealthy</u>	<u>Contact families of sensitive students to determine course of action.</u>
<u>201–300+</u>	<u>Very Unhealthy to Hazardous</u>	<u>Classes held indoors for all students</u>

ACADEMIC EXPECTATIONS

2026-2027 JH Grading Non-Negotiables

At the D.C. Everest Junior High School, we believe in the philosophy of standards-based grading and the idea that students learn at different rates and through different experiences. Our staff is committed to supporting all students as they work toward mastery of essential learning standards. We will provide instruction, feedback, opportunities for growth, and additional support to help students learn at an appropriate pace.

At the same time, academic success requires student ownership and accountability. Students are expected to attend class regularly, participate actively, complete learning activities and assignments, meet deadlines, and communicate with teachers when support is needed. These expectations are not only important for success in junior high, but also help students develop the responsibility, perseverance, time management, and work habits necessary for success in high school, the workplace, and beyond.

Our goal is to create a learning environment that balances support with accountability so that every student is prepared academically and personally for future opportunities.
As a result, the following expectations will be in place starting at the beginning of the 2026-2027 school year:

- All work will be due according to timelines established by each teacher and will be based on the needs of the course content. In some classes, students may be expected to submit all work by the end of a specific unit of study, while other classes may require all work to be completed by the end of a quarter. Teachers will clearly communicate these expectations in their course syllabi and post the information on their Canvas page(s). Once grading for a unit or quarter has closed, any missing work not submitted by the established deadline will be recorded as a zero.
- If a student needs to complete a reassessment opportunity, they must first discuss the request with their teacher(s). Teachers will expect all necessary coursework and practice related to the reassessment to be completed prior to the reassessment taking place. Students will generally be provided a one-week window to complete reassessments unless extenuating circumstances exist.
- Students will be given two reassessment opportunities each quarter for all summative assessments and or projects.

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The expectations above will be consistent across all departments but may vary slightly from department to department. Staff will discuss the information above with students, will post the information on their syllabi and Canvas pages. Our staff will always be able to adjust as their professional judgement deems necessary.

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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.

ACADEMIC HONESTY POLICY

Over the past several years, artificial intelligence (AI) has become a growing topic of conversation among students and staff. While AI offers many positive and innovative applications for students, it is important to establish clear expectations for its use. Beginning with the 2025-2026 school year, the following policy will be implemented. Our goal is to educate students on the appropriate and ethical use of AI, as well as to clearly define what constitutes academic dishonesty.

Academic honesty means being honest in your schoolwork in a way that doesn't break the rules of fairness and integrity. This includes things like cheating on tests, copying someone else's work and claiming it as your own (plagiarism), using AI tools in ways your teacher hasn't approved, or giving false information—such as making up data or sources. These actions are all attempts to gain an unfair advantage and are not allowed in a learning environment.

Generative AI tools—like ChatGPT, DALL-E, and Photomath—can be helpful, but only when used in the right way and with teacher permission. Misusing these tools is also considered academic dishonesty. See table below for allowed and not allowed AI tool use:

ALLOWED WITH INSTRUCTOR CONSENT

- Brainstorming, developing, and refining your own ideas.
- Fine tuning your research questions.
- Searching for reliable information related to your topic.
- Drafting an outline to help organize your thoughts.
- Reviewing grammar and writing style using appropriate tools that do not alter or rewrite your original content

NOT ALLOWED

- Using AI to complete tasks that are meant to reflect your own thinking, such as discussion posts, group work, or assignments submitted through platforms like Canvas, Zoom, or Webex.
- Having AI generate a draft of a writing assignment.
- Using AI to write any part of your assignment, including sentences, paragraphs, or full essays.

DCE Junior High will strictly enforce the following expectations:

Deleted: 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.

- Students are responsible for making sure any information they submit from an AI tool is accurate, follows copyright laws, and does not include false, biased, or inappropriate content.
- If AI tools are used, students must clearly show that properly citing the source—such as in MLA or APA format—to follow school academic honesty policies.
- If a student is unsure whether a certain use of AI is allowed, always ask a teacher before submitting your work.

Teachers will follow the protocol below if any student has been found to be academically dishonest within the duration of the current school year:

First Offense:

- The teacher will talk with the student about the academically dishonest assignment.
- The originally submitted assignment/assessment will receive a zero.
- The student will be allowed to redo the assignment/assessment for up to full credit.
- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty First Offense."

Second Offense:

- The teacher will talk with the student about the academically dishonest assignment/assessment.
- The student will earn a zero grade in Canvas. The student will have the opportunity to redo an assessment for a grade up to a 5/10 in Canvas.
- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty Second Offense."
- The student will conference with an administrator and will be issued a school consequence.
- The student will be referred to the athletic/activities director for violating the athletic/activities code of conduct.

Third Offense:

- The teacher will talk with the student about the academically dishonest assignment/assessment.
- The student will earn a zero grade in Canvas and will not be allowed to redo the assignment/assessment for credit.
- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty Third Offense."
- The student will conference with the teacher, parent(s), and administrator and will be issued a school consequence.
- The student will be referred to the athletic/activities director for violating the athletic/activities code of conduct.

*Subsequent offenses will be handled directly by administration.

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.

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- I understand there are 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.**

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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,

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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,

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All children are expected to participate in school recess. Recess will be held indoors on days when inclement weather poses a threat to student health, including when the combined temperature and wind chill is below zero degrees Fahrenheit. Recess may also be modified or held indoors due to high heat or poor air quality, in alignment with Wisconsin DPI recommendations.

• Cold Weather: Recess will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.

• Heat Index: When the heat index reaches 90°F or higher, outdoor recess may be limited or moved indoors.

• Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

Note: The school will generally send students outside in the outerwear they wore to school unless temperature, heat, air quality, or a medical exemption requires otherwise.

Air Quality Level Information

AQI Level

- 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,

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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.

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 an 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

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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. Students must be productive with homework, reading, or studying.
- Study hall is considered an instructional classroom setting. Therefore, cell phones should not be used and are expected to remain put away, consistent with classroom expectations.
- 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.

Deleted: No signing out will take place until it is quiet.¶

Deleted: <#>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.¶

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.

Deleted: <#>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.¶

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 and parent notification
- 5th Offense: Saturday Detention
- 6th Offense: Saturday Detention and referral to principal

*Tardy counts will roll back to zero at each quarter.

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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 SCHOOL DISTRICT BOARD MEMBERS

Ben Bliven

- Office: Clerk
- Term expires: 2028
- bbliven@dce.k12.wi.us

Jennifer Douck

- Office: Member
- Term expires: 2029
- jdouck@dce.k12.wi.us

Katie Felch

- Office: Vice President
- Term expires: 2027
- kfelch@dce.k12.wi.us

Shannon Grabko

- Office: President
- Term expires: 2028
- sgrabko@dce.k12.wi.us

Lindsey Lewitzke

- Office: Member
- Term expires: 2028
- llewitzke@dce.k12.wi.us

Larry Schaefer

- Office: Member
- Term expires: 2027
- lschaefer@dce.k12.wi.us

Yee Leng Xiong

- Office: Treasurer
- Term expires: 2029
- yxiong@dce.k12.wi.us

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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.

DISTRICT NOTICES

Pupil Non-Discrimination

It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (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. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing.

The Board designates the following individuals to serve as the District's Compliance Officers:

COMPLIANCE OFFICERS

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

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

The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under **Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability**. All reports regarding discrimination or harassment are taken seriously, treated fairly, and promptly and thoroughly investigated, in accordance with the District's grievance procedures.

Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities

The D.C. Everest Area School District is Committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, including gender or gender identity, in any of its programs or activities, applications for admission, or employment,

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as required by Title IX and its regulations. Any complaint of sexual harassment or other sex-based discrimination will be taken seriously, treated fairly, and promptly and thoroughly investigated in accordance with **Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**.

Upon receipt of a complaint of sex discrimination, the district will investigate the complaint, undertake an objective evaluation of all relevant evidence, and make a determination of responsibility within 90 days. Any inquiries regarding filing a complaint, the applicability of Title IX, or the Title IX grievance procedures may be communicated to the District’s Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education’s Office for Civil Rights, or both. The Following individuals are designated as the District’s Title IX Coordinators.

TITLE IX COORDINATORS

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

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

Access to School Employee Discipline Records Pursuant to 2025 Wisconsin Act 57

In accordance with Wis. Stat. § 118.07(6)(b) and the Wisconsin Public Records Law (Subchapter II of Chapter 19), the D.C. Everest Area School District hereby notifies parents and guardians of their right to access certain records regarding school employee discipline.

1. Right to Access Records Under the Wisconsin Public Records Law, any person has the right to request and inspect public records maintained by the District. This includes records related to the discipline of school employees, subject to certain legal limitations and the "balancing test" (where the public’s interest in disclosure is weighed against the interest in non-disclosure).

2. Limitations and Confidentiality Please be advised that while disciplinary records are generally accessible once an investigation has concluded, certain information may be redacted or withheld as required by law, including:

- Records related to a **current investigation** into possible employee misconduct (until the investigation is finalized).
- Information that would identify a student (protected under FERPA and state pupil record laws).
- Personal identifying information such as home addresses, social security numbers, or private medical information.

3. Employee Notification Rights Per Wis. Stat. § 19.356, before the District releases records regarding an investigation into employee discipline or a possible violation of law/policy, the District may be required to notify the employee. This notice allows the employee a specific period to seek a court order to restrain the release of the records or only the right to augment the records, depending on the category of the employee under the records law.

4. How to Make a Request Requests for records should be directed to the District’s Records Custodian:

- **Name/Title:** [Insert Name of Custodian, e.g., District Administrator]
- **Address:** [Insert Office Address]

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- **Email/Phone:** [Insert Contact Info]

The District will respond to all requests as soon as practicable and without delay. Standard fees for the actual, necessary, and direct costs of duplication and location may apply and prepayment of estimated costs may be required if they exceed \$50.

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. There are Administrative Guidelines associated with many of these policies. 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 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District Sponsored Trips
- (not taught at this level)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 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- 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 5720 Student Activism
- 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

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- Policy 8500 Food Services
- Policy 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- [Policy 8600 Transportation](#)
- 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)

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OTHER IMPORTANT POLICIES

Directory Data: The D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statue 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 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.

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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.

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D.C. Everest Senior High School Student Handbook 2026-2027



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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STOPPERS PROGRAM→39The 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.→39



WELCOME



Dear Students and Families,

Welcome to another exciting school year at D.C. Everest Senior High! We are thrilled to begin this journey with you and look forward to the incredible growth, learning, and memories ahead.

At D.C. Everest Senior High, we are guided by our core values: Do What Is Right, Care for Everyone, and Embrace Excellence. These values are the foundation of everything we do; from the way we treat one another to the high standards we set in our classrooms and beyond.

We strive to foster a safe, healthy, and positive school environment where every student feels a true sense of pride and belonging. We are committed to preparing our students to be college, career, and life ready, equipping them with the skills necessary for success in an ever-changing world. Through meaningful instruction and real-world experiences, we focus on building strong communication, collaboration, critical and creative thinking, problem-solving, and perseverance.

We also recognize that each student has unique interests and talents. Our goal is to help students discover their passions and continue their journey after graduation whether that be in the workforce, military, technical training, or higher education.

This work cannot be done alone. It takes a strong partnership between students, families, staff, and the broader community. Together, we will support each other, celebrate success, and face challenges with resilience.

We are excited for what this school year holds and confident that, by working together, we will continue to make D.C. Everest Senior High a place where every student can thrive.

Here's to a great year ahead!

Dallas Rennie, Principal

Commented [DR1]: Karen are you able to use this past years school picture instead of this one?

Commented [KN2R1]: @Dallas Rennie I can. Do you have a file of the newer photo?

Commented [KN3R1]: @Dallas Rennie got it. Thank you

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2026-2027 CALENDAR

Approved 1/14/26



Academic Calendar

2026-2027

The D.C. Everest School District allotted four "built-in" snow days for the 2026-27 school year. If we exceed the four built-in snow days, and students cannot attend school in person due to inclement weather, students will learn from home as a virtual learning day (snow days number 5 & 6). If we were to reach a 7th snow day, our team will need to identify a solution to ensure we meet the required minutes set forth by the WI Department of Public Instruction.

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- ◆ Semester Begins
- No School for All Students
- Last Day of Quarter/Semester
- Elementary Parent/Teacher Conferences
- Graduation

4K will have off November 23-24 for parent/teacher conferences.
4K will have off March 11-12 for parent/teacher conferences.

August

25 First day of school/Semester begins

September

4-7 Labor Day - no school

October

5 No school
27 & 29 Elementary Parent/Teacher Conf.
28 End of first quarter
29-30 No school

November

2 No school
25 - 27 Thanksgiving break

December

23 - Jan 1 Winter break

January

4 School begins
15 Last day of first semester
18 Martin Luther King Jr. Day - no school
19 First day of second semester

February

16 & 18 Elementary Parent/Teacher Conf.
18-22 No school

March

18 End of third quarter
19-26 Spring Break

April

23 No school

May

26 Senior High graduation
31 Memorial Day - no school

June

3 Last day for students

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ATTENDANCE PROCEDURES

EXCUSED ABSENCES - 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; however, doctor notes are highly recommended for any doctor's appointments to medically excuse those

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[absences](#). Note: The administration reserves the right to make all final attendance decisions. Failure to report a student's absence will result in an unexcused absence.

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.

UNEXCUSED ABSENCES – Any absences beyond 10 school days will be considered unexcused and students may be subject to the truancy process. A doctor's note will be required for any additional absences and must be submitted to the attendance secretary.

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.

Students should be in their assigned classroom unless given permission by their teacher to use the restroom, speak to an administrator, etc. Students are not permitted to loiter, wander, or congregate in the halls. This is for the safety and accountability of students in the event of an emergency situation. Students found wandering in the hallways and not in class are subject to a citation under the Village of Weston Ordinance 54.112, Loitering.

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.

Note: The administration reserves the right to make all final attendance decisions.

START ON TIME PROGRAM

Students are expected to be in class and seated before the bell rings. All tardies—excused or unexcused—may result in attendance related consequences. If a student arrives late to school, they must check in at the front office and proceed directly to class. Any note to excuse the tardy should be submitted to the attendance secretary [upon arrival](#).

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.

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- 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, including loss of privileges](#).

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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 [or yearly updating of the AUP form in Infinite Campus](#).

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 [purchase a parking pass 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, GTCC 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.

VILLAGE OF WESTON JURISDICTION - Students can have legal complaints filed against them for violating the village 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 citations or referrals could 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, disorderly conduct and criminal damage to property may result in immediate incarceration.

CELL PHONES - The use of cell phones during the entirety of the class period is prohibited. Cell phones are expected to be turned off and stored off person (backpack, locker, or classroom cell phone holder.) Students may also not wear Air pods, earbuds, headphones, or use other electronic devices during class periods unless directed by the teachers for use in instruction.

Not Allowed – Cell phones and electronic devices must be turned off and stored off person

- Class time (bell to bell)
- Bathrooms and locker rooms
- Guided Study Hall
- Resources
- ELT/Advisory

Allowed – Cell phone or electronic device use permitted

- Passing time
- Lunch
- Before and After School
- Study Hall
- As directed through individual health plan

DCE Senior High will strictly enforce the following expectations:

- Cell phones are not allowed for use during class time
- Audio devices (Air pods, earbud headphones, etc.) will not be allowed in classrooms, unless directed by the teacher for use in instruction
- Cell phones and any type of recording device are not allowed for use at any time in the bathrooms or locker rooms (per state statute 175.22)
- Cell phones may not be used as a substitute for iPads during class

Failure to follow these expectations will result in progressive consequences including involving classroom teachers and administration

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 they are 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).

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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.

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.

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 detentions, 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

Deleted: 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.¶

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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.

EXTENDED LEARNING TIME (ELT) – ELT is scheduled five days a week to provide students with access to their classroom teachers for additional support. If a student is requested to attend ELT by one of their teachers or is in the red in Grade Guardian, attendance is mandatory. Failure to attend will result in disciplinary action, up to and including a truancy citation.

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Students who are not requested to attend ELT and are not in the red on Grade Guardian are permitted to attend co-curricular meetings during this time. Additionally, students who meet all expectations and are in good standing may wait in the commons or the IMC for their bus or leave the campus if they have their own transportation. Students are not allowed to wander around the building. Sophomores are required to stay in ELT, even if they are in good standing, for the first quarter.

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 \$10 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.

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.

[DELIVERIES - Door Dash deliveries are not allowed during school hours. Drivers will be turned away.](#)

Deleted: 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.

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:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- “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:

- places a student, or group of students, in reasonable fear of harm to the student's person or damage to the student's property;
- has the effect of substantially interfering with a student's, or group of students', educational performance, opportunities, or benefits; or
- 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:

- making statements that promote violence toward a racial or ethnic group;
- 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 AND/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 100.4 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.

OUTDOOR CLASSES AND WEATHER SAFETY GUIDELINES

Outdoor classes will be held indoors on days when inclement weather poses a threat to student health, in alignment with Wisconsin DPI recommendations.

- Cold Weather: Outdoor classes will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.
- Heat Index: When the heat index reaches 90°F or higher, outdoor classes may be limited or moved indoors.
- Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

Note: The school will generally send students outside in the outerwear they wore to school unless temperature, heat, air quality, or a medical exemption requires otherwise.

Air Quality Level Information

AQI Level	Category	Guidance
0-50	Good	No restrictions
51-100	Moderate	Monitor students with respiratory conditions
101-150	Unhealthy for Sensitive Groups	Consider indoor recess for sensitive students
151-200	Unhealthy	Contact families of sensitive students to determine course of action.
201-300+	Very Unhealthy to Hazardous	Classes held indoors for all students

Contact the school health assistant with questions.

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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.

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All children are expected to participate in school recess. Recess will be held indoors on days when inclement weather poses a threat to student health, including when the combined temperature and wind chill is below zero degrees Fahrenheit. Recess may also be modified or held indoors due to high heat or poor air quality, in alignment with Wisconsin DPI recommendations.

• Cold Weather: Recess will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.

• Heat Index: When the heat index reaches 90°F or higher, outdoor recess may be limited or moved indoors.

• Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

Note: The school will generally send students outside in the outerwear they wore to school unless temperature, heat, air quality, or a medical exemption requires otherwise.

Air Quality Level Information

AQI Level

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. [Cell phone use is prohibited during any detention times.](#)

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

[CLASS RANK](#) - Class rank is calculated for the purpose of post-secondary opportunities, including, but not limited to, the Academic Excellence Scholarship, Technical Excellence Scholarship, and the University of Wisconsin Guarantee.

The following practices apply to class rank calculations:

- [Weighted grades will be used in the calculation of grade point average \(GPA\) and class rank.](#)
- [Pass/fail courses will not be included in GPA or class rank calculations.](#)
- [Credit recovery courses will be included in GPA and class rank calculations.](#)
- [Students who graduate mid-year will be included in the class rank calculation for their graduating class.](#)
- [Students must earn a minimum of 5.5 credits from traditional coursework during each academic year to be eligible for class rank.](#)
- [Students enrolled as homeschool students or foreign exchange students are excluded from class rank calculations.](#)
- [Grades earned from another country will be included in the class rank.](#)
- [The school reserves the right to review and interpret class rank practices in accordance with district policy and state requirements.](#)

ACADEMIC LETTER - Students may earn an academic letter by maintaining an [unweighted](#) 3.90 cumulative grade point average as a freshman, an [unweighted](#) 3.75 CGPA as a sophomore, and an [unweighted](#) 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.

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HONOR ROLL – A student needs to earn [an unweighted](#) 3.5 GPA for a semester to earn the distinction of the honor roll.

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LOCAL SCHOLARSHIPS – To be eligible for scholarships on the DCE Local Scholarship Application, students must be enrolled [at the Senior High for 4 semesters starting their junior year](#), Mid-year graduates are eligible to complete the DCE Local Scholarship Application as long as they are enrolled full-time 1st semester, their senior year.

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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 [unweighted](#) cumulative 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.

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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.

ACADEMIC HONESTY PROTOCOL

Academic honesty means being honest in your schoolwork in a way that doesn't break the rules of fairness and integrity. This includes things like cheating on tests, copying someone else's work and claiming it as your own (plagiarism), using AI tools in ways your teacher hasn't approved, or giving false information—such as making up data or sources. These actions are all attempts to gain an unfair advantage and are not allowed in a learning environment.

GENERATIVE AI TOOLS—like ChatGPT, DALL-E, and Photomath—can be helpful, but only when used in the right way and with teacher permission. Misusing these tools is also considered academic dishonesty. See table below for allowed and not allowed AI tool use:

Allowed [AI use](#) with Instructor Consent

- Brainstorming, developing, and refining your own ideas.
- Fine tuning your research questions.

- Searching for reliable information related to your topic.
- Drafting an outline to help organize your thoughts.
- Reviewing grammar and writing style using appropriate tools that do not alter or rewrite your original content.

Not Allowed [AI use](#)

- Using AI to complete tasks that are meant to reflect your own thinking, such as discussion posts, group work, or assignments submitted through platforms like Canvas, Zoom, or Webex.
- Having AI generate a draft of a writing assignment.
- Using AI to write any part of your assignment, including sentences, paragraphs, or full essays.

DCE Senior High will strictly enforce the following expectation:

- Students are responsible for making sure any information they submit from an AI tool is accurate, follows copyright laws, and does not include false, biased, or inappropriate content.
- If AI tools are used, students must clearly show that by properly citing the source—such as in MLA or APA format—to follow school academic honesty policies.
- If a student is unsure whether a certain use of AI is allowed, always ask a teacher before submitting your work.

Failure to follow these expectations will result in progressive consequences involving classroom teachers and administration.

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	Unweighted 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 7:00 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.

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 - 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 March 1 for the fall semester and by October 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>

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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

[A student may register for a maximum of 7.5 credits per calendar year \(August 1 – July 31\). An exception applies to students in a youth apprenticeship experience. In addition, the principal may approve additional exceptions for extenuating circumstances pertaining to high school completion.](#)

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 course change request must be given to the school counselor within the first 5 days from the start of the semester.](#) A change is not guaranteed. Any courses

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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 contact the college themselves to verify that a course change will not impact the admission offer. 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. **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 100% responsible for working with their college admissions to inquire if the change will impact their admission offer.

INCOMPLETES - School staff will change Incompletes not made up within 2 weeks from the end of the semester to an F.

[COURSE RETAKES – If a student retakes a course they did not fail the original course completion grade will be factored into their GPA and will receive credit for the original course. The retake grade will not be factored into their GPA and they will not receive additional credit for the course. The only exception would be the music performance courses like band, orchestra, or chorus.](#)

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INFORMATION SERVICES - Information is available from the Student Services Office through several sources. Announcements are made over the public address. Bulletin boards with guidance information are located throughout various areas of the 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.

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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 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.

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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 & ASSESSMENTS

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 screening 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. In addition to universal screening tools, specific grade levels participate in annual assessments required by the state of Wisconsin.

Universal Screening Tools:

- The 7 Mindsets survey measures student perceptions and attitudes in categories representing the seven mindsets (*Everything is Possible*, *Passion First*, *We Are Connected*, *100% Accountable*, *Attitude of Gratitude*, *Live to Give*, and *The Time is Now*). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

- The Wisconsin Forward Exam will be administered to all students in grade 10 in spring. The Wisconsin Forward Exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards in social studies. These standards outline what students should know and be able to do in order to be college and career ready.
- ACT Suite: Through collaboration between the ACT organization and Wisconsin's Department of Public Instruction, the ACT Suite includes assessments that measure what students have learned through the Wisconsin Academic Standards.
 - PreACT Secure will be administered to all students in grade 10 in spring and measures what students have learned in the areas of English, Reading, Mathematics, and Science.
 - ACT with writing will be administered to all students in grade 11 in spring and measures what students have learned in English, Mathematics, Reading, and Science. It also includes an essay test that measures student writing skills..

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 assessment processes or the options of opting your child out of a specific assessment/survey.

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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.

GTCC is off limits to students during the school day unless they are escorted by a staff member. Violating this policy could result in school consequences.

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Ben Bliven

- Office: Clerk
- Term expires: 2028
- bbliven@dce.k12.wi.us

Jennifer Douck

- Office: Member
- Term expires: 2029
- jdouck@dce.k12.wi.us

Katie Felch

- Office: Vice President
- Term expires: 2027
- kfelch@dce.k12.wi.us

Shannon Grabko

- Office: President
- Term expires: 2028
- sgrabko@dce.k12.wi.us

Lindsey Lewitzke

- Office: Member
- Term expires: 2028
- llewitzke@dce.k12.wi.us

Larry Schaefer

- Office: Member
- Term expires: 2027
- lschaefer@dce.k12.wi.us

Yee Leng Xiong

- Office: Treasurer
- Term expires: 2029
- yxiong@dce.k12.wi.us

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DISTRICT NOTICES

Senior High

Pupil Non-Discrimination

It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (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. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing.

The Board designates the following individuals to serve as the District's Compliance Officers:

COMPLIANCE OFFICERS

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

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

The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under **Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability**. All reports regarding discrimination or harassment are taken seriously, treated fairly, and promptly and thoroughly investigated, in accordance with the District's grievance procedures.

Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities

The D.C. Everest Area School District is Committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, including gender or gender identity, in any of its programs or activities, applications for admission, or employment,

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as required by Title IX and its regulations. Any complaint of sexual harassment or other sex-based discrimination will be taken seriously, treated fairly, and promptly and thoroughly investigated in accordance with **Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**.

Upon receipt of a complaint of sex discrimination, the District will investigate the complaint, undertake an objective evaluation of all relevant evidence, and make a determination of responsibility within 90 days. Any inquiries regarding filing a complaint, the applicability of Title IX, or the Title IX grievance procedures may be communicated to the District's Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education's Office for Civil Rights, or both. The following individuals are designated as the District's Title IX Coordinators.

TITLE IX COORDINATORS

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

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

Access to School Employee Discipline Records Pursuant to 2025 Wisconsin Act 57

In accordance with Wis. Stat. § 118.07(6)(b) and the Wisconsin Public Records Law (Subchapter II of Chapter 19), the D.C. Everest Area School District hereby notifies parents and guardians of their right to access certain records regarding school employee discipline.

1. Right to Access Records Under the Wisconsin Public Records Law, any person has the right to request and inspect public records maintained by the District. This includes records related to the discipline of school employees, subject to certain legal limitations and the "balancing test" (where the public's interest in disclosure is weighed against the interest in non-disclosure).

2. Limitations and Confidentiality Please be advised that while disciplinary records are generally accessible once an investigation has concluded, certain information may be redacted or withheld as required by law, including:

- Records related to a **current investigation** into possible employee misconduct (until the investigation is finalized).
- Information that would identify a student (protected under FERPA and state pupil record laws).
- Personal identifying information such as home addresses, social security numbers, or private medical information.

3. Employee Notification Rights Per Wis. Stat. § 19.356, before the District releases records regarding an investigation into employee discipline or a possible violation of law/policy, the District may be required to notify the employee. This notice allows the employee a specific period to seek a court order to restrain the release of the records or only the right to augment the records, depending on the category of the employee under the records law.

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4. How to Make a Request Requests for records should be directed to the District's Records Custodian:

- **Name/Title:** [Insert Name of Custodian, e.g., District Administrator]
- **Address:** [Insert Office Address]
- **Email/Phone:** [Insert Contact Info]

The District will respond to all requests as soon as practicable and without delay. Standard fees for the actual, necessary, and direct costs of duplication and location may apply and prepayment of estimated costs may be required if they exceed \$50.

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. There are Administrative Guidelines associated with many of these policies. 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 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- 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 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- 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 5720 Student Activism](#)
- 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 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- [Policy 8600 Transportation](#)

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- 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)

OTHER IMPORTANT POLICIES

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

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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.

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CAMPUS CRIME STOPPERS PROGRAM

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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



Book	Policy Manual
Section	2000 Program
Title	PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS
Code	po2261.01
Status	Active
Adopted	May 25, 2016
Last Revised	May 20, 2026

2261.01 - **PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS**

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year, the Superintendent shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement plan (referred to as "policy" in Federal law) to establish expectations for the involvement of such parents and family members in the education of their children. The content and effectiveness of the plan (policy) shall be reviewed annually by the District and distributed to parents and family members of children receiving Title I services.

In accordance with Federal law, the proposed plan (policy) must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family member involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family member engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family member engagement policy in improving the academic quality of schools, including:
 1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 3. strategies to support successful school and family interactions;

E. use the findings of the above-referenced evaluation to:

1. design evidence-based strategies for more effective parental involvement; and
2. revise the parent and family member engagement policy, if necessary;

F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising, and reviewing the parent and family member engagement policy;

G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children), including providing information and school reports in a format, and to the extent practicable, in a language such parents can understand;

H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;

I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;

J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;

K. involve parents in the planning, review, and improvement of the Title I program;

L. communicate information concerning school performance profiles and their child's individual performance to parents;

M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;

N. provide timely responses to parental questions, concerns, and recommendations;

O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;

P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family member engagement policy (Policy 2261.01), including at least one (1) of the following:

A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

B. Supporting programs that reach parents and family members at home, in the community, and at school.

C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.

E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family member engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, ongoing, and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family member engagement policy, and the joint development of the schoolwide program plan, if appropriate.
- D. Parents of participating students must be provided with:
 - 1. timely information about the Title I program and the school's parent and family member engagement policy;
 - 2. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
 - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.
- E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the Superintendent.
- F. As a component of the school-level parent and family member engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:
 - 1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;
 - 2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
 - 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- G. Parents of children receiving Title I services must be notified about their school's parent and family member engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- H. School-level parent and family member engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents, and the community for improving student academic achievement, the Superintendent and building principals must include provisions in the School District and school-level parent and family member engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);

- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State, and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement in Title I programs;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

Revised 8/24/17

Revised 11/18/20

Revised 2/1/21

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Legal 20 U.S.C. 6318
 34 C.F.R. Part 200 et seq.

Cross References ag2261 - PROCEDURE FOR COMPLAINTS OR APPEALS UNDER THE ESSA

Last Modified by Kayla Reichley on June 1, 2026



D.C. Everest Area School District

6100 Alderson Street
Weston, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

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. Michael Raether, Director of Teaching and Learning
Lisa Braun, Everest System of Support (ESS) Coordinator

DATE: July 15, 2026

SUBJECT: Policy 2131.01- Reading Instructional Goals and Kindergarten Assessment

In accordance with Board Policy 2131.01, the purpose of this report is to meet the annual requirement of reporting on reading instructional goals, curriculum evaluation, and assessments. D.C. Everest Area School District continues to advance its commitment to a comprehensive, standards-aligned reading curriculum and assessment system that serves all students from four-year-old kindergarten (4K) through grade 12.

Reading Instructional Goals

Reading instructional goals have been defined at each grade level and are grounded in the Wisconsin Standards for English Language Arts. Emphasis has been placed on foundational skills in early grades and grade-appropriate comprehension and analytical skills in upper grades. The reading curriculum at each grade level is implemented using evidence-based practices that include instruction in phonemic awareness, phonics, vocabulary, fluency, and reading comprehension. Assessments are used to inform instruction in the universal classroom and in the intervention setting. Ongoing professional development is provided to teachers to ensure fidelity of implementation across buildings and grade levels.

Curriculum Evaluation

We continue to engage in a comprehensive cycle of evaluating reading curricular resources across our elementary schools to ensure students have access to high-quality, evidence-based instruction. This year, our work has focused on piloting new instructional resources, refining existing curriculum, and continuing to strengthen support for all learners. In addition, all grade levels spent the year reviewing and identifying priority standards and success criteria related to state and national standards. Moving into the coming year, all grade levels will ensure they are using aligned assessments across all buildings and departments.

Throughout the year, we have made thoughtful adjustments to our elementary reading curriculum. Examples include:

- **UFLI Pilot (Grades K-2):** In response to teacher requests for additional phonics resources, we launched a pilot of the UFLI phonics curriculum in grades K–2. Every elementary school has at least one team participating in the pilot. Throughout the year, participating teachers will evaluate student outcomes, instructional usability, and overall effectiveness while providing feedback on implementation. This information will help inform future decisions regarding phonics instruction across the district.
- **Wit & Wisdom (Grades 3–4) Refinement:** Building on our previous work in grades K–2, we are conducting a comprehensive review of Wit & Wisdom in grades 3–4. This process includes examining

The D.C. Everest Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex, (including pregnancy, gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability or any basis protected by state or federal laws. The following staff are designated to receive inquiries regarding the non-discrimination policies: Gina Lehman, Director of Student Services, gilehman@dce.k12.wi.us, or Sarah Trimmer, Director of Talent and Culture, trimmer@dce.k12.wi.us, both are located at 6100 Alderson Street, Weston, WI 54476 and (715) 359-4221.

lessons for alignment with the Wisconsin English Language Arts Standards, reviewing teacher feedback, and identifying opportunities to improve pacing, developmental appropriateness, and instructional effectiveness while maintaining the integrity of the curriculum.

- **Enhanced Support for Diverse Learners:** We continue to strengthen supports that make our reading curriculum accessible for all students. Ongoing collaboration among classroom teachers, literacy specialists, and special education staff has resulted in additional instructional support and accommodations aligned to curriculum goals. Professional learning continues to focus on helping teachers effectively implement these supports while maintaining rigorous, grade-level instruction.

Assessment of Reading Readiness

Students in grades 4K-3 participate in reading readiness assessments identified in Act 20. These include fundamental skills screening assessments, universal screening assessments, and/or diagnostic assessments.

- Fundamental screening assessments and universal screening assessments required in Act 20 are from aimswebPlus:
 - 4K: Initial Sounds (Fall and Spring) and Letter Word Sounds Fluency (Spring only)
 - 5K: Auditory Vocabulary, Initial Sounds (Fall only), Letter Naming Fluency, Letter Word Sounds Fluency, Phoneme Segmentation (Winter and Spring only), and Nonsense Word Fluency (Winter and Spring only)
 - Grade 1: Phoneme Segmentation (Fall only), Letter Naming Fluency (Fall only), Letter Word Sounds Fluency (Fall only), Word Reading Fluency, Nonsense Word Fluency, Oral Reading Fluency and Auditory Vocabulary
 - Grades 2-3: Oral Reading Fluency and Vocabulary
- Diagnostic assessments for grades K-3 include aimswebPlus and iReady offline tasks in the areas of spelling and listening comprehension.

Following assessment administrations in fall, winter, and spring, parents receive notification of their child's results, results are analyzed to identify students at risk for reading difficulty, and teams use the data to inform instruction and determine needs for targeted intervention. Interventions for students at risk of reading difficulty are progress monitored on a weekly basis and continue beyond grade 3 if the data shows that improvement is still needed.



**D.C. EVEREST
SENIOR HIGH SCHOOL**

6500 Alderson Street
Weston, WI 54476

To: Casey Nye, Superintendent
From: Dallas Rennie *DR*
Date: July 7, 2026
Subject: Spain Trip for Board Approval

We are seeking approval for a 10-day overseas trip to Japan in March 2028 going through WorldStrides (formerly Explorica). A per student cost is \$5,675. The only district expense is the teacher stipend of \$750 per teacher depending on the number of students going. Program Leader Sarah Bailey and Co-Leader Carrie Zoromski would be the chaperons with other teachers or parents if needed. To ensure student safety and supervision, a ratio of 1 teacher to 5 students with a minimum enrollment of 10 students and maximum of 35. Students will raise money through fundraisers to pay for their expenses of the trip.

I am asking that you bring this request to the attention of the School Board for approval of the trip. Thank you for your time and assistance with this request.

Attached: 10-Day Educational Trip to Japan Proposal from Sarah Bailey and Carrie Zoromski

**OFFICE OF THE SUPERINTENDENT
D.C. EVEREST AREA SCHOOL DISTRICT**

PROGRAM
2340(A)F/page 1 of 1

FIELD TRIP REQUEST

Date of Trip: March 2028 Destination of Trip: Japan
Destination Address: Tokyo, Hakone, Takayama, Kyote and Nara, Hiroshima and Mlyaj
ID the Curriculum-based Purpose of the Trip: Extend learning through authentic cultural immersion& real-world application supporting curriculum goals by strengthening, understanding,awareness of East Asian history/cultural developm
Teacher(s) responsible for trip: Sarah Bailey & Carrie Zoromski

Departure Time: TBD Return Time: TBD Approximate # of Students: 10-35

Cost for Trip: \$750/teacher Student Fee \$5,675

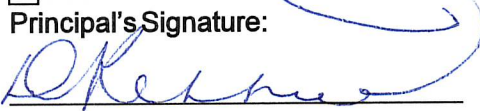
Lunch at ☐ school or ☒ away If away, are sack lunches needed? ☒ No ☐ Yes If yes, how many:

Students participating in trip:

☐ House

☐ Class

☐ List of students attached

Principal's Signature: 

All Teachers/Chaperones Assigned & Their Cell Number:

Sarah Bailey, 715-298-8118

Carrie Zoromski, 715-571-8271

Date: 07-08-26

After Principal Signs Distribute Copy To: Main Office Health Aid Attendance School Nutrition

Details to be completed at least TWO-WEEKS before the trip

- ~ Approval of administrator;
- ~ Arrangements for payment/cost of trip;
- ~ Verify field trip permission forms are on file;
- ~ Complete Online Bus Request;
- ~ Give alphabetical list of student names and ID numbers attached to this form;
- ~ Give list of students and staff members by bus for the health aide to pack health supplies needed for the trip;
- ~ Schedule an appointment with Health Aide to review details about the trip;
- ~ Notice of trip and itinerary sent home;
- ~ Notify special education department / case manager of students attending the trip.

Details to complete DAY OF TRIP

- ~ Pick up first aid kit and medication from health aide -remember the health bags must be on the bus for which they are labeled for the student(s) who may need assistance during the bus ride.
- ~ Take attendance before leaving, leave copy in the office and keep original for use during the trip.

Thank you for your assistance. PLEASE contact the health aide with changes in the field trip schedule, attendance, bus assignments or meal plans.

10-Day Educational Trip to Japan Proposal

Proposed Travel Dates: March 2028

(Final dates dependent on the 2028 Spring Break calendar)

Proposed By:

Sarah Bailey

Chinese Language Teacher / World Language Department

D.C. Everest Area School District

Proposal Overview

I am requesting approval to offer a 10-day educational trip to Japan for students currently enrolled in or who have previously studied Chinese, with additional participation extended to other World Language students if space allows.

This program is designed to extend classroom learning through authentic cultural immersion and real-world application. It supports World Language curriculum goals by strengthening students' intercultural competence, global awareness, and understanding of East Asian history and cultural development.

As a Chinese language teacher, I aim to help students understand the historical and cultural connections shared across East Asia, including the influence of the Chinese writing system, religion, philosophy, architecture, and traditions on Japanese society. This experience will provide meaningful, firsthand learning that reinforces classroom instruction and develops students' global competency through direct engagement with another culture.

Japan Trip Overview:

This 10-day educational tour of Japan provides students with an immersive cultural and historical learning experience through structured visits to major cities and significant sites. Beginning in Tokyo and concluding in Osaka, students will explore Japanese history, traditions, technological development, and daily life while developing intercultural competence and global awareness aligned with World Language goals. The experience also encourages students to reflect on their own cultural perspectives while fostering respect for cultural diversity and international understanding.

As part of the World Language program, this experience supports interdisciplinary connections to Chinese language and East Asian studies. Students will examine historical and cultural interrelationships within East Asia, including the influence of the Chinese writing system, religion, philosophical traditions, and architectural styles on Japanese society. These experiential learning opportunities strengthen students' understanding of regional history and cultural exchange while reinforcing classroom instruction in Chinese language and culture.

Planned Educational Experiences

The itinerary includes guided educational experiences in the following locations: Tokyo, Hakone, Takayama, Kyoto, Nara, Hiroshima, Miyajima, and Osaka.

Students will visit historically and culturally significant sites, including Matsumoto Castle, Shirakawago Village, Kinkaku-ji (Golden Pavilion), Fushimi Inari Taisha, Nara Deer Park, Hiroshima Peace Memorial Park, the Atomic Bomb Dome, and the Hiroshima Peace Memorial Museum.

Additional cultural experiences, including an immersive stay in a traditional ryokan featuring onsen (hot spring) bathing, a traditional multi-course kaiseki-style meal, structured group activities, and participation in a traditional tea ceremony, will further enhance student engagement and deepen their understanding of Japanese cultural traditions.

Hiroshima Educational Experience

The Hiroshima portion of the trip provides a structured educational experience connecting World War II history and peace education. Visits to Hiroshima Peace Memorial Park, the Atomic Bomb Dome, and the Hiroshima Peace Memorial Museum will provide students with guided historical context delivered by museum educators and the tour director, supporting student understanding of the events of August 1945, their global consequences, and the development of modern peace movements.

Students will examine the representation of historical events within public memory through memorial spaces, exhibits, and interpretive materials. They will also gain exposure to Hiroshima's role in contemporary discourse on nuclear disarmament and international cooperation.

This experience will support student reflection on the human impact of conflict, as well as the importance of international cooperation and peacebuilding in the modern world.

Real-World Global Learning

Throughout the trip, students will utilize Japan's public transportation system, including the Shinkansen (bullet train). These experiences will provide exposure to efficient international infrastructure, environmental sustainability practices, and the practical experience of navigating transportation systems in a global context.

Participation in this educational travel experience will support the development of student independence, confidence, and adaptability, along with a broader understanding of global interconnectedness in an increasingly interdependent world.

Estimated Tour Package Cost Per Student

Total Cost: \$5,675

OR

16 monthly payments of \$352 after an initial \$50 deposit (if started in September, 2026)

What's Included in the Package Cost:

- Round-trip international airfare departing from Minneapolis (MSP) to Tokyo (HND) and returning from Osaka (KIX) to Minneapolis in economy class, including taxes and fuel surcharges.
- 8 nights of 3–4 star hotel accommodations based on double occupancy.
- Two meals per day (breakfast and dinner).
- Admission to all sightseeing and cultural activities listed in the itinerary.
- Land transportation throughout the tour.
- Full-time services of a Tour Director—an experienced educational travel professional trained in educational student travel programming.
- Gratuities for guides and drivers^[SEP].
- Basic medical, dental, and emergency evacuation travel insurance is provided through Trip Mate, a third-party travel protection provider.

Two optional protection plans are available to provide additional coverage and peace of mind for students and their families:

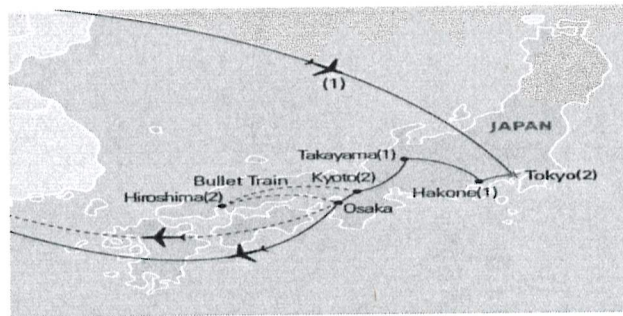
- **Travel Protection Plan:** The standard plan covers events such as traveler injury or illness, theft of passports and luggage, and flight cancellations due to weather and other disruptions.
- **Travel Protection Plan Plus:** Includes all benefits of the standard plan, plus an exclusive Cancel For Any Reason waiver.

Tour Cost does not Include:

- Airline-imposed baggage fees.
- Passport fees.
- Personal expenses, including lunches.

Detailed Itinerary:

Wausau → Tokyo → Hakone → Takayama → Kyoto → Hiroshima → Osaka → Wausau



Day 1: Overnight flight to Japan (Tokyo)

Day 2: Konnichiwa, Tokyo! Check into the hotel and meet the Tour Director.

Day 3: Tokyo guided sightseeing tour:

Senso-ji Temple, Meiji Shrine, Harajuku District, Akihabara Electric Town, Shibuya Crossing, karaoke experience, and dinner.

Day 4: Tokyo → Hakone Region

Travel to Hakone by bus. Excursions include Owakudani Boiling Valley, Hakone Ropeway, Lake Ashi cruise with views of Mt. Fuji, and Hakone Shrine. Overnight stay in a traditional ryokan featuring Japanese cuisine and an onsen (hot spring) experience.

Day 5: Hakone Region → Takayama

Travel to Matsumoto by bus. Visit Matsumoto Castle.

Day 6: Takayama → Kyoto

Takayama guided sightseeing tour: Morning Market and Old Town. Visit Shirakawago Village. Travel to Kyoto.

Day 7: Kyoto and Nara

Nara Deer Park, Todai-ji Temple, Kasuga Grand Shrine. Kyoto sightseeing includes Kinkaku-ji (Golden Pavilion) and Fushimi Inari Taisha.

Day 8: Hiroshima and Miyajima

Travel to Hiroshima via bullet train. Hiroshima sightseeing includes the Atomic Bomb Dome, Peace Memorial Park, Peace Memorial Museum, and Shukkei-en Garden.

Day 9: Hiroshima

Miyajima Island ferry excursion. Visit Itsukushima Shrine, Senjokaku Pagoda, and shop on Omotesando Street.

Day 10: Return flight from Osaka

Travel to Osaka by train. Flight home.

Eligibility & Participation

- Minimum enrollment: 10 students.
- Maximum enrollment: 35 students.
- Open to students ages 14 and older.

Trip Leadership and Travel Information

Program Leader: Sarah Bailey — sbailey@dce.k12.wi.us

Co-Leader: Carrie Zoromski — czoromski@dce.k12.wi.us

Chaperone Ratio

To help ensure student safety and supervision, the trip will maintain a ratio of **1 chaperone for every 5 students**.

Travel Provider

WorldStrides (formerly Explorica) is an experienced, reputable, and well-established educational travel company specializing in teacher-led tours for middle school, high school, and college students.

Fundraising Activities

To help offset travel costs and increase accessibility for students, Chinese Club and Japan Trip participants will engage in fundraising activities throughout the planning process. Potential fundraising activities include:

- Restaurant fundraiser nights.
- T-shirt and hoodie sales.
- Bake sales and treat sales.
- Community can drives.

Next Steps

If approved, I will hold informational meetings for interested students and families to share trip details, expectations, and enrollment procedures. Registration, payments, and all trip-related information will be managed through the WorldStrides Tour Center platform for this program.

Additional communication will be provided regarding deadlines, fundraising opportunities, and travel logistics. Students and families will receive ongoing updates throughout the planning process to ensure clear, consistent access to all trip-related information.



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 22, 2026

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

An administrator, who is found to have had sexual contact with any student, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

Each Administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. Administrators shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor, as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. Administrators shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. Administrators should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. Administrators shall not send students on any personal errands.
- E. Administrators shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. Administrators shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. Administrators, other than the superintendent, shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is an administrator's family member.
- H. An administrator shall not require a student to perform work or services that may be detrimental to their health.
- I. Administrators are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws. Any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity, and a student enrolled or otherwise participating in any aspect of the District programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

- B. **Boundary Violations** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but

may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. **{END-OF-OPTION}**

(X) Inappropriate boundary violations may include, but are not limited to, the following:
~~inappropriate comments about a student's body or appearance;~~

1. inappropriate comments about a student's body or appearance;
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
6. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
7. going to a student's home for non-educational purposes;
8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
9. giving gifts or money to a student for no legitimate educational purpose;
10. accepting gifts or money from a student for no legitimate educational purpose;
11. being overly touchy with students;
12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly.

- C. **(X) Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **{END-OF-OPTION}**

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

{DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for it's required definition of appropriate content.}

When using PCDs to communicate with students and parents, staff members must use District-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. ☒ Instructional communication (assignments, coursework, academic support);
- B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ☒ Scheduling or logistical information related to classes or school programs;
- D. ☒ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance) and;
- E. ☒ Safety or emergency communication when necessary.
- F. ☐ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the Superintendent to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District-Approved PCD Communication Platforms - The Superintendent is required to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ☒ District email/messaging;
- B. ☒ District-approved social media platform(s), for group public messaging, not individual or direct private messaging;
- C. ☒ Designated athletic and co-curricular communication app.

~~**[] The District-approved communication platform(s) shall be listed on the District's website. [END OF OPTION]**~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor ☒, or via the District's anonymous reporting tool ~~**[END OPTION]**~~. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. a designated administrator/Title IX Coordinator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

Pursuant to the laws of the State and Board Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the Superintendent or their supervisor or a Title IX Coordinator.

Revised 7/24/19
 Revised 10/21/20
 Revised 4/21/21
 Revised 10/25/22
 T.C. 1/22/26

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Legal	48.981, Wis. Stats.
	118.07(6). Wis. Stats.
	118.07(7), Wis. Stats.
	948, Wis. Stats.
	948.072, Wis. Stats.
	948.095, Wis. Stats.

Last Modified by Ellen Suckow on June 25, 2026



Book	Policy Manual
Section	First Reading by Board
Title	JOB DESCRIPTIONS
Code	po3120.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3120.01 - **JOB DESCRIPTIONS**

The Board recognizes that it is essential for District and employee accountability that each staff member be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent or designee shall maintain a current comprehensive, and coordinated set of job descriptions for professional staff positions. ~~Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained by the Talent and Culture Department.~~

All job descriptions shall be approved by the Superintendent and will be maintained by the Talent and Culture Department.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District."

Each job description shall include a statement that reserves authority to the District to assign additional duties and responsibilities as necessary within the scope of the employment position.

Upon employment by the Board, the staff member shall receive of a copy of the current job description for the position for which s/he has been employed. The District's Talent and Culture staff shall have the employee sign off on this job description as part of the employment orientation process.

During the revision of a job description, the Superintendent or designee may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members, who hold the positions for which the essential functions are described in that revised job description, shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

The Superintendent shall prepare administrative guidelines necessary for the proper implementation of this policy.

Revised 10/25/17
T.C. 8/25/20

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Legal

P.I. 8.01(2)(q)

Last Modified by Ellen Suckow on June 25, 2026



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 22, 2026

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

District employees shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. Professional staff members shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor, as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. Professional staff members shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. Professional staff members should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. Professional staff members shall provide proper instruction in the safety matters presented in assigned course guides.
- E. Professional staff members shall not send students on any personal errands.
- F. Professional staff members shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. Professional staff members shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. Professional staff members shall not transport students in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a professional staff member's family member.
- I. **A professional staff member shall not require a student** ~~Students shall not be required~~ to perform work or services that may be detrimental to their health.
- J. Staff members are discouraged from engaging students in social media and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only OR staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on social networking media or similar forums, such as YouTube without permission of the administration. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

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Prohibited Conduct/Behaviors

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- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
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- B. **Boundary Violations** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. **[END OF OPTION]**

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1. inappropriate comments about a student's body or appearance;
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
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9. giving gifts or money to a student for no legitimate educational purpose;
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12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly. **[END OF OPTION]**

- C. (X) **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **[END OF OPTION]**

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

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- A. ☒ Instructional communication (assignments, coursework, academic support);
- B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ☒ Scheduling or logistical information related to classes or school programs;
- D. ☒ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ☒ Safety or emergency communication when necessary;
- F. ☐ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the Superintendent to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District-Approved PCD Communication Platforms - The Superintendent is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ☒ District email/messaging;
- B. ☒ District-approved social media platform(s), for group public messaging, not individual or direct private messaging;
- C. ☒ Designated athletic and co-curricular communication app.

~~**[] The District-approved communication platform(s) shall be listed on the District's website. [END OF OPTION]**~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor ☒, or via the District's anonymous reporting

tool. ~~[END OPTION]~~. All reports will be treated confidentially to the extent legally possible.

- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. a designated administrator/Title IX Coordinator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the Superintendent or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. ~~[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]~~

~~Since most information concerning a child in school, other than directory information described in Policy 8330—Student Records, is a confidential student record under Federal and State laws, a staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.~~

~~Pursuant to the laws of the State and Board Policy 8462—Child Abuse and Neglect, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.~~

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 T.C. 10/1/24
 T.C. 1/22/26

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Legal	48.981, Wis. Stats.
	118.07(6) Wis. Stats.
	118.07(7), Wis. Stats.
	948, Wis. Stats.
	948.072, Wis. Stats.
	948.095, Wis. Stats.

Cross References

ag3213 - LIABILITY OF STAFF FOR STUDENT WELFARE

Last Modified by Ellen Suckow on June 25, 2026



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 22, 2026

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981 Wis. Stats. and Policy 8462 – Child Abuse and Neglect.~~

Standard of Care of Students

Each District support staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. Support staff members shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. Support staff members shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified for or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- D. Support staff members shall not send students on any personal errands.
- E. Support staff members shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. Support staff members shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. Support staff members shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a support staff member's family member.
- H. **A support staff member shall not require a student** ~~Students shall not be required~~ to perform work or services that may be detrimental to their health.
- I. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on social networking media or similar forums without the permission of the administration. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, a staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;

3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

- B. **Boundary Violations** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. **{END-OF-OPTION}**

(X) Inappropriate boundary violations may include, but are not limited to, the following:

1. inappropriate comments about a student's body or appearance;
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
6. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
7. going to a student's home for non-educational purposes;
8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
9. giving gifts or money to a student for no legitimate educational purpose;
10. accepting gifts or money from a student for no legitimate educational purpose;
11. being overly touchy with students;
12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly. **{END-OF-OPTION}**

- C. **(X) Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **{END-OF-OPTION}**

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. ☒ Instructional communication (assignments, coursework, academic support);
- B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ☒ Scheduling or logistical information related to classes or school programs;
- D. ☒ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ☒ Safety or emergency communication when necessary.
- F. ☐ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents or legal guardians of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544—Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teaching.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ☒ District email/messaging;
- B. ☒ District-approved social media platform(s), for group public messaging, not individual or direct private messaging;
- C. ☒ Designated athletic and co-curricular communication app.

] The District approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor(**X**), or via the District's anonymous reporting tool ~~[END OPTION]~~. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. a designated administrator/Title IX Coordinator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. **[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**

~~Pursuant to the laws of the State and Board Policy 8462—Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.~~

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Legal

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

Cross References

ag4213 - LIABILITY OF STAFF FOR STUDENT WELFARE

Last Modified by Ellen Suckow on June 25, 2026



Book	Policy Manual
Section	First Reading by Board
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 22, 2025

7530.02 - STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official, or personally-owned by the employee or school official, regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per-use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy ~~and its accompanying guideline~~, as well as other pertinent Board policies and guidelines.

[DRAFTING NOTE: Wis. Stat. 118.07(7) requires the District Administrator to specify in policy the appropriate methods of communication between employees/volunteers and students.]

District-Approved PCD Platform

—When communicating with students, Board members, staff, coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, or send/receive instant messages that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

Safe and Appropriate Use of PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message, email, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees and school officials are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee or school official is driving in an unfamiliar area. In the interest of safety for

employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, (including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on a PCD, regardless of whether they are Board-owned and assigned to a specific employee or school official or personally-owned by the employee.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees or school officials should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

PCD communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD, may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PC,D may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee or school official is responsible for informing the Superintendent or designee of all public records, student records and ESI subject to a litigation hold that are maintained on the employee's Board-owned PCD. The District's IT department/staff will transfer the records/ESI to an alternative storage device.

If the employee or school official utilized a personally-owned PCD for District-related communications, and the device contains public records, student records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g. server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee or school official will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from ~~his/her~~ the employee's personally-owned PCD.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee or school official must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and the accompanying guideline the Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCD:

- A. social security numbers;

- B. driver's license numbers;
- C. credit and debit card information;
- D. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA);
- E. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA).

If an employee or school official maintains records and/or information on a PCD that is confidential, privileged, or otherwise protected by State and/or Federal law, the employee is required to encrypt the records and/or information.

It is required that employees and school officials lock and password-protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

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Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
	Children's Internet Protection Act (CIPA), Pub. L. No. 105-554 (2001)
	20 U.S.C. 1232g
	34 C.F.R. Part 99
	118.07(7), Wis. Stats.
	948.072, Wis. Stats.

Last Modified by Ellen Suckow on June 25, 2026



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 21, 2025

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

~~First, the~~**The** Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the Superintendent, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Superintendent or designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including

in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to ~~acknowledge during the annual student registration process the terms and conditions of this policy and its accompanying guidelines.~~ ~~confirm their agreement to abide by the terms and conditions of this policy () and its accompanying guidelines~~ **[END OF OPTION] (X)** by signing the District technology use form. This agreement remains active until the student leave s the District unless explicitly revoked by a parent. ~~() during the annual student registration process. () during each user login procedure.~~ **[END OF OPTIONS]**

Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition. Wis. Stat. 118.07(7) governs communications between an employee/volunteer and a student enrolled in the District. The goal of the statute is to protect students by regulating staff and volunteer communication with students; however, the law was written to also apply to student communication to District employees, i.e. "between" staff/volunteer and student, and therefore this policy language is included in the student policy section.]

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

The approved communication platform(s) is/are:

- A. **(X)** District email/messaging;
- B. **(X)** District-approved social media platform(s) - _____ (see also Policy 7544 - Use of Social Media);
- C. **(X)** District approved Communication Apps Other _____ **[END OF OPTION]**.

X] The District-approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

- A. **(X)** Instructional communication (assignments, coursework, academic support);
- B. **(X)** School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. **(X)** Scheduling or logistical information related to classes or school programs;
- D. **(X)** Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. **(X)** Safety or emergency communication when necessary;
- F. **()** Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Academic Honesty

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI).

[NOTE: If language about social media is added to Policy 7540 - Technology, it is recommended that this language be added to this policy.]

[X Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. **END OF OPTION]**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Revised 9/27/17

Revised 11/18/20

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500 - 54.509, 54.511, 54.513 - 54.520, 54.522 -54.523

942.09, Wis. Stats.

118.07(7), Wis. Stats

Cross References

ag7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

ag7540.07 - STUDENTS' PROPER USE OF DISTRICT-ISSUED E-MAIL ACCOUNT

Last Modified by Ellen Suckow on June 25, 2026

po7544

USE OF SOCIAL MEDIA

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - Definitions.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

The Superintendent is charged with designating the District-approved social media platforms/sites, ~~which shall be listed on the District's website.~~ which all Board members, staff, coaches/advisors, and approved volunteers are required to use when communicating via social media with each other and/or with students.

~~(X) ; - These communication platforms which - shall be listed on the District's website : - [END OF OPTION]~~

~~In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) is a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use

of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The Superintendent or designee shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members or volunteers wish to post information or announcements to a District social media platform, the staff member or volunteer may request that the Superintendent or designee approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG

5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor’s directions/procedures, and the platform/site’s applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Staff members (including District-approved volunteers) must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school’s basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations). ~~(-) - Identification of a student in any - (-) - social media post - (-) - publication and/or social media post - [END-OF OPTION] - from the District must be approved by the parent in advance: - [END-OF OPTION]~~ Any postings by District employees that identify students must be consistent with Policy 1213/ Policy 3213/ Policy 4213 - Student Supervision and Welfare.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members’/volunteers’ use of social media with school sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board’s adopted record retention schedule and all applicable State statutes. (See AG 8310A – Public Records)

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District’s control and are appropriately retained.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees and current District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours, provided it does not interfere with the employee's/volunteer's job performance.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with the employee's/volunteer's ability to effectively perform the employee's or volunteer's job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

Revised 6/19/23

Revised 4/17/24

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Book	Policy Manual
Section	First Reading by Board
Title	VOLUNTEERS
Code	po8120
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 21, 2025

8120 - **VOLUNTEERS**

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check before being allowed to participate in any activity or program.

[DRAFTING NOTE: The statute (118.07(07), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

When using PCDs to communicate with student(s), volunteers must use District-approved communication platforms.

The approved communication platform(s) is/are:

- A. **(X)** District email/messaging;
- B. **(X)** District-approved social media platform(s), for group public messaging, not individual or direct private messaging; (see also Policy 7544 - Use of Social Media);
- C. **(X)** Designated athletic and co-curricular communication app.

[] The District approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:

- A. **(X)** Instructional communication (assignments, coursework, academic support);

- B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ☒ Scheduling or logistical information related to classes or school programs;
- D. ☒ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ☒ Safety or emergency communication when necessary.
- F. ☐ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. (See Policy 3213/4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents or legal guardians of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

Any person who volunteers with the District shall be screened through the Internet site for the Sex Offender's Registry (SOR) list prior to being allowed to participate in any activity or program. The District will use visitor management software which includes the SOR screen as part of this process.

☒ Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats. and this policy are satisfied. (See Bylaw 0144.3 - Conflict of Interest)

~~☐ A volunteer who transports students in a school vehicle must abide by the guidelines in Policy 8600 – Transportation.~~

Each volunteer shall agree to abide by all Board policies and District guidelines while on duty as a volunteer.

The Superintendent shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteers' requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

Revised 3/13/20
T.C. 1/31/22

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Legal 118.07(7), Wis. Stats.
120.20, Wis. Stat.

Last Modified by Ellen Suckow on June 25, 2026



Book	Policy Manual
Section	First Reading by Board
Title	REPORTING OF CHILD ABUSE AND NEGLECT AND SEXUAL MISCONDUCT
Code	po8462
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 9, 2019

8462 - **REPORTING OF CHILD ABUSE AND NEGLECT AND SEXUAL MISCONDUCT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child **Protective Services and/or Welfare Department** or local law enforcement agency.

~~Employees shall also notify the building level administrator or the Superintendent.~~

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

Required Notification to Parents for Alleged Sexual Misconduct

Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to a designated administrator or Title IX Coordinator, who shall inform the Superintendent of the report. After receiving a report that alleges any of the following, the Superintendent shall notify the parent of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred:

- A. Sexual misconduct, as defined in 948.098 (1) (d), Wis. Stats., by a school staff member, as defined in s. 948.098 (1) (c);
- B. That an individual who has been convicted of a serious child sex offense, as defined in 948.13, Wis. Stats., has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or
- C. That a sex offender, as defined in 948.14 (1) (d), Wis. Stats. has intentionally captured a representation of a minor student without the written consent of the minor student's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

If reporting relative to items A, B, and/or C above, then the following apply:

Timing

- A. If the report is received before the end of the regular school day, the Superintendent shall notify the parent by 5:00 p.m. that same day.
- B. If the report is received after school hours or on a non-school day, the Superintendent shall provide notification by noon of the next calendar day.

Method

- A. Notice must be provided in person or by phone (including voicemail) to the parent(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.
- B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

See also Policy 1213 - Student Supervision and Welfare and Policy 8141 - Required Reporting of Staff Conduct.

Revised 10/24/18

Reviewed 5/9/19

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Legal 48.02(1)(em), Wis. Stats.
48.981, Wis. Stats.
118.07, Wis. Stats.
175.332, Wis. Stats.

Last Modified by Ellen Suckow on June 25, 2026

To the De Emerson School
District,

Thank you so much
for the card and
lovely plant you
sent for my mother's
funeral. We were
deeply touched by
your kindness and
thoughtfulness during
this difficult time.
Thank you,
Chad and Kelly
Thompson