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

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

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

MIDDLE SCHOOL CORE VALUES

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

Do What's Right

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

Care for Everyone

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

Embrace Excellence

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

ATHLETICS

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

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

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

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

INTERSCHOLASTIC SPORTS

SEPTEMBER TO NOVEMBER

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

NOVEMBER TO MARCH

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

OCTOBER TO DECEMBER

Basketball	Boys	Grades 7-8

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	Garde 7-8

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

MIDDLE SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES

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

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

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

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

Dates and times will be on the Middle School website calendar as clubs begin to meet.

2024-2025 CALENDAR

2024-2025 DCE Calendar

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

27-29 Teacher Work Days

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 **No School** – Labor Day

3 First Day of School

30

No School for Elementary: teachers WIN Planning, screener review

Secondary: Student Independent Learning Day - teachers ½ vertical teaming &1/2 work day

OCTOBER '24

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 **No School -** Teacher PD Day

25 No School

NOVEMBER '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 **Last Day of First Quarter**

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

27-29 Thanksgiving Break

DECEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-Jan. 1 Winter Break

JANUARY '25

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Last day of winter break

17 Last day of S1 (12 days)

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

FEBRUARY '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

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

21 Teacher PD Day

MARCH '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 **Last Day of Third Quarter**

21 **No School for All Students**

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

24-28 Spring Break

APRIL '25

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 – No School – Good Friday

MAY '25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 **No School -** Memorial Day

28 Graduation

JUNE '25

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

6 Snow Make-Up Day if needed

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

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

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

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

1/25/2024

VISITORS TO THE MIDDLE SCHOOL

VISITORS AT SCHOOL PROCEDURES

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

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

DCE EVERGREEN VOLUNTEER PROGRAM

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

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

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

ATTENDANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Make school attendance a priority and do the following:

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

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

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

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

TARDY POLICY:

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

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

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

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

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

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

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

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

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

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

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

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

INSTRUCTIONAL MATERIALS

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

SCHOOL LUNCH/BREAKFAST

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

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

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

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

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

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

Ala Carte items are available daily in the lunchroom. The choices may include juices, cookies, ice cream novelties, bottled water, and additional entrees. The cost of these items is deducted from the student's lunch account. Students must have money in their lunch account in order to purchase ala carte items. If you would prefer your child only have access to the school meals, not ala carte items, please contact the Nutrition Services office. 715-241-9700 x 2407.
Students are reminded in the lunch line when their lunch account balance is getting low. The school district also utilizes Campus Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. Parents are encouraged to sign up for MySchoolbucks online. This enables parents to view their child's lunch account activity. Please access the D.C. Everest website at School Nutrition Services the "Departments" link to "School Nutrition" link to register. Please note, there is a convenience fee applied to each transaction.

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

The school lunch menu is available to students online during daily morning announcements, at School Menu/Payments

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

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

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

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

CODES OF CONDUCT

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

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

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

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

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

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

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

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

STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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

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

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

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

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

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

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

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

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

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

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

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

Policy exceptions include:

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

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

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

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

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

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

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

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

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

GENERAL SCHOOL POLICIES

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

LUNCH REGULTIONS

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

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

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

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

GRADING AND ASSESSMENT

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

The following principles guide our District-wide efforts:

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

Grading Codes

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

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

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

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

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

SCREENERS

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

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

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

- The universal screening tool iReady (grades 6-7) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 45-90 minutes.

- The Bloomsights screening tool (grades 6-7) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

TECHNOLOGY AND ACCEPTABLE USE

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

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

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

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

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

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

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

feel uncomfortable should be reported to school authorities immediately.

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

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

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

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

RESPECTING RESOURCE LIMITS

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

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

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

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

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

Our primary reasons for supplying these tools to students are:

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

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

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

The use may not in any way:

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

- Recording/sharing/distribution of photos/videos of illegal or prohibited activities and/or without the consent of those filmed will be subject to consequences up to and including suspension and referral to law enforcement.

- Cause them to be tardy to class or arrange for meeting other students during class instead of attending class.

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

The District shall not be responsible for the security of 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 or school suspensions. Students will be notified annually of this policy through registration materials and/or student handbooks.

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

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

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

Some examples of Bullying are:

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

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

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

HARRASSMENT (po5517)

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

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

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

Examples are:

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

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

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

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

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

ADDRESSING BULLYING AN/OR HARASSMENT

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

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

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

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

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

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

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

The Student Services Department is an excellent source of information for student related issues. They have personal-social information (smoking, drugs, grooming, etc.) that can be useful for the total development of a student.
The department may also provide students with educational information that will:

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

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

SCHOOL BUS RIDERS

BUS RULES AND REGULATIONS

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

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

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

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

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

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

BUS TRANSPORTATION DETAILS

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

Previous to Loading

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

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

While On the Bus

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

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

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

After Leaving the Bus

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

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

Bus Route Student Changes

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

For more details on Bus Rider rules, please see Administrative Guideline ag8600B

HEALTH ROOM AND HEALTH INFORMATION

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

Fever

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

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

Vomiting

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

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

Diarrhea

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

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

Rashes

A rash may be the first sign of an illness.

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

Coughs and Colds

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

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

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

Pink Eye

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

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

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

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

Strep Throat

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

Lice

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

HEALTH ROOM

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

MEDICATIONS AT SCHOOL

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

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

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

- Over The Counter (OTC) Medications

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

HEARING AND VISION SCREEENING PROGRAMS

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

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

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

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

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

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

SCHOOL BOARD MEMBERS

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

GREENHECK TURNER COMMUNITY CENTER

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

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

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

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

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

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

Family programming includes:

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

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

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

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

PUPIL NONDISCRIMINATION

The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies:

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

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

TITLE IX NOTICE

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

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

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

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

DIRECTORY DATA

The D.C. Everest Area School District, pursuant to the Family Education Rights and Privacy Act and State 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.

DISTRICT POLICIES

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

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

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

OTHER IMPORTANT POLICIES

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

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

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

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

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

E-mail: program.intake@usda.gov.
This institution is an equal opportunity provider.

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

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

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

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

D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN

(Pupil Non-Discrimination)

The School Board is committed to providing an equal educational opportunity for all students in the District.
The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.
In order to achieve the aforesaid goal, the Superintendent or designee shall:

A. Curriculum Content
    a. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;
B. Student Access
    a. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
    b. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.
C. Student Evaluation
    a. verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

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

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

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

The Superintendent or designee shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the district but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

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

D.C. Everest Area School District Lus Ceem Toom

(Kev txwv tsis pub ntxub ntxaug cov tub ntxhais kawm ntawv)

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

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

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

A. Cov Ntawv Kawm
   1. Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom.txawm yog muaj los tsis muaj cov ntaub ntawv ntxiv, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessncees rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntxhais kawm uas tsis siv lus Askiv
B. Kev Pab Cuam Ntawm Cov Tub Ntxhais Kawm
   1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntxhais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauj lwm, kev ua sis, cov chav kawm, lossis kev xyaum ua hawj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
   2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntxub ntxaug raws li lub rooj tsam xwm txoj cai **7510** – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua

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

C. Kev Ntsuam Xyuas Ntawm Tub Ntxhais Kawm

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

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwm los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj ncees rau tej lus nug thiab kev tsis txaus siab txog kev ntxub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended). Cov cai no kuj muab rau cov tub ntxhais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

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

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

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

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

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

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

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

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

A. Contenido curricular
   1. Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana; Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;

B. Acceso de estudiantes
   1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;
   2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.

C. Evaluación del Estudiante
   1. Verificar que las pruebas, los procedimientos y los materiales de orientación esten diseñados para evaluar el progreso del estudiante, calificar aptitudes, analizar la personalidad o de alguna manera establecer o tender a establecer una categoría por la cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

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

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

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

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