

D.C. Everest Senior High School Student Handbook 2025-2026



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

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[Senior High Website](https://seniorhigh.dce.k12.wi.us)
<https://seniorhigh.dce.k12.wi.us>

School Code
502-060

Attendance Office
715-359-6562

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WELCOME



Welcome to D.C. Everest Senior High School! We hope all students will take advantage of the excellent academic and cocurricular opportunities available in our school. Participation in activities builds pride in one's school. Let's all contribute to that pride by getting involved.

2025-2026 CALENDAR

D.C. EVEREST CALENDAR 2025-2026

Board Approved January 15, 2025 - Secondary P/T Conf. added April 2025

teachers work 2 of these days														
Aug-25					Sep-25					Oct-25				
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29 End Q1	30	31
T*	5	S**	0		T	21	S	21		T	23	S	20/21	
*T=teacher work days / **S= Student contact days														
Nov-25					Dec-25					Jan-26				
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI
3	4	5	6	7	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22 End S1	23
					29	30	31			26	27	28	29	30
T	17	S	17		T	15	S	15		T	20	S	18	
Feb-26					Mar-26					Apr-26				
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI
2	3	4	5	6	2	3	4	5	6			1	2	3
9	10	11	12	13	9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	23	24	25	26	27 End Q3	20	21	22	23	24
					30	31				27	28	29	30	
T	20	S	18		T	20	S	20		T	19	S	19	
May-26					Jun-26									
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI					
				1	1	2	3	4	5	Days: Teacher Student				
4	5	6	7	8	8	9	10	11	12	Q1 47 41/42 E/S				
11	12	13	14	15	15	16	17	18	19	Q2 48 45 86/87				
18	19	20	21	22	22	23	24	25	26	Q3 46 43				
25	26	27	28	29	29	30				Q4 45 44 87				
										Total 186 173/174				
T	20	S	20		T	6	S	5						

Teachers work 2 of these days
Teacher work day/No School for Students
No School
Elementary work day / Secondary virtual learning day
No School - PD Day - structure to be determined
No School - Late Start for Elem. teachers - P/T conf. into the evening / Secondary 1/2 vertical teaming & 1/2 teacher regular work day
Elementary evening P/T conferences
First and last days of school for students

Secondary Parent/Teacher Conferences				
MIDDLE SCHOOL	10/30/25	1:00 - 7:00 PM	2/19/26	1:00 - 6:30 PM
	11/4/25	3:15 - 7:00 PM	2/24/26	3:15 - 6:30 PM
JUNIOR HIGH	10/29/25	3:30-7:00 PM	2/18/26	3:30-7:00 PM
	11/13/25	3:30-7:00 PM	3/5/26	3:30-7:00 PM
SENIOR HIGH	11/6/25	3:00-6:30 PM	3/5/26	3:00-6:00 PM
	11/10/25	3:00-6:30 PM	3/9/26	3:00-6:00 PM

4K students will have an additional 4 days with no school to ensure Parent/Teacher Conferences align more with their trimesters. Those dates are: November 24 and 25 / March 12 and 13.

September 2, 2025	First day for students
October 6, 2025	No school for elementary students, secondary students have a virtual learning day from home.
October 30-31, 2025	No school for students. Elementary parent/teacher conferences will begin late morning and continue into the evening Oct. 30.
November 26-28, 2025	No school for students – Thanksgiving Break
December 22-January 2	No school for students – Winter Break
January 19, 2026	No school for students – Teacher workday

ATTENDANCE PROCEDURES

EXCUSED ABSENCES - Parents should contact the attendance secretary at 359-6562, between 7:15 and 9 a.m. when a student will be absent from school. If a parent does not call, students must report to the Attendance Office with a parent excuse note prior to the first period on the first day of their return to school. Staff may request a doctor's excuse if a student has excessive absences. Note: The administration reserves the right to make all final attendance decisions. Failure to report a student's absence will result in an unexcused absence.

Parents may excuse their children up to 10 school days under state statute. Notification of such absence must be made 24 hours in advance of the requested absence or as soon as possible after the parent makes the decision to keep the student home. Under state statute, a requested absence of 1 period or more counts as a full day of absence.

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

CLASS ATTENDANCE - Academic success results from regular class attendance. Therefore, the school administration has adopted the following policies for unexcused class absences: 1) If a student is unexcused on the absence list, he/she is responsible for clearing it with the attendance secretary. 2) Failure to clear will result in a conference with the attendance Dean and/or consequences such as loss of privileges, ELT restrictions, after school detentions, Saturday detentions, or truancy citations/referrals. 3) A student with 2 or more unexcused absences may face disciplinary consequences up to and including a citation for truancy from law enforcement officials. 4) A truancy citation may be given for skipping Saturday detention or for multiple times of not clearing unexcused absences.

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

Door Dash deliveries are not allowed during school hours. Drivers will be turned away.

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

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

START ON TIME PROGRAM

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

CODES OF CONDUCT

D.C. EVEREST HIGH SCHOOL ATHLETIC AND ACTIVITIES HANDBOOK - All students planning to participate in athletic competitions or co-curricular activities are subject to the stipulations found in the Athletic and Activities Handbook. Training rules, eligibility requirements, and penalties for code violations are stated as conditions for participation.

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The attendance office is located down the hall from the main office. The attendance secretary checks, records, and verifies excused and unexcused absences. They also grant early dismissals for pre-arranged appointments. If a student has a pre-arranged appointment the student should bring a parental permission slip to the attendance office before the first class period. ¶

Deleted: Student absences are excused for illness, family emergencies, driver's license examinations, medical, dental, or other valid professional appointments, and preapproved school activities.

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Deleted: Unexcused absences include oversleeping, missing the bus, personal business, senior pictures, car problems, appointments not approved in advance, leaving school without permission, or any unauthorized absence such not being present in class.

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Deleted: LATE ARRIVAL TO SCHOOL - If the student arrives late to school (see excused absences), parents should inform the attendance secretary. Students who arrive tardy to school should report to the attendance office. Unexcused students will receive progressive consequences for actions. ¶

¶ LATE ARRIVAL TO CLASS - A one-minute warning bell will sound prior to the start of each class period. Students who have multiple late absences will be subject to disciplinary consequences up to and including a citation for truancy.

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STUDENT CODE OF CONDUCT FOR BUS TRIPS AND FIELD TRIPS:

- All students will return on the bus that they rode to the activity unless a parent has contacted the chaperone. Parents may only transport their own children.
- All school rules pertaining to proper student conduct on the bus and on school grounds apply to bus trips and attendance at out-of-town activities. If a student breaks a rule, the same consequences will apply as when a student breaks a rule during the school day on campus.

STUDENT TRANSPORTATION TO OUT-OF-SCHOOL ACTIVITIES WHEN SCHOOL PERSONNEL ARE NOT PRESENT - When stipulations below are met, students may transport themselves and/or other students or parents may transport students to out-of-school activity sites without school personnel present:

- Parents or age of majority students must comply with all school rules related to field trips, class projects, and out-of-school curricular and co-curricular activities when transporting students by administrative authorization.
- Parents may not transport students to school-sponsored activities in a school vehicle.
- The parents of all students must complete the "Parent Permission Slip" indicating they know who is driving; they understand what the activity entails; they understand the distance being traveled, and they recognize the liability of the owner of the vehicle in case of an accident. A student who has an approved age of majority release with the Attendance Office may complete this slip without parent permission.

CODE OF CONDUCT FOR OVERNIGHT TRIPS - The following procedures will be in effect for all overnight trips:

An authorization form signed by the student and parent must be submitted to the person in charge of the activity two days prior to the trip date.

- Students are expected to adhere to the same rules for which they are accountable during the school day and any specific guidelines given by the activity adviser. The advisers have the right to exercise fair discipline if a breach of good conduct occurs. Serious discipline problems involving insubordination, alcoholic beverages, drugs, or other controlled substances, etc., will be reported to a school administrator. Similar disciplinary consequences will apply as when a violation is committed during the school day. Students violating or ignoring any of the conduct rules may be sent home immediately at their own expense.
- Damages to any property or furnishings in the hotel rooms or other buildings will be paid for by the individual responsible or the student group.
- Students should keep their advisers informed of their activities and whereabouts at all times. Students are not allowed to leave their housing area at any time without the adviser's permission.
- The adviser will make his/her whereabouts known to the students for communication in case of emergencies.
- Students should be prompt and prepared for all activities.
- Students shall stay in designated housing, not with friends or relatives.
- Room doors must be kept wide open at all times when other students are visiting.
- The curfew will be 11:00 p.m. unless an earlier curfew is established by the place where students are housed. Advisers will check that all students are in their room by curfew time. Curfew is defined as being quiet in your own room. Students agree to conduct themselves in a professional and ethical manner at all times and to follow the directives of adult supervisors and hotel staff.

GENERAL SCHOOL POLICIES

STUDENT DRESS CODE – Responsibility for the personal appearance of students enrolled in the D.C. Everest District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- present a hazard to the health or safety of the student himself/herself or to others in the school including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- interfere with schoolwork, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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

- Clothing should always completely cover the torso from just below the neckline to mid-thigh. Undergarments must be worn and shall not be visible. Shoes must be worn at all times.
- During the school day, hats, caps, bandannas, head coverings, and jackets are subject to teacher discretion within individual classrooms. Hoods are not allowed to be worn as they make identification of students in the building difficult, and they allow for concealment of earbuds during class time.
- Students are not allowed to wear or carry flags.
- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
- Students shall not wear or display medallions or other jewelry that identify gang members or gang affiliation or which have come to represent a gang or other illicit behavior in school or at school events. Also, gang clothing is not always restricted to an item of clothing but may include the way in which the student wears a particular item of clothing. Students may not wear, possess, use, distribute, display, carry or sell gang insignia on school grounds or at school-related activities at any time.

This code does not limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If students and/or parents disagree with school staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Students who violate the rules will remove the inappropriate items or be sent home to change. Repeated violations of school rules may constitute grounds of suspension or other appropriate action to correct the situation.

STUDENT EXPRESSION – Students have the right and responsibility to express themselves in a manner that is appropriate and not disruptive for a school setting. Students must avoid expression and conduct that can be reasonably forecasted to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment. This responsibility includes refraining from the display of symbols that are reasonably perceived as promoting intolerance, hatred, or a hostile educational environment including, but not limited to, confederate battle flags, swastikas, and profanity on school property or at school-sponsored events.

BACKPACK POLICY – Student backpack use in the classroom is at teacher discretion. Students are given a locker at the beginning of the year and are encouraged to use it.

D.C. EVEREST SENIOR HIGH SCHOOL STUDENT EARNED PRIVILEGES

Junior, senior, and second semester sophomore students who meet the criteria for participation are eligible to participate in Earned Privileges during the school day. Student participation in Earned Privileges will be determined by the previous quarter's attendance, behavior, and academic standing. Earned Privileges allow students to participate in open campus during the student's assigned study hall and lunch. Students may choose to stay on campus during these times as well as long as they stay in their assigned areas (study hall placement). Students returning from open campus privileges must report to their assigned area.

Criteria for Participation

Parental Permission: Students wishing to participate must have received parental permission during the registration process.

Academic: Students must earn a cumulative GPA of 2.8 or better during the previous quarter.

Attendance: Students must have greater than 90% attendance during the previous quarter and have 5 or less tardies during that quarter.

Behavior: Students must have zero behavior infractions during the previous quarter as well as have zero community-based infractions during the school day while on privileges.

Process for Participation – Students who have Earned Privileges must scan out and in through the main office. Students who fail to scan out and in will lose their privileges for the remainder of the quarter.

Administration reserves the right to remove student Earned Privileges at any time for violation of school rules. Any student who loses Earned Privileges will be required to attend all classes through the next grading period which will determine eligibility for the following quarter.

TRAFFIC/PARKING – Students are required to park in the Student Lots A or B. Students parking in other areas not designated as student parking will be ticketed.

PARKING POLICY/PERMITS - Use of the Senior High parking lot will be on a first come, first served basis. Students may park in any parking stall that is unoccupied in Student Lots A or B. Students must purchase a parking pass for \$40 in order to park in the lots. This includes spots going down the West entrance by the tennis courts and baseball diamond.

STUDENTS ARE NOT ALLOWED TO BE IN THE STUDENT PARKING LOT EXCEPT WHEN GOING TO OR COMING FROM THEIR VEHICLE. LOITERING IS NOT ALLOWED IN THE STUDENT PARKING LOT, IN OR OUTSIDE OF A VEHICLE. These rules are established for the protection of student vehicles from damage and vandalism. Violation of these rules will result in disciplinary measures to include the revocation of parking privileges.

Any student observed driving dangerously on school property will be referred to local law enforcement for appropriate legal actions as well as being subject to school disciplinary action. Dangerous driving will result in the revocation of parking privileges.

Students are not allowed to park in the Circle Drive Visitor Entrance Lot, Student Council Drive Parking, GTCC Lot, or in the Faculty Parking Lot behind the school. Students found parking in these areas will be issued a citation and/or have their parking privileges revoked.

VEHICLE AND PERSONAL SEARCHES - Vehicles parked on school property are subject to search by school authorities if reasonable suspicion exists regarding the presence of any item that may endanger the health or safety of any student or staff member. If a school authority believes that a student may possess: any item that poses a safety concern for others, cigarettes/vaping device or other tobacco products, drugs or drug paraphernalia, or any item that could distract others from their educational pursuits, he/she may have to empty their pockets, book bags, backpacks,

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purses, etc. as well as open their vehicle for a full car search. The school's Police Liaison Officer may assist in any search at the direction of a school administrator.

VILLAGE OF WESTON JURISDICTION - Students can have legal complaints filed against them for violating the village ordinances on school property. Students engaged in disorderly conduct, smoking/vaping, possession or use of alcohol or drugs, engaging in dangerous activities, using profanity that causes a disturbance, etc. on school property may receive a municipal citation for such actions.

Students should be aware that at the age of 17 citations or referrals could be recorded and remain on their permanent criminal record. Violations such as these may have serious repercussions for future admission into military branches, post-secondary educational institutions, or employment opportunities. Seventeen-year-old students should also be aware that more serious offenses such as battery, disorderly conduct and criminal damage to property, may result in immediate incarceration.

CELL PHONES - The use of cell phones during the entirety of the class period is prohibited. Cell phones are expected to be turned off and stored off person (backpack, locker, or classroom cell phone holder.) Students may also not wear Air pods, earbuds, headphones, or use other electronic devices during class periods unless directed by the teachers for us in instruction. No Allowed – Cell phones and electronic devices must be turned off and stored off person

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

Allowed – Cell phone or electronic device use permitted

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

DCE Senior High will strictly enforce the following expectations:

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

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

LASER PENS - Laser pens and other laser lights are prohibited on school property. Staff will confiscate laser pens if brought on school property, and students will face disciplinary action if in possession of such items.

VISITORS – D.C. Everest does not permit students to bring friends or relatives to visit during the school day. Unauthorized persons who are in school or on school property between the hours of 7 a.m. and 4 p.m. on school days may receive a municipal citation for "trespassing" (Weston Ordinance).

LOCKERS/PERSONAL PROPERTY - On the first day of school, all students receive an assigned locker. Each student has an individual responsibility to secure their personal property. Keep your hallway and gym lockers locked at all times. Do not reveal locker combinations to other students.

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Deleted: Students may use cell phones in the commons area of the high school building during lunch periods and during passing times. Students must turn cell phones off and put them away during class periods. In approved situations and areas of the building, students may use personal cell phones responsibly, following the rules and guidelines of the Student Acceptable Use Policy for Technology Services, and in a manner to not disturb other students or staff. Failure to meet these expectations will result in the confiscation of the cell phone/device. Repetitive or severe violations of the cell phone and personal music device policy may result in additional disciplinary measures and phone restrictions. In classrooms during the administration of tests or assessments, cell phones are strictly forbidden. **CELL PHONES ARE LEGALLY PROHIBITED FROM BEING OUT IN BATHROOMS OR LOCKER ROOMS.**

The school cannot accept responsibility for the valuables of students. If a locker is damaged or articles are stolen from a locker, report the damage/theft to office personnel immediately.

LOCKED DOORS – All doors to the Senior High must remain locked throughout the day. Students must exit and enter through the main office/front doors. Any student exiting, entering, propping open or opening doors for anyone else will be subject to school and police consequences.

STUDENT LOCKER SEARCHES - A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. Items brought to school or those in lockers are not insured for reimbursement by the D.C. Everest Area School District. Respectful use of the locker is expected. Charges will be billed to the student for damages made to the locker during the school year.

The school locker assigned to a student is the property of the D.C. Everest Area School District. The use of a locker other than the one assigned to the student is prohibited. At no time does the D.C. Everest Area School District relinquish its exclusive control of such lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger. School personnel shall maintain a passkey to all lockers so that the school shall have access to all lockers at all times. Students shall not be allowed to secure their lockers in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian's right to obtain other items removed from the locker.

SURVEILLANCE CAMERAS – D.C. Everest High School has great concern for the safety of all students and the public on school property. To better provide a safe and healthy environment, the school uses surveillance cameras and recording devices. While staff on occasion may monitor an area, we record areas under surveillance at all times.

PROHIBITION OF TOBACCO, NICOTINE, VAPING DEVICES, ALCOHOL, AND ILLEGAL DRUGS - Possession or use of tobacco, nicotine, contraband, alcohol or other illegal drugs on school property by students during the school day is strictly prohibited. Failure to obey this regulation will result in suspension and/or expulsion, and a referral to local law enforcement. Alcohol and drug violations may result in restrictions of attendance at all school co-curricular activities, dances (including Prom), and the graduation ceremony. Tobacco, alcohol, and drug education is an important part of our required health course and cessation information/support is available from Student Services. Cigarette lighters and matches are restricted and will be confiscated if found in a students' possession.

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

POSSESSION OF WEAPONS - Possession or use of weapons or look-alike weapons on campus is strictly prohibited. Knives, guns, clubs, brass knuckles, or any other devices that are usually constructed for or can be used to physically harm another will be immediately confiscated and turned over to local law enforcement. Students who have possession of such weapons may be suspended from school until a board hearing is scheduled to consider expulsion.

MANAGEMENT OF VIOLENT STUDENT BEHAVIOR – The D.C. Everest Area School District recognizes the need to deal quickly and appropriately with violent student behavior when it seriously disrupts the educational program and/or has the potential to cause physical and/or psychological harm to other students, school staff or the students themselves. Acts of violence, whether physical, implied non-verbal and/or verbal, toward others will result in discipline ranging from verbal warnings to suspensions and/or expulsion from school depending upon the severity of the act. Acts of violence include but are not limited to:

- Physical acts (shoving, striking, kicking, throwing of objects);
- Implied non-verbal actions (cutting, shooting, or other similar actions which are interpreted by the receiver to imply harm) or physical contact;
- Verbal statements (threats, figures of speech, or other communication interpreted by the receiver to imply harm).

COMPUTER USE – Students must follow all rules and guidelines of the Technology Acceptable Use Policy/Agreement policy. You can locate this policy (po7540.03) on the [D.C. Everest District Website \(www.dce.k12.wi.us\)](http://www.dce.k12.wi.us) under the District Info tab then School Board.

MISUSE OF SCHOOL COMPUTERS - Tampering and/or vandalism of computer equipment may result in a fine. This fine will increase if additional resources or outside personnel are needed to repair or replace the damaged equipment. In that case, the student(s) will be responsible for the full cost of that repair or replacement. Computer networks are to be used for educational purposes only. The viewing, retrieving, or printing of inappropriate material from the Internet or other computer programming will result in suspension and/or revocation of computer use privileges.

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

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

ADVISORY - Students are expected to attend their scheduled advisory. During this time their advisory teachers will discuss their current academic progress, conference with students on quarterly goals, and provide information and resources related to college, career, and life readiness.

FINES/FEES - Students with outstanding fines and fees will receive periodic reminders via email. Payments of cash or checks can be made to the finance secretary or by credit card on the Infinite Campus Portal. Students will not be allowed to participate in the graduation ceremony until all fines/fees are paid.

STUDENT ID CARDS - All students must carry an ID card in the school building. ID cards are used as tickets to school activities, to check out materials in the library, and for the purpose of identification. IDs are issued to all students at the beginning of the school year. The first card is furnished to the student; if lost, a replacement card costs \$10 and may be purchased in the Front Office.

AGE OF MAJORITY - A student who has reached the Age of Majority (18) and who chooses to make changes to their demographic information, MUST complete the Age of Majority Form. These forms can be obtained from the student's school counselor. Once the form is complete the student must return it to their counselor. The school social worker should also be informed of the

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completion of the form for all students. Once the student has completed the process for the Age of Majority, their information will be updated in the Student Information System.

Adult students are not exempt from complying with the rules and policies enacted by the D.C. Everest Board of Education or D.C. Everest High School. By State Statutes, school boards have the authority to make rules, including rules pertaining to student conduct, or to delegate this rulemaking function to the district's administrators or teachers. School rules made under the authority of the State Statutes are binding on pupils regardless of age. Adult students also remain subject to the same disciplinary procedures as students under the age of 18.

WITHDRAWAL PROCEDURES - Withdrawal procedures are initiated in the Student Services Office. Students withdrawing from D.C. Everest need to complete the withdrawal form that requires signatures from the IMC, Attendance Office, Student Services Office, Front Office, and all teachers. All obligations are noted on this form. The completed form is to be returned to the Student Services Office. Students will not be officially withdrawn until all financial obligations are met and required signatures are completed.

POSTERS - Permission to put up any posters at D.C. Everest must be obtained from school administration. Posters should pertain to D.C. Everest's activities and be of appropriate size, material, and subject matter. No posters or signs will be allowed that promote any type of business or commercial activity. Administration approved posters may be posted in designated areas as directed by administration.

WORK PERMIT REGISTRATION - Students who are under 16 years old are required by law to obtain a work permit. Work permits are issued in the senior high main office as a special service to our students. In order to obtain a work permit the student must be present and the following criteria must be met: 1) a letter of request from the employer stating the type of work and hours of work, 2) a parental permission slip, 3) a birth certificate, baptismal certificate, or driver's license (a passport may be used only if the others are not obtainable), 4) the original social security card, and 5) a \$10 fee (to be reimbursed by the employer to the employee). If all of the following are not obtained, a work permit will not be issued. There are no exceptions.

GRADUATION PARTICIPATION - Participating in the graduation ceremony is a privilege, not a right. Students eligible to participate in the ceremony are students who have:

- Met the requirements set forth by the Department of Public Instruction and the School Board for graduation.
- Have no outstanding fines to the Senior High School.
- Have been enrolled as a full-time student for at least a semester of the year of graduation within the Senior High School.
- Completed their high school enrollment as an enrolled member of D.C. Everest Senior High School.

Participation in graduation may be limited at the discretion of the building principal for any of the following:

- The student was involved in any way in a senior prank or disruption of normal school procedures
- The student was involved in a significant behavior concern at school (including but not limited to a disruption in the building, drugs, alcohol, anything that reflects negatively on the students, the school, or the school community, or anything that threatens the health and safety of any member of the school community).

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

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

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

Some examples of Bullying are:

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

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

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

HARRASSMENT (po5517)

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

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

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

Examples are:

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

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

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

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

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

ADDRESSING BULLYING AND/OR HARASSMENT

Every person (student, parent, guardian, teacher, etc.) is encouraged to immediately report any situation that they believe to be bullying and/or harassment behavior to a school building staff

member or District employee. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of bullying and/or harassment shall report the incident to the building administrator. Reports can be made verbally or in writing.

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

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

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

FEVER

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

- If your student has a temperature of 100.4 degrees or more, they will be sent home.
- Your student can return to school when he/she is fever free for 24 hours without the use of a fever reducing medication.
- Call your doctor if the fever continues for more than a few days.

VOMITING

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

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

DIARRHEA

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

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

RASHES

A rash may be the first sign of an illness.

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

COUGHS AND COLDS

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

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

PINK EYE

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

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

STREP THROAT

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

LICE

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

HEALTH ROOM

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

MEDICATIONS AT SCHOOL

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

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

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

- Over The Counter (OTC) Medications
 - Parent/Guardian signature is required for OTC medications.

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

IMMUNIZATION REQUIREMENTS

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

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

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

Please contact your student's doctor or local health department to determine if your student needs additional immunizations. Schedule appointments to receive the immunizations needed or

sign a waiver indicating what vaccine(s) you do not want your student to receive. Report the dates of the immunizations to the school health assistant.

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

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

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

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

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

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

TECHNOLOGY AND ACCEPTABLE USE

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

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

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

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

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

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

DISCIPLINARY ACTIONS

PROGRESSIVE CONSEQUENCES - Teachers and principals use a discipline plan that progressively increases the severity of the consequences assigned to students each time a student violates a school rule. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from school.

SATURDAY DETENTION - Saturday detentions will be held from 8:00 - 11:00 a.m. Students assigned will be required to follow specific rules and do school work under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in a truancy citation.

OUT-OF-SCHOOL SUSPENSION - A one-to five-day suspension from school will result when a student substantially disrupts or distracts the learning atmosphere in school or chronically violates school rules after another disciplinary action has failed.

APPEAL PROCEDURES - A student may appeal a disciplinary action if he or she feels the school regulations have been wrongfully interpreted and applied. The appeal must be made to the principal within five days after the occurrence of the event on which it is based. Appeals after five days will be considered waived. The principal will investigate and rule on the appeal. Further appeal may be made to the Assistant Superintendent's office after the principal's ruling is made.

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

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ACADEMIC INCENTIVES

ACADEMIC LETTER - Students may earn an academic letter by maintaining a 3.90 cumulative grade point average as a freshman, a 3.75 CGPA as a sophomore, and a 3.50 CGPA as a junior with at least one semester of the qualifying year of 3.9/3.75/3.5 GPA respectively, and by being involved in an academic contest or project.

HONOR ROLL - A student needs to earn a 3.5 GPA for a semester to earn the distinction of the honor roll.

LOCAL SCHOLARSHIPS – To be eligible for scholarships on the DCE Local Scholarship Application, students must be enrolled as a Senior and be enrolled full-time, 1st semester. Mid-year graduates are eligible to complete the DCE Local Scholarship Application as long as they are enrolled full-time 1st semester, their senior year.

NATIONAL HONOR SOCIETY - Students who meet the standards established by the faculty in the areas of scholarship, leadership, service, and character may earn induction into the program.

National Honor Society Selection Procedures:

- General Guidelines:
 - candidates must have attended D.C. Everest High School the equivalent of one semester.
 - junior and senior students qualify for membership.
- Staff reviews students’ academic records to determine student scholastic eligibility for membership. To meet the standard, students must have an accumulative GPA of 3.5 or above.
- Staff will notify scholastically eligible students that for further consideration of selection to this chapter they may complete the student activity information form outlining their accomplishments in the areas of service and leadership.
- All faculty members have the opportunity to write their comments about the character, service, and leadership traits of eligible students.
- The 5-member faculty council reviews the student activity information forms and faculty comment forms. In addition, the council reviews the leadership, service, and character of all candidates carefully. Candidates receiving a majority of the vote of the faculty council earn induction into the National Honor Society.
- Selected candidates will receive notice in writing about their selection and the timing of the induction ceremony. Non-selected students will also receive written notice about their non-selection into the National Honor Society.

NOTE: The faculty of the school through the faculty council Members select students to join the Chapter. Individuals do not apply for membership but rather submit information, via the Student Activity Information Forms for use by the faculty council in determining membership. Membership, therefore, is an honor bestowed upon an individual and thus a privilege and not a position for which one applies, nor to which one is elected or the right of any individual.

Academic Honesty Protocol

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

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

Allowed with Instructor Consent	Not Allowed
<ul style="list-style-type: none">• <u>Brainstorming, developing, and refining your own ideas.</u>• <u>Fine tuning your research questions</u>• <u>Searching for reliable information related to your topic.</u>• <u>Drafting an outline to help organize your thoughts.</u>• <u>Reviewing grammar and writing style using appropriate tools</u>	<ul style="list-style-type: none">• <u>Using AI to complete tasks that are meant to reflect your own thinking, such as discussion posts, group work, or assignments submitted through platforms like Canvas, Zoom, or Webex.</u>• <u>Having AI generate a draft of a writing assignment.</u>• <u>Using AI to write any part of your assignment, including sentences, paragraphs, or full essays.</u>

that do not alter or rewrite your original content.

DCE Senior High will strictly enforce the following expectation:

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

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

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MISCELLANEOUS INFORMATION

REPORT CARDS - Report cards are issued every nine weeks using the following system:

- Semester standing in grades 10-12 are final grades.
- Letter grades will be used as prescribed by School Board Policy.

Letter Grade	Point Value
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2
CD	1.5
D	1.0
F	0 - Fail
I	Incomplete
S	Satisfactory performance in lieu of grade
U	Unsatisfactory

NOTE: Alternative classes do not count in grade point average.

LIBRARY (Instructional Media Center) - The IMC is located on the third floor next to the main north stairwell. It houses a computer lab with available reference databases, reference books, periodicals, and leisure reading material. The attached Production Lab houses AV software and hardware, along with a second computer lab. Assistance and equipment can facilitate a variety of production needs. Staff work in the IMC/Production Lab 6:30 a.m. until 3:15 p.m. Monday through Friday to further assist students.

Additional Hours: The IMC is open on Monday - Thursday evenings until 6:30 pm.

SCHOOL CODE NUMBER - Scholastic Aptitude Test, American College Testing Program, Financial Aid Form, and Family Financial Statement Code Number: 502-060.

THE POLICE-SCHOOL LIAISON OFFICER PROGRAM - The Police Liaison Officer serves as a resource person and an educational aide in addition to serving as a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. The liaison officer fulfills an important task as a resident friend and listener to youth with personal problems that they may bring to his or her attention. This role is carried out in cooperation with authorized school officials.

The Police Liaison Officer also serves as a referral agent. The officer has knowledge of health and service agencies available on a local level to young people and their families. He or she will help students contact local agencies that can aid them in matters beyond the officer's or school's capacity to solve.

The liaison officer will also serve an educational function by assisting school staff in the provision of courses of study or programs designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives. The officer can also provide parent groups with information to acquaint them with the law.

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HEALTH AIDE - The Health Room has a full-time health aide. If you feel ill or must go home, the health aide can grant you permission (after calling your parents) to leave school based on their health assessment. Before you go to the health room, obtain a pass from the teacher of the class you will miss.

MEDICATIONS - Students must check-in all medications (exception-asthma inhalers) and EpiPens with the health aide who will store them and administer when needed.

EARLY COLLEGE CREDIT PROGRAM - START COLLEGE NOW

The following characteristics should apply to a student who wishes to partake in the Early College Credit Program or Start College Now:

- Student who ranks in the top 25% of his/her class and has completed the coursework offered at the high school level.
- Students who select university courses offered at or similar to those offered at D.C. Everest will not receive reimbursement for tuition expenses.
- Evidence exists that the student will benefit from the experience and that the time spent at these institutions will not unduly conflict with participation in the high school graduation requirements.
- Students must apply for enrollment for obtaining high school credit courses by February 1 for the fall semester and by September 1 for courses taken during the spring semester.
- Students must start an application with an admissions counselor from the post-secondary institution.
- The principal (or their designee) will grant high school credit and the student must receive approval *prior to taking the course*.

NOTE: [According to state statute](#), "If a pupil receives a failing grade in a course, or fails to complete a course, at an institution of higher education or technical college for which the school board or the governing body of a participating private school has made payment, the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the school board or the governing body the amount paid on the pupil's behalf upon the request of the school board or governing body. If a school board or governing body that requests reimbursement of a payment made under this section is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program under this section."

<http://docs.legis.wisconsin.gov/statutes/statutes/118/55/7t/c>

SCHOOL COUNSELING SERVICES

The Student Services department has counselors to assist students with a variety of tasks and concerns. The program includes individual and group counseling in which personal, academic, career, college, and educational concerns may be discussed in a confidential manner. Appointments can be made using the online Counselor Scheduling program in Student Services. Counseling time is available during a student's study hall, unscheduled time, and before or after school.

Groups are a part of the Student Services Delivery Model. Some groups are facilitated by Marathon County Consortium approved therapists. Please contact the main office during registration if you do not wish for your child to participate in any groups facilitated through D.C. Everest Senior High Counseling Department. Students will be invited to participate as they choose without notification to the parent/guardian.

Senior Graduation Requirements

Subject Area	Credits
Mathematics	3
Science	3
English	4
Social Studies	4
Physical Education	1.5
Health	.5
Finance	.5
REQUIRED CREDITS	15.5

ELECTIVE CREDITS	8
TOTAL CREDITS	23.5

STUDENT SERVICES RESOURCES – Online resources are available through Canvas which is located on the Senior High Website.

EARLY GRADUATION - Students who plan to complete high school in less than eight semesters must complete a written application form (available in Student Services). Students seeking early graduation must apply and complete this form prior to their senior year. A statement of reasons for early graduation in addition to a letter of approval from parents or guardians must accompany this application form. The school counselor will schedule a conference with the applicant and his/her parents. High school administration will determine approval or disapproval.

SCHEDULING AND ASSIGNMENT

COURSE ADD/DROP PRACTICE

The Senior High makes every effort to develop a master schedule according to student needs and interests. Each student must recognize that the scheduling process is complex, and their selections determine curriculum offerings, the final master schedule, and teacher contracts. Considerable time and effort go into creating a flexible schedule, and once the Senior High establishes final student schedules in the spring, schedule changes will rarely receive approval. Any student requesting course changes must read this section thoroughly and meet all requirements for a change. A request for change is merely for consideration. A change is not guaranteed. Any courses dropped after the deadline or not approved for a drop will result in a Withdrawal Failure (WF) on the student transcript which calculates as an "F" in the cumulative GPA. **The list below are considerations to be aware of when requesting course changes.**

- Only full year courses for the 2nd semester may be requested for change. Courses that are only a semester long are not permitted to be changed unless there was a data entry error, misplacement due to ability, enrollment in a school approved program (Youth Apprenticeship, etc.), or need for another graduation requirement.
- Any senior requesting a change who has been admitted to a college must contact the college themselves to verify that a course change will not impact the admission offer. Students should email the college admissions, inform them of the change they want to make with courses and ask if it will impact the admission offer. **WARNING** - making course changes after being admitted to a college and NOT informing them of a change can result in the admission offer being rescinded. Students are 100% responsible for working with their college admissions to inquire if the change will impact their admission offer.

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

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INFORMATION SERVICES - Information is available from the Student Services Office through several sources. Announcements are made over the public address to the homerooms. Bulletin boards with guidance information are located throughout various areas of the building, inside and outside the guidance office, and also within the main lobby of the school building. Guidance news and information may also be found within our school parent newsletters issued through the principal's office. Counselors are also involved with individuals, small groups, classrooms, parent conferences, and large group orientation information activities.

STUDENT RECORDS - Student records will reflect the student's physical, emotional, social, and academic growth in the educational process. Any student interested in reviewing his/her records should see his/her counselor to discuss what they can review and to interpret any information that the student may question.

CAREER EXPLORATION SERVICES – Student Services provides students and their families with a host of resources and services to assist in the career development process. The student services office houses a Career Center highlighting a wide range of career opportunities and choices available to students through self-discovery, market research, action planning, and making community connections. The counselors can help students with individual career planning, job shadowing, finding a college, and job-hunting strategies, all of which can provide a successful transition from high school. The D.C. Everest High School purchases an online career web resource for students to assess their interests, skills, aptitudes, and values. The Career Center provides many resources such as 2-year/4-year college information, specialty school literature, military options, ACT/SAT materials, local business references and promotion, scholarships, and financial aid information.

STUDENT ACTIVITY INFORMATION

INTRAMURAL SPORTS - The Community Education Services Office offers evening intramural sports. Provided that sufficient interest exists, all students have the opportunity to become team members in intramural volleyball, basketball, and other sports. The community education office charges a fee.

CLUBS AND ORGANIZATIONS - If you would like to join any clubs or organizations, contact the teacher in charge and listen to daily announcements for meeting times and places. The activities office and the school counseling office has information on clubs.

EVEREST SYSTEMS OF SUPPORT

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

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

Universal Screening Tools:

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

Wisconsin State Assessment System:

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

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

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

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

¶ These screenings include state or district tests, as well as specific academic or behavior screening tests. The screening assessments are typically administered to all students two or three times per year.¶

¶ The Bloomsights screening tool (grades 10-12) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.¶

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

GREENHECK TURNER COMMUNITY CENTER

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

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

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

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

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

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

Family programming includes:

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

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

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

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

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

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson jdickerson@dce.k12.wi.us	Treasurer	202 6
Katie Felch kfelch@dce.k12.wi.us	Member	2027
Shannon Grabko bkrueger@dce.k12.wi.us	Clerk	2025
Lindsey Lewitzke llewitzke@dce.k12.wi.us	President	202 8
Ben Bliven bbliven@dce.k12.wi.us	Member	2028
Larry A. Schaefer lschaefer@dce.k12.wi.us	Member	2027
Yee Leng Xiong yxiong@dce.k12.wi.us	Vice President	2026

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Notices

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NOTICE IS HEREBY GIVEN **Pupil Non-Discrimination**

It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes).

The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing.

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

COMPLIANCE OFFICERS

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

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

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

NOTICE IS HEREBY GIVEN **Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities**

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

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

TITLE IX COORDINATORS

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

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

DISTRICT POLICIES

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

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District Sponsored Trips
- Policy 2414 Human Growth and Development
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure

- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect
- Policy 8500 Food Services
- Policy 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms
- Administrative Guideline 5430 Laude Program
- Administrative Guideline 8600B School Bus Rider Rules

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

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

Policy 1422 Nondiscrimination and Equal Employment Opportunity ¶

Policy 1662 Employee Anti-Harassment ¶

Policy 2240 Controversial Issues in the Classroom ¶

Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity ¶

Policy 2264 Nondiscrimination on the Basis of Sex in Educational Programs or Activities. ¶

Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities (Prior to August 1, 2024) ¶

Policy 2270 Religion in the Curriculum ¶

Policy 2271 Early College Credit Program ¶

Policy 2340 District Sponsored Trips ¶

Policy 2414 Human Growth and Development ¶

Policy 2416 Student Privacy and Parental Access to Information ¶

Policy 2451 Program or Curriculum Modifications ¶

Policy 2522 Instructional Materials Centers ¶

Policy 3122 Nondiscrimination and equal Employment Opportunity ¶

Policy 5136 Personal Communication Devices ¶

Policy 5200 Attendance ¶

Policy 5335.01 Students with Anaphylactic Reactions to Foods ¶

Policy 5410 Promotion, Placement, and Retention ¶

Policy 5500 Student Code of Classroom Conduct ¶

Policy 5511 Dress and Grooming ¶

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Notice of Nondiscrimination ¶

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both. ¶

¶

The District's Title IX Coordinator is: ¶

Gina Lehman ¶

Director of Student Services ¶

6100 Alderson Street ¶

Weston, WI 54476 ¶

gilehman@dce.k12.wi.us ¶

(715) 359-4221, ext. 1351 ¶

¶

The District's Assistant Title IX Coordinator is: ¶

Sarah Trimmer ¶

Director of Talent and Culture ¶

6100 Alderson Street ¶

Weston, WI 54476 ¶

strimmer@dce.k12.wi.us ¶

(715) 359-4221, ext. 1225 ¶

The [Board's nondiscrimination policy and grievance procedures](https://go.boarddocs.com/wi/dcea/Board.nsf/Public) can be located at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> (search for po2264). ¶

¶

OTHER IMPORTANT POLICIES

Directory Data: The D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(d) and (2)(j) has designated the following as Directory Data as provided in said Act and Statute: The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; and degrees and awards received. More information may be found at: <https://www.dce.k12.wi.us/district-info/district-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.

More information about these policies can be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or they are available in the school office.

Instructional Material: Parents have the right to inspect instructional materials and IMC materials – Policy 9130 and 2622. If class content or activities conflict with the parent's religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes during that instruction. For details please see Policy 2240 and Policy 2270.

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

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

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

FERPA Notice ag 8330: "Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student

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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 Trimmer, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, strimmer@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)¶

record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.”

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

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

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

PO5430 Guideline - Laude Program

The School Board has authorized the use of a Laude Program of academic recognition for grades 9 through 12. The Laude Program provides incentives for students who challenge themselves in high-level curricula and recognizes those students who successfully complete this coursework.

The Laude Program uses a point-based system to recognize students who complete high-level coursework in grades 9 through 12. To be considered for a Laude award, a student must first have a cumulative grade point average (GPA) of 3.5 or higher. The Laude score will be determined by counting the number of semester credits successfully completed by the student for all pre-approved Laude courses. One point for each completed semester course will be awarded for approved courses.

Laude Program honor distinctions and point requirements:

Cum Laude - honor distinction 15-24 points

Magna Cum Laude - great honor distinction 25-34 points

Summa Cum Laude - highest honor distinction 35 or more points

The Laude System will replace the class rank system. Class rank will not be provided to colleges for admission purposes. The transcripts will report students' cumulative grade point averages with accompanying Laude distinctions and point scores. A cover letter will be provided to the college or university explaining the Laude Program.

Approved Laude courses will be listed in the course description booklets that are accessible to students and parents each school year. A student's grade point average shall be entered on his/her record and shall be subject to the Board's policy on the release of student records.

The top scholastic honors of Valedictorian and Salutatorian are determined by calculating the grade point average of all final grades for each subject taken by a student in grades 9 through 12. In the event of a tie for the highest cumulative grade point average, all students who have achieved that grade point average will receive the designation of Valedictorian.

PO5516 - Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal or to the Superintendent.

PO5771 – Search and Seizure

When school administrators have reason to suspect an illegal or dangerous substance, object, or stolen property may be in the possession of a student, the administrator may conduct a search of the student's possessions, locker, desk, vehicle, breath, or person.

PO7440.01 - Video Surveillance and Electronic Monitoring

The Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

PO8330 - Student Records

That the D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (j) has designated the following as Directory Data as provided in said Act and statute:

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Once every calendar year, the Assistant Superintendent of Curriculum & Learning, will see that a notice is published listing the type of records that are considered "Directory Data." Principals will publish a brief directory data notice in their school newsletters, which will include information on how to obtain a copy of the student records notice. After the parents or adult student have been notified, they will have two (2) weeks to advise the school district in writing of any or all of the items they refuse to permit the district to designate as "Directory Data" about that specific student. Under the "No Child Left Behind Act of 2001," Section 9528, a school district is required to release name, address, and telephone listing of secondary school students upon request by military recruiters or institutions of higher education without prior written parental consent. The district must comply with such a request.

The District is also required to notify parents of secondary students that they may request that their student's name, address and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal Funds.

Parents need to use Form 8330F5 to request to inspect and review students records and submit the form to the building principal. The building principal will arrange a mutually agreeable time for the review with the parents. Copies of records, subject to the limitations within the law, policy, or guidelines will be provided upon request for the current cost of duplication unless that fee effectively prevents the parents from exercising the right to inspect and review the

records. Parents may request the amendment of the student's school records if they believe the records are inaccurate or misleading. This request should be made in writing to the building principal.

PO9151 - Use of Cameras and Other Recording Devices in Locker Rooms

The School Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities. No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual. To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

CAMPUS CRIME STOPPERS PROGRAM

THE D.C. EVEREST SCHOOL DISTRICT, IN COOPERATION WITH MARATHON COUNTY CRIME STOPPERS, INC., PARTICIPATES IN THE CAMPUS CRIME STOPPERS PROGRAM IN AN EFFORT TO PROMOTE SCHOOL SAFETY AND MAINTAIN A SAFE LEARNING ENVIRONMENT. THE PROGRAM ALLOWS STAFF TO CONFISCATE ANY DRUGS, ALCOHOL OR WEAPONS IN SCHOOLS, OR AT SCHOOL ACTIVITIES, AND TO DETER ANYONE FROM BRINGING IN THAT TYPE OF CONTRABAND IN THE FUTURE. ALSO TO SHARE INFORMATION YOU MAY KNOW ABOUT THEFT/VANDALISM, THREATS, SEXTING, MISSING PERSONS, SUSPICIOUS ACTIVITY, AND ANY OTHER CRIME.

The program is simple and safe. Students who have information about drugs, alcohol, or weapons on school property, or at school sponsored events, are encouraged to report the information. Along with theft/vandalism, threats, sexting, missing persons, suspicious activity and any other crimes. The recommended procedure is for students who observe this type of contraband to seek out a trusted school official or the School Liaison Officer to report the information. The person receiving the information is required to keep the student's identity confidential. School staff understand the importance of **not revealing the student's identity to anyone**.

The school official will verify the tip information and contact Crime Stoppers and law enforcement as appropriate. Cash rewards will be given to students whose tip information leads to an arrest or disciplinary action. No one from Crime Stoppers ever meets with the student.

Although less-preferred, students have other options for methods of reporting. Students may call the Crime Stoppers tip line 24/7 at 877-409-8444 to submit an anonymous tip or Tap the App using P3Tips to submit anonymous tips. When reporting directly to Crime Stoppers, without going through a school staff member or the liaison officer, the students are able to do so anonymously. Arrangements can be made to have the reward payment made anonymously as well, without ever identifying the student caller. Benefits of the Program are:

- Removal of dangerous contraband (drugs, alcohol, weapons)
- Increase safety for all students
- Reinforcement of academic skills (problem solving, leadership skills, communication, peer interaction)
- Assuming responsibility for student property, school property and peer property
- Building respect, citizenship and civic responsibility

The focus of the program is a proactive approach to the problems of drugs, alcohol and weapons in our schools. Encourage your student to help take responsibility for keeping their school safe! Keep in mind that persons of any age may report information on any crime or criminal activity to Crime Stoppers and be eligible for a reward of up to \$1000. Let's all do our part to make our community a safer place to live, work and visit.



Marathon Co. Crime Stoppers Inc.
500 Forest Street · Wausau, WI 54403
1-877-409-8777
www.marathoncountycrimestoppers.org

Deleted: Notices ¶

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D.C. Everest Area School District¶

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NOTICE IS HEREBY GIVEN ¶**Pupil Non-Discrimination ¶**

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It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes).¹⁻⁴

¶

The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing. ¶

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

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COMPLIANCE OFFICERS ¶

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Gina Lehman ¶

Director of Student Services ¶

6100 Alderson Street ¶

Weston, WI 54476 ¶

715-359-4221, ext. 1351 ¶

gilehman@dce.k12.wi.us ¶

¶

Sarah Trimner ¶

Director of Talent & Culture ¶

6100 Alderson Street ¶

Weston, WI 54476 ¶

715-359-4221, ext. 1225 ¶

strimmer@dce.k12.wi.us ¶

¶

Column Break

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

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NOTICE IS HEREBY GIVEN ¶

... [3]