

Regular School Board Meeting
Wednesday, July 16, 2025, 6:30 PM
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476



– A G E N D A –

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

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

The live stream may be found at:

D.C. Everest School Board Meeting July 2025

Date and time:

Wednesday, July 16, 2025 6:30 PM | (UTC-05:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=m94301050e0c96f77b891f163fdd8de6e>

Webinar number:

2497 503 6147

Webinar password:

BoardJuly2025 (26273586 when dialing from a phone or video system)

Join by phone

+1-415-655-0003 United States Toll

Access code: 249 750 36147

Meetings are recorded and will be available a day or two after the meeting

at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhW10od8g/videos>.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

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E. Budget Transfers	48
F. Budget Revisions	
G. Grant Application(s)/Budget(s) Approval	

D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221 55

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

H. Fundraising Requests	
I. Gift/Bequests	
J. Bus Accident Report	
VII. Reports/Considerations	
A. WASB Legislative Network Member	
B. CESA #9 Representative	
C. Superintendent	
1. District Update	
2. Hiring Updates	
3. Summer Projects	
4. Kick Off	
VIII. Unfinished Business	
A. WIAA Presentation	
IX. New Business	
A. Ten-Year Capital Plan	57
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D. Junior & Senior High Athletic Handbook	232
E. Approval of Staff Handbook for 2025-2026	247
F. Approval of Expulsion Hearing Officers for 2025-2026 and Readoption of po5610.01	297
G. Annual Review of Reading Curriculum (po2131.01 "The Reading Specialist shall annually prepare a report evaluating the reading curriculum of the School District and forward the report to the Superintendent, who shall present the report to the Board.")	299
H. Annual Review of Policy 2261.01 and Approval (Title 1)	301
X. Petitions and Communications	
A. Thank You from L. Haemmerle	305
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A.	
Regular School Board Meeting	
August 20, 2025, at 6:30 p.m.	
D.C. Everest Administration Building	
6100 Alderson Street	
Weston, WI 54476	
Regular School Board Meeting	
September 17, 2025, at 6:30 p.m.	
D.C. Everest Administration Building	
6100 Alderson Street	
Weston, WI 54476	
XII. The Board will consider adjournment to Closed Session pursuant to 19.85(1)(f) Wis. Stats. for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved	

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in such problems or investigations. (Employee Compensation)
The Board will adjourn from Closed Session.

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D.C. Everest, in partnership with the community, is committed to being an innovative educational leader
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prepared to meet the challenges of an ever-changing global society.

Regular School Board Meeting
Wednesday, June 18, 2025, 6:30 PM
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476



I. Call to Order

II. Roll Call

Attendance Taken at 6:30 PM. Ben Bliven: Present, Joshua Dickerson: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Larry Schaefer: Present, Yee Leng Xiong: Present. Present: 7.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion, made by Yee Leng Xiong and seconded by Katie Felch to approve the agenda for this meeting, passed with a voice vote.

V. Public Comment - none

VI. Consent Agenda

Motion to approve the Consent Agenda made by Katie Felch and seconded by Yee Leng Xiong passed with a roll call vote.

Ben Bliven: Yea, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 7, Nay: 0

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

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

VI.D. Balance Sheet

VI.E. Budget Transfers

VI.F. Budget Revisions

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

VI.H. Fundraising Requests

VI.H.1. Dance Team Fundraising Request

VI.I. Gift/Bequests

VI.J. Bus Accident Report

VI.K. Second Reading of Policies

VI.K.1. po5330 Administration of Medication - Emergency Care

VI.K.2. po5411 Third Grade Promotion and Retention At-Risk Students

VI.K.3. po5451.01 Wisconsin Academic Excellence Scholarship

VII. Reports/Considerations

VII.A. WASB Legislative Network Member – Grabko reported the WASB June Legal Update contains information about the budget process.

VII.B. CESA #9 Representative – Schaefer reported they did pre-purchase approvals because there will be no July meeting.

VII.C. Superintendent

VII.C.1. District Update

VII.C.2. Leadership Team Continuous Improvement Work

VII.C.3. State Budget

VIII. Unfinished Business - none

IX. New Business

IX.A. WASB Reporting Representative

Grabko will continue as the WASB reporter to the Board.

IX.B. Facility Study Update given by Dr. Strike.

IX.C. Update to Compensation Plan for GTCC Part-Time Employees and District Student Employees

Motion by Lewitzke and second by Grabko for returning GTCC part-time employees will receive a \$0.50/hour raise effective every July 1st except for Summer Camp Staff who will receive a \$0.50/hour raise effective at the start of each new camp season (typically June) and returning Student-Employees will get a \$0.50/hour raise effective July 1st each year. With a voice vote, this motion passed with Schaefer abstaining.

IX.D. Post Employment Benefit

Motion by Xiong and second by Felch to approve this resolution: WHEREAS, in January 2016, the D.C. Everest Area School District (the "Employer" or the "District") adopted and implemented the Health Reimbursement Arrangement for Retirees (the "Plan" or the "HRA"), a copy of the Plan Documents are available in the District's Business Office; WHEREAS, in May 2018, the Employer adopted Plan Amendments to amend and restate the Plan, a copy of the Amended Plan Documents are available in the District's Business Office; WHEREAS, the Employer wishes to amend and restate the Plan; WHEREAS, a copy of the amended and restated Plan Document is attached to this Resolution. NOW, THEREFORE, BE IT RESOLVED, that the Plan is amended and restated by adopting all of the terms of the amended and restated Plan Document, attached, and effective on July 1, 2025. With a roll call vote this motion passed.

Ben Bliven: Yea, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey

Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 7, Nay: 0

IX.E. Preliminary Budget Update from Dr. Strike

IX.F. 2025-2026 Budgetary Spending Approval Request

Motion made by Larry Schaefer and seconded by Joshua Dickerson to approve necessary payments for the 2025-2026 school year between now and the budget's official approval in late October of 2025. With a voice vote, this motion passed.

IX.G. Meal Prices for 2025-2026

Motion made by Katie Felch and seconded by Shannon Grabko to approve the meal prices for 2025-2026 as attached. With a voice vote, this motion passed.

IX.H. Communications Coordinator Update from Michelle Rothmeyer

IX.I. Education for Employment/ACP Report (po2430) from Aaron Hoffman

IX.J. Children At-Risk Report by Dr. Lindell

IX.K. Annual Statutorily Required Student Data Reports from Dr. Lindell

IX.K.1. Students in Transition (Homeless) Report

IX.K.2. Seclusion and Restraint Report

IX.K.3. Crime Report (New)

IX.L. Select Date for Annual Meeting/Budget Hearing and Confirm Other Meeting Date Adjustments for 2025-2026.

Motion made by Katie Felch and seconded by Yee Leng Xiong to approve October 22 for the Annual Meeting/Budget Hearing. With a voice vote, this motion passed.

X. Petitions and Communications

X.A. Thank You from A. Thoma for Memorial Tribute

X.B. Thank You for Recognition from K. Wegge

X.C. Thank You from C. Eisenman

X.D. Thank You from J. Held

X.E. Thank You from J. Jagodzinski

X.F. Thank You from J. Peterson

XI. Future Meeting Dates

XI.A. Regular Board Meeting

July 16, 2025, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

Regular Board Meeting

August 20, 2025, at 6:30 p.m.
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476

XII. Motion by Lewitzke and seconded by Felch to adjourn to Closed Session under W.S.S. 19.85(c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Superintendent's mid-year goal review). With a roll call vote: Ben Bliven: Yea, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea. Yea: 7, Nay: 0 the Board adjourned to Closed Session at 8:29 p.m.

Respectfully submitted,

Katrina Felch, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the July 16, 2025, meeting of the School Board.



Employment Report

7/16/2025

Recommended Employment			
Certified Staff			
Name	Position/Building	FTE	Start
Alayna Baacke	Grade 1 Teacher/WE	0.50 Limited Term Contract	August 18, 2025
Support Staff			
Name	Position/Building	FTE	Start
Emily Strehlow	Weight Room Supervisor/GTCC	0.25	June 30, 2025
Students			
Name	Position/Building	FTE	Start
Seasonal Staff/Temporary/Occasional			
Name	Position/Building	Start	End
Substitutes			
Name	Position/Building	FTE	Start
Summer Learning			
Name	Position	Start	End
End of Employment			
All Staff			
Name	Position/Building	Reason	Effective Date
Emmitt Peterson	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC	Resignation	June 5, 2025
Alayna Baacke	Grade 1 Teacher/WE	Resignation	June 16, 2025
Luke Mahoney	Music Production Staff/SH	End of Employment	June 24, 2025
Richard Smith	Music Production Staff/SH	End of Employment	June 24, 2025
Christina Arndt	Volleyball Coach/MS	End of Employment	June 24, 2025
Jon Felch	Basketball Coach/SH	End of Employment	June 24, 2025
Brenna Wenninger	Softball Coach/SH	End of Employment	June 24, 2025
Alyssa Pitts	Swimming Coach/SH	End of Employment	June 24, 2025
Kael Crooks	Family Programming Staff & Concessions Staff/GTCC	Resignation	June 30, 2025
Jillian Fawley	Family Programming Staff & Concessions Staff/GTCC	Resignation	June 30, 2025
Trina Nelson	Education Assistant/WE	Resignation	June 30, 2025
Jonah Streveler	Weight Room Supervisor/GTCC	Resignation	June 30, 2025
Angel Stroik	Family Programming Staff & Concessions Staff/GTCC	Resignation	June 30, 2025
Cheryl Hanson	Member Services/GTCC	Resignation	July 19, 2025

Adjustments

Certified Staff

Name	Position From	Position To	Effective Date
Sierra Borntreger	Guest Teacher/District	Grade 1 Teacher/WE 0.50 FTE Limited Term Contract	August 18, 2025

Support Staff

Name	Position From	Position To	Effective Date
Benjamin Soehl	Student Lifeguard/SH	Lifeguard/SH	June 2, 2025
Makenna Kampmann	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC and Elementary Buildings and Substitute Assistant/District	Substitute Assistant/District	June 5, 2025
Hannah Laska	Special Education Assistant/WE & 21st Century Grant School Age Staff/WE	Special Education Assistant/WE	June 5, 2025
Myles Paulson	Special Education Assistant/RI & Football Coach/MS	Substitute Assistant/District & Football Coach	June 6, 2025
Paige Richie	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC and Elementary Buildings and Guest Teacher & Substitute Assistant/District	Guest Teacher & Substitute Assistant/District	June 6, 2025
Isaac Elliott	Event Worker/District	Weight Room Supervisor/GTCC & Event Worker/District	June 30, 2025
Octavius Alvarez- Perry	Family Programming Staff & Concessions Staff/GTCC and Student Lifeguard/SH	Lifeguard/SH	July 1, 2025
Benjamin Borich	Member Services & Building Monitor/GTCC	Building Monitor/GTCC	July 1, 2025
Joel DeBoer	Special Education Teacher/SH & Weight Room Supervisor/GTCC	Special Education Teacher/SH	July 1, 2025
Taylor Jarocki	Family Programming Staff & Concessions Staff/GTCC	Before & After Care Staff/GTCC	July 1, 2025
Peggy Piepenburg	Student Services Secretary/JH .81 FTE	Student Services Secretary/JH .83 FTE	July 1, 2025
Korey Hoepfner	Education Assistant/MS	Attendance Secretary/MS	July 1, 2025
Rachel Rentmeester	Administrative Assistant to Curriculum & Learning Department/Admin	Administrative Assistant to Director of Teaching & Learning/Admin	July 1, 2025
Jennifer Sommer	Cook/MB & Housekeeper/District-Wide	Cook/MB	July 1, 2025

Sadie West	Before & After Care Staff and 21st Century Grant School Age Staff and Family Programming Staff and Concessions Staff/GTCC & Substitute Assistant/District	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC & Substitute Assistant/District	July 1, 2025
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Date: 7/16/2025

Employment Report

Recommended Employment			
Certified Staff			
Name	Position/Building	FTE	Start
Alayna Baacke	Grade 1 Teacher/WE	0.50 Limited Term Contract	August 18, 2025
Hannah DeLaPena	Special Education Teacher/MS	1.00	August 18, 2025
Support Staff			
Name	Position/Building	FTE	Start
Emily Strehlow	Weight Room Supervisor/GTCC	0.25	June 30, 2025
Students			
Name	Position/Building	FTE	Start
Seasonal Staff/Temporary/Occasional			
Name	Position/Building	Start	End
Substitutes			
Name	Position/Building	FTE	Start
Summer Learning			
Name	Position	Start	End
End of Employment			
All Staff			
Name	Position/Building	Reason	Effective Date
Kelly Thompson	Test Proctor/District	Did Not Start	May 5, 2025
Emmitt Peterson	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC	Resignation	June 5, 2025
Alayna Baacke	Grade 1 Teacher/WE	Resignation	June 16, 2025
Luke Mahoney	Music Production Staff/SH	End of Employment	June 24, 2025
Richard Smith	Music Production Staff/SH	End of Employment	June 24, 2025
Christina Arndt	Volleyball Coach/MS	End of Employment	June 24, 2025
Jon Felch	Basketball Coach/SH	End of Employment	June 24, 2025
Brenna Wenninger	Softball Coach/SH	End of Employment	June 24, 2025
Alyssa Pitts	Swimming Coach/SH	End of Employment	June 24, 2025
Shiloh Burgess	Lifeguard/SH	End of Employment	June 30, 2025
Logan Chase	Lifeguard/SH	End of Employment	June 30, 2025
Kael Crooks	Family Programming Staff & Concessions Staff/GTCC	Resignation	June 30, 2025
Jillian Fawley	Family Programming Staff & Concessions Staff/GTCC	Resignation	June 30, 2025
Clara Meliska	Lifeguard/SH	End of Employment	June 30, 2025
Trina Nelson	Education Assistant/WE	Resignation	June 30, 2025

Jonah Streveler	Weight Room Supervisor/GTCC	Resignation	June 30, 2025
Angel Stroik	Family Programming Staff & Concessions Staff/GTCC	Resignation	June 30, 2025
Kelley Goertz	Special Education Assistant/WE	Resignation	July 9, 2025
David Young	Housekeeper/WE	Resignation	July 18, 2025
Cheryl Hanson	Member Services/GTCC	Resignation	July 19, 2025
Adjustments			
Certified Staff			
Name	Position From	Position To	Effective Date
Sierra Borntreger	Guest Teacher/District	Grade 1 Teacher/WE 0.50 FTE Limited Term Contract	August 18, 2025
Support Staff			
Name	Position From	Position To	Effective Date
Benjamin Soehl	Student Lifeguard/SH	Lifeguard/SH	June 2, 2025
Makenna Kampmann	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC and Elementary Buildings and Substitute Assistant/District	Substitute Assistant/District	June 5, 2025
Hannah Laska	Special Education Assistant/WE & 21st Century Grant School Age Staff/WE	Special Education Assistant/WE	June 5, 2025
Myles Paulson	Special Education Assistant/RI & Football Coach/MS	Substitute Assistant/District & Football Coach	June 6, 2025
Paige Richie	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC and Elementary Buildings and Guest Teacher & Substitute Assistant/District	Guest Teacher & Substitute Assistant/District	June 6, 2025
Isaac Elliott	Event Worker/District	Weight Room Supervisor/GTCC & Event Worker/District	June 30, 2025
Octavius Alvarez-Perry	Family Programming Staff & Concessions Staff/GTCC and Student Lifeguard/SH	Lifeguard/SH	July 1, 2025
Benjamin Borich	Member Services & Building Monitor/GTCC	Building Monitor/GTCC	July 1, 2025
Joel DeBoer	Special Education Teacher/SH & Weight Room Supervisor/GTCC	Special Education Teacher/SH	July 1, 2025
Taylor Jarocki	Family Programming Staff & Concessions Staff/GTCC	Before & After Care Staff/GTCC	July 1, 2025
Peggy Piepenburg	Student Services Secretary/JH .81 FTE	Student Services Secretary/JH .83 FTE	July 1, 2025

Korey Hoepner	Education Assistant/MS	Attendance Secretary/MS	July 1, 2025
Rachel Rentmeester	Administrative Assistant to Curriculum & Learning Department/Admin	Administrative Assistant to Director of Teaching & Learning/Admin	July 1, 2025
Jennifer Sommer	Cook/MB & Housekeeper/District-Wide	Cook/MB	July 1, 2025
Sadie West	Before & After Care Staff and 21st Century Grant School Age Staff and Family Programming Staff and Concessions Staff/GTCC & Substitute Assistant/District	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC & Substitute Assistant/District	July 1, 2025
Amanda Engel	Special Education Assistant/RO	Guest Teacher & Substitute Assistant/District	July 9, 2025
Barbara Strahota	Math Teacher/MS	Math Teacher/MS and Member Services/GTCC	July 16, 2025
Kahla Gleiter	Guest Teacher & Substitute Assistant/District	Education Assistant 4K/RO	August 25, 2025
Samantha Stadler	Substitute Assistant/District	Education Assistant/WE	August 25, 2025

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

JUNE 30, 2025

CASH BALANCE AS OF JUNE 1, 2025	(\$172,500.82)	
INVESTMENT ACCOUNT TRANSFERS		\$5,351,517.24
RECEIPTS CR#35887 - #35989	\$7,950,118.26	
CHECKS FOR APPROVAL: #237474 - #237712 ACH: #242503213- #242503478		\$2,597,328.43
<u>VOIDS:</u> VOID CHECKS 237485, 237385, 237552	\$760.00	
CASH BALANCE AS OF JUNE 30, 2025		(\$170,468.23)

\$7,778,377.44

\$7,778,377.44

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2025 - 6/30/2025)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
237474	CEDAR CREEK CINEMA	452	6/2/25	1,270.00
237475	CEDAR CREEK CINEMA	452(T)	6/2/25	1,918.00
237476	DC EVEREST SENIOR HIGH SCHOOL	EF04222025	6/6/25	180.00
237477	DC EVEREST AREA SCHOOL DISTRICT	PC06032025	6/6/25	340.00
237478	MARATHON CO HEALTH DEPT	EVJun2025	6/6/25	225.00
237479	MARATHON CO HEALTH DEPT	IdJun2025	6/6/25	225.00
237480	MARATHON CO HEALTH DEPT	JRHJun2025	6/6/25	281.00
237481	MARATHON CO HEALTH DEPT	MBJun2025	6/6/25	225.00
237482	MARATHON CO HEALTH DEPT	RIJun25	6/6/25	225.00
237483	MARATHON CO HEALTH DEPT	ROJun2025	6/6/25	225.00
237484	MARATHON CO HEALTH DEPT	SRHJun2025	6/6/25	281.00
237485	MUSIC THEATRE INTERNATIONAL	7047296	6/6/25	400.00
237486	ALLIANT UTILITIES/WP&L	45778	6/6/25	1,276.36
237487	APPLE FINANCIAL SERVICES - PA	589752684	6/6/25	611,613.25
237488	BADGER POPCORN	1530472	6/6/25	394.53
237489	BENNETT HARDWOODS INC	19876	6/6/25	612.00
237490	BLICK ART MATERIALS	5491442	6/6/25	24.72
237491	CELLCOM - WAUSAU	737023	6/6/25	1,166.50
237492	COLLEGE BOARD	A261300041	6/6/25	70,719.00
237493	CTM SERVICES INC	7942	6/6/25	868.51
237494	GORDON FOOD SERVICE INC	9022969136	6/6/25	2,347.87
237494	GORDON FOOD SERVICE INC	9022969144	6/6/25	188.12
237494	GORDON FOOD SERVICE INC	9022969128	6/6/25	6,945.10
237494	GORDON FOOD SERVICE INC	9022969068	6/6/25	1,111.22
237494	GORDON FOOD SERVICE INC	9022969077	6/6/25	123.47
237494	GORDON FOOD SERVICE INC	9022969080	6/6/25	98.31
237494	GORDON FOOD SERVICE INC	9022969081	6/6/25	353.48
237494	GORDON FOOD SERVICE INC	9022969070	6/6/25	1,600.40
237494	GORDON FOOD SERVICE INC	9022969076	6/6/25	23.13
237494	GORDON FOOD SERVICE INC	9022969083	6/6/25	32.56
237494	GORDON FOOD SERVICE INC	9022969142	6/6/25	205.90
237494	GORDON FOOD SERVICE INC	9023123915	6/6/25	810.28
237494	GORDON FOOD SERVICE INC	9023123923	6/6/25	169.89
237494	GORDON FOOD SERVICE INC	9023123920	6/6/25	150.64
237494	GORDON FOOD SERVICE INC	9023123932	6/6/25	2,973.94
237494	GORDON FOOD SERVICE INC	9023123936	6/6/25	191.70
237494	GORDON FOOD SERVICE INC	9023123933	6/6/25	13.65
237494	GORDON FOOD SERVICE INC	9023123943	6/6/25	428.91
237494	GORDON FOOD SERVICE INC	9023123944	6/6/25	108.69
237495	GRAPHICS PLUS, INC.	24666	6/6/25	53.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2025 - 6/30/2025)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
237496	GREEN VALLEY SEPTIC LLC	114196	6/6/25	250.00
237497	JOSTENS, INC.	37224549	6/6/25	94.10
237497	JOSTENS, INC.	35976216	6/6/25	3,447.45
237498	LAMERS BUS LINES, INC.	82298	6/6/25	164.93
237498	LAMERS BUS LINES, INC.	82051	6/6/25	173.50
237498	LAMERS BUS LINES, INC.	82031	6/6/25	400.00
237498	LAMERS BUS LINES, INC.	83269	6/6/25	226.60
237498	LAMERS BUS LINES, INC.	83270	6/6/25	127.14
237498	LAMERS BUS LINES, INC.	83270	6/6/25	0.11
237498	LAMERS BUS LINES, INC.	83333	6/6/25	75.29
237498	LAMERS BUS LINES, INC.	83334	6/6/25	407.88
237498	LAMERS BUS LINES, INC.	83335	6/6/25	429.30
237498	LAMERS BUS LINES, INC.	83338	6/6/25	113.67
237498	LAMERS BUS LINES, INC.	83339	6/6/25	295.65
237498	LAMERS BUS LINES, INC.	83340	6/6/25	155.00
237498	LAMERS BUS LINES, INC.	82305	6/6/25	113.58
237498	LAMERS BUS LINES, INC.	83281	6/6/25	111.19
237498	LAMERS BUS LINES, INC.	83283	6/6/25	126.41
237498	LAMERS BUS LINES, INC.	82072	6/6/25	157.97
237498	LAMERS BUS LINES, INC.	83279	6/6/25	168.08
237498	LAMERS BUS LINES, INC.	83331	6/6/25	61.89
237498	LAMERS BUS LINES, INC.	83332	6/6/25	99.95
237498	LAMERS BUS LINES, INC.	83280	6/6/25	146.98
237498	LAMERS BUS LINES, INC.	83272	6/6/25	125.52
237498	LAMERS BUS LINES, INC.	83330	6/6/25	81.58
237498	LAMERS BUS LINES, INC.	83327	6/6/25	249.52
237498	LAMERS BUS LINES, INC.	82332	6/6/25	189.70
237498	LAMERS BUS LINES, INC.	82334	6/6/25	169.46
237498	LAMERS BUS LINES, INC.	82306	6/6/25	208.31
237498	LAMERS BUS LINES, INC.	83314	6/6/25	143.29
237498	LAMERS BUS LINES, INC.	83316	6/6/25	145.24
237498	LAMERS BUS LINES, INC.	82026	6/6/25	91.04
237498	LAMERS BUS LINES, INC.	82335	6/6/25	131.29
237498	LAMERS BUS LINES, INC.	83315	6/6/25	318.08
237498	LAMERS BUS LINES, INC.	83313	6/6/25	293.24
237498	LAMERS BUS LINES, INC.	83323	6/6/25	309.16
237498	LAMERS BUS LINES, INC.	83324	6/6/25	300.02
237498	LAMERS BUS LINES, INC.	83326	6/6/25	258.80
237498	LAMERS BUS LINES, INC.	83328	6/6/25	319.75
237498	LAMERS BUS LINES, INC.	83337	6/6/25	60.00

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
237498	LAMERS BUS LINES, INC.		6/6/25	-
237498	LAMERS BUS LINES, INC.		6/6/25	-
237499	MALBRIT MECHANICAL INC	187960	6/6/25	580.00
237500	MOBILE WAREHOUSE, LLC	30142	6/6/25	300.25
237501	NASCO INC - EDUCATION	818191	6/6/25	48.80
237502	PIONEER ATHLETICS	252102	6/6/25	2,563.82
237503	PLANETARIUM	Planetarium2025	6/6/25	60.00
237504	REACH MEDIA NETWORK	107800	6/6/25	1,200.00
237505	RESS OUTDOOR SERVICES LLC	1235	6/6/25	3,392.00
237505	RESS OUTDOOR SERVICES LLC	1235	6/6/25	1,250.00
237506	ROBERT PAYNE PHOTOGRAPHY INC.	05-28-2025 DCE	6/6/25	506.00
237507	SIGN HERE INTERPRETING LLC	DCE250603	6/6/25	285.00
237508	ST JOHN LUTHERAN SCHOOL	StJohn 2025	6/6/25	2,438.30
237509	SYSTEMS TECHNOLOGIES	PJ99033120	6/6/25	555.80
237509	SYSTEMS TECHNOLOGIES	PJ99033120	6/6/25	3,076.76
237509	SYSTEMS TECHNOLOGIES	PJ99033120	6/6/25	4,768.13
237509	SYSTEMS TECHNOLOGIES	PJ99033120	6/6/25	1,074.31
237510	T-MOBILE USA INC	MAY212025	6/6/25	139.00
237511	TAYLOR, CHARLENE	45748	6/6/25	452.76
237512	THAO, ONG	45778	6/6/25	129.36
237513	THE CERAMIC SHOP LLC	44323	6/6/25	161.90
237514	UNDERGROUND SOUND & LIGHTING PROD LL	1150	6/6/25	2,600.00
237515	VILLAGE OF WESTON	FEB-MAY 2025 SH	6/6/25	1,824.51
237515	VILLAGE OF WESTON	FEB-MAY 2025 SH	6/6/25	2,690.50
237515	VILLAGE OF WESTON	FEB-MAY 2025 SH	6/6/25	4,303.25
237515	VILLAGE OF WESTON	FEB-MAY 2025 JH	6/6/25	2,164.13
237515	VILLAGE OF WESTON	FEB-MAY 2025 JH	6/6/25	3,360.93
237515	VILLAGE OF WESTON	FEB-MAY 2025 JH	6/6/25	2,320.50
237515	VILLAGE OF WESTON	FEB-MAY2025 BALL D	6/6/25	181.08
237515	VILLAGE OF WESTON	FEB-MAY2025 BALL D	6/6/25	155.94
237515	VILLAGE OF WESTON	FEB-MAY 2025 ADMIN	6/6/25	482.21
237515	VILLAGE OF WESTON	FEB-MAY 2025 ADMIN	6/6/25	427.63
237515	VILLAGE OF WESTON	FEB-MAY 2025 ADMIN	6/6/25	281.75
237515	VILLAGE OF WESTON	FEB-MAY 2025 GH	6/6/25	1,363.40
237515	VILLAGE OF WESTON	FEB-MAY 2025 GH	6/6/25	1,876.84
237516	WALSWORTH PUBLISHING CO INC	2888398	6/6/25	23,672.66
237516	WALSWORTH PUBLISHING CO INC	2888398	6/6/25	373.81
237517	WAUSAU AWARDS AND ENGRAVING	45810	6/6/25	45.00
237518	DC EVEREST SENIOR HIGH SCHOOL	WSD Athletics Fee	6/13/25	200.00
237518	DC EVEREST SENIOR HIGH SCHOOL	WSD Athletics Fee	6/13/25	300.00

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237519	LAMERS BUS LINES, INC.	83939	6/13/25	588.00
237520	LAMERS BUS LINES, INC.	84458	6/13/25	846.50
237521	MARATHON CO HEALTH DEPT	HJun2025	6/13/25	125.00
237522	MARATHON CO HEALTH DEPT	MSJun2025	6/13/25	281.00
237523	MARATHON CO HEALTH DEPT	WEJun2025	6/13/25	225.00
237524	ALLIED HAND DRYER LTD	396416	6/13/25	8,350.00
237525	APPLETON AREA SCHOOL DIST	DCE2024-2025 (2nd)	6/13/25	2,008.79
237526	ASPIRUS MEDICAL GROUP	144097	6/13/25	420.00
237526	ASPIRUS MEDICAL GROUP	144097	6/13/25	168.00
237526	ASPIRUS MEDICAL GROUP	143841	6/13/25	84.00
237527	BEYOND THE NOTES MUSIC FESTIVAL, INC.	2552	6/13/25	500.00
237528	CALLTOWER INC	202582035	6/13/25	707.47
237529	CHARTER COMMUNICATIONS, INC.	1.71371E+14	6/13/25	965.21
237529	CHARTER COMMUNICATIONS, INC.	1.71371E+14	6/13/25	220.99
237530	DUBERSTEIN, MARTHA	45778	6/13/25	160.40
237530	DUBERSTEIN, MARTHA	45809	6/13/25	30.55
237531	EVEREST PARTY RENTALS	FF575087	6/13/25	1,100.00
237532	FERGUSON, SAVANNAH	45748	6/13/25	282.24
237532	FERGUSON, SAVANNAH	45778	6/13/25	806.40
237533	GORDON FOOD SERVICE INC	9022473780	6/13/25	132.08
237534	HMONG AMERICAN CENTER	1	6/13/25	316.60
237535	HOLA, INC.	1000	6/13/25	250.00
237536	JOSTENS, INC.	37244682	6/13/25	2,690.15
237537	KHANG, VANG	62025 BOOK REFUND	6/13/25	19.47
237538	LAMERS BUS LINES, INC.	84119	6/13/25	218.69
237538	LAMERS BUS LINES, INC.	83274	6/13/25	322.84
237538	LAMERS BUS LINES, INC.	84138	6/13/25	133.59
237538	LAMERS BUS LINES, INC.	84137	6/13/25	221.70
237538	LAMERS BUS LINES, INC.	84136	6/13/25	94.96
237538	LAMERS BUS LINES, INC.	84135	6/13/25	199.06
237538	LAMERS BUS LINES, INC.	84134	6/13/25	240.18
237538	LAMERS BUS LINES, INC.	84133	6/13/25	151.98
237538	LAMERS BUS LINES, INC.	84121	6/13/25	71.03
237538	LAMERS BUS LINES, INC.	84139	6/13/25	349.64
237538	LAMERS BUS LINES, INC.	84132	6/13/25	351.92
237538	LAMERS BUS LINES, INC.	84131	6/13/25	218.86
237538	LAMERS BUS LINES, INC.	84130	6/13/25	356.16
237538	LAMERS BUS LINES, INC.	84145	6/13/25	244.67
237538	LAMERS BUS LINES, INC.	84124	6/13/25	150.46
237538	LAMERS BUS LINES, INC.	84125	6/13/25	150.46

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237538	LAMERS BUS LINES, INC.	84123	6/13/25	208.82
237538	LAMERS BUS LINES, INC.	84462	6/13/25	2,350.00
237538	LAMERS BUS LINES, INC.	84382	6/13/25	103.01
237538	LAMERS BUS LINES, INC.	83938	6/13/25	2,350.00
237538	LAMERS BUS LINES, INC.	841140	6/13/25	656.58
237538	LAMERS BUS LINES, INC.	841141	6/13/25	652.02
237538	LAMERS BUS LINES, INC.	841143	6/13/25	650.04
237538	LAMERS BUS LINES, INC.	84455	6/13/25	1,385.00
237538	LAMERS BUS LINES, INC.	841144	6/13/25	132.69
237538	LAMERS BUS LINES, INC.	84126	6/13/25	172.44
237538	LAMERS BUS LINES, INC.	84129	6/13/25	136.75
237538	LAMERS BUS LINES, INC.		6/13/25	-
237539	LAUNDRY SYSTEMS OF WI	63252	6/13/25	2,998.05
237540	LEPAK, ANJELINA	45778	6/13/25	84.00
237541	MARATHON CO HEALTH DEPT	INV07861	6/13/25	30.00
237542	MCKEOUGH, HEATHER	MAY2025 MILEAGE	6/13/25	98.56
237543	MS GRAPHICS, LLC	2014-8261	6/13/25	56.00
237544	NEWMAN CATHOLIC SCHOOLS	EF04292025	6/13/25	175.00
237545	NRG BUSINESS MARKETING	HS54886890	6/13/25	7,814.16
237546	OTT, ISABELLA	GROUPFITMayOtt	6/13/25	72.50
237547	PITNEY BOWES INC	1027555099	6/13/25	265.58
237548	SCHOOL OUTFITTERS	INV14282174	6/13/25	1,309.74
237549	TANGER, ROBYN	MAY2025 PRESENTER	6/13/25	230.00
237550	THAO, ONG	45809	6/13/25	24.64
237551	WALMER, ZEKE	45809	6/13/25	93.26
237551	WALMER, ZEKE	45778	6/13/25	489.64
237552	YANG, LILYROSE	MAY2025 PRESENTER	6/13/25	250.00
237553	KOHN LAW FIRM SC	06132025A	6/13/25	239.00
237554	MONT L. MARTIN TRUSTEE	06132025A	6/13/25	67.00
237555	UNITED WAY OF MARATHON CNTY	20250613ADUWAY	6/13/25	721.01
237556	YOUNG, LILYROSE	MAY2025 PRESENTER	6/17/25	250.00
237557	LAMERS BUS LINES, INC.	85006	6/20/25	545.00
237558	WAUSAU SCHOOL DISTRICT	JUNE2025 DCE	6/20/25	2,447.36
237559	ANDERSON, ELIZABETH	25476	6/20/25	22.15
237560	BAESEMANN, ANGELA	25424	6/20/25	4.80
237561	BAIRD, STEPHANIE	25457	6/20/25	63.55
237562	BALTZELL, LIZA	45824	6/20/25	17.00
237563	BAPTIST, JESSICA	25427	6/20/25	7.65
237564	BAUGH, ASHLEY	25781	6/20/25	14.00
237565	BOBINSKI, CRISTA	25241	6/20/25	44.60

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237566	BOELTER COMPANIES, THE	98491392	6/20/25	32.59
237566	BOELTER COMPANIES, THE	98491392	6/20/25	912.46
237566	BOELTER COMPANIES, THE	98491392	6/20/25	97.76
237566	BOELTER COMPANIES, THE	98491392	6/20/25	43.45
237567	BROWN, BECKY	25762	6/20/25	6.60
237568	BUBLIK, ANITA	25665	6/20/25	15.75
237569	BURGARD, TANA	25365	6/20/25	60.20
237570	CASPERSON, SHAYNE	25456	6/20/25	3.60
237571	CENTRAL WI QUALITY MACHINING, LLC	4899	6/20/25	786.00
237572	CHRISTIANSON, REBECCA	25796	6/20/25	31.90
237573	CLOSE, GARRETT	25211	6/20/25	66.90
237574	CORVINO, NICOLE	25210	6/20/25	31.00
237575	DALE'S WESTON LANES, INC	AB060520257C	6/20/25	945.00
237575	DALE'S WESTON LANES, INC	AB060520256E	6/20/25	680.00
237575	DALE'S WESTON LANES, INC	AB060520257D	6/20/25	973.00
237576	DC EVEREST SOCCER BOOSTERS	202503	6/20/25	6,520.00
237577	DENK, KRIS	25745	6/20/25	16.85
237578	EBERSOLD, SHAWN	25763	6/20/25	2.35
237579	ECM PUBLISHERS, INC	9012001/77	6/20/25	1,223.01
237580	EVOLUTIONS IN DESIGN	80031	6/20/25	183.72
237581	FELDER, SUE	25769	6/20/25	12.35
237582	FELKNER, ELIZABETH	25233	6/20/25	2.80
237583	FELTZ, MEGAN	25744	6/20/25	47.30
237584	FISHER, MARY	GTCCrefund	6/20/25	169.00
237585	FOOD + FARM EXPLORATION CENTER	100193217	6/20/25	65.00
237585	FOOD + FARM EXPLORATION CENTER	100193217	6/20/25	63.00
237586	FRASER, JEAN	25443	6/20/25	0.55
237587	FREIDEL, JENNY	25613	6/20/25	6.90
237588	FRISCH, JOEL	25281	6/20/25	14.20
237589	FRYSTAK, JOY	25315	6/20/25	9.45
237590	FUEHRER, STACY	25351	6/20/25	2.20
237591	GADKE, CRAIG	25636	6/20/25	14.90
237592	GEISS, AMY	25229	6/20/25	16.30
237593	GEORGE, EMILY	25278	6/20/25	5.40
237594	GERNAND, PAUL	25252	6/20/25	65.95
237595	GILRAY, RONALD	25205	6/20/25	8.75
237596	GOERG, MITCH	57374	6/20/25	13.35
237597	GORDON FOOD SERVICE INC	236848	6/20/25	(10.65)
237597	GORDON FOOD SERVICE INC	9023215520	6/20/25	207.30
237597	GORDON FOOD SERVICE INC	9023215511	6/20/25	3,129.20

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237597	GORDON FOOD SERVICE INC	9023469614	6/20/25	4,308.60
237597	GORDON FOOD SERVICE INC	9023469572	6/20/25	2,959.75
237597	GORDON FOOD SERVICE INC	2341330	6/20/25	(41.38)
237597	GORDON FOOD SERVICE INC	2341331	6/20/25	(40.72)
237597	GORDON FOOD SERVICE INC	2341329	6/20/25	(143.05)
237597	GORDON FOOD SERVICE INC		6/20/25	-
237598	GROSHEK, TONYA	25775	6/20/25	107.85
237599	GUERNDT, DEBBIE	25751	6/20/25	2.45
237600	GUILD, XAVIER	XG-ECCP	6/20/25	150.14
237600	GUILD, XAVIER	25907	6/20/25	5.77
237601	HANSON, ISAAC	52937	6/20/25	19.05
237602	HOCHBERGER, CARLA	25606	6/20/25	0.30
237603	HOPKINS, DANA	25934	6/20/25	18.45
237604	IZATT, KEITH	53447	6/20/25	24.55
237605	JACKSON SR, EBEN	50390	6/20/25	1.40
237606	KELLMAN, SALLY	JUN2025 MILEAGE	6/20/25	233.80
237607	KESSELRING, AMANDA	25797Kesselring	6/20/25	2.70
237608	KIMMONS, DAWN	25784	6/20/25	3.05
237609	KLOPOTEK, CECILIA	25346	6/20/25	3.90
237610	KLUCK, JESSICA	55820	6/20/25	68.30
237611	KREMBS, STACY	25322	6/20/25	1.00
237612	KREUTZER, JENNIFER	53310	6/20/25	3.70
237613	KRUEGER, ELIZABETH	6122025	6/20/25	150.00
237614	LAMERS BUS LINES, INC.	84142	6/20/25	244.03
237614	LAMERS BUS LINES, INC.	573880	6/20/25	(73.20)
237614	LAMERS BUS LINES, INC.	57392	6/20/25	(180.90)
237614	LAMERS BUS LINES, INC.	81009	6/20/25	565.98
237614	LAMERS BUS LINES, INC.	82643	6/20/25	175.12
237614	LAMERS BUS LINES, INC.	85120	6/20/25	301,975.25
237614	LAMERS BUS LINES, INC.	85120	6/20/25	48,317.68
237614	LAMERS BUS LINES, INC.	85120	6/20/25	386.00
237614	LAMERS BUS LINES, INC.	85120	6/20/25	24,375.00
237614	LAMERS BUS LINES, INC.	85120	6/20/25	7,957.90
237614	LAMERS BUS LINES, INC.	85120	6/20/25	11,549.10
237614	LAMERS BUS LINES, INC.	85120	6/20/25	134.88
237614	LAMERS BUS LINES, INC.	85120	6/20/25	1,277.30
237614	LAMERS BUS LINES, INC.	85120	6/20/25	53,912.25
237614	LAMERS BUS LINES, INC.	85120	6/20/25	8,626.24
237614	LAMERS BUS LINES, INC.	85120	6/20/25	1,875.00
237614	LAMERS BUS LINES, INC.	85120	6/20/25	7,073.16

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237614	LAMERS BUS LINES, INC.	85120	6/20/25	10,759.85
237614	LAMERS BUS LINES, INC.	85120	6/20/25	19,151.82
237614	LAMERS BUS LINES, INC.	85120	6/20/25	1,483.20
237614	LAMERS BUS LINES, INC.	85120	6/20/25	3,900.00
237614	LAMERS BUS LINES, INC.	85120	6/20/25	1,875.00
237614	LAMERS BUS LINES, INC.	85120	6/20/25	(244,444.44)
237614	LAMERS BUS LINES, INC.	82673	6/20/25	299.59
237614	LAMERS BUS LINES, INC.	82676	6/20/25	389.39
237614	LAMERS BUS LINES, INC.	82672	6/20/25	336.91
237614	LAMERS BUS LINES, INC.	82671	6/20/25	85.73
237614	LAMERS BUS LINES, INC.	82670	6/20/25	79.96
237614	LAMERS BUS LINES, INC.	82669	6/20/25	180.34
237614	LAMERS BUS LINES, INC.	82667	6/20/25	174.90
237614	LAMERS BUS LINES, INC.		6/20/25	-
237615	LARSON, TRACEY	25418	6/20/25	2.45
237616	LEE, KAYLA	25664	6/20/25	1.70
237617	LINZMAIER, JASON	25355	6/20/25	8.65
237618	LLOYD, KIM	25223	6/20/25	1.45
237619	LOR, FUZZY	25695	6/20/25	0.80
237620	LOUIS, AMY	52610	6/20/25	0.70
237621	LOWMAN, REBECCA	25323	6/20/25	1.60
237622	LYON, MATTHEW	25338	6/20/25	3.20
237623	MADSON, STACY	54510	6/20/25	7.80
237624	MALITZ, LISA	25777	6/20/25	1.20
237625	MATOS, BROOKE	55881	6/20/25	0.20
237626	METRO FIRE PROTECTION INC	3664	6/20/25	2,455.87
237627	MILANOWSKI, CODY	45809	6/20/25	58.29
237627	MILANOWSKI, CODY	45778	6/20/25	369.17
237628	MILLER, ANDRIA	57354	6/20/25	8.00
237629	MOORE, CHANNON	55878	6/20/25	12.20
237630	NAPA AUTO PARTS	950485	6/20/25	(42.44)
237630	NAPA AUTO PARTS	949256	6/20/25	(7.78)
237630	NAPA AUTO PARTS	947927	6/20/25	(40.15)
237630	NAPA AUTO PARTS	949904	6/20/25	(7.50)
237630	NAPA AUTO PARTS	950470	6/20/25	70.59
237630	NAPA AUTO PARTS	949917	6/20/25	17.02
237630	NAPA AUTO PARTS	947860	6/20/25	178.41
237630	NAPA AUTO PARTS	947964	6/20/25	36.98
237630	NAPA AUTO PARTS	948383	6/20/25	61.95
237630	NAPA AUTO PARTS	948399	6/20/25	161.71

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237630	NAPA AUTO PARTS	948415	6/20/25	401.48
237630	NAPA AUTO PARTS	948515	6/20/25	37.98
237630	NAPA AUTO PARTS	949188	6/20/25	52.94
237630	NAPA AUTO PARTS	949192	6/20/25	7.78
237630	NAPA AUTO PARTS	949198	6/20/25	13.71
237630	NAPA AUTO PARTS	494215	6/20/25	48.70
237630	NAPA AUTO PARTS	949489	6/20/25	15.73
237630	NAPA AUTO PARTS	949880	6/20/25	9.58
237630	NAPA AUTO PARTS	949887	6/20/25	40.50
237630	NAPA AUTO PARTS	950257	6/20/25	19.72
237630	NAPA AUTO PARTS		6/20/25	-
237631	NARLOCH, ERIN	25426	6/20/25	3.70
237632	NOWINSKI, ANN	25101	6/20/25	11.90
237633	O'BRIEN, AMY	25242	6/20/25	23.60
237634	O'NEAL, BRENDA	52112	6/20/25	3.05
237635	OLSON, CHRISTY	50344	6/20/25	0.65
237636	ONITILLO, BOLAJI	25619	6/20/25	70.45
237637	PESANKA, LEEANNE	25414	6/20/25	19.95
237638	PETERSON, WENDY	25776	6/20/25	79.85
237639	POPPY, NEVIN	57995	6/20/25	11.15
237640	PRIEBE, JILL	25231	6/20/25	2.70
237641	RAJEK, JESSICA	25735	6/20/25	16.60
237642	RAU, MIRAYRA	52667	6/20/25	36.50
237643	REGER, ANTHONY	25236	6/20/25	0.85
237644	REMINGTON, KRISTYN	25734	6/20/25	1.60
237645	RESCH, LONI	25128	6/20/25	132.00
237646	RIDDELL, MELANIE	51526	6/20/25	28.15
237647	RINGWELSKI, KELLY	25430	6/20/25	11.00
237648	ROSSENBACH, THERESA	25249	6/20/25	21.75
237649	RUPPLE, JOHN	25600	6/20/25	44.80
237650	SALAZAR, LETICIA	25254	6/20/25	15.95
237651	SCHJOTH, CARRIE	53449	6/20/25	17.90
237652	SCHLUND, MONICA	25113	6/20/25	5.69
237653	SCHROEDER, ANDREA	25614	6/20/25	18.00
237654	SCHROEDER, CRYSTAL	50787	6/20/25	21.20
237655	SCHUELLER, MICHELLE	25433	6/20/25	2.65
237656	SCHWANTES, KAROLINE	25208	6/20/25	12.95
237657	SIGN HERE INTERPRETING LLC	DCE250614	6/20/25	427.50
237658	SLOWIKOWSKI, DANIELLE	25487	6/20/25	1.35
237659	STAPLES ADVANTAGE	6034371930	6/20/25	19.99

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237660	SWIDERSKI, FAITH	25710	6/20/25	0.45
237661	SYSTEMS TECHNOLOGIES	PJ99034045	6/20/25	236.10
237661	SYSTEMS TECHNOLOGIES	PJ99034045	6/20/25	1,307.02
237661	SYSTEMS TECHNOLOGIES	PJ99034045	6/20/25	2,025.51
237661	SYSTEMS TECHNOLOGIES	PJ99034045	6/20/25	456.37
237661	SYSTEMS TECHNOLOGIES	PJ99034046	6/20/25	22,820.00
237662	TAYLOR, GWEN	25770	6/20/25	24.35
237663	VESTIS SERVICES LLC	MAY2025 - CUST	6/20/25	1,540.13
237664	WADINSKI, YVONNE	25373	6/20/25	1.10
237665	WAUSAU WEST HIGH SCHOOL	HE2025	6/20/25	142.00
237666	WIECHMANN, RYAN	Wiechmann-NLHS	6/20/25	1,247.70
237667	KRUG BUS SERVICE, INC.	1600	6/27/25	500.00
237667	KRUG BUS SERVICE, INC.	1601	6/27/25	842.00
237667	KRUG BUS SERVICE, INC.	1602	6/27/25	1,350.00
237668	ALMOOSAWI, BRANDY	45825	6/27/25	75.00
237669	BOELTER COMPANIES, THE	98498717	6/27/25	24.30
237669	BOELTER COMPANIES, THE	98498717	6/27/25	680.33
237669	BOELTER COMPANIES, THE	98498717	6/27/25	72.89
237669	BOELTER COMPANIES, THE	98498717	6/27/25	32.40
237670	CHAPIN, NICOLE	53157	6/27/25	1.15
237671	CLARK, KATRINA	50205	6/27/25	2.45
237672	DEPT OF PUBLIC INSTRUCTION	155658	6/27/25	137.40
237673	FEDEX, INC.	8-891-70638	6/27/25	25.00
237674	FRAAZA ROCKS & SAND	10297	6/27/25	4,087.00
237675	GORDON FOOD SERVICE INC	9022730671	6/27/25	1,987.28
237675	GORDON FOOD SERVICE INC	9023469574	6/27/25	362.19
237676	HOME INSULATION CO, INC	48770	6/27/25	239.00
237677	JAS CONSTRUCTION, LLC	4203	6/27/25	14,444.18
237678	LALANDE, MELISSA	57308	6/27/25	1.95
237679	LAMERS BUS LINES, INC.	82030	6/27/25	83.86
237679	LAMERS BUS LINES, INC.	82675	6/27/25	101.39
237679	LAMERS BUS LINES, INC.	82674	6/27/25	207.03
237679	LAMERS BUS LINES, INC.	85412	6/27/25	307.09
237680	LINCOLN CONTRACTORS SUPPLY, INC.	J47754	6/27/25	32.88
237681	MARATHON CO HEALTH DEPT	138HSAT-7QAWHXXH	6/27/25	519.00
237681	MARATHON CO HEALTH DEPT	138HSAT-7QWU5B	6/27/25	564.00
237682	MILLER, DEVIN	REIMBURSE JUNE 2025	6/27/25	600.60
237683	MS GRAPHICS, LLC	2014-8288	6/27/25	221.30
237684	NAPA AUTO PARTS	948122	6/27/25	59.98
237685	PETERSON, WENDY	25776Peterson	6/27/25	100.00

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237686	POPPY, NEVIN	57995Poppy	6/27/25	50.00
237687	SEIDENS, DOUGLAS	51874	6/27/25	0.90
237688	SHERWOOD, HOLLY	24322	6/27/25	5.00
237689	SIEGERS, RANDY	53085	6/27/25	24.50
237690	SMITH, KARLA	25235	6/27/25	1.35
237691	SORENSEN, MARIA	25228	6/27/25	4.20
237692	STEINKE, PEGGY	25464	6/27/25	10.70
237693	STEVE'S PLUMBING & HEATING	397875	6/27/25	98,451.00
237694	STROIK, JEFF	25214	6/27/25	64.05
237695	SZEKERESS, TAMMY	25326	6/27/25	10.00
237696	TROTZER, AARON	25412	6/27/25	6.90
237697	TRUE, SARA	25626	6/27/25	45.15
237698	UNGETHUM, JANELLE	25676	6/27/25	14.15
237699	UWSP - BLOCHER PLANETARIUM	165	6/27/25	35.00
237700	VALISKA, CORBIN	25219	6/27/25	35.35
237701	VANG, FONG	25605	6/27/25	0.60
237702	VIA, RICHARD	25306	6/27/25	1.10
237703	VOELTZKE, JENNIFER	25366	6/27/25	19.56
237704	WAGMAN, JOHN	25634	6/27/25	6.95
237705	WAYDA, ADDYSON	25353	6/27/25	12.10
237706	WHITSETT, AMY	25370	6/27/25	8.55
237707	WILLARD, REBECCA	53492	6/27/25	27.85
237708	WOOLLEY, KATHERINE	25234	6/27/25	15.90
237709	XIONG, KOU	25678	6/27/25	2.35
237710	KOHN LAW FIRM SC	06272025A	6/27/25	105.53
237711	MONT L. MARTIN TRUSTEE	06272025A	6/27/25	67.00
237712	UNITED WAY OF MARATHON CNTY	20250627ADUWAY	6/27/25	669.01
242503213	1ST PLACE TROPHY & ENGRAVING	5504	6/6/25	75.00
242503213	1ST PLACE TROPHY & ENGRAVING	5502	6/6/25	90.00
242503213	1ST PLACE TROPHY & ENGRAVING	5503	6/6/25	50.00
242503213	1ST PLACE TROPHY & ENGRAVING	5503	6/6/25	50.00
242503213	1ST PLACE TROPHY & ENGRAVING	5503	6/6/25	100.00
242503213	1ST PLACE TROPHY & ENGRAVING	5501	6/6/25	50.00
242503214	ABLE DISTRIBUTING CO INC	S021649614.001	6/6/25	9.14
242503214	ABLE DISTRIBUTING CO INC	S021677560.001	6/6/25	0.41
242503214	ABLE DISTRIBUTING CO INC	S021743966.001	6/6/25	30.70
242503215	ALECKSON, TED	MAY2025 MILEAGE	6/6/25	16.52
242503216	AMAZON CAPITAL SERVICES	1CMX-76MF-C9FC	6/6/25	189.95
242503216	AMAZON CAPITAL SERVICES	1YK6-HQT6-371F	6/6/25	525.00
242503216	AMAZON CAPITAL SERVICES	1PKK-1VRN-371L	6/6/25	76.25

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242503216	AMAZON CAPITAL SERVICES	19KW-YKTM-3C4Q	6/6/25	187.90
242503216	AMAZON CAPITAL SERVICES	164W-JR6F-36M7	6/6/25	91.98
242503216	AMAZON CAPITAL SERVICES	1FKJ-G6FF-4TYG	6/6/25	899.00
242503216	AMAZON CAPITAL SERVICES	1HK6-JJMP-9KL6	6/6/25	21.04
242503216	AMAZON CAPITAL SERVICES	1XJX-L6N7-4WP6	6/6/25	10.26
242503216	AMAZON CAPITAL SERVICES	1MWH-DKFJ-6LM1	6/6/25	181.80
242503216	AMAZON CAPITAL SERVICES	1G1X-WMHQ-933C	6/6/25	683.55
242503216	AMAZON CAPITAL SERVICES	1KVN-CWRH-91RW	6/6/25	23.79
242503216	AMAZON CAPITAL SERVICES	16PQ-HDJD-43PW	6/6/25	194.98
242503216	AMAZON CAPITAL SERVICES	1R1H-9CPP-64MM	6/6/25	34.95
242503216	AMAZON CAPITAL SERVICES		6/6/25	-
242503217	AMERICAN WELDING & GAS INC	108171100	6/6/25	45.52
242503218	ASPIRUS YMCA CHILD DEV CTR	YMCA May25	6/6/25	26,821.32
242503219	BAILEY, SARAH	MAY2025 MILEAGE	6/6/25	16.17
242503220	BARTLETT, HEIDI	52925 mileage	6/6/25	18.20
242503221	BATES, CRISTIE	MAY2025 MILEAGE	6/6/25	153.50
242503222	BAUER, DAVID	REF 05272025	6/6/25	60.00
242503223	BETHLEHEM COMMUNITY	BethMay2025	6/6/25	7,314.91
242503224	BLAUBACH, REBECCA	MAY2025 ITEM	6/6/25	16.41
242503225	BOUFFLEUR, BETH	MAY2025 ITEM	6/6/25	63.42
242503226	BRECKE, ROXANNE	MAY2025 MILEAGE	6/6/25	36.33
242503227	BULLIS, LAUREN	MAY2025 MILEAGE	6/6/25	87.36
242503228	CARRICO AQUATIC RESOURCES, INC	20253604	6/6/25	137.50
242503229	CHAVEZ, ADRIAN	MAY2025 MILEAGE	6/6/25	146.86
242503230	COSBY, WINSOR JR	MAY2025 ITEM	6/6/25	100.00
242503231	DOMKA, ADAM	MAY2025 MILEAGE	6/6/25	89.25
242503232	ENGEBRETSON, AMY	MAY2025 MILEAGE	6/6/25	150.01
242503233	FIRST SUPPLY LLC	181538-00	6/6/25	11.21
242503233	FIRST SUPPLY LLC	181747-00	6/6/25	27.20
242503233	FIRST SUPPLY LLC	181876-00	6/6/25	2.06
242503233	FIRST SUPPLY LLC	181855-00	6/6/25	5.74
242503233	FIRST SUPPLY LLC	181748-00	6/6/25	41.34
242503233	FIRST SUPPLY LLC	181532-00	6/6/25	64.45
242503234	FOLLETT CONTENT SOLUTIONS, LLC.	583096A	6/6/25	626.79
242503235	FOSTER, BRYAN	MAY2025 ITEM	6/6/25	13.99
242503236	FRAAZA, MELISSA	MAY2025 MILEAGE	6/6/25	75.60
242503236	FRAAZA, MELISSA	MAY2025 ITEM	6/6/25	27.97
242503237	FRANCE PROPANE SERVICE, INC.	I166198	6/6/25	36.00
242503238	FREEMAN, DEREK	REF05292025	6/6/25	110.00
242503239	GADKE, GARY	MAY2025 MILEAGE	6/6/25	7.84

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242503240	GEIER, AIME	MAY2025 ITEM	6/6/25	42.50
242503241	GERZMEHLE, CORY	REF05292025	6/6/25	110.00
242503242	GRAFF, CHRISTOPHER	MAY2025 MILEAGE	6/6/25	20.58
242503243	GRAYKOWSKI'S DISTRIBUTING LLC	5223	6/6/25	125.00
242503243	GRAYKOWSKI'S DISTRIBUTING LLC	5248	6/6/25	146.70
242503244	GULDAN, DONNA	MAY2025 ITEM	6/6/25	37.82
242503244	GULDAN, DONNA	MAY2025 MILEAGE	6/6/25	55.44
242503245	HADLER, HALEY	MAY2025 ITEM	6/6/25	69.50
242503246	HAHN, NATHAN	MAY2025 ITEM	6/6/25	95.60
242503247	HANKE, JACOB	MAY2025 ITEM	6/6/25	39.25
242503247	HANKE, JACOB	MAY2025 ITEM	6/6/25	49.44
242503248	HOLIDAY WHOLESale, INC	2029410	6/6/25	223.22
242503248	HOLIDAY WHOLESale, INC	2029410	6/6/25	92.57
242503248	HOLIDAY WHOLESale, INC	2028704	6/6/25	35.98
242503248	HOLIDAY WHOLESale, INC	2028704	6/6/25	109.20
242503249	HORAK REFRIGERATION INC	10591	6/6/25	287.00
242503250	HUTTER, RONALD	REF05292025	6/6/25	80.00
242503250	HUTTER, RONALD	REF05292025	6/6/25	56.65
242503251	JANKE, TODD	REF05292025	6/6/25	65.00
242503252	KAMPMEYER, TERESSA	MAY2025 MILEAGE	6/6/25	28.56
242503253	KEY TO LIFE CHILDCARE CENTER, INC.	KeyMay 2025	6/6/25	12,539.84
242503254	KRANZ, BRANDON	MAY2025 MILEAGE	6/6/25	50.96
242503255	KWIK TRIP INC	00054784 MAY2025	6/6/25	1,388.90
242503255	KWIK TRIP INC	00054784 MAY2025	6/6/25	131.21
242503255	KWIK TRIP INC	00054784 MAY2025	6/6/25	303.55
242503255	KWIK TRIP INC	00054784 MAY2025	6/6/25	82.25
242503255	KWIK TRIP INC	00054784 MAY2025	6/6/25	663.32
242503256	KYLES CONSULTING LLC	2079	6/6/25	1,550.00
242503257	LEHMAN, GINA	MAY2025 MILEAGE	6/6/25	35.63
242503258	LEMKE, ALEXSANDRA	45778	6/6/25	996.80
242503259	LO, XENG	REF05272025	6/6/25	60.00
242503259	LO, XENG	REF05272025	6/6/25	110.00
242503260	LOR, TRUE	REF05272025	6/6/25	60.00
242503260	LOR, TRUE	REF05272025	6/6/25	110.00
242503261	MACNEIL, AMY	MAY2025 ITEM	6/6/25	20.98
242503261	MACNEIL, AMY	MAY2025 ITEM	6/6/25	200.24
242503262	MARA CTY CHILD DEVELOPMENT	HeadStart May 2025	6/6/25	6,269.92
242503263	MARATHON PEST CONTROL	63838	6/6/25	40.00
242503263	MARATHON PEST CONTROL	63882	6/6/25	42.00
242503263	MARATHON PEST CONTROL	63884	6/6/25	42.00

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242503264	MCMILLAN-HEHIR, HEATHER	MAY2025 MILEAGE	6/6/25	39.13
242503265	MEISSEN, MORGAN	MAY2025 MILEAGE	6/6/25	210.42
242503266	MERRIAM, TERRY	MAY2025 MILEAGE	6/6/25	41.16
242503267	MID WISCONSIN BEVERAGE	5584156	6/6/25	236.52
242503267	MID WISCONSIN BEVERAGE	5584156	6/6/25	682.81
242503267	MID WISCONSIN BEVERAGE	2146299	6/6/25	1,419.15
242503267	MID WISCONSIN BEVERAGE	2147518	6/6/25	965.36
242503268	MISSISSIPPI WELDERS SUPPLY CO., INC	520881	6/6/25	300.16
242503268	MISSISSIPPI WELDERS SUPPLY CO., INC	4582758	6/6/25	81.60
242503269	MOUA, TOULY	REF05272025	6/6/25	60.00
242503269	MOUA, TOULY	REF05272025	6/6/25	110.00
242503270	MOUNT OLIVE 4K PROGRAM	MtOlive May 25	6/6/25	9,056.55
242503271	NASSCO INC - CUSTODIAL	6559849	6/6/25	766.17
242503271	NASSCO INC - CUSTODIAL	3597286	6/6/25	5,562.00
242503272	NCS PEARSON INC	28692619	6/6/25	420.00
242503273	NEWMAN CATHOLIC-ST THERESE	StTheresMay25	6/6/25	11,146.52
242503274	NORTHCENTRAL TECH COLLEGE	CINV-206646	6/6/25	536.62
242503275	NORTHWAY COMMUNICATIONS INC	185266	6/6/25	2,275.00
242503275	NORTHWAY COMMUNICATIONS INC	185266	6/6/25	325.00
242503276	OBOIKOVITZ, MALLORY	MAY2025 ITEMa	6/6/25	12.84
242503277	OLIGNEY, KELLI	MAY2025 MILEAGE	6/6/25	57.75
242503278	OMNI GLASS & PAINT, LLC	0155594-IN	6/6/25	297.00
242503278	OMNI GLASS & PAINT, LLC	0155593-IN	6/6/25	220.00
242503279	OXFORD, JONENE	MAY2025 MILEAGE	6/6/25	28.00
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	224.00
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	224.00
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	123.80
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	123.80
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	198.08
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	198.08
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	14.00
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	14.00
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	287.98
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	287.98
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	165.80
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	165.80
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	123.80
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	123.80
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	28.00
242503280	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/6/25	28.00

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242503280	PAN O GOLD BAKING CO ST CLOUD		6/6/25	-
242503281	PERFORMANCE FOODSERVICE	33073-876299	6/6/25	963.64
242503281	PERFORMANCE FOODSERVICE	02266-884788	6/6/25	262.57
242503282	PINSONNEAULT, SARA	MAY2025 MILEAGE	6/6/25	28.00
242503283	POPHAL EDUCATION LLC	45809	6/6/25	60.00
242503284	PRAIRIE FARMS-WOODBURY, MN	MAY2025 DCE	6/6/25	31,040.43
242503285	R & R SPECIALTIES INC	190042	6/6/25	1,777.00
242503286	REAVLEY, PATRICK	REF05292025	6/6/25	65.00
242503287	RESCH, SAVANAH	MAY2025 MILEAGE	6/6/25	99.54
242503288	RICE, JULIE	MAY2025 MILEAGE	6/6/25	18.20
242503289	RITGER, MIRANDA	MAY2025 CONF	6/6/25	583.67
242503290	ROSKOPF, KAITLYN	MAY2025 ITEMa	6/6/25	37.96
242503290	ROSKOPF, KAITLYN	MAY2025 ITEMa	6/6/25	43.98
242503291	ROTHMEYER, MICHELLE	MAY2025 MILEAGE	6/6/25	9.38
242503292	ROTO-GRAPHIC PRINTING INC	1387-25	6/6/25	2,287.00
242503293	RUPPERT, ELISSA	MAY2025 ITEM	6/6/25	164.00
242503294	SCHREMP, ALEX	APRMAY2025 ITEM	6/6/25	368.41
242503295	STERLING WATER INC	342X13211407	6/6/25	1,989.75
242503295	STERLING WATER INC	342X13219301	6/6/25	35.60
242503296	TESKE, STEFANIE	MAY2025 MILEAGE	6/6/25	112.84
242503297	TOTZKE, ANGELA	REF05292025	6/6/25	80.00
242503297	TOTZKE, ANGELA	REF05292025	6/6/25	56.65
242503298	TREANKLER, STEVEN	JUN2025 ITEM	6/6/25	19.99
242503299	TREPTOW, FELECITY	MAY2025 MILEAGE	6/6/25	72.80
242503300	TRETTER, TODD	MAY2025 MILEAGE	6/6/25	19.81
242503301	TRZEBIATOWSKI, TAMMY	MAY2025 MILEAGE	6/6/25	27.23
242503302	USIC RECEIVABLES, LLC	735839	6/6/25	1,239.52
242503303	VIKING ELECTRIC SUPPLY	S009169117.001	6/6/25	641.25
242503303	VIKING ELECTRIC SUPPLY	S009196088.002	6/6/25	10.41
242503303	VIKING ELECTRIC SUPPLY	S009196088.001	6/6/25	136.06
242503303	VIKING ELECTRIC SUPPLY	S009200365.001	6/6/25	15.69
242503303	VIKING ELECTRIC SUPPLY	S009214319.001	6/6/25	117.42
242503303	VIKING ELECTRIC SUPPLY	S009206226.001	6/6/25	347.20
242503303	VIKING ELECTRIC SUPPLY	S009207770.001	6/6/25	116.88
242503303	VIKING ELECTRIC SUPPLY	S009218981.001	6/6/25	456.40
242503303	VIKING ELECTRIC SUPPLY	S009217517.001	6/6/25	36.35
242503304	WASB-WI ASSN OF SCHL BOARDS	INV-18078-F4F7T	6/6/25	12,294.00
242503305	WAUSAU CHILD CARE-CEDAR CR, INC.	WCC May 25	6/6/25	8,359.89
242503306	WELLER, JULIE	MAY2025 ITEM	6/6/25	57.50
242503307	WI PUBLIC SERVICE	5491467059	6/6/25	2,813.25

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242503307	WI PUBLIC SERVICE	5491467059	6/6/25	16.81
242503308	ZANDER, DALE	REF 05272025	6/6/25	60.00
242503310	1ST PLACE TROPHY & ENGRAVING	5513	6/13/25	50.00
242503311	ABEL, SCOT	MAY2025 MILEAGE	6/13/25	300.79
242503312	ABLE DISTRIBUTING CO INC	S021824037.001	6/13/25	94.30
242503313	AMAZON CAPITAL SERVICES	11KR-9M4N-61DM	6/13/25	165.82
242503313	AMAZON CAPITAL SERVICES	11WM-RFNR-HTHC	6/13/25	242.13
242503313	AMAZON CAPITAL SERVICES	1JK1-KXT7-HVTJ	6/13/25	19.99
242503313	AMAZON CAPITAL SERVICES	1P4W-TWCQ-KTLN	6/13/25	61.86
242503313	AMAZON CAPITAL SERVICES	1FRH-6VNW-RHKJ	6/13/25	218.53
242503313	AMAZON CAPITAL SERVICES	1Y7C-VJJ6-VLVD	6/13/25	79.32
242503313	AMAZON CAPITAL SERVICES	1NJF-DWNR-XJYF	6/13/25	41.98
242503313	AMAZON CAPITAL SERVICES	1C69-4C4P-3THF	6/13/25	180.99
242503313	AMAZON CAPITAL SERVICES	113D-XGNF-YM7W	6/13/25	290.26
242503314	AMERICAN WELDING & GAS INC	10881741	6/13/25	99.27
242503315	AUGUST WINTER & SONS INC	67922	6/13/25	3,800.00
242503316	BACKGROUND INVESTIGATION BUREAU, LLC	INV-71938	6/13/25	246.75
242503316	BACKGROUND INVESTIGATION BUREAU, LLC	INV-71938	6/13/25	180.95
242503316	BACKGROUND INVESTIGATION BUREAU, LLC	INV-71937	6/13/25	2,335.90
242503316	BACKGROUND INVESTIGATION BUREAU, LLC	INV-71937	6/13/25	312.55
242503317	BARKLEY, ASHLEE	MAY2025 MILEAGE	6/13/25	206.15
242503318	BARTTELT, SARA	groupfitnesMayBartte	6/13/25	53.50
242503319	BATES, CRISTIE	JUNE2025 MILEAGE	6/13/25	51.10
242503320	BULLIS, LAUREN	JUNE2025 MILEAGE	6/13/25	26.88
242503321	BURZINSKI, LYNN	JUNE2025 ITEM	6/13/25	87.39
242503322	CARLSON, JOSEPH	REF06032025	6/13/25	70.00
242503323	CARRICO AQUATIC RESOURCES, INC	20253759	6/13/25	557.43
242503324	CARRIVEAU, KELLY	MAY2025 MILEAGE	6/13/25	150.92
242503324	CARRIVEAU, KELLY	JUN2025 MILEAGE	6/13/25	20.72
242503325	CLEVELAND, CARLY	JUN2025 MILEAGE	6/13/25	18.55
242503326	COMPLETE OFFICE OF WI INC	227153	6/13/25	11,497.01
242503327	CZERWONKA, CRISTIN	JUN2025 MILEAGE	6/13/25	72.38
242503328	FIRST SUPPLY LLC	181971-00	6/13/25	46.93
242503328	FIRST SUPPLY LLC	181774-00	6/13/25	367.88
242503328	FIRST SUPPLY LLC	182132-00	6/13/25	173.81
242503329	FOLLETT CONTENT SOLUTIONS, LLC.	550974A	6/13/25	192.09
242503330	FORE-FRONT MECHANICAL, INC.	12490	6/13/25	5,995.00
242503331	FOTH, ARTHUR	REF06052025	6/13/25	80.00
242503331	FOTH, ARTHUR	REF06052025	6/13/25	27.50
242503332	FOX, GRETCHEN	MAY2025 MILEAGE	6/13/25	134.40

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242503332	FOX, GRETCHEN	JUN2025 MILEAGE	6/13/25	13.44
242503333	GLYNN, JOHN	MAYJUN2025 MILEAGE	6/13/25	24.08
242503334	GRAFF, CHRISTOPHER	MAY2025 MILEAGEa	6/13/25	45.92
242503335	GRAINGER INC, WW	9526885893	6/13/25	31.75
242503335	GRAINGER INC, WW	9527480470	6/13/25	25.80
242503335	GRAINGER INC, WW	9526885885	6/13/25	31.75
242503335	GRAINGER INC, WW	9531099977	6/13/25	49.50
242503336	GREEN LAWN UNGRD SPRINKLERS	25-37786	6/13/25	114.98
242503336	GREEN LAWN UNGRD SPRINKLERS	25-37789	6/13/25	159.92
242503337	GULDAN, DONNA	JUN2025 MILEAGE	6/13/25	10.08
242503338	HARTER'S FOX VALLEY DISPOSAL	1292119	6/13/25	5,707.71
242503339	HEBEIN, HALEY	JUNE2025 MILEAGE	6/13/25	72.94
242503339	HEBEIN, HALEY	MAY2025 MILEAGEa	6/13/25	189.70
242503340	HECKEL, CORY	MAY2025 MILEAGE	6/13/25	66.50
242503340	HECKEL, CORY	JUN2025 MILEAGE	6/13/25	18.55
242503340	HECKEL, CORY	MAY2025 MILEAGEa	6/13/25	57.40
242503341	HOFFMAN, AARON	MAY2025 MILEAGE	6/13/25	106.33
242503342	HOOD, PHILLIP	JUN2025 ITEM	6/13/25	76.75
242503343	HOSTVEDT, JAMES	MAY2025 MILEAGE	6/13/25	82.88
242503344	JOHNSON, ANN	MAYJUN2025 MILEAGE	6/13/25	92.75
242503345	JONES, ELIJAH	REF06032025	6/13/25	80.00
242503345	JONES, ELIJAH	REF06032025	6/13/25	44.00
242503346	KAMINSKI, SARAH	MAY2025 MILEAGE	6/13/25	126.84
242503346	KAMINSKI, SARAH	JUN2025 MILEAGE	6/13/25	27.09
242503347	KAPPEL, SAMANTHA	JUN2025 ITEM	6/13/25	11.54
242503348	KIELPINSKI, KELLY	45778	6/13/25	211.05
242503348	KIELPINSKI, KELLY	45809	6/13/25	50.25
242503349	KNAB, BRIAN	REF06022025	6/13/25	90.00
242503349	KNAB, BRIAN	REF06022025	6/13/25	10.00
242503350	KOLODZIEJ, HEIDI	JUN2025 ITEM	6/13/25	157.83
242503351	KOSS, RACHEL	MAY2025 MILEAGE	6/13/25	187.25
242503352	LEMKE, ALEXSANDRA	45809	6/13/25	99.68
242503353	LINDELL, JEFF	MAY2025 MILEAGE	6/13/25	46.76
242503354	LOY, EMILY	MAY2025 MILEAGE	6/13/25	119.00
242503354	LOY, EMILY	JUN2025 MILEAGE	6/13/25	19.04
242503355	LUKASKO, TIFFANY	MAY2025 MILEAGE	6/13/25	190.26
242503355	LUKASKO, TIFFANY	JUN2025 MILEAGE	6/13/25	28.21
242503356	MACIAZ, KENNETH	REF06022025	6/13/25	90.00
242503356	MACIAZ, KENNETH	REF06022025	6/13/25	10.00
242503357	MARATHON PEST CONTROL	64034	6/13/25	42.00

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242503358	MARQUARDT, KRISTEL	JUNE2025 ITEM	6/13/25	131.88
242503359	MEISSEN, MORGAN	JUN2025 MILEAGE	6/13/25	45.99
242503360	MERRIAM, TERRY	JUN2025 MILEAGE	6/13/25	7.84
242503361	MOUA, TOULY	REF06032025	6/13/25	70.00
242503362	NASSCO INC - CUSTODIAL	6563778	6/13/25	4,438.14
242503362	NASSCO INC - CUSTODIAL	6564756	6/13/25	139.57
242503362	NASSCO INC - CUSTODIAL	6565350	6/13/25	1,474.62
242503363	NOWINSKY, MIKAYLA	MAY2025 MILEAGE	6/13/25	39.13
242503364	PARRISH, JUSTINE	APRJUN2025 MILEAGE	6/13/25	36.96
242503365	PISCA, SARAH	groupfitmayPisca	6/13/25	548.50
242503366	PLISCH, SANDRA	JUN2025 ITEM	6/13/25	182.71
242503367	POPHAL EDUCATION LLC	104 June	6/13/25	1,875.00
242503368	RAETHER, MICHAEL	MAY2025 MILEAGE	6/13/25	53.20
242503368	RAETHER, MICHAEL	MAY2025 ITEM	6/13/25	60.99
242503369	ROTO-GRAPHIC PRINTING INC	1466-25	6/13/25	1,200.00
242503370	SCHOFF, BRUCE	REF06052025	6/13/25	80.00
242503370	SCHOFF, BRUCE	REF06052025	6/13/25	27.50
242503371	SCHULT, MATTHEW	MAY2025 MILEAGE	6/13/25	39.06
242503372	STASHEK, JACQUELINE	MAY2025 MILEAGE	6/13/25	133.98
242503373	STENGER, MOLLY	MAY2025 MILEAGE	6/13/25	76.23
242503374	STUDER EDUCATION LLC	1365	6/13/25	5,391.00
242503375	THAO, KIA	#1	6/13/25	50.00
242503376	THAO, PANYIA	JUN2025 MILEAGE	6/13/25	15.54
242503376	THAO, PANYIA	MAY2025 MILEAGE	6/13/25	39.20
242503377	THAO, YER	MAY2025 MILEAGE	6/13/25	40.32
242503378	THEISS, HEATHER	JUN2025 ITEM	6/13/25	77.57
242503379	VIKING ELECTRIC SUPPLY	S009224693.001	6/13/25	539.40
242503379	VIKING ELECTRIC SUPPLY	S009222415.001	6/13/25	88.78
242503379	VIKING ELECTRIC SUPPLY	S009226631.001	6/13/25	308.18
242503379	VIKING ELECTRIC SUPPLY	S009198366.002	6/13/25	945.12
242503379	VIKING ELECTRIC SUPPLY	S009230372.001	6/13/25	809.10
242503379	VIKING ELECTRIC SUPPLY	S009245213.001	6/13/25	575.28
242503380	VLIETSTRA, ALISON	MAY2025 MILEAGE	6/13/25	196.70
242503380	VLIETSTRA, ALISON	JUN2025 MILEAGE	6/13/25	49.00
242503381	WELSH, SARA	MAY2025 MILEAGE	6/13/25	95.48
242503381	WELSH, SARA	JUN2025 MILEAGE	6/13/25	57.12
242503382	WI PUBLIC SERVICE	5499156454	6/13/25	340.47
242503382	WI PUBLIC SERVICE	5498974921	6/13/25	684.68
242503382	WI PUBLIC SERVICE	5498885690	6/13/25	737.05
242503382	WI PUBLIC SERVICE	5499150562	6/13/25	507.27

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242503382	WI PUBLIC SERVICE	5199158313	6/13/25	470.69
242503382	WI PUBLIC SERVICE	5498915016	6/13/25	1,032.39
242503382	WI PUBLIC SERVICE	5493146637	6/13/25	215.79
242503382	WI PUBLIC SERVICE	5492384810	6/13/25	7,135.12
242503382	WI PUBLIC SERVICE	5492664541	6/13/25	4,888.14
242503382	WI PUBLIC SERVICE	5492664541	6/13/25	732.09
242503382	WI PUBLIC SERVICE	5492374723	6/13/25	13,333.61
242503382	WI PUBLIC SERVICE	5463278238	6/13/25	3,841.80
242503382	WI PUBLIC SERVICE	5492921127	6/13/25	4,181.65
242503382	WI PUBLIC SERVICE	5492938860	6/13/25	73.20
242503382	WI PUBLIC SERVICE	5493083431	6/13/25	155.37
242503382	WI PUBLIC SERVICE	5492736196	6/13/25	5,492.47
242503382	WI PUBLIC SERVICE	5491640308	6/13/25	54.89
242503382	WI PUBLIC SERVICE	5492988733	6/13/25	5,280.67
242503382	WI PUBLIC SERVICE	5492988733	6/13/25	779.88
242503382	WI PUBLIC SERVICE	5492890733	6/13/25	13,685.14
242503382	WI PUBLIC SERVICE	5491508068	6/13/25	19,486.62
242503382	WI PUBLIC SERVICE	5492545367	6/13/25	20.15
242503382	WI PUBLIC SERVICE	5491925034	6/13/25	725.59
242503382	WI PUBLIC SERVICE	5492840080	6/13/25	317.34
242503382	WI PUBLIC SERVICE	5463278250	6/13/25	92.64
242503382	WI PUBLIC SERVICE	5493129324	6/13/25	79.51
242503382	WI PUBLIC SERVICE	5492734237	6/13/25	877.85
242503382	WI PUBLIC SERVICE	5492614919	6/13/25	27.13
242503382	WI PUBLIC SERVICE	5491464649	6/13/25	200.68
242503382	WI PUBLIC SERVICE	5491896774	6/13/25	1,248.71
242503382	WI PUBLIC SERVICE	5492141402	6/13/25	20,808.89
242503382	WI PUBLIC SERVICE		6/13/25	-
242503382	WI PUBLIC SERVICE		6/13/25	-
242503383	WILSON LANGUAGE TRAINING	INV101853	6/13/25	1,614.60
242503384	WOLFE, JASON	REF06022025	6/13/25	90.00
242503384	WOLFE, JASON	REF06022025	6/13/25	18.50
242503385	YANG, XIA	APR2025 ITEM	6/13/25	48.00
242503388	ABBIEHL, DAREN	51141	6/20/25	31.00
242503389	ABLE DISTRIBUTING CO INC	S021826077.001	6/20/25	7.12
242503390	AMAZON CAPITAL SERVICES	1C31-TL1G-9CJL	6/20/25	824.02
242503390	AMAZON CAPITAL SERVICES	1RM3-9MRY-VM43	6/20/25	50.48
242503390	AMAZON CAPITAL SERVICES	1KNP-MKMR-KCND	6/20/25	99.99
242503390	AMAZON CAPITAL SERVICES	1F3R-KWYF-11MH	6/20/25	23.99
242503390	AMAZON CAPITAL SERVICES	1QPV-NDCH-XNQN	6/20/25	23.98

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242503391	AUDIO ARCHITECTS	81336	6/20/25	200.00
242503392	BARWICK, JOCELYN	25767	6/20/25	16.60
242503393	BRADSHAW, MICHELLE	50944	6/20/25	26.75
242503394	BUDAI, ROBYN	JUN2025 ITEM	6/20/25	157.11
242503395	BURGESS, AMANDA	25387	6/20/25	0.60
242503396	CARRICO AQUATIC RESOURCES, INC	20254059	6/20/25	401.39
242503397	ENGBRETSON, AMY	JUN2025 MILEAGE	6/20/25	56.42
242503398	EVERYDAY SPEECH LLC	194921	6/20/25	499.99
242503399	FINNEGAN, JOSEPH	MAY2025 ITEM	6/20/25	327.00
242503399	FINNEGAN, JOSEPH	JUN2025 ITEM	6/20/25	7.00
242503399	FINNEGAN, JOSEPH	JUN2025 ITEM	6/20/25	145.92
242503400	FIRST SUPPLY LLC	182396-00	6/20/25	99.35
242503400	FIRST SUPPLY LLC	182379-00	6/20/25	2.74
242503400	FIRST SUPPLY LLC	182347-00	6/20/25	89.86
242503400	FIRST SUPPLY LLC	181971+01	6/20/25	62.81
242503401	GLYNN, JOHN	MAY2025 ITEM	6/20/25	8.59
242503402	GOERTZ, KELLEY	25435	6/20/25	19.30
242503403	GOLBACH, JENNIFER	25419	6/20/25	32.35
242503404	GRAFF, AMY	25126	6/20/25	0.43
242503405	GRAINGER INC, WW	9464999508	6/20/25	1,941.13
242503406	GRAYKOWSKI'S DISTRIBUTING LLC	5256	6/20/25	345.00
242503406	GRAYKOWSKI'S DISTRIBUTING LLC	3459	6/20/25	105.00
242503406	GRAYKOWSKI'S DISTRIBUTING LLC	5114	6/20/25	145.10
242503406	GRAYKOWSKI'S DISTRIBUTING LLC	5176	6/20/25	123.50
242503407	GREEN LAWN UNGRD SPRINKLERS	25-37942	6/20/25	5,920.94
242503407	GREEN LAWN UNGRD SPRINKLERS	25-37975	6/20/25	414.46
242503407	GREEN LAWN UNGRD SPRINKLERS	25-38023	6/20/25	480.96
242503407	GREEN LAWN UNGRD SPRINKLERS	25-38022	6/20/25	586.78
242503408	GREUNKE, JENNIFER	25442	6/20/25	5.20
242503409	HENRIKSEN, BRYAN	REF06142025	6/20/25	80.00
242503409	HENRIKSEN, BRYAN	REF06142025	6/20/25	26.40
242503410	HOLIDAY WHOLESale, INC	2049437	6/20/25	496.13
242503410	HOLIDAY WHOLESale, INC	2049437	6/20/25	169.67
242503411	HORAK REFRIGERATION INC	10620	6/20/25	236.90
242503412	HORST DISTRIBUTING INC	114068-000	6/20/25	261.79
242503413	J.W. PEPPER & SON	367523048	6/20/25	81.99
242503414	JACKSON, THOMAS	REF06142025	6/20/25	90.00
242503414	JACKSON, THOMAS	REF06142025	6/20/25	26.40
242503415	JAIPURI, SANDRA	24648	6/20/25	18.70
242503416	KAMPMANN, KEVIN	MAY2025 MILEAGE	6/20/25	67.90

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242503417	KINDLARSKI, JENNIFER	JUN2025 ITEM	6/20/25	59.30
242503418	KITCHELL, LEE ANN	25248	6/20/25	10.25
242503419	LATENDRESSE, HEIDI	25215	6/20/25	27.85
242503420	LEPAK, MOLLY	MAY2025 MILEAGE	6/20/25	61.67
242503420	LEPAK, MOLLY	JUN2025 MILEAGE	6/20/25	18.97
242503421	LORGE, ERIC	25354	6/20/25	85.80
242503422	LOW, ANDREW	MAR2025 MILEAGE	6/20/25	85.54
242503422	LOW, ANDREW	APR2025 MILEAGE	6/20/25	169.89
242503422	LOW, ANDREW	MAY2025 MILEAGE	6/20/25	179.34
242503423	MARA CTY SPEC ED	AUD 04-2425	6/20/25	36,343.54
242503424	MARATHON PEST CONTROL	64095	6/20/25	43.00
242503424	MARATHON PEST CONTROL	64092	6/20/25	38.00
242503424	MARATHON PEST CONTROL	64102	6/20/25	38.00
242503424	MARATHON PEST CONTROL	64103	6/20/25	38.00
242503424	MARATHON PEST CONTROL	64109	6/20/25	38.00
242503425	MID WISCONSIN BEVERAGE	2151554	6/20/25	(40.00)
242503425	MID WISCONSIN BEVERAGE	2148763	6/20/25	664.72
242503425	MID WISCONSIN BEVERAGE	2151556	6/20/25	342.00
242503425	MID WISCONSIN BEVERAGE	2151555	6/20/25	39.00
242503425	MID WISCONSIN BEVERAGE	2151553	6/20/25	474.29
242503425	MID WISCONSIN BEVERAGE	41787	6/20/25	66.00
242503426	MILLER, JOSEPH	REF05222025	6/20/25	110.00
242503427	NASSCO INC - CUSTODIAL	6567496	6/20/25	187.94
242503427	NASSCO INC - CUSTODIAL	6568096	6/20/25	161.24
242503428	PAGENKOPF, CHAD	JUN2025 ITEM	6/20/25	31.54
242503429	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/20/25	61.90
242503429	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/20/25	61.90
242503429	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/20/25	392.36
242503429	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/20/25	392.36
242503430	PAVLOVICH, JENNIFER	25737	6/20/25	16.65
242503431	PER MAR SECURITY SERVICES, INC.	3572510	6/20/25	71.00
242503432	PLAZA, CAROL	MAY2025 MILEAGE	6/20/25	102.48
242503433	RENNING LEWIS & LACY SC	7342194	6/20/25	5,747.50
242503434	SANCHEZ, LUIS	25301	6/20/25	6.15
242503435	SCHREMP, ALEX	JUN2025 ITEM	6/20/25	223.98
242503436	SCHUBRING, KAELYN	MAY2025 MILEAGE	6/20/25	74.55
242503437	SKYWARD INC	239651	6/20/25	250.00
242503438	SOEHL, MICHAEL	JUN25 ITEM	6/20/25	275.00
242503439	SOMERVILLE ARCHITECTS	40503	6/20/25	969.75
242503440	U.S. WATER, LLC.	191336	6/20/25	169.00

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242503441	VIKING ELECTRIC SUPPLY	S009198366.004	6/20/25	279.00
242503442	WELLER, JULIE	MAY2025 MILEAGE	6/20/25	45.64
242503443	ZURAKOWSKI, AUSTIN	APRMAY2025 MILEAGE	6/20/25	13.72
242503445	ASPIRUS HEALTH PLAN, INC	45839	6/27/25	811,252.10
242503446	BACKGROUND INVESTIGATION BUREAU, LLC	INV-73133	6/27/25	14.00
242503447	BARTLETT, HEIDI	62025	6/27/25	15.26
242503448	BURISH, BENJAMIN	JUN2025 ITEM	6/27/25	32.88
242503449	CONTINENTAL CLAY	INV000205412	6/27/25	84.00
242503449	CONTINENTAL CLAY	INV000206951	6/27/25	38.40
242503450	CUMMINGS, LONA	JUN2025 ITEM	6/27/25	42.29
242503451	DEAF & HARD OF HEARING EDUC	May/June2501	6/27/25	7,257.00
242503452	FIRST SUPPLY LLC	176968-00	6/27/25	1,279.24
242503453	GOLBACH, JENNIFER	25419Golbach	6/27/25	40.00
242503454	GRAYKOWSKI'S DISTRIBUTING LLC	5270	6/27/25	240.00
242503454	GRAYKOWSKI'S DISTRIBUTING LLC	5280	6/27/25	843.46
242503454	GRAYKOWSKI'S DISTRIBUTING LLC	5269	6/27/25	876.00
242503454	GRAYKOWSKI'S DISTRIBUTING LLC	5284	6/27/25	222.00
242503454	GRAYKOWSKI'S DISTRIBUTING LLC	5263	6/27/25	297.50
242503455	HOENISCH, BENJAMIN	JUN2025 ITEM	6/27/25	29.64
242503456	HOFFMAN, AARON	JUN2025 MILEAGE	6/27/25	125.72
242503457	HORST DISTRIBUTING INC	114323-000	6/27/25	629.27
242503457	HORST DISTRIBUTING INC	114427-000	6/27/25	127.27
242503458	KAMPMANN, KEVIN	JUN2025 MILEAGE	6/27/25	63.49
242503459	KLINGER, LAENA	JUN2025 ITEM	6/27/25	38.50
242503460	KOSS, RACHEL	JUN2025 MILEAGE	6/27/25	159.25
242503461	MADISON NATL LIFE INS CO	45839	6/27/25	11,812.92
242503461	MADISON NATL LIFE INS CO	45839	6/27/25	7,293.00
242503462	MARATHON PEST CONTROL	64280	6/27/25	45.00
242503463	MCMILLAN-HEHIR, HEATHER	JUN2025 ITEM	6/27/25	426.12
242503464	NASSCO INC - CUSTODIAL	6569014	6/27/25	54.17
242503464	NASSCO INC - CUSTODIAL	6570342	6/27/25	682.57
242503464	NASSCO INC - CUSTODIAL	6570082	6/27/25	33,752.04
242503464	NASSCO INC - CUSTODIAL	6570583	6/27/25	38.72
242503465	NORTH AMERICAN BENEFITS CO	45809	6/27/25	999.90
242503466	NYE, CASEY	JUN2025 MILEAGE	6/27/25	197.40
242503467	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/27/25	41.52
242503467	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	6/27/25	41.52
242503468	PAULSON, NICOLE	JUN2025 ITEM	6/27/25	187.75
242503469	R & R SPECIALTIES INC	85549	6/27/25	198.93
242503470	RAPTOR EDUC GROUP INC	052-25	6/27/25	193.34

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/1/2025 - 6/30/2025)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
242503471	SECURIAN FINANCIAL GROUP, INC.	45839	6/27/25	929.60
242503471	SECURIAN FINANCIAL GROUP, INC.	45839	6/27/25	8,960.94
242503471	SECURIAN FINANCIAL GROUP, INC.	45839	6/27/25	8,544.16
242503471	SECURIAN FINANCIAL GROUP, INC.	45839	6/27/25	3,935.66
242503472	STACHOVAK, AMY	25434	6/27/25	11.65
242503473	STEVENSON, MIRANDA	JUN2025 ITEM	6/27/25	67.82
242503474	U.S. WATER, LLC.	190241	6/27/25	169.00
242503475	US OMNI & TSACG COMPLIANCE SERVICES	122808	6/27/25	298.92
242503476	VIKING ELECTRIC SUPPLY	S009273839.001	6/27/25	23.22
242503476	VIKING ELECTRIC SUPPLY	S009268868.001	6/27/25	105.83
242503476	VIKING ELECTRIC SUPPLY	S009278694.001	6/27/25	271.60
242503476	VIKING ELECTRIC SUPPLY	S009278694.002	6/27/25	93.55
242503476	VIKING ELECTRIC SUPPLY	S009278694.004	6/27/25	93.55
242503477	VOJTA, CODY	REF06142025	6/27/25	80.00
242503477	VOJTA, CODY	REF06142025	6/27/25	26.40
242503478	WILDE, ERIKA	JUN2025 ITEM	6/27/25	159.46
				2,597,328.43

**DC EVEREST AREA SCHOOL DISTRICT
FUND 46 BOARD CHECK REGISTER
(6/1/2025 - 6/30/2025)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4600058	MIRON CONSTRUCTION CO INC	250100-0003	6/13/25	96,299.29
242503309	BASEMAN BROS INC	2025-0070	6/6/25	257,389.00
242503386	DAKTRONICS INC	7147509	6/13/25	16,277.30
242503387	MAVO SYSTEMS, LLC	3837	6/13/25	2,240.00
242503444	SOMERVILLE ARCHITECTS	40504	6/20/25	526.00
				372,731.59

Account Level		Beginning	2024-25		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	-2,381,941.15	168,193,659.84	159,811,393.85	6,000,324.84
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	37,394,813.34	37,394,813.34	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	87.00	8,874.70	6,635.00	2,326.70
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	22,503,343.40	153,962,313.03	153,113,823.84	23,351,832.59
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	67.20	447.90	515.10	0.00
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	832,526.54	39,363.83	0.00	871,890.37
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,362,352.67	12,972,900.00	13,628,306.67	6,706,946.00
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	19,414.91	22,881.86	40,398.24	1,898.53
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	10,650.21	0.00	10,650.21
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	0.00	50,664.32	49,663.40	1,000.92
10 A 000 000 715420 000 000 000	GENERAL FUND/CE RECEIVABLE FROM CESA	0.00	0.00	0.00	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	152,042.87	222,734.35	152,042.87	222,734.35
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	315,648.34	933,321.27	1,248,969.61	0.00
10 A 000 000 716100 000 000 000	GENERAL FUND/IN INVENTORY	0.00	0.00	0.00	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	260,981.89	27,079.00	84,541.58	203,519.31
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-398,501.41	26,068,660.49	26,160,408.52	-490,249.44
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-53,186.00	1,445,385.70	1,446,168.22	-53,968.52
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-227,415.71	6,173,718.05	6,177,063.49	-230,761.15
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	3,335,025.74	3,335,025.74	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-65,027.12	1,860,623.78	1,870,708.55	-75,111.89
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-750,700.39	6,559,269.54	6,607,974.27	-799,405.12
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	0.00	476.57	476.57	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00

Account Level		Beginning	2024-25		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 811631 000 000 000	GENERAL FUND/HE HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811632 000 000 000	GENERAL FUND/DE DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811633 000 000 000	GENERAL FUND/DI DISABILITY INS DEDUCTION	-14,317.24	156,310.77	154,970.32	-12,976.79
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-2,769.84	10,875.54	10,828.18	-2,722.48
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	15,022.03	64,135.08	86,580.74	-7,423.63
10 L 000 000 811636 000 000 000	GENERAL FUND/DE DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811637 000 000 000	GENERAL FUND/HE HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811638 000 000 000	GENERAL FUND/DE DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811639 000 000 000	GENERAL FUND/AD ADDITIONAL LIFE INSURANCE	-493.37	99,407.51	98,760.43	153.71
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	18,165.66	18,165.66	0.00
10 L 000 000 811641 000 000 000	GENERAL FUND/OT OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10 L 000 000 811642 000 000 000	GENERAL FUND/EB EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10 L 000 000 811643 000 000 000	GENERAL FUND/HE HEALTH INS. - SELF PAY - COBRA	0.00	105,192.01	105,192.01	0.00
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	10,314.29	10,314.29	0.00
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-24,748.59	105,973.41	105,187.24	-23,962.42
10 L 000 000 811647 000 000 000	GENERAL FUND/LI LIMITED FLEX PLAN-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811648 000 000 000	GENERAL FUND/SU SUPPLEMENTAL LIFE INSURANCE	-5,204.16	44,518.19	44,318.27	-5,004.24
10 L 000 000 811650 000 000 000	GENERAL FUND/UN UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10 L 000 000 811652 000 000 000	GENERAL FUND/GR GREENHECK FIELDHOUSE MEMBERSHP	0.00	0.00	0.00	0.00
10 L 000 000 811654 000 000 000	GENERAL FUND/GT GREENHECK TURNER CTR DONATIONS	0.00	7,683.97	7,683.97	0.00
10 L 000 000 811655 000 000 000	GENERAL FUND/V V VISION PLAN (DELTA)	126.49	49,539.39	48,906.37	759.51
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	7,011.65	89,335.54	88,033.88	8,313.31
10 L 000 000 811660 000 000 000	GENERAL FUND/AC ACCIDENT INSURANCE	0.00	5,862.10	6,020.91	-158.81
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	150,925.90	150,925.90	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	799,630.30	799,630.30	0.00
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	0.00	0.00
10 L 000 000 811674 000 000 000	GENERAL FUND/RE RETIREE DENTAL	0.00	0.00	0.00	0.00
10 L 000 000 811675 000 000 000	GENERAL FUND/RE RETIREE LIFE	0.00	0.00	0.00	0.00
10 L 000 000 811697 000 000 000	GENERAL FUND/CH GIFT CARDS OR CERTIFICATES	0.00	14,685.00	14,685.00	0.00
10 L 000 000 811699 000 000 000	GENERAL FUND/MI MISCELLANEOUS DEDUCTION	0.00	41,401.73	41,401.73	0.00
10 L 000 000 811700 000 000 000	GENERAL FUND/IN INTEREST PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811810 000 000 000	GENERAL FUND/NE NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10 L 000 000 811815 000 000 000	GENERAL FUND/NE NET EFT PAYABLE	0.00	68,630,796.71	68,630,796.71	0.00
10 L 000 000 811820 000 000 000	GENERAL FUND/VO VOUCHERS PAYABLE	-3,712,632.73	3,712,632.73	3,753,424.12	-3,753,424.12
10 L 000 000 812000 000 000 000	GENERAL FUND/DU Due To Other Funds	-2,127,472.63	2,127,472.63	0.00	0.00
10 L 000 000 813500 000 000 000	GENERAL FUND/DU DUE TO STATE GOVERNMENT	-582.04	0.00	0.00	-582.04
10 L 000 000 813510 000 000 000	GENERAL FUND/DU DUE TO MARATHON COUNTY	0.00	0.00	64.74	-64.74
10 L 000 000 815100 000 000 000	GENERAL FUND/SE SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10 L 000 000 815110 000 000 000	GENERAL FUND/DI SF DENTAL PREMIUMS - DISTRICT	0.00	0.00	0.00	0.00
10 L 000 000 815120 000 000 000	GENERAL FUND/EM SF DENTAL PREMIUMS - EMPLOYEE	0.00	0.00	0.00	0.00

Account Level		Beginning	2024-25	2024-25	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 815901 000 000 000	GENERAL FUND/OP OPEB 73	0.00	637,534.00	637,534.00	0.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DE DEFERRED REVENUES	0.00	0.00	0.00	0.00
10 L 000 000 816200 000 000 000	GENERAL FUND/DE DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00
10 L 000 000 816903 000 000 000	GENERAL FUND/DE DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00
10 L 000 000 816905 000 000 000	GENERAL FUND/DE DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00
10 L 000 000 816909 000 000 000	GENERAL FUND/DE DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00
10 L 000 000 816910 000 000 000	GENERAL FUND/DE DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10 L 000 000 816999 000 000 000	GENERAL FUND/OT DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00
10 L 000 000 817100 000 000 000	GENERAL FUND/HE HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SE HEALTH INS. PREMIUM PAYABLE	-1,093,066.16	11,713,894.47	11,667,056.07	-1,046,227.76
10 L 000 000 817150 000 000 000	GENERAL FUND/HR HRA PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817200 000 000 000	GENERAL FUND/DE DENTAL-CLAIMS PAYABLE	-179,305.60	1,104,614.93	1,105,581.55	-180,272.22
10 L 000 000 819107 000 000 000	GENERAL FUND/CO CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10 L 000 000 842300 000 000 000	GENERAL FUND/LO LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 842350 000 000 000	GENERAL FUND/38 38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10 Q 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 Q 000 000 911000 000 000 000	GENERAL FUND/FI FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 912000 000 000 000	GENERAL FUND/FI FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10 Q 000 000 914000 000 000 000	GENERAL FUND/FI FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00
10 Q 000 000 916000 000 000 000	GENERAL FUND/FI FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10 Q 000 000 931000 000 000 000	GENERAL FUND/FU FUND BALANCE-RESERVED	0.00	212,301,591.59	212,344,723.38	-43,131.79
10 Q 000 000 931700 000 000 000	GENERAL FUND/FU FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 932000 000 000 000	GENERAL FUND/FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
10 Q 000 000 936110 000 000 000	GENERAL FUND/SE FUND BALANCE - SELF INSURANCE	0.00	0.00	0.00	0.00
10 Q 000 000 936120 000 000 000	GENERAL FUND/Co CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
10 Q 000 000 936130 000 000 000	GENERAL FUND/UN UNSPENT COMMON SCHOOL LIBRARY	-33,767.38	871,952.13	895,320.91	-57,136.16
10 Q 000 000 936320 000 000 000	GENERAL FUND/De DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
10 Q 000 000 936500 000 000 000	GENERAL FUND/Fo FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 936900 000 000 000	GENERAL FUND/FD FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
10 Q 000 000 938900 000 000 000	GENERAL FUND/As ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 939200 000 000 000	GENERAL FUND/CA WORKING CAPITAL (CASH FLOW)	-20,397,493.47	289,120,950.07	299,323,223.63	-30,599,767.03
10 Q 000 000 939900 000 000 000	GENERAL FUND/Un UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 - - - - -		0.00	1,011,278,259.17	1,011,278,259.17	0.00

Account Level		Beginning	2024-25		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
27 A 000 000 711000 000 000 000	SPECIAL EDUCATI CASH	232,156.12	6,022,754.13	13,312,775.76	-7,057,865.51
27 A 000 000 711100 000 000 000	SPECIAL EDUCATI PAYROLL CLEARANCE ACCOUNT	0.00	12,118,161.15	12,118,161.15	0.00
27 A 000 000 711105 000 000 000	SPECIAL EDUCATI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27 A 000 000 712000 000 000 000	SPECIAL EDUCATI INVESTMENTS	0.00	5,299,575.64	5,299,575.64	0.00
27 A 000 000 713200 000 000 000	SPECIAL EDUCATI ACCOUNTS RECEIVABLE	19,393.87	20,560.46	19,393.87	20,560.46
27 A 000 000 714100 000 000 000	SPECIAL EDUCATI Due From Other Funds	0.00	0.00	0.00	0.00
27 A 000 000 715420 000 000 000	SPECIAL EDUCATI DUE FROM CESA	0.00	0.00	0.00	0.00
27 A 000 000 715500 000 000 000	SPECIAL EDUCATI DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00
27 A 000 000 715600 000 000 000	SPECIAL EDUCATI DUE FROM FED GOVERNMENT	895,453.65	753,930.00	1,649,383.65	0.00
27 L 000 000 000000 000 000 000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27 L 000 000 811200 000 000 000	SPECIAL EDUCATI ACCOUNTS PAYABLE	-3,914.98	1,172,347.70	1,196,960.93	-28,528.21
27 L 000 000 811558 000 000 000	SPECIAL EDUCATI AP STAPLES	0.00	0.00	0.00	0.00
27 L 000 000 811610 000 000 000	SPECIAL EDUCATI MEDICARE TAX	-11,431.18	11,431.18	10,881.53	-10,881.53
27 L 000 000 811611 000 000 000	SPECIAL EDUCATI SOCIAL SECURITY TAX	-48,878.18	48,878.18	46,528.34	-46,528.34
27 L 000 000 811620 000 000 000	SPECIAL EDUCATI RETIREMENT DEDUCTION	-55,155.65	55,155.65	52,656.71	-52,656.71
27 L 000 000 811628 000 000 000	SPECIAL EDUCATI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27 L 000 000 811630 000 000 000	SPECIAL EDUCATI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27 L 000 000 811633 000 000 000	SPECIAL EDUCATI DISABILITY INS DEDUCTION	-2,345.61	2,500.41	2,595.68	-2,440.88
27 L 000 000 811645 000 000 000	SPECIAL EDUCATI LIFE INS - EMPLOYER CONTRIBUTI	-1,345.03	1,358.11	1,418.57	-1,405.49
27 L 000 000 811815 000 000 000	SPECIAL EDUCATI NET EFT PAYABLE	0.00	15,917,776.26	15,917,776.26	0.00
27 L 000 000 811820 000 000 000	SPECIAL EDUCATI VOUCHERS PAYABLE	-799,354.56	799,354.56	757,649.63	-757,649.63
27 L 000 000 812000 000 000 000	SPECIAL EDUCATI Due To Other Funds	0.00	0.00	0.00	0.00
27 L 000 000 813500 000 000 000	SPECIAL EDUCATI DUE TO STATE GOVERNMENT	0.00	0.00	0.00	0.00
27 L 000 000 815100 000 000 000	SPECIAL EDUCATI SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27 L 000 000 815110 000 000 000	SPECIAL EDUCATI S/F DENTAL PREMIUMS - DISTRICT	0.00	0.00	0.00	0.00
27 L 000 000 817101 000 000 000	SPECIAL EDUCATI SECURITY PREMIUM PAYABLE	-206,991.48	206,991.48	200,952.84	-200,952.84
27 L 000 000 817150 000 000 000	SPECIAL EDUCATI HRA PAYABLE	0.00	0.00	0.00	0.00
27 L 000 000 817200 000 000 000	SPECIAL EDUCATI DENTAL - CLAIMS PAYABLE	-17,586.97	17,586.97	16,386.32	-16,386.32
27 Q 000 000 000000 000 000 000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27 Q 000 000 931000 000 000 000	SPECIAL EDUCATI FUND BALANCE - RESERVED	0.00	48,396,378.34	48,397,928.34	-1,550.00
27 Q 000 000 932000 000 000 000	SPECIAL EDUCATI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27 Q 000 000 936120 000 000 000	SPECIAL EDUCATI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27 Q 000 000 936320 000 000 000	SPECIAL EDUCATI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27 Q 000 000 936500 000 000 000	SPECIAL EDUCATI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27 Q 000 000 936900 000 000 000	SPECIAL EDUCATI FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27 Q 000 000 938900 000 000 000	SPECIAL EDUCATI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27 Q 000 000 939200 000 000 000	SPECIAL EDUCATI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27 Q 000 000 939900 000 000 000	SPECIAL EDUCATI UNASSIGNED FUND BALANCE	0.00	62,894,681.07	54,738,396.07	8,156,285.00
27 - - - - -		0.00	153,739,421.29	153,739,421.29	0.00

		Account Level		Beginning	2024-25	2024-25	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
50 A 000 000 711000 000 000 000	FOOD SERVICE FU	CASH	1,192,263.42	3,388,233.22	4,085,318.41	495,178.23	
50 A 000 000 711100 000 000 000	FOOD SERVICE FU	PAYROLL CLEARANCE ACCOUNT	0.00	1,640,590.57	1,640,590.57	0.00	
50 A 000 000 711105 000 000 000	FOOD SERVICE FU	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00	
50 A 000 000 711200 000 000 000	FOOD SERVICE FU	PETTY CASH	678.10	756.00	568.00	866.10	
50 A 000 000 712000 000 000 000	FOOD SERVICE FU	INVESTMENTS	0.00	1,775,233.53	1,775,233.53	0.00	
50 A 000 000 712001 000 000 000	FOOD SERVICE FU	FS INTERNET CASH ACCOUNT	0.14	1,069,761.16	1,069,796.15	-34.85	
50 A 000 000 713200 000 000 000	FOOD SERVICE FU	ACCOUNTS RECEIVABLE	0.00	265.53	265.53	0.00	
50 A 000 000 713300 000 000 000	FOOD SERVICE FU	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00	
50 A 000 000 714100 000 000 000	FOOD SERVICE FU	Due From Other Funds	0.00	0.00	0.00	0.00	
50 A 000 000 715500 000 000 000	FOOD SERVICE FU	DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00	
50 A 000 000 715600 000 000 000	FOOD SERVICE FU	DUE FROM FEDERAL FUNDS	93,522.32	0.00	93,522.32	0.00	
50 L 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 L 000 000 811200 000 000 000	FOOD SERVICE FU	ACCOUNTS PAYABLE	-157,512.04	2,449,645.73	2,300,830.83	-8,697.14	
50 L 000 000 811558 000 000 000	FOOD SERVICE FU	AP STAPLES	0.00	0.00	0.00	0.00	
50 L 000 000 811610 000 000 000	FOOD SERVICE FU	MEDICARE TAX	-206.74	206.74	247.92	-247.92	
50 L 000 000 811611 000 000 000	FOOD SERVICE FU	SOCIAL SECURITY TAX	-883.60	883.60	1,060.08	-1,060.08	
50 L 000 000 811620 000 000 000	FOOD SERVICE FU	RETIREMENT DEDUCTION	-983.37	983.37	1,188.33	-1,188.33	
50 L 000 000 811628 000 000 000	FOOD SERVICE FU	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	
50 L 000 000 811630 000 000 000	FOOD SERVICE FU	DENTAL PPO PLAN	0.00	0.00	0.00	0.00	
50 L 000 000 811633 000 000 000	FOOD SERVICE FU	DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00	
50 L 000 000 811645 000 000 000	FOOD SERVICE FU	LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00	
50 L 000 000 811815 000 000 000	FOOD SERVICE FU	NET EFT PAYABLE	0.00	1,694,150.97	1,694,150.97	0.00	
50 L 000 000 811820 000 000 000	FOOD SERVICE FU	VOUCHERS PAYABLE	-14,250.99	14,250.99	17,098.34	-17,098.34	
50 L 000 000 812000 000 000 000	FOOD SERVICE FU	Due To Other Funds	0.00	0.00	0.00	0.00	
50 L 000 000 815000 000 000 000	FOOD SERVICE FU	DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00	
50 L 000 000 815100 000 000 000	FOOD SERVICE FU	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00	
50 L 000 000 815300 000 000 000	FOOD SERVICE FU	DUE TO STATE	0.00	0.00	0.00	0.00	
50 L 000 000 815900 000 000 000	FOOD SERVICE FU	Other Deposits Payable	-123,801.18	0.00	0.00	-123,801.18	
50 L 000 000 817101 000 000 000	FOOD SERVICE FU	SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817150 000 000 000	FOOD SERVICE FU	HRA PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817200 000 000 000	FOOD SERVICE FU	DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00	
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU	FUND BALANCE - RESERVED	0.00	810,790.66	812,589.24	-1,798.58	
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00	
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00	
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00	
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU	FOOD SERVICE FUND BALANCE	-988,826.06	4,791,742.55	4,145,034.40	-342,117.91	
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00	
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00	

Fd T		Loc		Obj		Func		Prj		Dept		Job		Fd T		Loc		Obj		Fu		Description		Beginning	2024-25		2024-25		Ending
																								Balance	FYTD Debits	FYTD Credits	Balance		
50	Q	000	000	939900	000	000	000	000	000	000	000	000	000	000	FOOD SERVICE FU	UNASSIGNED FUND BALANCE							0.00	0.00	0.00	0.00	0.00		
50	-	-	-	-	-	-	-	-	-	-	-	-	-	-									0.00	17,637,494.62	17,637,494.62	0.00			

Account Level		Beginning	2024-25		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 A 000 000 711000 000 000 000	COMMUNITY SERVI CASH	32,322.86	2,820,627.80	2,687,359.61	165,591.05
80 A 000 000 711001 000 000 000	COMMUNITY SERVI COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00	250.00
80 A 000 000 711100 000 000 000	COMMUNITY SERVI PAYROLL CLEARANCE ACCOUNT	0.00	1,683,191.72	1,683,191.72	0.00
80 A 000 000 711105 000 000 000	COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
80 A 000 000 711200 000 000 000	COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00
80 A 000 000 711300 000 000 000	COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00
80 A 000 000 712000 000 000 000	COMMUNITY SERVI INVESTMENTS	0.00	665.94	665.94	0.00
80 A 000 000 712001 000 000 000	COMMUNITY SERVI ECOMMERCE - COMMUNITY SERVICE	17,191.53	211,576.88	218,431.11	10,337.30
80 A 000 000 713100 000 000 000	COMMUNITY SERVI TAXES RECEIVABLE	0.00	450,000.00	450,000.00	0.00
80 A 000 000 713200 000 000 000	COMMUNITY SERVI ACCOUNTS RECEIVABLE	207,086.77	257,919.77	207,086.77	257,919.77
80 A 000 000 713205 000 000 000	COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	0.00	0.00	0.00	0.00
80 A 000 000 714100 000 000 000	COMMUNITY SERVI Due From Other Funds	0.00	0.00	0.00	0.00
80 A 000 000 715600 000 000 000	COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.00	0.00
80 L 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 L 000 000 811200 000 000 000	COMMUNITY SERVI ACCOUNTS PAYABLE	-67,128.13	822,694.50	758,561.04	-2,994.67
80 L 000 000 811225 000 000 000	COMMUNITY SERVI CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80 L 000 000 811558 000 000 000	COMMUNITY SERVI AP STAPLES	0.00	0.00	0.00	0.00
80 L 000 000 811610 000 000 000	COMMUNITY SERVI MEDICARE TAX	-537.25	537.25	765.96	-765.96
80 L 000 000 811611 000 000 000	COMMUNITY SERVI SOCIAL SECURITY TAX	-2,297.33	2,297.33	3,274.96	-3,274.96
80 L 000 000 811620 000 000 000	COMMUNITY SERVI RETIREMENT DEDUCTION	-1,096.80	1,096.80	1,312.70	-1,312.70
80 L 000 000 811628 000 000 000	COMMUNITY SERVI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80 L 000 000 811630 000 000 000	COMMUNITY SERVI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80 L 000 000 811633 000 000 000	COMMUNITY SERVI DISABILITY INSURANCE	0.00	0.00	0.00	0.00
80 L 000 000 811645 000 000 000	COMMUNITY SERVI LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
80 L 000 000 811815 000 000 000	COMMUNITY SERVI NET EFT PAYABLE	0.00	1,803,357.80	1,803,357.80	0.00
80 L 000 000 811820 000 000 000	COMMUNITY SERVI VOUCHERS PAYABLE	-37,052.88	37,052.88	52,821.51	-52,821.51
80 L 000 000 812000 000 000 000	COMMUNITY SERVI Due To Other Funds	0.00	0.00	0.00	0.00
80 L 000 000 816000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 L 000 000 816900 000 000 000	COMMUNITY SERVI DEFER.REV.-SCHL.AGE CARE	0.00	0.00	0.00	0.00
80 L 000 000 816901 000 000 000	COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-59,840.39	59,840.39	70,635.00	-70,635.00
80 L 000 000 816902 000 000 000	COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	0.00	0.00	0.00	0.00
80 L 000 000 816903 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	-3,225.59	3,225.59	9,973.00	-9,973.00
80 L 000 000 816904 000 000 000	COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00
80 L 000 000 816905 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	-6,439.75	6,439.75	7,130.00	-7,130.00
80 L 000 000 816906 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00	0.00
80 L 000 000 816907 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00
80 L 000 000 816908 000 000 000	COMMUNITY SERVI DEF.REV.-GHF BUILDING RENTAL	-2,508.41	2,508.41	3,500.59	-3,500.59
80 L 000 000 816909 000 000 000	COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-750.00	750.00	0.00	0.00
80 L 000 000 816911 000 000 000	COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	0.00	0.00	0.00	0.00
80 L 000 000 816913 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	0.00	0.00	0.00	0.00

Account Level		Beginning	2024-25	2024-25	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 L 000 000 816915 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - GTCC TURF	-1,099.20	1,099.20	0.00	0.00
80 L 000 000 816916 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - YOUTH HOCKE	-160.00	160.00	0.00	0.00
80 L 000 000 816917 000 000 000	COMMUNITY SERVI DEF. REV. MEETING ROOMS	0.00	0.00	150.00	-150.00
80 L 000 000 817101 000 000 000	COMMUNITY SERVI SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
80 L 000 000 817200 000 000 000	COMMUNITY SERVI DENTAL CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80 Q 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 Q 000 000 931000 000 000 000	COMMUNITY SERVI FUND BALANCE - RESERVED	0.00	1,902,740.16	1,904,836.08	-2,095.92
80 Q 000 000 931896 000 000 000	COMMUNITY SERVI TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80 Q 000 000 932000 000 000 000	COMMUNITY SERVI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80 Q 000 000 936120 000 000 000	COMMUNITY SERVI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80 Q 000 000 936320 000 000 000	COMMUNITY SERVI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80 Q 000 000 936500 000 000 000	COMMUNITY SERVI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 936900 000 000 000	COMMUNITY SERVI FUND BALANCE-RESTRICTED OTHER	-77,587.74	4,702,989.53	4,895,861.45	-270,459.66
80 Q 000 000 936900 000 904 000	COMMUNITY SERVI MEMBERSHIP ASSISTANCE PROGRAM	0.00	0.00	5,325.17	-5,325.17
80 Q 000 000 938900 000 000 000	COMMUNITY SERVI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 939200 000 000 000	COMMUNITY SERVI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
80 Q 000 000 939900 000 000 000	COMMUNITY SERVI UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 871 000 936900 000 120 000	COMMUNITY SERVI 3K PROGRAM EQUITY ACCOUNT 871	1,842.31	41,597.47	48,128.76	-4,688.98
80 - - - - -		0.00	14,812,369.17	14,812,369.17	0.00

Account Level		Beginning	2024-25	2024-25	Ending
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals		31,755,872.45	411,353,507.15	411,842,423.23	31,266,956.37
Grand Liability Totals		-10,260,040.11	160,278,623.53	158,113,753.59	-8,095,170.17
Grand Equity Totals		-21,495,832.34	625,835,413.57	627,511,367.43	-23,171,786.20
Grand Totals		0.00	1,197,467,544.25	1,197,467,544.25	0.00

Number of Accounts: 249

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00544	EXPENSES FOR STUDENT ATTENDING SKILLS USA CON	2024-2025	06/30/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EXPENSES FOR STUDENT ATTENDING SKILLS USA CONFERENCE	10 E 809 440 135000	577 809 000	07/09/2025	0.00	313.51
2		EXPENSES FOR STUDENT ATTENDING SKILLS USA CONFERENCE	10 E 809 341 256770	577 809 000	07/09/2025	313.51	0.00
TOTALS						313.51	313.51

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00543	6.30.25 Tr for Gauger/Lekie Twin Oaks Busing	2024-2025	06/30/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		6.30.25 Tr for Gauger/Lekie Twin Oaks Busing	10 E 103 310 221100	000 241 000	06/30/2025	0.00	167.11
2		6.30.25 Tr for Gauger/Lekie Twin Oaks Busing	10 E 103 341 256770	000 103 000	06/30/2025	167.11	0.00
TOTALS						167.11	167.11

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00542	Move money to cover end of the year field tri	2024-2025	06/29/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Move money to cover end of the year field trip.	10 E 101 411 241000	000 241 000	06/29/2025	0.00	90.00
2		Move money to cover end of the year field trip.	10 E 101 341 256770	000 101 000	06/29/2025	90.00	0.00
TOTALS						90.00	90.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00541	Over on food account	2024-2025	06/24/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Over on food account	10 E 102 342 241000	000 241 000	06/24/2025	0.00	67.67
2		Over on food account	10 E 102 415 241000	000 241 000	06/24/2025	67.67	0.00
TOTALS						67.67	67.67

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00540	Hilgart Microsoft National Room	2024-2025	06/24/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Hilgart Microsoft National Room	10 E 809 341 256770	577 809 000	06/24/2025	805.50	0.00
2		Hilgart Microsoft National Room	10 E 809 440 135000	577 809 000	06/24/2025	0.00	805.50
TOTALS						805.50	805.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00539	Transfer for girls running camp shirts and ad	2024-2025	06/20/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer for girls running camp shirts and additional coaching shirts	80 E 860 310 393000 000 340 000		06/20/2025	0.00	221.30
2		Transfer for girls running camp shirts and additional coaching shirts	80 E 860 420 393000 000 340 000		06/20/2025	221.30	0.00
TOTALS						221.30	221.30

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00538	Transfer from General to Dues & Fees	2024-2025	06/18/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From General equipment	80 E 861 460 253300 000 300 000		06/17/2025	0.00	700.00
2		To Dues and Fees	80 E 861 940 253300 000 300 000		06/17/2025	700.00	0.00
TOTALS						700.00	700.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00537	Lamers Bus Invoice Funds needed Matsche Farms	2024-2025	06/17/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		SH to Matsche Farm	10 E 400 440 131000 000 131 000		06/17/2025	0.00	207.03
2		SH to Matsche Farm	10 E 400 341 256770 000 131 000		06/17/2025	207.03	0.00
TOTALS						207.03	207.03

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00536	network license	2024-2025	06/17/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		padded printing budget - not needed	10 E 400 354 120000 000 241 000		06/16/2025	0.00	85.00
2		network license to watch live high school sports	10 E 400 360 120000 000 241 000		06/16/2025	85.00	0.00
TOTALS						85.00	85.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00535	Reallocation of Funds for Television Purchase	2024-2025	06/17/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Software as a service	10 E 814 362 295000 000 232 000		06/16/2025	0.00	8,600.00
2		Non-capital equipment	10 E 814 440 295000 000 232 000		06/16/2025	8,600.00	0.00
TOTALS						8,600.00	8,600.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00534	Reallocate to pupil travel account to cover 3	2024-2025	06/16/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 411 to 341	10 E 108 411 110000 000 103 000		06/16/2025	0.00	164.00
2		Tr from 411 to 341	10 E 108 341 256770 000 102 000		06/16/2025	164.00	0.00
TOTALS						164.00	164.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00533	Cover Interpreting Expenses	2024-2025	06/16/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover Interpreting Expenses	10 E 824 310 129200 000 212 000		06/16/2025	197.50	0.00
2		Cover Interpreting Expenses	10 E 824 342 173000 000 212 000		06/16/2025	0.00	197.50
TOTALS						197.50	197.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00532	Transfer to cover May and June mileage	2024-2025	06/16/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from food account to cover May and June mileage	80 E 861 415 395000 000 640 000		06/13/2025	0.00	150.00
2		Transfer from food account to cover May and June mileage	80 E 861 342 395000 000 640 000		06/13/2025	150.00	0.00
TOTALS						150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00531	Cover Expenses	2024-2025	06/12/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover Expenses	10 E 809 415 264400 297 809 000		06/12/2025	0.00	150.00
2		Cover Expenses	10 E 809 310 219000 297 809 000		06/12/2025	150.00	0.00
TOTALS						150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00530	transfer to pay Mullin's cheese p-card bill	2024-2025	06/12/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to pay Mullin's cheese p-card bill	21 E 809 440 110000 000 907 000		06/12/2025	0.00	25.59
2		transfer to pay Mullin's cheese p-card bill	21 E 809 415 110000 000 907 000		06/12/2025	25.59	0.00
TOTALS						25.59	25.59

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00529	Jennifer Kindlarski Reimbursement	2024-2025	06/12/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Jennifer Kindlarski Reimbursement	10 E 300 341 256770 000 123 000		06/11/2025	0.00	28.93
2		Jennifer Kindlarski Reimbursement	10 E 300 342 123000 000 123 000		06/11/2025	0.00	32.07
3		Jennifer Kindlarski Reimbursement	10 E 300 415 123000 000 123 000		06/11/2025	61.00	0.00
TOTALS						61.00	61.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00528	Food	2024-2025	06/11/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		padded printing & binding account but not needed	10 E 400 354 120000 000 241 000		06/11/2025	0.00	1,000.00
2		money needed to pay for the Parade of Graduates pizza	10 E 400 415 221300 000 241 000		06/11/2025	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00527	Paper	2024-2025	06/11/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Paper	10 E 102 411 110000 000 103 000		06/11/2025	0.00	61.97
2		Paper	10 E 102 417 110000 000 241 000		06/11/2025	61.97	0.00
TOTALS						61.97	61.97

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00526	Staff Summer Work 7Mindsets	2024-2025	06/11/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Staff Summer Work 7Mindsets	21 E 809 411 110000 000 917 000		06/11/2025	0.00	5,050.00
2		Staff Summer Work 7Mindsets	21 E 809 100 219000 000 917 505		06/11/2025	4,400.00	0.00
3		Staff Summer Work 7Mindsets	21 E 809 212 219000 000 917 505		06/11/2025	310.00	0.00
4		Staff Summer Work 7Mindsets	21 E 809 222 219000 000 917 505		06/11/2025	340.00	0.00
TOTALS						5,050.00	5,050.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00525	cover overage	2024-2025	06/11/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		cover overage	10 E 824 411 214200 000 212 000		06/10/2025	0.00	116.08
2		cover overage	10 E 824 342 212200 000 212 000		06/10/2025	116.08	0.00
TOTALS						116.08	116.08

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00524	Retirement Party Burgess	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Retirement Party Burgess	10 E 200 415 125000 000 125 000		06/10/2025	145.92	0.00
2		Retirement Party Burgess	10 E 200 411 125000 000 125 000		06/10/2025	7.39	0.00
3		Retirement Party Burgess	10 E 200 440 125000 000 125 000		06/10/2025	0.00	153.31
TOTALS						153.31	153.31

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00523	Sandpaper Purchase	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Sandpaper Purchase	10 E 809 411 136000 577 809 000		06/10/2025	14.00	0.00
2		Sandpaper purchase	10 E 809 415 136000 577 809 000		06/10/2025	0.00	14.00
TOTALS						14.00	14.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00522	Add to Memorial Funds for School Board end of	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for memorials	10 E 811 415 231100 000 231 000		06/10/2025	0.00	400.00
2		Funds needed for memorials	10 E 811 999 231100 000 231 000		06/10/2025	400.00	0.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00521	funds for paper	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for paper	10 E 300 435 120000 000 241 000		06/10/2025	0.00	551.09
2		funds for paper	10 E 300 417 120000 000 241 000		06/10/2025	551.09	0.00
TOTALS						551.09	551.09

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00520	Odyssey - to cover Pizza for last day of scho	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Odyssey - to cover Pizza for last day of school	10 E 105 481 110000 000 101 000		06/10/2025	0.00	19.46
2		Odyssey - to cover Pizza for last day of school	10 E 105 415 110000 000 241 000		06/10/2025	19.46	0.00
TOTALS						19.46	19.46

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00519	Idea - to cover Pizza for last day of school	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Idea - to cover Pizza for last day of school	10 E 301 341 256770 000 301 000		06/10/2025	0.00	77.47
2		Idea - to cover Pizza for last day of school	10 E 301 415 129000 000 301 000		06/10/2025	77.47	0.00
TOTALS						77.47	77.47

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00518	Transfer for site related supplies to site re	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from site "materials" to site related equipment	10 E 832 411 254200 000 253 000		06/10/2025	0.00	15,925.00
2		Stump Grinder for the skid steer	10 E 832 551 253000 000 253 000		06/10/2025	9,125.00	0.00
3		Post hole digger and auger	10 E 832 551 253000 000 253 000		06/10/2025	6,800.00	0.00
TOTALS						15,925.00	15,925.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00517	money from principal account to food account	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		money from principal account to food account	10 E 104 411 241000 000 241 000		06/09/2025	0.00	100.00
2		money from principal account to food account	10 E 104 415 241000 000 241 000		06/09/2025	100.00	0.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00516	Napa Invoices	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Napa Invoice	10 E 400 310 136380 000 136 000		06/09/2025	0.00	225.00
2		Napa Invoice	10 E 400 440 136380 000 136 000		06/09/2025	0.00	606.12
3		Napa Invoice	10 E 400 411 136380 000 136 000		06/09/2025	831.12	0.00
TOTALS						831.12	831.12

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00515	To cover paper expense overdraft	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover paper expense overdraft	10 E 301 411 129000 000 301 000		06/09/2025	0.00	20.21
2		To cover paper expense overdraft	10 E 301 417 129000 000 301 000		06/09/2025	20.21	0.00
TOTALS						20.21	20.21

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00514	Awards Order/Tshirts/Lighting and Sound	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Awards Order	10 E 400 342 125000 000 125 000		06/09/2025	0.00	1,330.00
2		Awards Order/Tshirts	10 E 400 411 125000 000 125 000		06/09/2025	930.00	0.00
3		Lighting and Sound invoice	10 E 400 310 125000 000 125 000		06/09/2025	400.00	0.00
TOTALS						1,330.00	1,330.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00513	Sheet Music Order	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Sheet Music Order	10 E 400 473 125000 000 125 000		06/09/2025	81.99	0.00
2		Sheet Music Order	10 E 400 415 125000 000 125 000		06/09/2025	0.00	81.99
TOTALS						81.99	81.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00512	Bring 310to zero	2024-2025	06/10/2025	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Bring 310 to zero	10 E 200 940 125000 000 125 000		06/09/2025	0.00	300.00
2		Bring 310 to zero	10 E 200 310 125000 000 125 000		06/09/2025	300.00	0.00
TOTALS						300.00	300.00

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00063	REBALANCE 10 to 27 TRANSFER	2024-2025	06/30/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		REBALANCE 10 to 27 TRANSFER	10 E 809 827 411000 000 809 000		07/07/2025	0.00	40,248.28
		REBALANCE 10 to 27 TRANSFER					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00062	Donation - Nami Northwoods, SH Raise Your Voi	2024-2025	06/24/2025	Web Clone	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Donation - Nami Northwoods, SH Raise Your Voice	21 E 809 411 110000 000 917 000		06/24/2025	426.20	0.00
2		Donation - Nami Northwoods, SH Raise Your Voice	21 R 809 291 500000 000 917 000		06/24/2025	0.00	426.20
TOTALS						426.20	426.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00061	Donation - Nami Northwoods, JH Raise Your Voi	2024-2025	06/24/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Donation - Nami Northwoods, JH Raise Your Voice	21 E 809 411 110000 000 917 000		06/24/2025	426.20	0.00
2		Donation - Nami Northwoods, JH Raise Your Voice	21 R 809 291 500000 000 917 000		06/24/2025	0.00	426.20
TOTALS						426.20	426.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00060	GTCC 21 Fund Donation - DCE Education Foundat	2024-2025	06/24/2025	Web Clone	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
2		GTCC 21 Fund Donation - DCE Education Foundation (Somerville Invoice)	21 E 809 440 254300 000 980 000		06/24/2025	969.75	0.00
3		GTCC 21 Fund Donation - DCE Education Foundation (Somerville Invoice)	21 R 809 291 500000 000 980 000		06/24/2025	0.00	969.75
TOTALS						969.75	969.75

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00059	Bright Spots Grant Donation	2024-2025	06/12/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Bright Spots Grant Donation	21 E 809 310 221100 000 943 000		06/12/2025	20,000.00	0.00
2		Bright Spots Grant Donation	21 E 809 342 221100 000 943 000		06/12/2025	20,000.00	0.00
3		Bright Spots Grant Donation	21 R 809 291 500000 000 943 000		06/12/2025	0.00	40,000.00
TOTALS						40,000.00	40,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
24-00058	Fund 27 Budget Revision - Rebalance Fund	2024-2025	06/09/2025	Web Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Fund 27 Budget Revision - Rebalance Fund	27 R 809 110 411000 000 000 000		06/09/2025	40,248.28	0.00

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



D.C. Everest Area School District

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

Dr. Kelley Strike
Assistant Superintendent of Operations

MISSION STATEMENT

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

TO: Dr. Casey Nye, Superintendent

FROM: Dr. Kelley Strike, Assistant Superintendent of Operations

DATE: July 16, 2025

RE: 10-Year Capital Plan Approval

In accordance with Fund 46 Long-Term Capital Improvement Trust Fund requirements, the district maintains a capital improvement plan covering a minimum of 10 years. This plan is reviewed and updated annually to reflect upcoming capital projects, and it now includes a summary of projects completed in the 2024–2025 fiscal year for your reference.

The projects identified in this plan may be funded through the Fund 46 Capital Trust Fund and/or the Fund 10 Capital Projects budget. As district needs evolve, the plan will continue to be reviewed and updated accordingly. It is brought forward for board approval each year.

Special thanks to Jason Jablonski for his leadership in developing the plan and supporting the district's ongoing capital improvement efforts.

Approval is recommended.

D.C. Everest Capital Projects Review - 2027-2028

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,260.00	14 at \$590 - 1 ea. per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Van Replacement	\$40,000.00	2015 Van Replacement		
		\$188,260.00			
Rothschild	Gym Door Replacement	\$75,000.00			
		\$75,000.00			
Riverside	Drainage at Playground	\$50,000.00			
	Repair/Replace Asphalt for Drainage	\$75,000.00			
		\$125,000.00			
Weston	Conference Room Space	\$45,000.00			
	Roofing Replacement	\$150,000.00			
		\$195,000.00			
Mountain Bay					
		\$0.00			
Evergreen	Boiler Replacement 3 of 4	\$35,000.00			
		\$35,000.00			
Hatley	Boiler Replacement 1 of 2	\$35,000.00			
		\$35,000.00			
Middle School	Dust Collector replacement	\$50,000.00			
		\$50,000.00			
Junior High School					
		\$0.00			
Senior High School	Locker Room Upgrades (after June 30th)	\$130,000.00			
	Roofing replacement Gym Area	\$350,000.00	HOLD FOR FACILITY STUDY \$350K		
		\$480,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	\$12,000 Per Building		
		\$24,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,207,260.00			

D.C. Everest Capital Projects Review - 2025-2026

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,980.00	14 at \$570 - 1 ea. per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Camera Upgrades 2 of 3	\$103,721.00	Fund 46		
	Maintenance Vehicle Replacement	\$45,000.00	Electrician Truck		
		\$296,701.00			
Rothschild					
		\$0.00			
Riverside	IMC Carpet Replacement	\$30,000.00			
		\$30,000.00			
Weston	Phase 2 roof replacement	\$44,275.00			
		\$44,275.00			
Mountain Bay	Phase 2 first floor carpet replacement 2025	\$50,035.00			
	Roofing Repairs (ongoing issue)	\$40,000.00			
	Lake Mt bay Drainage	\$25,000.00			
		\$115,035.00			
Evergreen	Phase 2 roof replacement	\$44,275.00			
		\$44,275.00			
Hatley					
		\$0.00			
Middle School	Phase 2 A wing carpet replacement	\$45,000.00			
		\$45,000.00			
Junior High School	Storm Water Repairs	\$200,000.00	HOLD FOR FACILITY STUDY \$200K		
		\$200,000.00			
Senior High School	Carpet Replacement (Non-Referendum Rooms)	\$80,000.00	\$8000 Per Room		
	Gym Upgrades Summer 2025 Contingency	\$30,000.00	Fund 46		
	Gym Upgrades Summer 2025 (after to June 30th)	\$742,407.77	Fund 46		
	Auditorium Upgrades (after to June 30th)	\$300,000.00	Fund 46		
	Simon Field Back Fence and Concrete Replacement	\$275,000.00	Fund 46		
	Front Sidewalk Replacement by Main Entry	\$50,000.00			
	Baseman Flooring Summer 2025 Gym	\$200,291.00	Fund 46		
		\$1,677,698.77			
Penneck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	12,000 Per Building		
Idea	Site Storm Water Repairs	\$35,000.00			
		\$59,000.00			
Administration Building	"Going Green" Solar Project	\$70,000.00			
		\$70,000.00			
	Running Total	\$2,581,984.77			

D.C. Everest Capital Projects Review - 2026-2027

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,120.00	14 at \$580 - 1 ea. per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Plow Truck Replacement	\$55,000.00	Pork Chop Plow Truck		
	District Camera Upgrades 3 of 3	\$95,000.00			
		\$298,120.00			
Rothschild	Gym Floor Replacement	\$75,000.00			
	Basketball Hoop Replacement	\$20,000.00			
		\$95,000.00			
Riverside	Replace lawnmower	\$55,000.00			
	Basketball Hoop Replacement	\$20,000.00			
		\$75,000.00			
Weston	Safe Schools Sidewalk	\$60,000.00			
	Boiler 3&4 Replacement	\$70,000.00			
	Gym Floor Replacement	\$75,000.00			
	Basketball Hoop Replacement	\$20,000.00			
		\$225,000.00			
Mountain Bay					
		\$0.00			
Evergreen	Boiler Replacement 1&2	\$70,000.00			
	Basketball Hoop Replacement	\$20,000.00			
		\$90,000.00			
Hatley	Gym Floor Replacement	\$35,000.00			
	Basketball Hoop Replacement	\$11,000.00			
		\$46,000.00			
Middle School	Soccer Field Main Drive Asphalt Replacement	\$120,000.00			
		\$120,000.00			
Junior High School	North Parking Lot replacement	\$200,000.00	HOLD FOR FACILITY STUDY \$200K		
		\$200,000.00			
Senior High School	Roof Replacement Main Section	\$350,000.00	HOLD FOR FACILITY STUDY \$350K		
	Locker Room Upgrades (prior to June 30th)	\$130,000.00			
		\$480,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	\$12,000 Per Building		
		\$24,000.00			
IDEA School	General Upgrades (carpet, paint)	\$40,000.00			
		\$40,000.00			
	Running Total	\$1,693,120.00			

D.C. Everest Capital Projects Review - 2028-2029

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,400.00	14 at \$600 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Van Replacement	\$40,000.00	2016 Van Replacement		
		\$213,400.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay					
		\$0.00			
Evergreen	Boiler Replacement 4 of 4	\$37,000.00			
		\$37,000.00			
Hatley	Boiler Replacement 2 of 2	\$37,000.00			
		\$37,000.00			
Middle School	Chiller Replacement 2 of 2	\$325,000.00			
		\$325,000.00			
Junior High School	North Parking Lot Replacement	\$250,000.00	HOLD FOR FACILITY STUDY \$250K		
		\$250,000.00			
Senior High School	Pool Replacement Phase 1	\$575,000.00	HOLD FOR FACILITY STUDY \$575K		
		\$575,000.00			
Donheck Fieldhouse					
		\$0.00			
Twin Oaks	Replace Roofing on Main Lodge	\$80,000.00			
		\$80,000.00			
Maintenance Building					
		\$0.00			
IDEA School	Misc. Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
	Running Total	\$1,527,400.00			

D.C. Everest Capital Projects Review - 2029-2030

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,540.00	14 at \$610 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Curbing and Sidewalk Replacements (district wide)	\$150,000.00			
		\$323,540.00			
Rothschild	Boiler Replacement 1 of 2	\$40,000.00			
		\$40,000.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Playground Equipment Upgrade	\$40,000.00			
		\$40,000.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School					
		\$0.00			
Junior High School	Roofing Replacement Kitchen Patch/Air handler Area	\$25,000.00	HOLD FOR FACILITY STUDY \$25K		
	Roofing Replacement Lower Gym	\$65,000.00	HOLD FOR FACILITY STUDY \$65K		
	Elevator Upgrade #1	\$200,000.00	HOLD FOR FACILITY STUDY \$200K		
	Elevator Upgrade #2	\$200,000.00	HOLD FOR FACILITY STUDY \$200K		
		\$490,000.00			
Senior High School	Pool Replacement Phase 2	\$325,000.00			
		\$325,000.00			
Donheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School	Misc. Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
	Running Total	\$1,228,540.00			

D.C. Everest Capital Projects Review - 2030-2031

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,680.00	14 at \$620 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	HVAC Controls Update	\$100,000.00			
		\$273,680.00			
Rothschild	Boiler Replacement 2 of 2	\$40,000.00			
		\$40,000.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Replace lawnmower	\$55,000.00			
		\$55,000.00			
Evergreen	Replace lawnmower	\$55,000.00			
		\$55,000.00			
Hatley	Misc. Upgrades (Paint, Carpet, Casework)	\$35,000.00			
		\$35,000.00			
Middle School	Boiler Replacements	\$270,000.00	3 Boilers @ 90,000 Each		
	Boiler Controls Upgrade	\$50,000.00			
		\$320,000.00			
Junior High School	Curb Replacement	\$40,000.00	HOLD FOR FACILITY STUDY \$40K		
	Storm Piping Replacement Exterior	\$400,000.00	HOLD FOR FACILITY STUDY \$400K		
	Sewer Piping Replacement Exterior	\$400,000.00	HOLD FOR FACILITY STUDY \$400K		
		\$840,000.00			
Senior High School					
		\$0.00			
Donheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School	Misc. Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
	Running Total	\$1,628,680.00			

D.C. Everest Capital Projects Review - 2031-2032

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,820.00	14 at \$630 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Truck Replacement	\$35,000.00	Plumbing Van		
		\$208,820.00			
Rothschild	Misc. Upgrades (Paint, Carpet)	\$15,000.00			
	Casework Classroom Upgrades and Lockers	\$100,000.00			
		\$115,000.00			
Riverside	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Weston	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Mountain Bay	Misc. Upgrades (Paint, Casework)	\$20,000.00			
		\$20,000.00			
Evergreen	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
	Playground Equipment Replacements	\$50,000.00			
		\$65,000.00			
Hatley	Misc. Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
Middle School	Misc. Upgrades (Paint, Casework)	\$20,000.00			
	Parking Lot Asphalt Replacement	\$200,000.00			
		\$220,000.00			
Junior High School	Misc. Upgrades (Paint, Carpet, Casework)	\$20,000.00	HOLD FOR FACILITY STUDY \$20K		
		\$20,000.00			
Senior High School	Misc. Upgrades (Paint, Carpet, Casework)	\$40,000.00			
	Theater Seating upgrades	\$200,000.00			
	Wrestling Area Upgrade	\$100,000.00			
	Classroom Flooring Replacement	\$100,000.00			
		\$440,000.00			
Penneck Fieldhouse					
		\$0.00			
Twin Oaks	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,143,820.00			

D.C. Everest Capital Projects Review - 2032-2033

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,988.00	14 at \$640 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Roofing Upgrades District	\$400,000.00			
		\$573,988.00			
Rothschild	Lower Level Locker Replacement	\$35,000.00			
		\$35,000.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Playground Equipment Upgrade	\$40,000.00			
		\$40,000.00			
Evergreen					
		\$0.00			
Hatley	Replace lawnmower	\$34,000.00			
	Playground Equipment Upgrade	\$40,000.00			
		\$74,000.00			
Middle School	Playground Equipment Upgrade	\$40,000.00			
		\$40,000.00			
Junior High School	Window Replacements 1 of 2	\$500,000.00	HOLD FOR FACILITY STUDY \$500K		
	Stadium Concession Upgrade	\$10,000.00	HOLD FOR FACILITY STUDY \$10K		
	Stadium Fencing Repairs and Replacement	\$100,000.00	HOLD FOR FACILITY STUDY \$100K		
		\$610,000.00			
Senior High School	Server Room Generator Replacement	\$110,000.00			
	Varsity Softball Field Repairs and upgrades	\$60,000.00			
		\$170,000.00			
Donheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,542,988.00			

D.C. Everest Capital Projects Review - 2033-2034

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,988.00	14 at \$640 - 1 ea. per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$50,000.00			
	Curbing and Sidewalk Replacements (district wide)	\$150,000.00			
		\$308,988.00			
Rothschild	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Riverside	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Weston	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Mountain Bay	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Evergreen	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Hatley					
		\$0.00			
Middle School	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Junior High School	Window Replacements 2 of 2	\$500,000.00	HOLD FOR FACILITY STUDY \$500K		
	Paint Classrooms	\$30,000.00	HOLD FOR FACILITY STUDY \$30K		
		\$530,000.00			
Senior High School	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Penneck Fieldhouse					
		\$0.00			
Twin Oaks	Lodge Bunk rooms Upgrades	\$100,000.00			
		\$100,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,148,988.00			

D.C. Everest Capital Projects Review - 2034-2035

Location District/Facilities	Project	Cost	Notes	PO #	Notes
	14 vacuums	\$8,988.00	14 at \$640 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Large Mower Replacement	\$150,000.00			
	Roofing Upgrades District	\$400,000.00			
		\$723,988.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay					
		\$0.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School	Theater upgrade	\$200,000.00			
		\$200,000.00			
Junior High School					
		\$0.00			
Senior High School					
		\$0.00			
Penneck Fieldhouse					
		\$0.00			
Twin Oaks	New Outbuilding	\$300,000.00			
		\$300,000.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,223,988.00			

D.C. Everest Capital Projects Review - 2024-2025 (COMPLETED LIST)

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,840.00	14 at \$560 - 1 ea. per school		
	Technology Upgrades (Fund Balance)	\$1,135,000.00			
	Maintenance Building Garage Door replacement	\$40,000.00			
	Maintenance Building HVAC replacement	\$25,000.00			
	District Camera Upgrades 1 of 3	\$104,000.00			
	Maintenance Building Upgrades	\$124,000.00			
		\$1,435,840.00			
Rothschild	Playground Equipment	\$91,500.00			
	Wood Chips	\$9,000.00			
	Asphalt	\$9,000.00			
		\$109,500.00			
Riverside	Remainder of roofing replacement (100%)	\$124,500.00			
		\$124,500.00			
Weston					
		\$0.00			
Mountain Bay	Phase 2 second floor carpet replacement 2024	\$30,000.00			
	Phase 1 first floor carpet replacement 2025	\$35,000.00			
		\$65,000.00			
Evergreen	Playground Equipment	\$19,000.00			
	Wood Chips	\$9,515.00			
		\$28,515.00			
Hatley					
		\$0.00			
Middle School	Phase 2 B wing carpet replacement 2024	\$30,000.00			
	Phase 1 A wing carpet replacement	\$45,000.00			
		\$75,000.00			
Junior High School					
		\$0.00			
Senior High School	Phase 3 Parking Lot Replacement	\$640,000.00			
	Conversion Employee Bathroom to Single Use	\$40,000.00			
	Gym Floor replacement	\$384,690.00			
	Gym Upgrades Summer 2025 (prior to June 30th)	\$600,000.00			
	Auditorium Upgrades (prior to June 30th)	\$350,000.00			
		\$2,014,690.00			
Penneck Fieldhouse	Athletic Storage and GTCC storage	\$150,000.00			
		\$150,000.00			
Twin Oaks					
		\$0.00			
District Wide	High school/Admin/GTCC Signage	\$70,000.00			
	Landscaping Admin/High School	\$90,000.00			
		\$160,000.00			
	Running Total	\$4,163,045.00			



**D.C. Everest Area School
District**

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

MISSION STATEMENT

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

TO: D. C. Everest School Board

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: July 16, 2025

SUBJECT: D.C. Everest 2025-2026 Academic Standards

State Statute requires school districts to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. We will be providing this notice electronically in both the annual notices and curriculum sections of the district website.

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



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District**

6100 Alderson Street
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D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

D.C. Everest Area School District

**NOTICE IS HEREBY GIVEN
(Academic Standards 2025-2026)**

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

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

The academic standards previously adopted by the D.C. Everest School Board that will be in effect for the 2025-2026 school year include:

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

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

Riverside Elementary School

PARENT AND STUDENT HANDBOOK

2025-2026 SCHOOL YEAR



RIVERSIDE
ELEMENTARY
Bluejays

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

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WELCOME



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

Deleted: Letter from Kevin – Karen will add photo

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

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

Thank you for your continued support and partnership.

Warm regards,
Kevin Kampmann
Principal
Riverside Elementary

SCHOOL YEAR CALENDAR

Deleted: [icon]Page Break.....
[icon]

D.C. EVEREST CALENDAR 2025-2026

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

teachers work 2 of these days					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	6	7	8	9	10
4	5	6	7	8	8	9	10	11	12	13	14	15	16	17
11	12	13	14	15	15	16	17	18	19	20	21	22	23	24
18	19	20	21	22	22	23	24	25	26	27	28	29 End Q1	30	31
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					Days: Teacher Student		
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI			
				1	1	2	3	4	5	Q1	47	41/42
4	5	6	7	8	8	9	10	11	12	Q2	48	45
11	12	13	14	15	15	16	17	18	19	Q3	46	43
18	19	20	21	22	22	23	24	25	26	Q4	45	44
25	26	27	28	29	29	30				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 learning & 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

STAFF DEVELOPMENT DAYS

Please note that during the school year, there will be days when there will be no school for students to give teachers time for staff development, long-range planning or to work on special building projects. Please note the following staff development dates for the 2025-2026 school year:

- October 6, 2025
- October 31, 2025, January 19, 2026
- January 23, 2026, February 20, 2026, June 8, 2026

QUARTER DATES FOR 2025-2026 SCHOOL YEAR

October 29, 2025, January 22, 2026, March 27, 2026, June 5, 2026

THE SCHOOL DAY

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

RELATED ARTS INSTRUCTION

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

RIVERSIDE’S LEARNING ENVIRONMENT

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

Riverside is organized into Units:

Unit 1:

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

Unit 2:

- 2nd Grade—Mrs. Cornish (Challenge), Mrs. Kluever, Mrs. King, Mrs. Stortecky,
- 3rd Grade—Mrs. Fritsche, Mrs. Her, Mrs. Kranz, Mrs. Mesenberg (Challenge)

Unit 3:

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

Deleted: September 30, 2024

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Deleted: 1st quarter ends November 1, 2024

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Deleted: WELCOME TO RIVERSIDE ELEMENTARY SCHOOL

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

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

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4th & 5th Grade Challenge: Mrs. Gauger & Mrs. Lorge

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

The elementary school day runs from 8:40 am – 3:40 pm. Students are expected to be in their classroom at 8:40 when morning announcements begin. We believe that all students can learn and that a variety of instructional strategies are necessary for a child to acquire/apply information learned. Therefore, the school adheres to the use of a variety of strategies for mathematics instruction, incorporates a “hands-on” science approach, and integrates writing across the curriculum. In addition, Riverside uses technology as a learning tool. Computers are integral in your child’s learning experience, and he/she will gain many computer literacy skills that they will use in their day-to-day learning.

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

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

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

During the course of the year, a number of events will be publicized that will invite you to school to visit and observe. We hope you will be able to find the time to see our facilities and staff members in action. The staff is well rounded, with various experiences and expertise that will be of great value to your child. The teaching staff is very child centered and works diligently to provide the positive atmosphere that is needed to stimulate and generate student success. We are here to serve and provide for your child.

As what we do, “WE DO FOR CHILDREN.”

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

ATTENDANCE PROCEDURES

ATTENDANCE

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

STUDENTS WHO ARE TARDY

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

STUDENTS LEAVING SCHOOL EARLY

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

CHANGES FOR STUDENT PICK-UP DURING THE DAY

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

STUDENT ARRIVAL AND DISMISSAL

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

PRE-ARRANGED ABSENCE

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

Highlights of the Attendance Section:

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

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

SCHOOL NUTRITION

SCHOOL MEAL PROGRAM

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

Elementary Meal Prices 2025-2026 – Laticia will know after June Board Meeting

	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.50	\$1.60	\$2.25	\$4.35
Weekly	\$2.50	\$8.00	\$11.25	\$21.75
Monthly (20 days)	\$10.00	\$32.00	\$45.00	\$87.00
Quarterly (45 days)	\$22.50	\$72.00	\$101.25	\$195.75
Semester (90 days)	\$45.00	\$144.00	\$202.50	\$391.50
Reduced Costs:	\$0.00	\$0	\$0.40	

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- Deleted: \$2.25
- Deleted: \$7.50
- Deleted: \$10.00
- Deleted: \$19.75
- Deleted: \$9.00
- Deleted: \$30.00
- Deleted: \$40.00
- Deleted: \$79.00
- Deleted: \$20.25
- Deleted: \$67.50
- Deleted: \$90.00
- Deleted: \$177.75
- Deleted: \$40.50
- Deleted: \$135.00
- Deleted: \$180.00
- Deleted: \$355.50

MEAL PAYMENTS

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

FREE AND REDUCED

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

MENUS

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

BREAKFAST PROGRAM

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

WISCONSIN MORNING MILK PROGRAM

Milk is offered every day during a snack break for ~~\$.50~~ per 8 oz carton. If a student is determined to be eligible for Free & Reduced-Price Meals, then milk is also free during snack break.

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FIELD TRIP BAG LUNCH MEAL DEAL

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

NUT FREE POLICY

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

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

To reduce the risk of exposure for physician diagnosed anaphylactic food allergies, it is recommended that products containing nuts are consumed in the cafeteria. If nut containing

products are eaten, hand washing with soap and water is recommended prior to returning to a classroom environment or playground. Items for snack break should not contain nuts as they cannot be consumed in the classroom.

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

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

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

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

Fever

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

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

Vomiting

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

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

Diarrhea

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

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

Rashes

A rash may be the first sign of an illness.

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

Coughs and Colds

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

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

Pink Eye

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

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

Strep Throat

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

Lice

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

HEALTH ROOM

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

MEDICATIONS AT SCHOOL

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

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

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

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

carries the medication. All students who receive an emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.

- Stock Medication - Students in grades 8-12 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 2025-26 school year are listed below. Students need the listed vaccinations by the first day of school.

Deleted: 2024-2025

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

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

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

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

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

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

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

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

Highlights of the Health Services Section:

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

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

GENERAL INFORMATION/POLICIES

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES

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

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

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

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

Some examples of Bullying are:

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

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

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

students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. The policy may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

HARRASSMENT (po5517)

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

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

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

Examples are:

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

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

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

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

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct

occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. More information can be found on our website at <https://www.dce.k12.wi.us/district-info/district-notices> or in Policy 5517 – Student Anti-Harassment at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> or is available in the school office.

ADDRESSING BULLYING AN/OR HARASSMENT

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

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

The District Compliance Officers for student harassment are: 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.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES

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

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DRESSING AND GROOMING

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

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DISTRICT/STATE TESTING ¶

Each year, the D.C. Everest District administers standardized and criterion performance tests to elementary students. The tests are given throughout the year to assist teachers in monitoring student progress and to provide information to aid in the remediation of student weaknesses in academic areas. ¶

The universal screening tool iReady is an adaptive assessment used in grades K-5 for math and in grades 4-5 for literacy to help determine where students might have gaps in knowledge and skills and need assistance. For grades K-3 in the area of literacy, aimswebPlus is the universal screening tool chosen by Wisconsin as a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success. ¶

iReady and aimswebPlus universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need. ¶

In spring, the Wisconsin Forward Exam will be administered to all students in 3rd, 4th, and 5th grades. The Forward Exam is a large-scale, standardized achievement test designed to assess what students know in relation to the Wisconsin Academic Standards. Students in 3rd, 4th, and 5th grade will take the reading and math portions of the exam. Fourth grade students will also be tested in science and social studies. ¶

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

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

EVEREST SYSTEM OF SUPPORT & ASSESSMENTS

Deleted: EVEREST SYSTEM OF SUPPORT (ESS) ¶

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

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

Universal Screening Tools:

- The universal screening tool aimswebPlus includes assessments (grades K-5) for math and reading to help determine where students might have gaps in knowledge and skills and need assistance. The assessments are administered in fall, winter, and spring. In the area of literacy for grades K-3, aimswebPlus is the universal screening tool required in Wisconsin as a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success.
- aimswebPlus universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- The 7 Mindsets survey (grades 1-5) measures student perceptions and attitudes in categories representing the seven mindsets (*Everything is Possible, Passion First, We Are*

Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

- In spring, the Wisconsin Forward Exam will be administered to all students in grades 3-5. The Wisconsin Forward Exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards. These standards outline what students should know and be able to do in order to be college and career ready.
- Students in grades 3-5 will take the English language arts (ELA) and math portions of the exam.
- Students in grade 4 will also be tested in science and social studies.

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

FIELD TRIPS/EDUCATIONAL STUDY

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

5th GRADE RESIDENT CAMP EXPERIENCE

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

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

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

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

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

- If conditions are determined to be too hazardous for transporting students, the students will remain at Twin Oaks.
- All decisions will be communicated to families.

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

FLOWERS OR BALLOONS, PARTY INVITATIONS

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

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

GYM SHOES

All students should have athletic shoes for physical education activities.

HOMEWORK POLICY

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

INCLEMENT WEATHER

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

IPADS & TEXTBOOKS

All iPads, textbooks and workbooks needed for the education of your child will be furnished by the school district. These and all other school property are to be handled with extreme care by the

students to ensure long use. Any property that is damaged through misuse or carelessness by a student will be replaced by that student at his/her expense. Please see technology section of this handbook for applicable iPad fees.

LIBRARY BOOKS ARE AVAILABLE

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

LIFE EDUCATION

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

LOST AND FOUND/LABELING OF CLOTHING

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

MANDATED REPORTING OF CHILD NEGLECT OR ABUSE

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

NEWSLETTER

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

NON-CUSTODIAL PARENT MAILINGS

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

PARENT-TEACHER CONFERENCES

Formal conferences will be held twice each year, in the fall and in the spring, to permit teachers and parents to discuss a student's progress in school. Parents will receive an e-mail with details for each of their children and will need to schedule their preferred date and time, by selecting the **a**

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15-minute, in-person conference for each child. Since it is important for a teacher and parents to communicate with one another, the school annually sets a goal of 100% parent participation at conferences.

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2025-2026 Conference Dates

Thursday October 30, 2025	11:30-7:30	No School- Late start for Elem. Teachers- PT conf. Into the evening/Secondary ½ vertical teaming & ½ teacher regular work day
Thursday November 6, 2025	4:30-7:30	Elementary evening PT conferences
Thursday February 19, 2026	11:30 am - 7:30 pm	Teachers- PT conf. Into the evening/Secondary ½ vertical teaming & ½ teacher regular work day
Thursday February 26, 2026	4:30-7:30 pm	Elementary evening PT conferences

Deleted: Tuesday October 29, 2024

Deleted: 4:30-7:30 pm

Deleted: Monday November 4, 2024

Deleted: 11:30 am - 7:30 pm

Deleted: No School for All Students

Deleted: Thursday, February 20, 2025

Deleted: No School for (Elementary Only)

Deleted: Tuesday February 25, 2025

PARENT VOLUNTEERS

DCE EVERGREEN VOLUNTEER PROGRAM

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

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

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

PARENTING CLASSES

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

PARKING/STUDENT DROP OFF SITE

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

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



PERSONAL CHECKS

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

PETS VISITING SCHOOL

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

PTO

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

RECESS

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

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

Outdoor Recess/Classes and Weather Safety Guidelines

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

- Cold Weather:

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

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

- Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who

have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

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

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

SCHOOL COUNSELING SERVICES

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

SCHOOL PICTURES

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

SCHOOL SOCIAL WORKERS

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

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SMOKE-FREE ENVIRONMENT

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

SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

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

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

TECHNOLOGY AND ACCEPTABLE USE

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

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

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

A loaner iPad will be issued to the student. Families will be responsible for paying a deductible for

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

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

The universal screening tool iReady is an adaptive assessment used in grades K-5 for math and in grades 4-5 for literacy to help determine where students might have gaps in knowledge and skills and need assistance. For grades K-3 in the area of literacy, aimswebPlus is the universal screening tool chosen by Wisconsin as a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success.

iReady and aimswebPlus universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.

The Bloomsights screening tool (grades 1-5) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

accidental damage, loss or theft. The cost to repair or replace an iPad within one school year will be:

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

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

TELEPHONE

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

VISITORS AT SCHOOL

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

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

GENERAL PUPIL CONDUCT

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

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

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

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

Highlights of the Discipline Section:

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

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

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

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

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GREENHECK TURNER COMMUNITY CENTER

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

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

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

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

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

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

Family programming includes:

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

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

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

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

TRANSPORTATION POLICY

SCHOOL BUS ROUTES

Prior to the opening of school in the fall, Lamers Bus Lines will mail each student notification of the route the student will ride throughout the school year. Parents should review the information

sent by the bus contractor and help their child determine the appropriate bus stop. During the first few days of school, routes may be altered. If a child boards the wrong bus during the first few days, he or she will be taken home at the end of the driver's run.

ALTERNATE PICK UP AND DROP OFF LOCATIONS

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

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

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

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

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

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

Highlights of the Transportation Policy Section:

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

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

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

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. [Many of these policy also have Administrative Guidelines with more detailed information](#). If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- [Policy 2240 Controversial Issues in the Classroom](#)
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents' Right to Know
- [Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs](#)
- Policy 2270 Religion in the Curriculum
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Material Centers
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- [Policy 5335.01 Students with Anaphylactic Allergies](#)
- [Policy 5350 Suicide Prevention Resources](#)
- [Policy 5410 Promotion, Placement, and Retention](#)
- [Policy 5411 Third Grade Promotion and Retention: At-Risk Students](#)
- [Policy 5500 Student Code of Classroom Conduct](#)
- [Policy 5505 Academic Honesty](#)
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- [Policy 5517.01 Bullying](#)
- [Policy 7440.01 Video Surveillance and Electronic Monitoring](#)
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons

Deleted: EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS → ¶

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

Sarah Trimner, Director of Talent & Culture[↔]
6100 Alderson St, Weston, WI 54476 [↔]
(715) 359-4221, ext. 1225, trimner@dce.k12.wi.us ¶
Kelley Strike, Assistant Superintendent of Operations[↔]
6100 Alderson St, Weston, WI 54476 [↔]
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us ¶

DISTRICT MISSION STATEMENT ¶

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

¶

TITLE IX NOTICE ¶

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 Trimner ¶
Director of Talent and Culture ¶
6100 Alderson Street ¶
Weston, WI 54476 ¶
trimner@dce.k12.wi.us ¶
(715) 359-4221, ext. 1225 ¶

The [Board's nondiscrimination policy and grievance procedures](#) can be located

... [2]

Deleted: <#>Policy 1662 Employee Anti-Harassment ¶

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Deleted: <#>or Activities (Prior to August 1, 2024)

- Policy 7217 Weapons
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect
- Policy 8500 School Nutrition
- Policy 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Camera's & Other Recording Devices in Locker Rooms

Administrative Guideline 8600B School Bus Rider Rules

OTHER IMPORTANT POLICIES

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

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

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

Deleted: at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>

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

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

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

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

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

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

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**D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN ¶
(Pupil Non-Discrimination) ¶**

¶

The School Board is committed to providing an equal educational opportunity for all students in the District. ¶

¶

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. ¶

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

Curriculum Content ¶

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language; ¶

Student Access ¶

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations; ¶

verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society. ¶

Student Evaluation ¶

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes. ¶

¶

The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for (... [31]

D.C. Everest Middle School
Student and Parent/Guardian Handbook
2025-2026



DC EVEREST
Middle
SCHOOL

9302 Schofield Ave.

Weston, WI 54476

715-241-9700

715-241-9697 Fax

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

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WELCOME



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

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

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

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

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

MIDDLE SCHOOL CORE VALUES

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

Do What's Right

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

Care for Everyone

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

Embrace Excellence

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

ATHLETICS

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

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

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

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

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

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INTERSCHOLASTIC SPORTS

SEPTEMBER TO NOVEMBER

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

NOVEMBER TO MARCH

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

OCTOBER TO DECEMBER

Basketball	Boys	Grades 7-8
------------	------	------------

JANUARY TO FEBRUARY

Basketball	Boys	Grades 7-8
------------	------	------------

MARCH TO JUNE

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

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

MIDDLE SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES

Here is a sampling of clubs that have [been run](#) in the past. Ideas for new clubs are always welcome!

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

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

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

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

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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	MON	TUE	WED	THUR	FRI
				1	1	2	3	4	5						6	7	8	9	10
4	5	6	7	8	8	9	10	11	12						13	14	15	16	17
11	12	13	14	15	15	16	17	18	19						20	21	22	23	24
18	19	20	21	22	22	23	24	25	26						27	28	29 End Q1	30	31
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
			6	7	1	2	3	4	5					
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
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					Days:			Teacher			Student		
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI									
				1	1	2	3	4	5	Q1			47			41/42		
4	5	6	7	8	8	9	10	11	12	Q2			48			45		
11	12	13	14	15	15	16	17	18	19	Q3			46			43		
18	19	20	21	22	22	23	24	25	26	Q4			45			44		
25	26	27	28	29	29	30				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 learning & 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	1:00 - 6:30 PM
	11/4/25	3:15 - 7:00 PM	3:15 - 6:30 PM
JUNIOR HIGH	10/29/25	3:30-7:00 PM	3:30-7:00 PM
	11/13/25	3:30-7:00 PM	3:30-7:00 PM
SENIOR HIGH	11/6/25	3:00-6:30 PM	3:00-6:00 PM
	11/10/25	3:00-6:30 PM	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

VISITORS TO THE MIDDLE SCHOOL

VISITORS AT SCHOOL PROCEDURES

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

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

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DCE EVERGREEN VOLUNTEER PROGRAM

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

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

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

ATTENDANCE

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

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

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

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

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

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

Dial 715-241-9700

Enter extension 1 for the Attendance Office

Or email mid-attendnace@dce.k12.wi.us

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

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

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

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

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

- Communicate with the student's parent or guardian to discuss the student's truancy or [attempt](#) to meet with the student's parent or guardian and have received no response or were refused.

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

Make school attendance a priority and do the following:

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

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

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

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

Being on time to class is essential for academic success and the development of strong life skills. Every minute a student is late results in lost instructional time, which can quickly add up to a full day or more.

Tardies are recorded in Infinite Campus and managed by the teacher of the respective class.

Students are allowed up to **four tardies per semester** without disciplinary action. **On the fifth tardy**, the teacher will contact a parent/guardian, and the student will be assigned a **lunch detention**.

If a student accumulates **10 tardies in a semester**, an **after-school detention** will be assigned. Parents will be notified in advance, and the detention will take place from **2:35 to 3:15 PM** on the designated day.

Detention Expectations:

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

Failure to follow these expectations may result in **an additional detention**. **Skipping a detention** will lead to parent contact, and further consequences will be determined by school administration. Tardy counts reset at the beginning of the **second semester**. Tardiness is tracked **per individual class period**, not cumulatively across all eight periods.

TARDY POLICY:

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

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

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

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

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

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

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

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

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

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

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

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

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

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INSTRUCTIONAL MATERIALS

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

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SCHOOL LUNCH/BREAKFAST

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

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A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la

carte items with cash unless the student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

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

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

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

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

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

to "School Nutrition" link to register. Please note, there is a convenience fee applied to each transaction.

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

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

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

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The use of cell phones is not allowed during [lunchtime](#).

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

Clothing recommendations:

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

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CODES OF CONDUCT

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

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

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

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

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

When questions arise regarding the interpretation of this policy, administration shall make a determination as to the appropriateness of the student dress. D.C. Everest Middle School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Middle School has adopted a dress code for students that sets standards for appearance during school hours and school functions. Teachers, administrators, and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well on campus.

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

STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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

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

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

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

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

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

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

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

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

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

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

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

Policy exceptions include:

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

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

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

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

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

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PARTICIPATION IN AFTER-SCHOOL ACTIVITIES – Athletics, dances, clubs and fun nights are a privilege for students to attend. Any student who has a behavior offense that is deemed serious may lose the privilege of attending these activities for the current and next quarter of school. These will include, but are not limited to, offenses of AODA, Tobacco/Vaping and Violence/Physical Aggression.

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

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

EVEREST SYSTEM OF SUPPORT & ASSESSMENTS

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

The primary purpose of universal screening is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide them with opportunities

to participate in Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student. In addition to universal screening tools, specific grade levels participate in annual assessments required by the state of Wisconsin.

Universal Screening Tools:

- The universal screening tool FastBridge is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-60 minutes.
- The 7 Mindsets survey measures student perceptions and attitudes in categories representing the seven mindsets (*Everything is Possible, Passion First, We Are Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now*). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

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

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

GENERAL SCHOOL POLICIES

- **Soft Drinks** - D.C. Everest Schools discourages students from bringing soda, caffeinated drinks and/or energy drinks (Red Bull, Monster, Bubblr etc.) to school as a beverage for lunch or in the classroom. Students are asked to make a healthier choice of beverage such as milk or fruit juice. Milk, juice, and health beverages are available through our food service department. Water in water bottles only will be allowed in classrooms.
- **Honesty** - Consistent with our school core values, students are expected to be honest. Any student who is not honest about homework, tests, behavior, use of AI etc. will be required to complete the Behavior Correction form with the guidance of his or her teacher. Teachers should clearly define honest work for their students and parents.
- **What I Need (WIN)** - The primary purpose is academic enrichment, intervention, or positive behavior lessons. Secondary purposes include additional academic opportunities, social/emotional skill building, and house activities. Students who are not assigned to a WIN will use WIN time as a study hall.

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- **Pledge of Allegiance** - After announcements each day, all first-period teachers will have their class recite The Pledge of Allegiance. No students shall be compelled against their objection or those of their parent or guardian to recite the pledge.
- **Homework Policy** - Each House will determine procedures for their homework policy. Homework should be purposeful and developmentally appropriate practice. Best practice indicates that for homework to be effective a student should be able to complete it independently. This policy should be clearly communicated with students and parents.

LUNCH REGULATIONS

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

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LOCKERS - Hall and gym lockers are provided for student convenience at no cost. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. The school will not be responsible for lost or stolen items. Students may decorate the inside of their locker as long as decorations are consistent with the school's core values. Students may not hang anything on the outside of their locker unless it is approved by a teacher or administration. The use of latex balloons to decorate is strictly prohibited.

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

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GRADING AND ASSESSMENT

STUDENT PROGRESS - D. C. Everest is committed to using grades to communicate academic achievement based on essential learning criteria. Traditional grading practices have not reliably

reported student achievement, primarily due to the inclusion of non-academic factors. Best practices suggest that regular feedback has a strong, positive impact on learning. Grades are one important opportunity to provide that feedback.

The following principles guide our District-wide efforts:

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

Grading Codes

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

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

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

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

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

TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school's wireless network is a privilege, not a right.

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SCREENERS[i](#)

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.[i](#)

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.[i](#)

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

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

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

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.[i](#)

All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices/software as written in the district policy may result in suspension or termination of technology privileges and other disciplinary action consistent with district policy. District-issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent's consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their district-issued iPad.

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

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

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

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

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

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

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

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

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

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

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RESPECTING RESOURCE LIMITS

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

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

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

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

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

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Our primary reasons for supplying these tools to students are:

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

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

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CELL PHONES AND PERSONAL COMMUNICATION DEVICES - Student use of electronic communication

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

The use may not in any way:

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

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

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

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

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

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

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

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BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

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

Some examples of Bullying are:

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

- “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites

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

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

HARRASSMENT (po5517)

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

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

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

Examples are:

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

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

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

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

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

ADDRESSING BULLYING AN/OR HARASSMENT

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

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

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

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

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

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

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

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

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

- Give them tips on how to study and take tests.
- Give general information about the educational preparation needed for a particular career.
- Give general information on the physical development of adolescents.
- Give community resources to aid in the development of adolescents.
- Individual counseling: The counseling department will work with students on a one-to-one basis to help students explore and solve the many concerns they experience as they grow up. They do not provide therapeutic clinical counseling.

SCHOOL BUS RIDERS

BUS RULES AND REGULATIONS

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

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

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

The students themselves also have a responsibility to be orderly and well-mannered. Misbehavior on buses is a safety concern and cannot be tolerated. Bus riding is a privilege that can be revoked. By order of the principal, assistant principal and/or dean of students, suspension of riding

privileges may occur at any time if the offense is deemed severe. Should a student be disruptive, disrespectful or endanger others on a bus, certain actions may include, but are not limited to:

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

We need your [help](#) in addressing [safety concerns](#). Please discuss with your child the importance of appropriate behavior while a passenger on a bus.

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BUS TRANSPORTATION DETAILS

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

Previous to Loading

- Be on time at the designated school bus stop - the bus cannot wait for those who are tardy.
- Wait for the bus as far to the right side of the road as practical. Conduct yourself in a safe manner while waiting.
- Do not accept rides from strangers.
- Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in a single file. Do not rush or push to get on the bus.
- Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- If there are no [sidewalks](#), it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
- Use the grab rail and watch your stop when getting on the bus.

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While On the Bus

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

- Normal classroom behavior is expected.
- Conversing with the bus driver while the vehicle is in motion is absolutely forbidden.
- Keep your hands, head, and all body parts inside the bus at all times after entering and until leaving the bus.
- Do not rush or push past others while boarding and/or moving to your seat.
- Assist in keeping the bus safe and sanitary at all times. Eating [is not](#) allowed.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Keep books, packages, coats, and all other objects out of the aisles.

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- Treat bus equipment as valuable furniture in your own home. Damage to seats, etc, must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches, instruments, or other articles on the bus. Neither the bus contractor nor the school District is responsible for lost articles.
- Do not throw anything out of the bus window.
- Always remain in your seats while the bus is in motion.
- Be courteous to fellow pupils, the bus driver, the driver's assistants, and passersby.
- Keep absolutely quiet when approaching a railroad crossing stop.
- In case of emergency, remain in the bus unless directed to do otherwise by the driver.

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

After Leaving the Bus

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

Bus Route Student Changes

Students must ride the bus route/bus they are assigned unless they have written permission from the school administration to change. Requests of a social nature will not be approved.

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(Scouts, parties, lessons, practices, employment, sleepovers, ride to friend's, etc.) Temporary bus changes will be approved on a short-term basis for emergency situations only. All oral or written parent requests for students to change buses must be routed through Lamers Bus transportation 715-298-6110 x 2.

For more details on Bus Rider rules, please see

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

HEALTH ROOM AND HEALTH INFORMATION

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

Fever

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

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

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Vomiting

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

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

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Diarrhea

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

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

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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.

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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.

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Pink Eye

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

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

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Strep Throat

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

Lice

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

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HEALTH ROOM

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

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MEDICATIONS AT SCHOOL

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

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

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

- Over The Counter (OTC) Medications
 - Parent/Guardian signature is required for OTC medications.
 - A physician's signature is required if the dose needed for the OTC medication is more than the recommendations listed on the label, or if the medication is not FDA approved.
- Prescription Medications
 - Parent/Guardian and physician signatures are required for all prescription medications.
- Medication Bottles and Labeling
 - Prescription Medications must be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's full name
 - Name of medication
 - Time to give medication and dose needed
 - Physician's name
 - Date medication was dispensed

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- OTC Medications must be in the original container or single dose unit package. Write your student's name on the container.
- Handling and Storage of Medication at School
 - Medications are stored in the original labeled pharmacy container and in a locked cabinet.
 - During the school year, parents/guardians are called to pick up all unused, discontinued, or outdated medications.
 - At the end of the school year, parents/guardians must pick up all medication.
 - Any unclaimed medication will be disposed of at the end of the school year.
- Special Considerations
 - Emergency Medications - Students are allowed to self-carry emergency medications with a physician's authorization. Emergency medications must be labeled as outlined above. Parent/guardian must complete the appropriate form even if your student self-carries the medication. All students who receive emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
 - Stock Medication - Students in grades 8-12 are able to take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- General Safety Considerations
 - Bring your student's medication to the health office.
 - Send only limited quantities of medication to school.
 - No medication will be given to your student without your written consent.

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IMMUNIZATION REQUIREMENTS

Wisconsin state immunization requirements for the 2025-2026 school year are listed below. Students need the listed vaccinations by the first day of school.

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

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

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

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.

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

SCHOOL BOARD MEMBERS

Name	Office	Term Expires	
Joshua Dickerson jdickerson@dce.k12.wi.us	Treasurer	202 6	Deleted: 5
Katie Felch kfelch@dce.k12.wi.us	Member	202 7	Deleted: (715) 571-1774 Deleted: (715) 212-2265 Deleted: 4
Shannon Grabko sgrabko@dce.k12.wi.us	Clerk	202 8	Deleted: 5 Deleted: (715) 551-9406
Lindsey Lewitzke llewitzke@dce.k12.wi.us	President	202 8	Deleted: 5 Deleted: (715) 581-5871
<u>Ben Bliven</u> bbhoven@dce.k12.wi.us	Member	2028	Deleted: Vacant Deleted: xxxx
Larry A. Schaefer lschaefer@dce.k12.wi.us	Member	202 7	Deleted: 4 Deleted: (715) 359-7374
Yee Leng Xiong yxiong@dce.k12.wi.us	Vice President	2026	Deleted: (715) 348-6214

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.

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

Deleted: PUPIL NONDISCRIMINATION
The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies:
Sarah Trimmer , Director of Talent & Culture 6100 Alderson St, Weston, WI 54476 (715) 359-4221, ext. 1225, strimmer@dce.k12.wi.us
Kelley Strike , Assistant Superintendent of Operations 6100 Alderson St, Weston, WI 54476 (715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us
TITLE IX NOTICE
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 can be located at https://go.boarddocs.com/wi/dcea/Board.nsf/Public(search for po2264) .
To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://www.dce.k12.wi.us/district-info/district-notices (see Title IX Notice).
OCR's regional office in Cleveland can be reached at: Chicago Office Office for Civil Rights U.S. Department of Education

DISTRICT POLICIES

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

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2340 District Sponsored Trips
- Policy 2414 Human Growth and Development
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 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 8600B School Bus Rider Rules

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

OTHER IMPORTANT POLICIES

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

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

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

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

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 2340 Field and other District-Sponsored Trips
Policy 2414 Human Growth and Development
Policy 2416 Student Privacy and Parental Access to Information
Policy 2451 Program or Curriculum Modifications
Policy 2522 Instructional Materials Centers
Policy 5136 Personal Communication Devices
Policy 5200 Attendance
Policy 5335.01 Students with Anaphylactic Allergies
Policy 5410 Promotion, Placement, and Retention
Policy 5500 Student Code of Classroom Conduct
Policy 5511 Dress and Grooming
Policy 5512 Use of Tobacco and Nicotine by Students
Policy 5516 Student Hazing
Policy 5517 Student Anti-Harassment
Policy 5517.01 Bullying
Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
Policy 5771 Search and Seizure
Policy 5772 Weapons
Policy 7217 Weapons
Policy 7440.01 Video Surveillance and Electronic Monitoring
Policy 7540.03 Student Technology Acceptable Use and Safety
Policy 8330 Student Records
Policy 8390 Animals on District Property
Policy 8410 School Safety and Crisis Intervention
Policy 8462 Child Abuse and Neglect
Policy 8500 School Nutrition
Policy 8531 Free and Reduced-Price Meals

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

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

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

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

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

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

CAMPUS CRIME STOPPERS PROGRAM

The D.C. Everest School District, in cooperation with Marathon County Crime Stoppers, Inc., participates in the Campus Crime Stoppers Program in an effort to promote school safety and maintain a safe learning environment. The program allows staff to confiscate any drugs, alcohol or weapons in schools, or at school activities, and to deter anyone from bringing in that type of contraband in the future. Also to share information you may know about theft/vandalism, threats, sexting, missing persons, suspicious activity, and any other crime.

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

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

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

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

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



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

Deleted: D.C. EVEREST SCHOOL DISTRICT NOTICE IS HEREBY GIVEN ¶
(Pupil Non-Discrimination)¶

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

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

Curriculum Content ¶

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;¶

Student Access¶

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;¶

verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.¶

Student Evaluation¶

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.¶

¶

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

¶

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

... [3]

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



DC EVEREST
Junior
HIGH

Jason McFarlane — PRINCIPAL

Scott Gremminger — ASSISTANT PRINCIPAL

Erin Lauersdorf — DEAN OF STUDENTS

Cory Heckel — ATHLETIC DIRECTOR

1000 Machmueller Street

Schofield, WI 54476

715-359-0511

FAX 715-359-9395

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

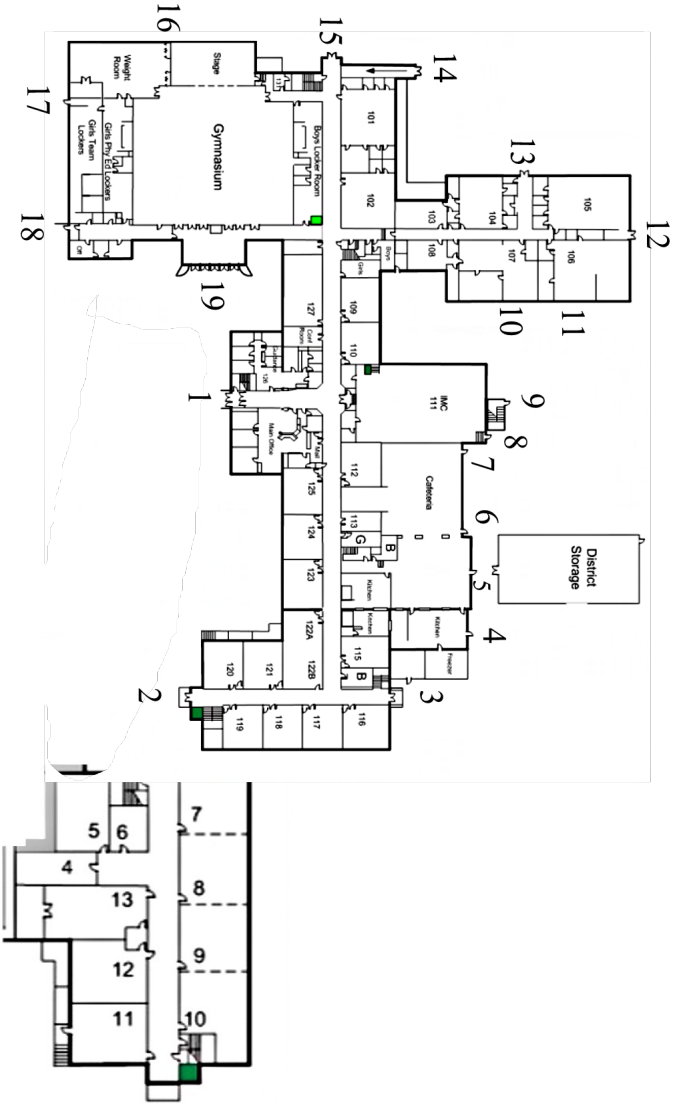
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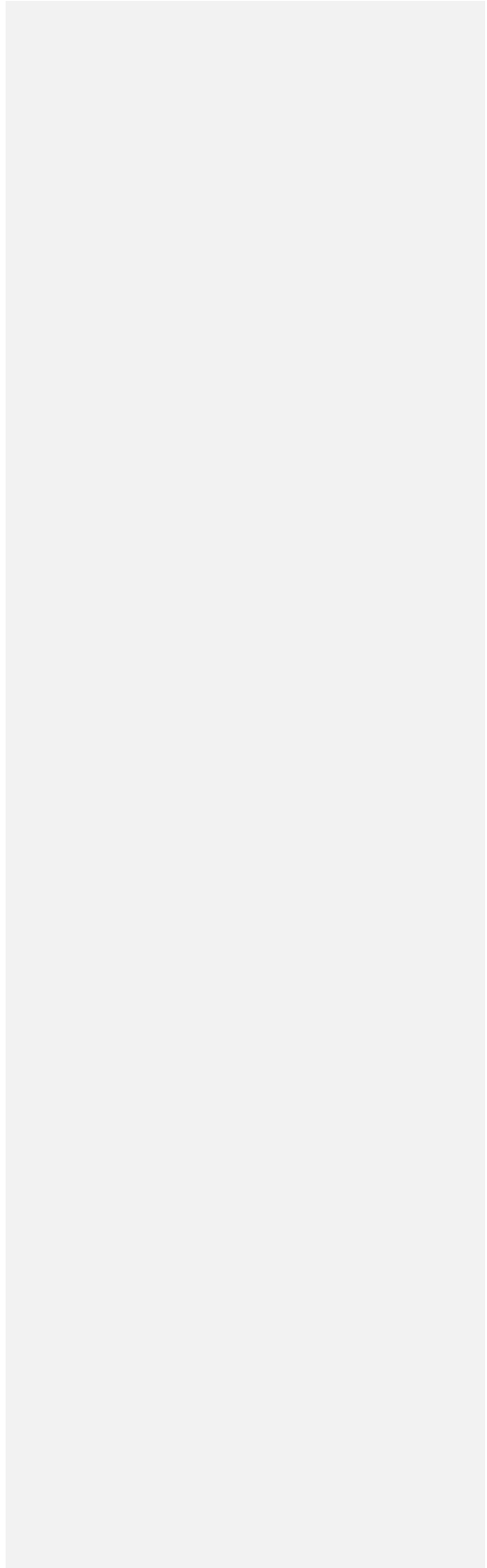
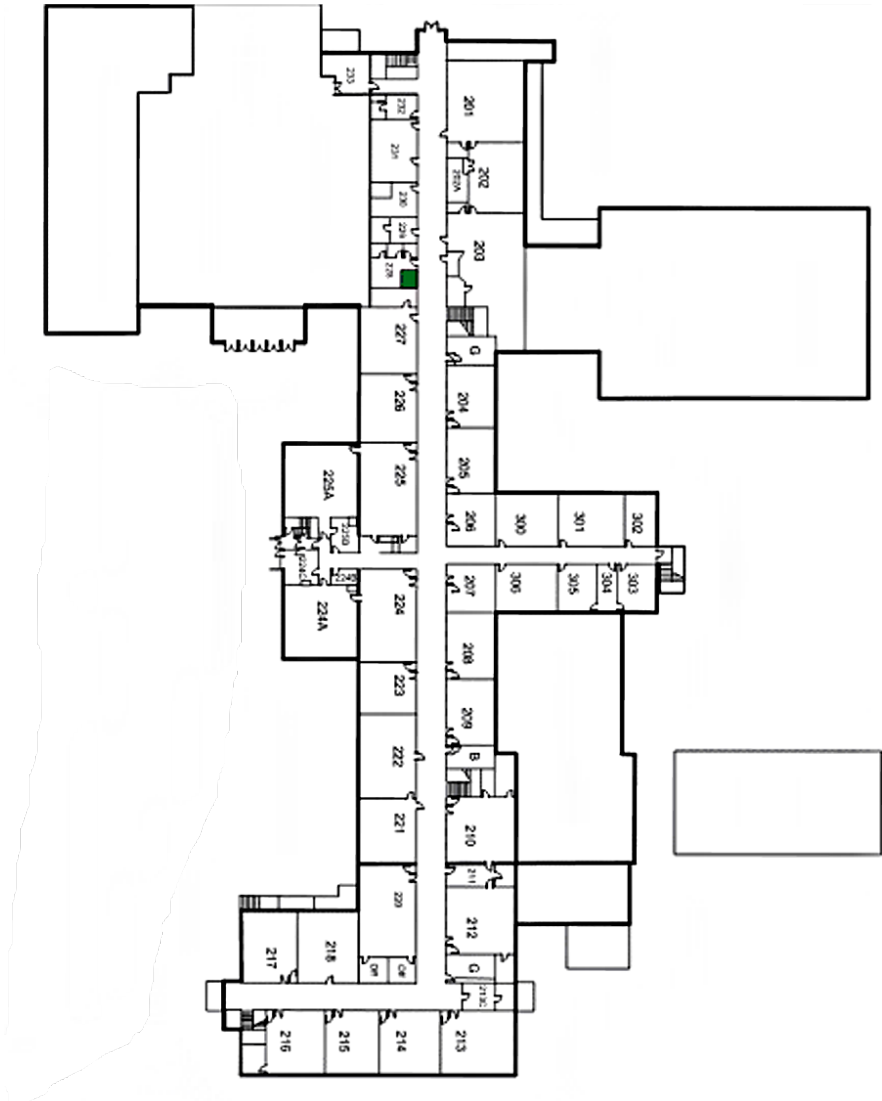
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MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH SECOND FLOOR



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					
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					
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	Days:	Teacher	Student	
				1	1	2	3	4	5	Q1	47	41/42	E/S
4	5	6	7	8	8	9	10	11	12	Q2	48	45	86/87
11	12	13	14	15	15	16	17	18	19	Q3	46	43	
18	19	20	21	22	22	23	24	25	26	Q4	45	44	87
25	26	27	28	29	29	30				Total	186	173/174	
T	20	S	20		T	6	S	5					

Secondary Parent/Teacher Conferences

SCHOOL	DATE	TIME	DATE	TIME
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

D.C. EVEREST JUNIOR HIGH 2025-2026 CALENDAR DATES

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

JUNIOR HIGH DAILY TIME SCHEDULE

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

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ACADEMIC RECOGNITION

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

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

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ACADEMIC RESOURCES

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

ADD/DROP POLICY

All course selections are considered final except in the case of inappropriate placement. Changes based on inappropriate placement [are](#) made with teacher and parent approval pending class availability during the first week of the semester.

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ATHLETICS

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

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade reporting period.
- Eighth grade students pay no fee for each sport. Ninth grade user fees will vary by sport. All students from financially challenged families may apply for a waiver from the fee.
- Student athletes must:
 - [Register online – district athletic page at Arbiter.](#)
 - [Upload a current physical.](#)

Deleted: Complete an insurance/pledge card. [¶](#)
Complete a completed emergency card. [¶](#)
Complete a completed W.I.A.A. physical card or alternate card. [¶](#)
Complete concussion test form each school year in which the student participates in a sport.

[Complete concussion test if needed for your sport.](#)

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All athletic forms are to be completed online. Parents must scan and upload the physical in [Arbiter](#). The athletics registration page can be accessed at the following web address: <https://juniorhigh.dce.k12.wi.us/activities-athletics-clubs/athletics/registration>

W.I.A.A. Physical Examination Card

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

ATTENDANCE PROCEDURES

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

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

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

The following are considered excused absences:

- [Illness](#)
- [Family emergencies](#)
- [Medical or dental appointments](#)
- [Other valid professional appointments](#)
- [Pre-approved school activities](#)

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

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

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

- [The school receives written or verbal permission from a parent/guardian](#)
- [The reason for leaving is valid and acceptable to the school](#)
- [The request for a permit to leave is made before 7:35am that day](#)

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

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

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

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

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

A student has written or verbal permission from a parent. ¶

The student has a valid reason for leaving which is acceptable to the school. ¶

The student has requested a “Permit to Leave School” before 7:35 a.m. ¶

¶

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

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

¶

ILLNESS AT SCHOOL - In the case of an illness at school, the student is to get a hallway pass from their teacher. ... [3]

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

LEAVING SCHOOL DURING THE DAY

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

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

ILLNESS AT SCHOOL

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

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

FIELD TRIP ATTENDANCE

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

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

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

UNEXCUSED ABSENCES

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

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

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

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

BACKPACKS, PURSES, BAGS

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

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Deleted: As a result of concerns for the physical health of our students, building security, and building cleanliness, our school does not allow backpacks, bags, or purses to be carried to classrooms, study halls, or the IMC during the school day. Students will be allowed to carry materials and books into the school at the beginning of the school day and out of the school at the end of the day in backpacks, bags, or purses. At all other times, backpacks, bags, or purses are to be in the student's street locker. On an individual basis only, students with special circumstances may be allowed to take their backpacks to class. Exceptions require the permission of the building principal or an assistant principal.

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

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

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

BICYCLES

Bicycles must be kept in the bike racks. Bikes will not be allowed in any other place on campus. We highly recommend you purchase a bicycle lock and keep your bike locked during school hours.

BULLYING AND/OR HARASSMENT

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

WHAT IS BULLYING?

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

Forms of bullying may include:

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

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

WHAT IS HARRASSMENT?

Harassment includes any threatening, insulting, or dehumanizing behavior – verbal, physical, or digital – based on a student's protected characteristics (e.g., race, gender, religion, disability, sexual orientation). Harassment can cause fear, impact academic success, or disrupt the learning environment.

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

REPORTING & RESPONSES

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

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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. ¶

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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 ¶

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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. ¶

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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 ¶ [4]

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

- [Stop the behavior](#)
- [Prevent it from happening again](#)
- [Support those affected](#)

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

LET'S WORK TOGETHER

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

For more details, please review:

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

District Compliance Officers

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

BUS RIDER RULES

Our students are transported to and from school daily by school bus, and on occasion they are transported to athletic events or field trips. Student safety is a prime concern and students themselves have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern; it is dangerous and cannot be tolerated. Misconduct may result in suspension or expulsion from the bus. All student consequences are subject to disciplinary action as per student conduct consequences. The driver shall maintain order among passengers being transported and shall report misconduct. Passengers shall comply with any lawful order given by the driver while carrying out their responsibilities.

BUS ROUTE CHANGES

Requests of a social nature must have prior approval (scouts, parties, lessons, practices, employment, sleepovers, etc.). Temporary bus changes will be approved on a short-term basis for emergency situations only. All oral or written parent requests for students to change buses must be routed through Lamers at 715-359-3555.

CANINE SEARCHES

The building principal may authorize the use of canine units to detect controlled substances or drug paraphernalia on the school grounds and perform other tasks, for which the canine unit is trained, to maintain a safe and drug free environment. Searches may be conducted without prior notification to students and/or school personnel. Whenever possible, the canine units will be accompanied by a school administrator. Individuals possessing prohibited substances, items, or paraphernalia, will be subject to disciplinary consequences.

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CLUBS AND ACTIVITIES

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
ABC – Advanced Book Club	Book club for freshmen who love to read and discuss high-level books and plays. Freshmen who are considering taking Honors and AP English at the senior High are perfect for ABC! The club will run during Semester 2. We will read and discuss three books (during ELT), and freshmen must read/discuss all three to meet the academic letter criteria. The club is limited to twenty students.	Mrs. Moua mmoua@dce.k12.wi.us
Chamber Singers	Choral Ensemble selected by audition – rehearse for performances.	▼ Mrs. Bates Cbates@dce.k12.wi.us
Chess Club	Spend time learning and playing chess. Each meeting will include a mini lesson and time enjoying the game of chess together. Open to 8 th & 9 th grades students.	Mr. Stuebs jstuebs@dce.k12.wi.us
Creative Writing Club	Brings together students that love to write and/or appreciate the art of writing. Create and share your work. Listen to and read work of your peers.	Mrs. Searing rsearing@dce.k12.wi.us
Culture Club	Celebrate diverse cultures as you are introduced to new perspectives through games, crafts, food, music, language and more!	Mrs. Heidi Kolodziej hkolodziej@dce.k12.wi.us
DECA	A marketing & business club developing emerging leaders. Join today, lead tomorrow.	Mrs. Jodi Peterson jpeterson@dce.k12.wi.us
Drama	Acting, stage crew, make-up, sound, lighting and prompting (\$10 fee).	Mrs. Vesper wvesper@dce.k12.wi.us
EIP – Early Intervention Program	Early Intervention Program encourages education after high school run by the Department of Public Instruction.	See Student Services
FCA – Fellowship of Christian Athletes	A student led club for kids to come together, share their faith, reach out to others, and improve our community. You don't need to be an athlete to participate!	Mr. Stuebs jstuebs@dce.k12.wi.us
FFA – Future Framers of America	FFA is a dynamic intracurricular student youth organization for students interested in careers connected to agriculture that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.	Mr. Glynn jglynn@dce.k12.wi.us
Forensics	Forensics provides opportunities to practice and compete in public speaking contests. Individual and group categories are available. Sign up begins in December, and forensics rehearsals begin in January. (\$10 fee)	Mrs. Searing rsearing@dce.k12.wi.us Mrs. Moua mmoua@dce.k12.wi.us
Gaming Club	The D.C. Everest Gaming Club is a unique club (grades 8-12) which is dedicated to the practice and preservation of organized gaming of all types. Some of the many types of gaming include: board gaming, role playing, card playing, strategy-based gaming, etc. The Club is also the unofficial Anime Club of the district. Additionally, the club has approximately 400+ games, which are available for checkout by any club member. The club also has officers and other leadership positions, which actively participate in running the club throughout the school year and summer.	▼ Mr. Burish bburish@dce.k12.wi.us
Gay-Straight Alliance (GSA) Club	The Gay-Straight Alliance (GSA) works to create a school community where all students feel	Mrs. Morgan lmorgan@dce.k12.wi.us

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julrich@dce.k12.wi.us

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cammon@dce.k12.wi.us¶

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
	welcome and supported, regardless of their sexual orientation or identity. Our goals are to have fun, learn, and support each other.	Mrs. Searing rsearing@dce.k12.wi.us
Jazz Band	Any current 8 th or 9 th grade band student may join.	Mr. Burish bburish@dce.k12.wi.us
Men's Choir	Open to all junior high male singers for rehearsal and performances.	▼ Mrs. Bates Cbates@dce.k12.wi.us
Nation Junior Honor Society	Leadership, service citizenship, character, and academics determine membership.	Mrs. Pederson tpederson@dce.k12.wi.us Mrs. Wipperfurth lwipperfurth@dce.k12.wi.us
Outdoor Club	Promotes activities related to hunting, fishing, and camping including safety instruction, ice fishing tournament, and jig making.	Mr. Fuehrer jfuehrer@dce.k12.wi.us
Raise Your Voice		▼ TBD
Sherpas	Sherpas are our guides for new students at the junior high. Sherpa's must have a B average or higher, no discipline referrals, and currently in good academic standing.	Mrs. Pederson tpederson@dce.k12.wi.us Mrs. Wipperfurth lwipperfurth@dce.k12.wi.us
Ski/Snowboard Club	For the beginner, intermediate, and advanced skier or snowboarder. Students may enroll in lessons through the ski hill.	Mr. Hahn nhahn@dce.k12.wi.us
Strings Elite	Students will prepare performance repertoire that will be performed for community events and organizations.	Ms. Johnson ajohnson@dce.k12.wi.us
Student Council	Promote student responsibility, develop leadership and school spirit, and take part in worthwhile projects. Students will also gain an initial understanding of student government.	TBD
Unified Pals	Students of all abilities come together to promote social inclusion through play and learning where respect and acceptance are the norm.	Mrs. Wistrom lwistrom@dce.k12.wi.us ▼
Woodturning Club	Learn how to turn and make wooden pens to donate to the Never Forgotten Honor Flights Veterans. For every 3 pens you make for the vets, you get to make one for yourself. Any 8 th or 9 th grader is welcome to join.	Mrs. Heise sheise@dce.k12.wi.us
Yearbook Club	Yearbook Club is a group that gives students experience in print media publishing, camera basics, computer layout design, and creative writing. Students will collaborate to create a yearbook that captures the memories of our school year.	Mrs. Clark jclark@dce.k12.wi.us

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julrich@dce.k12.wi.us

Deleted: Mrs. Lauersdorf
elauersdorf@dce.k12.wi.us

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ttretter@dce.k12.wi.us

DAMAGING SCHOOL PROPERTY

Students are expected to respect the property of others. Any careless or deliberate destruction of school property will result in the student and parents being liable for the cost of the repair or replacement of the damaged property. Any student involved in theft will face school consequences and be referred to law enforcement.

DETENTIONS

Teachers may refer incidents of misbehavior, excessive tardiness, etc., to an assistant principal or may administer detentions to students themselves. A detention assigned for misbehavior during a regularly assigned class (or study period) will be served with the teacher who assigns the

detention. Office detentions will be served after school from 3:00-3:30 (4:00pm for a double detention) in room 125, or in the morning as arranged by the teacher. Skipping an assigned detention may result in a double detention. Skipping a double detention, may result in Directed Study.

Students must serve a detention on the assigned day unless a note from a parent or a phone call from a parent is received by the appropriate teacher or an assistant principal prior to 1:30 p.m. on the day the detention is to be served.

Detentions are to be served on the scheduled date regardless of the student's extracurricular commitments. Any students who are late for their assigned detention will be assigned an additional detention.

DRESS GUIDELINES

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

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

GENERAL EXPECTATIONS

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

Pajamas and slippers may only be worn on special occasions, such as designated Spirit Week PJ Day.

HEADWEAR & ACCESSORIES

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

CLEANINESS & SAFETY

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

SCHOOL EVENTS

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

ENFORCEMENT & PARTNERSHIP

Deleted: The following guidelines have been established to help provide as clear of an understanding of the dress code as possible:¶

Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered lewd, vulgar, obscene, or plainly offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.¶

Clothing should always completely cover the torso from just below the neckline to mid-thigh. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, tank tops of any kind, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.¶

Except for approved religious/medical purposes, head coverings including hats/caps may not be worn during school hours.¶

Outerwear must cover underwear.¶

No pajamas or slippers – except during spirit week on PJ Day.¶

Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements.¶

Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).¶

Sunglasses are not to be worn at any time covering one's eyes or face. Exceptions will be made for medical reasons with appropriate documentation from a doctor.¶

Students may not wear hats, caps, bandanas, hoods, head coverings and/or jackets during the school day unless administrative approval has been granted. Exceptions will be made for special activities. Headwear must be removed before entering the building.¶

Students are not allowed to wear or carry flags.¶

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When questions arise regarding the interpretation of this policy, administration shall decide as to the appropriateness of the student dress. D.C. Everest Junior High recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Junior High has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Teachers, administrators and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Students who are inappropriately dressed will be asked to fix the concern or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached. Students who refuse to change clothes may be sent home. A student's failure to follow staff directions will result in an office referral to address both the dress code violation and the refusal to comply.

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

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

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

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

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ELECTRONIC COMMUNICATION DEVICES (ECD) POLICY

Student use of electronic communication devices, including but not limited to cell phones, personal tablets or other devices, on school premises are subject to limited use during the school day. Students may use these devices before the start of the school day, at their lockers between class periods, during the lunch periods and after school. During class periods, these devices are to remain in student lockers. The devices will not be used to:

- Compromise the academic integrity of assignments, activities and assessments
- Humiliate, embarrass, threaten or cyberbully others
- Endanger the health or safety of self or others
- Infringe upon the rights of others at school
- Participate in illegal or prohibited conduct

At no time may the devices be used to take, record or transfer audio/photographs or video images of an individual(s) in classrooms, school locker rooms, restrooms, private areas or anywhere on school grounds. The posting of audio/video and photographs in the areas listed above to social networking sites and apps is also prohibited.

*The district may use videotaping, audiotaping or other means of recording students as a facet of instruction for enhancing student learning, to assist in providing a safe and secure learning environment or to inform the public about the educational environment and activities in the district. For district purposes, "videotaping" includes any means of recording students including photographs.

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

The district shall not be responsible for the security or safety of ECDs that students choose to bring to school. Consequences for misuse are outlined under student conduct in the student handbook located on the D.C. Everest Junior High School website. In addition, all offenses will result in the immediate confiscation of the device.

- 1st Violation: Student pick up at the end of the school day.
- 2nd Violation: Parent must pick up the device from the office.
- 3rd+ Violation: Parent must pick up and student will be required to turn the device into the office for the school for at least 2 days.

ELECTRONIC HOMEWORK/GRADES

The D.C. Everest School District uses a program called Infinite Campus to record all student information. Parents and students have individual logins for this program. All student grades and demographic information will be in this system.

EVEREST SYSTEM OF SUPPORT & ASSESSMENTS

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

Universal Screening Tools:

- The universal screening tool FastBridge is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-60 minutes.
- The 7 Mindsets survey measures student perceptions and attitudes in categories representing the seven mindsets (*Everything is Possible, Passion First, We Are Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now*). The results show areas for growth and development in mindsets at the individual student, school, and district levels. Each mindset is assigned three questions that determine the strength and level of student self-awareness. The results will help guide instruction for mindset lessons and language. This survey is administered two to three times per year.

Wisconsin State Assessment System:

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

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

EXTENDED LEARNING TIME (ELT)

Extended learning time is designed to provide all students with greater "LEARNING" opportunities and additional support that is timely, targeted, and may be a directive. Every student will have

total access to all of their academic teachers daily during the school day. Students, staff, and administration will work together to provide enrichment opportunities, early academic interventions or strategies, and improve homework completion. ELT will also target opportunities for kids to participate in activities/clubs beyond the regular academic scope.

FLOWERS & BALLOONS

No flowers or balloons will be delivered to students during the school day. Please do not have these items delivered to the school. D.C. Everest buildings are latex free environments.

HALLWAY CONDUCT

The hallways of the Junior High are a great place for students to demonstrate behaviors that are productive, responsible, and respectful. Successful students are always respectful in the hallways. They use “inside” voices. They throw garbage in appropriately marked containers. They stay to the right when walking the hallways and stairs to a new destination. Successful students use the most direct route from one class to another; however, if they choose to “hang out” they move to the outside edge of hallway, near the lockers, so that they are not obstructing others. Successful students avoid bullying and physical contact with other students; and are polite and apologetic if they accidentally bump them. Students staying in the building past 3:05 p.m., to attend an activity or meet with a teacher, must be supervised. Allowing access to the building for anyone, except through the Main Office, is prohibited. Students who do not monitor their hallway behavior will be subject to discipline.

HALL PASSES

Students must have an individual staff issued hall pass to be in the halls or bathrooms during class periods. Group passes are not allowed. Students will have a 4-minute passing time to go directly to their designated location. Students are not allowed to go to other locations than prescribed on the original pass. If a student leaves their original sign out location, they must report back to the original sign out location (study hall, homeroom etc.) to go to other locations as approved by staff. Students wanting to see a specific teacher must have a pre-signed pass from the teacher whom the student wishes to see.

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

FEVER

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

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

VOMITING

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

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

DIARRHEA

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

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

RASHES

A rash may be the first sign of an illness.

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

COUGHS AND COLDS

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

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

PINK EYE

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

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

STREP THROAT

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

LICE

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

HEALTH ROOM

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

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the health office and the student is picked up, it will be documented as excused per parent/guardian and will count towards their 10 days of allowed absences.

MEDICATIONS AT SCHOOL

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

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

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

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

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

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

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

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

Please contact the JRH Health Office at 715-359-0511 ext. 3023 if you have further questions or concerns.

HOMework

Experience has taught us students cannot reach their full potential without devoting some time to homework. It is our expectation students will spend time above and beyond the regular classroom setting to meet their educational objectives.

Students have a responsibility to complete assignments by the due dates. Students should not put off long-range assignments until the night before. Each student must learn to manage time to make the most of the educational opportunities available.

Wednesday nights have been set aside as family activity night. Families are encouraged to be involved in activities in the community or in their homes on Wednesday night. No homework will

be assigned for Wednesday night. Major tests will not be given on Thursday. The only exceptions to this rule are the Advance Placement (AP) classes.

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

Academic Honesty Policy

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:

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

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DCE Junior High will strictly enforce the following expectations:

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

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

First Offense:

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

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Second Offense:

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

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Third Offense:

- The teacher will talk with the student about the academically dishonest assignment/assessment.
- The student will earn a zero grade in Canvas and will not be allowed to redo the assignment/assessment for credit.

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- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty Third Offense."
- The student will conference with the teacher, parent(s), and administrator and will be issued a school consequence.
- The student will be referred to the athletic/activities director for violating the athletic/activities code of conduct.

*Subsequent offenses will be handled directly by administration.

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INSUBORDINATION

Definition of insubordination - Repeated failure to respond to the reasonable request of an adult, talking back to an adult, and/or socially rude interaction with an adult. The student's behavior is causing an interruption in a class or activity. This may include talking loudly, yelling, screaming, noise with materials and/or sustained out of seat behavior.

The difference between this and gross misconduct can be a fine line, so students should always comply with directives from all D.C. Everest Junior High staff members (administrators, teaching/support staff, custodial, and our guest teachers) and avoid repeating inappropriate behavior.

Students who fail to comply (who are insubordinate) are subject to consequences as prescribed under discipline section.

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INVESTIGATIONS

Students must cooperate with administrative investigations. Information disclosed must be truthful and complete. Failure to do so will constitute insubordination. Students may be subject to disciplinary action for failure to cooperate.

iPADS

It is the intent of the Junior High School to employ the use of iPads as a tool and or instrument of personalized learning that will create greater mobile academic learning opportunities for all students. Hence, with the support of parents and students, we want to reduce and prevent the likelihood of damage and or theft to your iPad. All students will be accountable for their iPads. Students should avoid leaving iPads unsupervised or in unsecure locations. Any iPads that are broken or fail to work properly must be reported to the office immediately. Loaner devices will be available.

Students causing deliberate and or malicious damage to their iPads will be responsible for paying for the entire repair or replacement of the iPad. Administration will determine the intent of the damage to be reckless or intentional.

Families will be responsible for paying a deductible for accidental damage, loss or theft.

- 1st incident: A \$50 deductible and a review of iPad care and expectations with administration to receive a new iPad.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only. Duration to be determined by administration.
- 3rd incident: Must pay actual cost of repair or replacement not to exceed \$320. Use will be in-school only for remainder of school year.

STUDENT EXPECTATIONS FOR IPAD USE

- I will only use my iPad for learning in ways that are appropriate/educationally focused and follow the direction of my teacher and DC Everest School District Acceptable Use Policy.

- I will take responsibility for learning to use my iPad and apps and will use it for personal learning.
- I understand that statement number 1 applies to usage of the iPad at all times and places, in school and outside of school.
- I will follow my teacher, or principal's judgement as to appropriateness of an application, and understand they may ask me to discontinue use of an application that is not appropriate.
- If I have misplaced, lost, broken, or think my iPad has been stolen I will report it to my teacher, or other staff member immediately. I understand that the sooner I report it the better chance I have to get it back. I may be asked to file a police report if the device has actually been stolen or vandalized.
- I understand that managing Apple IDs is the shared responsibility of the student and the family. My parent(s)/guardian(s) should have access to my Apple ID username and password and be able to monitor my activity as needed.
- I understand there is no expectations of privacy. My iPad is subject to inspection and monitoring at any time without notice and remains the property of the DC Everest School District.
- I will take good care of my iPad, know where it is at all times, and arrive at school each day with my iPad fully charged and ready for learning.
- I will never leave my iPad unattended nor loan it out to other individuals.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad, attempt any repairs or modify the operating system.
- I will protect my iPad by only carrying it in the case provided. I will not remove my iPad from the case by provided by DC Everest unless I am using another case that has been approved for use by my building principal.
- I will not place decorations (such as stickers, markers, etc.) on my iPad. I may decorate or personalize the case, provided the markings are appropriate for school.
- I will not remove or deface any identifying marks or stickers that are on the iPad when I receive it.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.
- I will follow the stipulations set forth in the Student Handbook, Acceptable Use Policy, and expectations set forth by my school for iPad Use.

Students who withdraw, are suspended or expelled, or terminate enrollment at DCE for any reason must return their school iPad with cables and accessories on the date of termination. Failure to do so, may result in full replacement costs.

LOCKERS

Combination street lockers are provided for students' convenience at no cost. The street locker assigned to a student is the property of the D.C. Everest School District. All lockers are subject to search at any time. The school shall maintain a passkey to all lockers, so the school always has access to all lockers. Students shall not be allowed to secure their lockers in any way whatsoever, other than the locking mechanism provided by the school. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone

else on the premises in danger. If the building administration has reasonable suspicion a student may be in possession of stolen property or any item posing a safety concern for others, cigarettes or other tobacco products, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may be asked to empty their pockets, book bags, backpacks, purses, etc.

Students are given the combination to a locker the first day of school. To be sure belongings are safe keep the combination a secret. Do not share your locker or combinations with other students.

Students are encouraged not to bring valuable items to school to be stored in any locker. The school will not be responsible for lost or stolen items. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. No one is allowed to decorate the exterior of a student locker at any time. However, students may decorate the inside of their lockers appropriately. Decorations may not be disruptive, provocative, revealing, profane, vulgar, offensive or obscene, endanger the health and safety of a student or others, or disrupt the learning environment.

LOCKER ROOM PRIVACY

The D.C. Everest School District observes measures to protect the privacy rights of individuals using school locker rooms. This includes:

- No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time.
- No Electronic Communication Devices (ECD's) or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

LOSS OF PRIVILEGES (LOP)

What is a LOP? A LOP is a loss of hallway and/or LC privileges to all other locations on school grounds. What might be some reason a student would receive a LOP?

- Bullying
- Safety concerns
- Not reporting to pass locations
- Using more than allotted passing time
- Skipping classes
- Forging teacher passes

LOST AND FOUND

The lost and found box is in the IMC. If anything is found in or around school, it should be taken to the lost and found so the owner may have the opportunity to claim it. The school cannot be held responsible for lost, misplaced, or stolen personal property. Students must be careful in keeping their belongings in the proper places at all times.

LUNCHROOM

In order to maximize students' valuable lunch time and allow lunchroom staff to effectively clean and prepare the lunchroom for two different lunch periods, it is important that all students cooperate and comply with lunchroom procedures.

When the students' lunch period bell rings, students should briefly stop by their lockers and walk immediately to the lunchroom. Upon arriving to the lunchroom, students should get in a line and wait patiently without cutting in front of others. Please move through the serving area as quickly as possible and avoid physical contact with others at all times both in the lunchroom and outside. If anyone is sitting alone, invite them to sit at your table. Students should always respect other's food and space. Keep all food and objects to yourself, tray, and table. Once you are done with your meal, every student at the table should check their area including their table and floor around them and pick up any trash and dump it into the garbage regardless of whose trash it is. All students are required to dump all trays and clean their areas 5 minutes prior to dismissal. It is the responsibility of each student sitting at the table to maintain a clean area. Once you dump your garbage, return to the table, or go outside. If you remain inside, you must remain seated until dismissed by a staff member. Once dismissed, exit the lunchroom in an orderly fashion. If you go outside, you will be required to line up single file on designated lines on the ground and enter the building in an orderly fashion. Finally, please respect and follow lunchroom staff directives. Students are allowed to purchase and consume food and drink in the commons area only. Possible Lunchroom Discipline:

- Sent outside
- Lunch containment
- Lunchroom seating assignment
- Lunchroom clean up
- Student conduct consequences

PETS/ANIMALS

No pets or animals will be allowed in the building or on school grounds unless prior permission is obtained from the building principal or an assistant principal. Do not request permission unless the pet or animal is directly related to one of your projects or lessons.

PHYSICAL AGGRESSION/FIGHTING

Disputes between students need to be handled by reporting the dispute to a school staff member. Physical aggression/fighting is extremely disruptive. Consequences will be applied as noted in School Conduct if it is determined a student has been physically aggressive toward another student or if a student must be restrained in order to prevent harm to another student. Physical aggression will be defined as any physically violent contact with another student or group of students regardless of who initiated it, in which a student intentionally inflicts or attempts to inflict bodily harm on another person. Disputes between students leading to assault will be dealt with as indicated in the Student Conduct section. The definition we use for assault is:

- An act done with intent to cause fear of immediate bodily harm or death.
- The intentional infliction of or attempt to inflict bodily harm upon another.
- The threat to do bodily harm to another with present ability to carry out the threat.

PLEDGE OF ALLEGIANCE

During announcements each day, students will recite the Pledge of Allegiance. No student shall be compelled against his/her objection or those of his/her parent or guardian to recite the pledge.

POSTERS

Permission to put up any posters at D.C. Everest must be obtained from the principal. Posters should pertain to D.C. Everest activities and be of appropriate size, material, and subject matter. After principal approval, all posters should be posted to the Information Centers. No posters or signs will be allowed that promote any type of external business or commercial activity.

PROFANITY/LANGUAGE/DISRESPECT

The student delivers verbal messages or non-verbal gestures that include profanity, swearing, cursing, coarse language, dirty words, vulgar language, inappropriate language or using words in an inappropriate way directed at an adult in the school. Verbal messages of this type that are about, or directed to an adult, will not be tolerated and will require immediate referral to an administrator.

- Profanity towards an adult, first offense: Directed study or (OSS) Out of school suspension.
- Profanity towards an adult, second offense: 1–3-day OSS,
- Profanity towards an adult, third offense: 3-day OSS, Re-entry meeting with parent, administrator, and Student Services.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection is defined as physically demonstrating affection for another person. The following are prohibited and include, but are not limited to:

- Kissing.
- Sitting on another's lap.
- Affectionate hugging.
- Holding hands.

Consequences are listed under "Student Conduct."

REASSESSMENT

The process to retake a summative (end of unit) exam is called reassessment. Any time a student scores below seventy percent (70%) on a summative assessment it is mandatory for him or her to be reassessed. Prior to being reassessed, a teacher will notify the student of minimum requirements they must complete before being reassessed. Examples of these tasks may include meeting with the teacher or other school-provided tutor, completing unfinished assignments or additional assignments, and establishing a timeline for additional work and the reassessment to be completed. The grade a student earns on the reassessment will replace the grade from the initial assessment, higher or lower.

When students score seventy percent (70%) or higher on a summative assessment, taking a reassessment is at the discretion of the teacher, unless there are extenuating circumstances. When students in AP or Honors classes score seventy percent (70%) or lower on a summative assessment, they may only take two reassessments per semester. Reassessments in Honors beyond these two are left to teacher discretion. If a student has special circumstances, they should refer to the process posted across the building.

REQUIRED CREDITS

Students are required to take courses totaling at least 6.5 credits, but no more than 7 credits to ensure a study hall each semester. All class credits in 9th grade will go on their high school transcripts and will be factored into their grade point average (GPA). The grade point average a student attains in ninth grade will be used in the accumulative grade point average for grades nine through twelve.

SATURDAY DETENTION

Saturday detentions will be held from 8:00 - 10:00 a.m. Students assigned will be required to follow specific rules and do schoolwork under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in Directed Study, out of school suspension, or an additional Saturday detention.

SCHOOL SPONSORED TRIPS

It is a privilege for students of DCE JH to attend school sponsored trips. Student behavior is a direct reflection of our school's image. Therefore, all misbehavior will be handled in accordance with student conduct, possible consequences per this document. Upon notification of a school sponsored trip, administration and school staff reserve the right to revoke a student's privilege(s) to attend trip(s) if they are not in good academic and or behavioral standing prior to the trip. Advanced notice of a child not being able to attend the trip will be communicated prior to the event to the child and parent, or guardian. The school and transportation rules and regulations will apply to any trip under school sponsorship. Students will respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

SEXUAL HARASSMENT

Sexual harassment is not allowed at D.C. Everest Junior High. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- Verbal, written/graphic harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate patting or pinching.
- Intentional brushing against the individual's body.
- Demanding sexual favors accompanied by implied or overt threat concerning an individual's educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding and individual's education status.
- Any unwelcome touching of a sexual nature.
- Unwelcome discussion, which is sexual in nature.

SMOKING/TOBACCO/ALCOHOL USE

Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited. Possession, use, or distribution of tobacco products or paraphernalia on school property is always prohibited. Offenses for smoking or possession of tobacco products will accumulate during grades 8-9. This means a student does not start over each year with a first offense.

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

SPORTSMANSHIP

All Junior High students are expected to always act appropriately while in attendance at any athletic event. Students should always show good sportsmanship toward both teams.

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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 universal screening tool FastBridge (grades 8-9) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-60 minutes.

The Bloomsights screening tool (grades 8-9) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

STUDENT COMPLAINTS

The school board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for, and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. If the complaint is determined to be harassment the procedures described in Policy 5517, Student Anti-Harassment, should be implemented.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

STUDENT CONDUCT & DISCIPLINE

Our school's highest priority is to provide an orderly and safe school environment for students and staff. These rules in this section are in effect:

- Before, during, and after school hours.
- On school property, the school bus, or any other approved vehicle used to transport students.
- At school functions on campus or events held at other locations off school grounds.

The following list identifies some examples of unacceptable acts interfering with the mission or operation of the school or the safety and welfare of students and staff. Breaking these rules will lead to disciplinary action or consequences listed below, up to and including expulsion:

- Possession, use and/or transmission (including being under the influence and possession of look-alike substances) of any narcotic drug, hallucinogenic drug, inhalant, toxic substances, intoxicating beverage, any paraphernalia associated with such controlled substances, or the unauthorized use of prescription drugs.
- Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
- Possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon: weapon means a knife; firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; destructive explosives, any incendiary device including lighters or look-a-likes, and/or the threatened intent or intent to cause an explosion; or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such.
 - A student who commits a weapons infraction will be immediately suspended from school.
 - The expulsion process may be immediately initiated.
- Violations including but are not limited to: verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; bullying/cyberbullying, racial harassment; harassment on the basis of disability; sexual harassment/violence; indecent exposure; hazing.
- Violations against property, including tampering with unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others (even though such an act was accidental or a result of poor judgment; vandalism; trespassing; arson; theft or robbery; possession of stolen property;
- Violations of school procedures or acts disruptive to the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, use of profanity, improper

activation of fire alarms, activation of stink bombs, and unauthorized access to school data.

- Violation of school bus or transportation rules.
- Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
- Dress code violations.
- Electronic Communication Device and technology violations.
- Cheating of any kind will not be tolerated. Cheating will result in consequences established by the teacher involved and the student's parents will be contacted.
- Behavior significantly disrupting the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
- Behavior that endangers the pupil or surrounding persons, including school district employees, or the property of the school.
- Criminal activity.
- Violation of other school rules, policies, or procedures.
- Snowballing on or near the campus is strictly prohibited.
- Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
- Skateboards or rollerblades may not be used on school district property. Failure to follow this rule will result in the skateboard/rollerblades being confiscated, and a parent will have to pick them up.

Possible Consequences: Disciplinary action or consequences for these offenses may include, but are not limited to:

- Student conference.
- Parent contact.
- Directed study.
- Out of school suspension.
- Detention.
- Removal from class.
- Loss of hallway passing privileges (LOP).
- Suspension from extracurricular activities.
- Referral to Collaborative Support Team.
- A.M. Containment / lunch containment
- Schedule restrictions or changes.
- Saturday detention.
- Referral to police or other law enforcement agency.
- Expulsion or exclusion from school.

When determining an appropriate action, the administrator will consider the extent of the disruption to the safety of an individual, a group, or to the disruption of the learning environment in the school.

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

STUDENT EXPRESSION

Students have the right and responsibility to express themselves in a manner that is appropriate and not disruptive for a school environment. They must avoid expression and conduct that can be reasonably forecasted to either materially disrupt the environment or that infringes upon the rights of other students to access and participate in a safe and welcoming educational environment. This responsibility includes refraining from the display of symbols that are

reasonably perceived as promoting intolerance, hatred, or a hostile educational environment, including, but not limited to, confederate flags, swastikas, and profanity on school property or at school-sponsored events.

STUDY HALLS

The purpose of study hall is to provide a quiet place to study with an academic intent. Students must come to study hall with all homework or reading materials and prepared to work. Sign outs are minimal and only if necessary. To maintain a quiet study environment, the following rules have been established:

- Students must be seated and silent when the bell rings. No signing out will take place until it is quiet.
- Students must be productive with homework, reading, or studying.
- Students may be permitted to work together quietly with study hall supervisor permission only. If students are not quiet, they will have to return to their original seats.
- Personal music devices with ear bud headphones only are permitted.
- Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.
- When signing out of the study hall, there is a maximum passing time of 4 minutes. You must report directly to pass locations.
- Pre-issued passes are required for the Learning Center, resource rooms, and teachers' rooms.
- Study hall supervisors may issue a pass for a resource room on a limited basis.

Students not in good academic standing may be assigned to resource rooms or locations without electronic device or sign-out privileges.

SURVEILLANCE CAMERAS

The D.C. Everest School District has great concern for the safety of all students and public on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices are used in the Junior High.

TARDINESS

Late arrival to school - Parents should inform the attendance secretary if the student is going to be late to school (see excused absences). Students who are tardy to school beyond 10 minutes should report to the Main Office. Unexcused students may be assigned consequences if the tardiness is excessive. Tardiness is considered truancy on the part of the child and will be brought to the attention of the child's parent or guardian.

Late arrival to class – Students will have 4 minutes of passing time between classes. Students arriving after the bell has rung will be marked tardy by the teacher.

TARDY POLICY DISCIPLINE LADDER - Disciplinary action or consequences for these offenses may include, but are not limited to:

- 1st Offense: Warning
- 2nd Offense: Warning
- 3rd Offense: Warning
- 4th Offense: 30 min. detention and parent notification
- 5th Offense: Saturday Detention
- 6th Offense: Saturday Detention and referral to principal

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

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

TRANSFER TO ANOTHER DISTRICT

All students withdrawing from our school district should follow this departure process:

- At least two days prior, parents should send a note with student or email the Student Services office, including the last day of attendance, name of new school, and next address if moving.
- The student will obtain withdrawal forms for student and parents to complete prior to the last day.
- Parent completes the Student Withdrawal Form and emails/returns it to school. The form will be kept on file.
- Student takes the Withdrawal Slip to checkout with classroom teachers, IMC personnel, Office/Athletic Secretaries, and returns all materials belonging to the school.
- After the locker is cleaned out, the student returns the technology and completed form to Student Services.

Arrangements for any refunds will be made once the locker is inspected and all books and technology have been returned. Any items left in the locker will be donated.

Students are enrolled at DCE until they register at their new school and will be counted absent if not in attendance. Once the new school contacts Student Services, the student's records will be released to them, and the student will be unenrolled from DCE.

TRUANCY

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. The building principal or his designee shall enforce the attendance policies.

Students are expected to be in school. Illness of a pupil of up to five days per semester is a normal circumstance where excused absence occurs. Students who have absences due to illness beyond five days per semester may be required to submit a doctor's excuse. Absences for which a written statement by a physician or other authority as listed in State Statute 118.15(3)(a) is required but not presented within 48 hours will become unexcused. Habitual unexcused absences will be referred to the principal or his designee.

Principals will require a satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. Principals or their designees will attempt to call home or

workplace of parents who have not notified the school of their child's absence. The principal or designee may use their discretion to determine if the absence is excused or unexcused.

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

WEAPONS POLICY

Definition of Weapon: A weapon is defined as any device or instrument, which is utilized in such manner to threaten, intimidate or produce bodily harm or the fear of such. Weapons include, but are not limited to the following:

- All firearms, loaded, unloaded, working, or not working.
- Other firearms of all types, including pellet, BB, stun, splat, starter pistols, and/or look-a-likes, or replica firearms which include facsimile or toy versions of firearms and reasonably appear to be a firearm.
- Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, pocketknives, box-cutters/utility knives, hunting knives, daggers, swords, razors.
- Artificial knuckles or similar objects designed to be worn over or inside the fist or knuckles.
- Blackjacks, clubs, throwing stars, martial arts devices.
- Explosives and/or similar devices and/or the threatened intent to cause an explosion.
- Poisons, chemicals, combustible or flammable liquids, or substances capable of causing bodily harm.
- Slingshots, bows, and arrows.
- Chemical irritant i.e., pepper spray, mace.
- Any other device or instrument used to intimidate, threaten, or inflict bodily harm or fear.

Students who become aware of a weapon (that is not subject to an exception listed in this policy) being brought to school or on school property must immediately notify an adult staff member. A student, who becomes aware he/she is in possession of a weapon and immediately notifies an adult staff member, may avoid, depending on circumstances, being considered to be in possession of a weapon. Students should not, however pick up or transport the weapon.

Students, who have possession of such weapons, may be suspended from school until a School Board hearing to consider the student's expulsion.

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WORK FOLLOWING STUDENT ABSENCE

An excused absence allows for make-up privileges. After such an absence, a student is expected to see teachers at once to explain the reason for the absence and take the necessary steps to make up the work. In some cases, make-up work is planned cooperatively prior to the absence.

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson jdickerson@dce.k12.wi.us	Member	2026
Katie Felch kfelch@dce.k12.wi.us	Clerk	2027
Shannon Grabko bkrueger@dce.k12.wi.us	Vice President	2028
Lindsey Lewitzke llewitzke@dce.k12.wi.us	President	2028
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	Treasurer	2026

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- Deleted: 715-581-5871
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- Deleted: xxxx
- Deleted: 715-359-7374
- Deleted: (715) 348-6214
- Deleted: Vice President

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.

Notices

Deleted: STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

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.

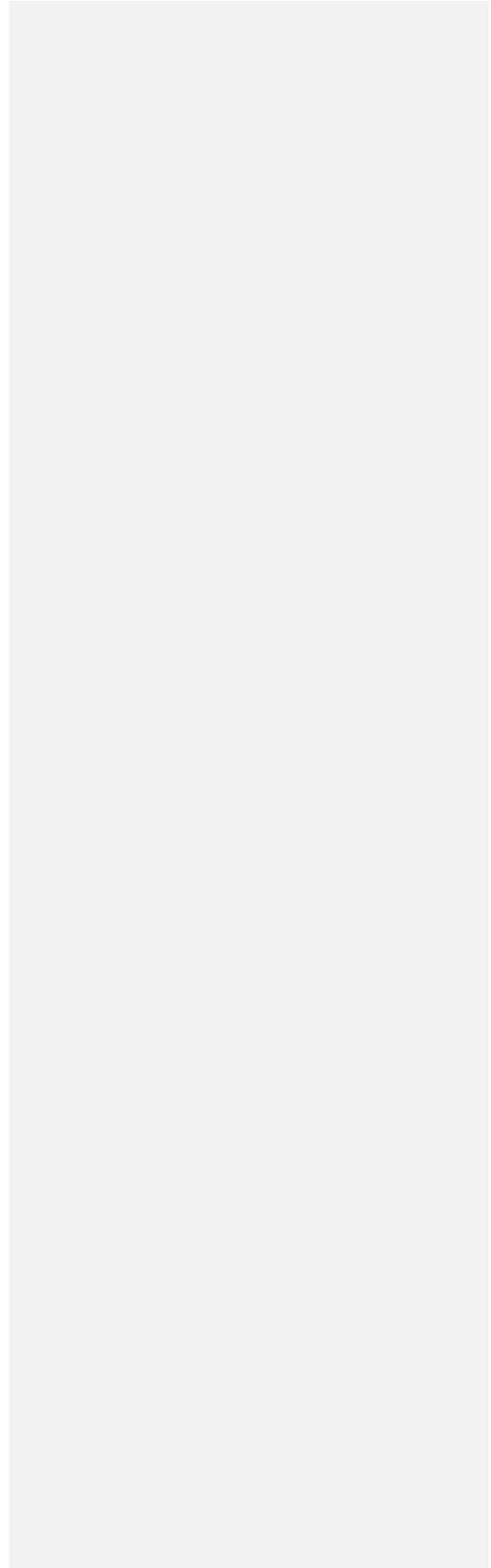
NOTICE IS HEREBY GIVEN **Title IX-Nondiscrimination on the Basis of Sex in Education** **Programs or Activities**

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 Trimmer](#)
[Director of Talent & Culture](#)
[6100 Alderson Street](#)
[Weston, WI 54476](#)
[715-359-4221, ext. 1225](#)
strimmer@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
- (not taught at this level)Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring

Deleted: Every student at D.C. Everest Junior High School has access to a copy of the Student Rights and Responsibilities. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action which will be used by the administration, if school rules are violated. Copies for review purposes are located in the office, IMC, or [school website](#).¶

- 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)

OTHER IMPORTANT POLICIES

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

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

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

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

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the

student is also able to bring the account current. If a student has a negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

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

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

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

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

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



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

6500 Alderson Street
Weston, WI 54476
(715) 359-6561
FAX (715) 355-7220
[Senior High Website](https://seniorhigh.dce.k12.wi.us)
<https://seniorhigh.dce.k12.wi.us>

School Code
502-060

Attendance Office
715-359-6562

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WELCOME



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

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			6	7	8
4	5	6	7	8	8	9	10	11	12	13	14	15	16	17
11	12	13	14	15	15	16	17	18	19	20	21	22	23	24
18	19	20	21	22	22	23	24	25	26	27	28	29 End Q1	30	31
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	Days:	Teacher	Student
				1	1	2	3	4	5	Q1	47	41/42
4	5	6	7	8	8	9	10	11	12	Q2	48	45
11	12	13	14	15	15	16	17	18	19	Q3	46	43
18	19	20	21	22	22	23	24	25	26	Q4	45	44
25	26	27	28	29	29	30				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

SCHOOL	Date	Time	Date	Time
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: Absences after 10 school days missed will be considered unexcused and students will be considered for truancy processes.

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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.

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

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

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

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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.

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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.

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:

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- 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.

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

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

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

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

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

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

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

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

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

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

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

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

BULLYING AND/OR HARASSMENT

BULLYING (po5517.01)

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

Some examples of Bullying are:

- 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:

<u>Allowed with Instructor Consent</u>	<u>Not Allowed</u>
<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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- Deleted: (715) 348-6214

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

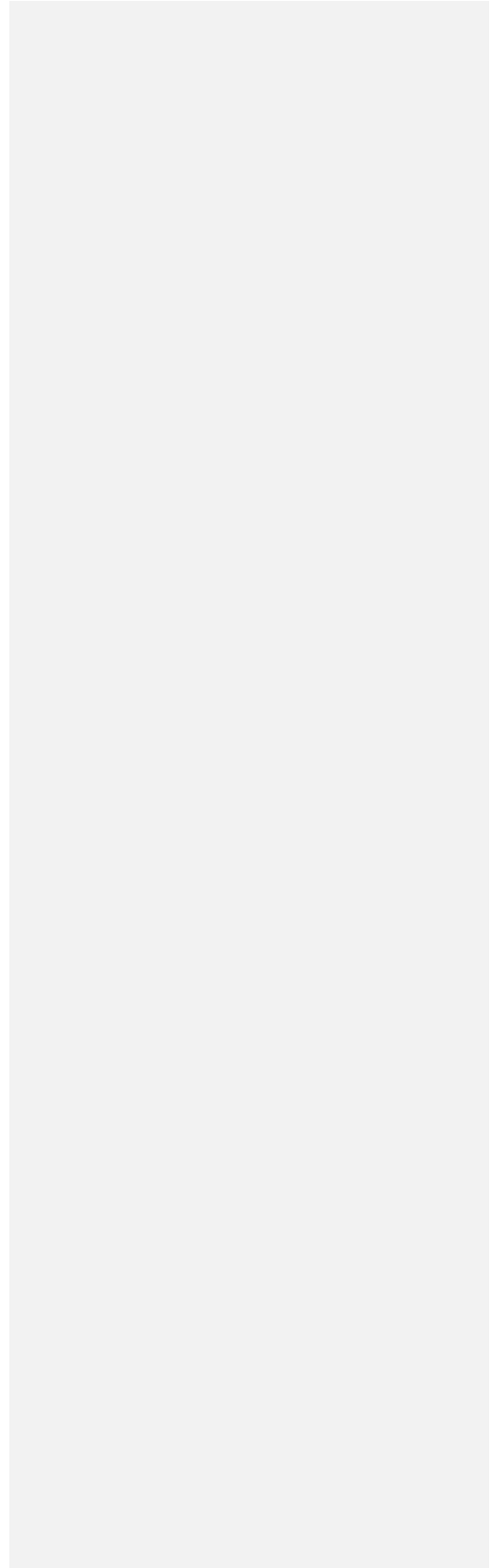
The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under **Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability**. All 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](#)
trimner@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 provided on the locker. The school is not responsible for lost or stolen items. Students may not hang anything on the outside of the locker, unless it is approved by a teacher or administrator. (ag5771 Search and Seizure)

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). ¶

¶

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OTHER IMPORTANT POLICIES

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

[¶](#)

D.C. Everest Area School District

[¶](#)

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

strimmer@dce.k12.wi.us

[¶](#)

..... Column Break

[¶](#)

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

... [3]

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

Senior High School

Junior High School

Middle School



REVISED: June 2024

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D.C. Everest District Mission Statement

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

Philosophy

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

Goals of Interscholastic Competitions

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

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

Responsibilities

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

Joining an Athletic or Co-Curricular Program

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

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

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

D.C. Everest Athletic Programs

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

D.C. Everest Co-Curricular Programs

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

Equal Education Opportunity Pupil Non-Discrimination Provisions

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

D.C. Everest Insurance/Injury Information

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

D.C. Everest Coach/Advisor Expectations

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

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

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

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

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

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

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

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

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

Effective Communication and Problem Solving

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

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

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

D.C. Everest Academic Eligibility

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

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

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

D.C. Everest Additional Rules of Eligibility

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

} added uniforms

Awards

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

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

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

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

D.C. Everest Code of Conduct

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

Substance

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

Conduct Unbecoming

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

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

Penalties for Violations

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

Substance Violations

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

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

Conduct Unbecoming Violations

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

School Disciplinary Suspensions

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

The Athletic and Activities Council

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

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

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

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

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

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

Athletic Code of Conduct for Parents and Guardians

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

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

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

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

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

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

Name, Image & Likeness Q & A Document from WIAA

<https://www.wiaawi.org/Portals/0/PDF/Eligibility/NIL/NIL-Q-A-forWIAA-A-D.pdf>

Student-Athlete NIL Compliancy in Wisconsin

<https://www.wiaawi.org/Portals/0/PDF/Eligibility/NIL/WIAA-NIL-Compliance-Yes-NoChart.pdf>

Added WIAA NIL information
for parents/athletes to review

CO-CURRICULAR PARTICIPATION FEES		
NO FEE		TIER I (\$55)
All 6-8th Grade Activities (boys & girls) Basketball Football Cross Country Soccer Track Swimming Volleyball Wrestling		9-12 Activities (boys & girls) Lacrosse Swimming Cross Country Golf Ski/Snowboard Tennis Track & Field Volleyball Curling
TIER II (\$65)		TIER III (\$75)
9-12 Activities (boys & girls) Baseball Dance (each season) Soccer Softball		9-12 Activities (boys & girls) Football Basketball Hockey (girls) Wrestling
TIER IV (\$325)		\$10 FEE
9-12 Activities (boys & girls) Boys Hockey (\$75 + \$250 ice fees)	FFA FBPA DECA	FCCLA Forensics Mock Trial Musical

*Please note individual athletic teams and clubs may have additional fees.



Department of Talent & Culture

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

MISSION STATEMENT

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

To: D.C. Everest School Board
From: Department of Talent and Culture
Date: July 16, 2025
Subject: 2025-2026 Employee Handbook

The 2025-2026 Employee Handbook has been updated to reflect current policy as well as the following key adjustments:

- Policies and Notifications:
 - Moved from the beginning of the handbook to a new appendix to include relevant and required Board policies
- Sick Leave Donation Bank:
 - Clarification of definition of “out of the ordinary” medical situations for purposes of accessing the district’s sick leave donation bank
- Inclement Weather Days:
 - Addition of the option for school year and extended year hourly employee to work normal or partial hours on inclement weather days
- Benefits Updates:
 - Addition of optional accident insurance offering
 - Adjustment of dental insurance eligibility to those working 30 hours or more per week
- Post-Employment HRA Benefit (Board Approved June 2025)
 - Updates to the post-employment HRA benefit for employees hired prior to July 1, 2014
 - Removal of reduction in benefit for those 65 and older
 - Addition of the new post-employment HRA benefit for employees hired after July 1, 2014
- Voluntary Retirement Incentive
 - Addition of a retirement incentive for at-will, salaried, and hourly employees who are vested and have met the requirements for the post-employment HRA benefit

- Performance Reviews:
 - Addition of evaluation expectations for employees including frequency of performance reviews
- School Nutrition Employees:
 - Removal of Profit-Sharing Plan
 - Removal of certification incentive
- Teacher Assignments and Transfers:
 - Addition of clarifying language related to in-district transfers



A Great Place to Work

EMPLOYEE HANDBOOK

2024-2025 2025-2026

If any provision of this *Employee Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this *Employee Handbook* shall not be affected thereby.

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Employee Acknowledgment

D.C. Everest Area School District employees must acknowledge the District's *Employee Handbook* online annually, ~~through Skyward™~~. New employees will acknowledge the *Employee Handbook* ~~online through Skyward~~ within 30 days of their hire date. The *Employee Handbook* is always available to employees on the [DCE Staff Intranet](#).

General Provisions Applicable to All Employees

Preamble and Definitions

About this Handbook

- A. Employees Covered: This *Employee Handbook* is provided as a reference document for the **D.C. EVEREST AREA SCHOOL DISTRICT**s (hereinafter referred to as "District") employees.
- B. Disclaimer: The contents of this *Employee Handbook* are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language, which appears in this *Employee Handbook*, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Employee Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Employee Handbook* or individual contract.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, and expectations of the District; however, this *Employee Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Guidelines are available on the District website at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and at the Superintendent's office. It is important that each employee is aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the D.C. Everest School Board.

Definitions

- A. Administrative Employees: "Administrative Employees" are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual/Seasonal/Occasional/Miscellaneous Employees: "Casual/~~Seasonal/Occasional/Miscellaneous~~ Employees" are defined as persons who are not scheduled to work on a regular basis (set number of days and hours per year) and are not eligible for benefits or time off, and/or a student employee. These employees are in positions such as, but not limited to, part-time Greenheck Turner Community Center staff, student employees, test proctors, and Twin Oaks Environmental Center programs.
- C. Discipline: Any discipline taken by the District will be related to the frequency and seriousness of the issue and is not limited to but may include the following: coaching, verbal or written warning, employee assistance referral, last chance agreement, suspension (with or without pay), and termination.
- C. Extracurricular Employees: "Extracurricular Employees" are defined as persons who are under agreement in a paid extra duty role such as athletic coach, club advisor, event duty, or musical staff. "Extracurricular Employees" are not eligible for benefits or time off.
- D. Regular Employees: "Regular Employees" are defined as employees whom the District considers continuously employed and eligible for benefits and time off. These employees are employed either year-round, extended school year, or during the school year. "Administrative Employees" and "Teachers" are also considered "Regular Employees".
- E. Seasonal/Summer-School Employees: "~~Seasonal-Summer E~~employees" are those employees who are hired for a specific period of time usually related to the ~~seasonal-summer~~ needs of the

District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular employees. The District is free to use external employees to perform such work.
 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically determined by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels. ~~An exception to this guideline is School Nutrition employees.~~
- F. Substitute/Temporary Employees: “Substitute/Temporary Employees” are defined as persons hired to replace a regular employee during a regular employee’s absence as needed, on an on-call basis, or for a specific project for a specific length of time. A substitute/temporary employee has no expectation of continued employment or benefits.
- G. Supervisor: The District will identify the individual employee’s supervisor on the employee’s job description.
- H. Teachers: “Teachers” are defined as persons hired under a contract under § 118.22, Wis. Stats.
- I. Termination: “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- J. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety.

General Personnel Policies

This *Employee Handbook* is subservient to and does not supersede the provisions set forth in Board Policies at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

~~Student and Staff Nondiscrimination~~

~~Legal citations: Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, PI 9.05~~

~~Nondiscrimination and Access to Equal Educational Opportunity~~

~~See Policy 2260 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.~~

~~District Compliance Officers (hereinafter referred to as the ‘COs’)~~

~~The Board designates the following individuals to serve as the District’s CO’s:~~

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

~~Gina Lehman~~

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

- The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

- A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

- The CO shall investigate any complaints brought under this policy. Throughout the course of the process, as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

- All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

- If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

- Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

- As soon as appropriate in the investigation process, the CO will inform the Respondent, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

- All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the complaining party.

- The investigation will include:

- interviews with the Complainant;

- interviews with the Respondent;

- interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;

- consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

- At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal

law as to whether the Complainant has been denied access to educational opportunities on the basis of one (1) of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction within 30 days of the board's decision by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Section 504/ADA Prohibition Against Discrimination Based on Disability

See *Policy 2260.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Student Anti-Harassment

See *Policy 5517* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Anti-Harassment

See *Policies 1662, 3362, 4362* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Nondiscrimination and Equal Employment Opportunity

See *Policies 1422, 3122, and 4122* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Reasonable accommodations shall be made for qualified individuals with a disability. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified

applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act (ADA) and/or under the Wisconsin Fair Employment Act (WFEA) from employees must be made in writing in accordance with Board Policy. See *Policies 1623, 3123, 4123* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy. See *Policies 1422, 3122, and 4122* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Nondiscrimination on the Basis of Sex in Education Programs or Activities

Legal citation: 34 C.F.R. Part 106

See *Policy 2264 and 2266* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

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, including in admission and employment.

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Title IX:

Gina Lehman
Director of Student Services
6100 Alderson Street
Weston, WI 54476
715-359-4221

Nondiscrimination Based on Genetic Information of the Employee

See *Policies 1422.02, 3122.02, and 4122.02* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Legal citations: 42 U.S.C. 2000ff, 29 C.F.R. Part 1635

Fair Labor Standards Act (FLSA)

See *Policy 6700* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the Department of Labor website at <https://www.dol.gov/agencies/whd/flsa>.

Legal citations: Wis. Stat. 104.1, 29 U.S.C. 201, 29 C.F.R. Part 541

Immigration Reform and Control Act of 1986

See *Administrative Guideline 3111B and 4111B* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and [the USCIS website at https://www.uscis.gov/i-9](https://www.uscis.gov/i-9).

Information Management

See *Policy 8315 and Administrative Guideline 8315* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Legal citation: F.R.C.P. 34, 37(f)

The Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule" in Policy 8310 — Public Records. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in Policy 8310. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form under the requirements of Policy 8310. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The D.C. Everest Area School District Group Medical Plan (the "Plan"), which includes medical, dental, and FSA coverages offered under the D.C. Everest Area School District Plans, are required by law (under the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA's privacy rule) to take reasonable steps to ensure the privacy of your personally identifiable health information. This Notice is being provided to inform you of the policies and procedures D.C. Everest Area School District has implemented and your rights under them, as well as under HIPAA. These policies are meant to prevent any unnecessary disclosure of your health information.

Use and Disclosure of Your Health Information by the Plan that Do Not Require Your Authorization:

The plan may use or disclose your health information (that is protected health information [PHI], as defined by HIPAA's privacy rule) for:

1. **Payment and Health Care Operations:**

In order to make coverage determinations and payment (including, but not limited to, billing, claims management, subrogation, and plan reimbursement). For example, the Plan may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits. Your health information may also be used or disclosed in order for the Plan to carry out its own operations regarding the administration of the Plan and provide coverage and services to the Plan's participants. For example, the Plan may use your health information to project future benefit costs, to determine premiums, conduct or arrange for case management or medical review, for internal grievances, for auditing purposes, business planning, and management activities such as planning related analysis, or to contract for stop-loss coverage. Pursuant to the Genetic Information Non-Discrimination Act (GINA), the Plan does not use or disclose genetic information for underwriting purposes.

2. **Disclosure to the Plan Sponsor:** As required, in order to administer benefits under the Plan. The Plan may also provide health information to the plan sponsor to allow the plan sponsor to solicit premium bids from health insurers, to modify the Plan, or to amend the Plan.

3. **Requirements of Law:**

When required to do so by any federal, state, or local law.

4. **Health Oversight Activities:**

To a health oversight agency for activities such as audits, investigations, inspections, licensure, and other proceedings related to the oversight of the health plan.

5. **Threats to Health or Safety:**

As required by law, to public health authorities if the Plan, in good faith, believe the disclosure is necessary to prevent or lessen a serious or imminent threat to your health or safety or to the health and safety of the public.

6. **Judicial and Administrative Proceedings:**

In the course of any administrative or judicial proceeding in response to an order from a court of administrative tribunal, in response to a subpoena, discovery request, or other similar process. The Plan will make a good faith attempt to provide written notice to you to allow you to raise an objection.

7. **Law Enforcement Purposes:**

To a law enforcement official for certain enforcement purposes, including, but not limited to, the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.

8. **Coroners, Medical Examiners, or Funeral Directors:**

For the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law.

9. **Organ or Tissue Donation:**

If you are an organ or tissue donor, for purposes related to that donation.

10. **Specified Government Functions:**

For military, national security and intelligence activities, protective services, and correctional institutions and inmates.

11. **Workers' Compensation:**

As necessary to comply with Workers' Compensation or other similar programs.

12. **Distribution of Health Related Benefits and Services:**

To provide information to you on health-related benefits and services that may be of interest to you.

Use and Disclosure of Your Health Information by the Plan that Does Require Your Authorization: Other than as listed above, the Plan will not use or disclose without your written authorization. You may revoke your authorization in writing at any time, and the Plan will no longer be able to use or disclose the health information. However, the Plan will not be able to take back any disclosures already made in accordance with the Authorization prior to its revocation.

Your Rights with Respect to Your Health Information: You have the following rights under the Plan's policies and procedures, and as required by HIPAA's privacy rule:

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

Right to an Accounting of Disclosures: You may request a list of disclosures made by the Plan of your health information during the six years prior to your request (or for a specified shorter period of time), however, the list will not include disclosures made: (1) to carry out treatment, payment, or health care options; (2) disclosures made prior to April 14th, 2004; (3) to individuals about their own health information; and (4) disclosures for which you provided a valid authorization.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI, 715.359.4221 to make this request.

The Plan's Duties: The Plan is required by law to maintain the privacy of your health information as related in this Notice and to provide this Notice to you of its duties and privacy practices. The Plan is required to abide by the terms of this Notice, which may be amended from time to time. The Plan reserves the right to change the terms of this Notice and to make the new Notice provisions effective for all health information that it maintains.

Complains and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. You may also file a complaint with the Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221

General Employment Practices and Expectations

Professional Expectations

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care, as well as an overall professional environment. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally. See *Policies 3216 and 4216* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
- Staying current in your work assignment by actively engaging in professional development activities in and/or out of the District.
- Representing the District in a positive fashion in community venues.

Teachers' professional conduct also includes:

- Attending/participating in scheduled meetings as requested (examples include but are not limited to IEP meetings and faculty meetings).
- Attending/participating in scheduled school/District events as requested (examples include, but are not limited to parent/teacher conferences, parent open houses, student back-to-school orientations, extra-curricular activities, and graduation ceremonies).

Employee Facility Use Outside Instructional Day

All district employees are expected to utilize district facilities in accordance with *Policies 7440 and 7510* when accessing district property outside of the regular instructional day. In addition, when accessing district facilities/property outside of the regular instructional day, it is the responsibility of the employee to ensure all district safety protocols are followed. This includes but is not limited to: ensuring the use is only for approved school-related business, closing and locking classroom doors upon leaving, and securing entrances.

It is recognized that professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board Policies, work rules, job descriptions, terms of this *Employee Handbook* and legal obligations.

Job Postings

When the District deems it necessary to post a vacancy within the District, a notice will be emailed to staff, as well as advertised as needed. See *Policies 3132 and 4132* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Hiring

Applications for all open positions will be submitted online via the District's application system. The Director of Talent & Culture shall ensure that an appropriate team will screen and interview applicants selected for the interview process. Only application materials submitted in the online application will be accepted (application materials sent outside of the application will not be considered part of the application). While the online application system is strongly preferred for Custodial and School Nutrition applications, paper applications are also accepted.

Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of their age. Minors will be employed only in accordance with state and federal laws and District policies. Minors under the age of sixteen (16) will not be employed without a valid work permit.

Qualifications

Candidates must have the necessary training and skills as required to successfully carry out the requirements of the assignment.

Duties

The duties and responsibilities of all employees will be in their written job description. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. Copies of all job descriptions shall be on file in the Talent & Culture Department and shall be revised from time to time as deemed necessary. See *Policies 1400, 3120.01, and 4120.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Attendance

Regular attendance is required of every employee. The District expects employees to make every effort to be present for work and on time. It is the employee's responsibility to be ready to begin work on time each day and to return on time from scheduled breaks and lunch. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has an approved absence. Meal periods may only be taken during times designated by the employee's supervisor. Employees are expected to adhere to their assigned schedule. Any deviation from assigned hours must have prior approval from the employee's supervisor.

Employees who are unable to report to work shall follow the applicable procedures in **Skyward™** for reporting their absence. Any time spent not working during an employee's scheduled day must be accounted for using the appropriate reasons. The District will monitor attendance, tardiness, and absence patterns. Inaccurate reporting of time worked, theft of time, and/or improper modification of time worked will be investigated and may result in disciplinary action, up to and including termination.

Tardiness is defined as failing to report to work at the scheduled start time of an employee's workday, including failing to report back to work on time after a scheduled lunch or break period, without having pre-approval to report late from their supervisor. Employees who fail to provide adequate notice of tardiness using the appropriate procedures, and incur instances of unexcused tardiness as a result, may be subject to disciplinary action, up to and including termination.

Although there are justifiable reasons to be absent from work, excessive absenteeism and/or excessive tardiness may lead to disciplinary action, up to and including termination. The District reserves the right to waive enforcement of these rules in very limited circumstances and/or as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under the Americans with Disabilities Act.

Staff Bulletin Boards

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with Board Policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by the applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students, or board members and shall not be in contravention of any Board Policy or law. The Building Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

Child Abuse and Neglect Reporting

See *Policy 8462* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Threats of Violence Reporting

See *Policy 8462.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Annual Staff Training

All employees are required to complete several training videos online in the Vector Training system each school year. Employees will be notified via email of the trainings and the deadline for completion.

Anonymous Reporting Hotline

The District has contracted with Lighthouse Services, Inc. for an anonymous reporting hotline.

The purpose of the hotline is for reporting fraud, unlawful, unethical and other types of improper behavior. The hotline is NOT a substitute for routine communications within our organization between associates and their supervisors and managers, particularly as to workplace duties. Likewise, it does not replace communications with Talent & Culture staff about benefit issues or other job-related issues. This hotline is an additional communication tool for specific types of situations and it is provided because we believe that it is a good business practice to do so. Regular business matters that do not require anonymity should be directed to the employee's supervisor or the Talent & Culture Department and should not be submitted using this service.

Additional information is on the [DCE Staff Intranet](#).

Video Surveillance and Electronic Monitoring

See Policy 7440.04 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See Policy 7540.04 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the Staff Acceptable Use Agreement for Technology Resource.

A. **Electronic Communications:**

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-messages and other forms of digital communications, e.g. voicemail, X™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. External electronic storage devices are subject to monitoring if used with District resources.

B. **User Responsibilities:** The following standards will apply to all users (students and employees) of the network/internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Board Policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Board Policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing inappropriate material. The user must then notify the network administrator and/or immediate supervisor of the website address that should be blocked by the filtering software.

5. A user may not disable internet-tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.
- C. *Electronic Communications with Students*: Employees are prohibited from communicating through electronic media with students who are enrolled in the District, except as set forth in Section D. An employee is not subject to this prohibition if the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Myspace™, X™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. *Limited Electronic Communication with Students*: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:
1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities).
 2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
 3. The employee is prohibited from communicating with students through a personal social network page, unless the employee has a pre-existing social or family relationship with the student as listed in C above.
 4. The employee must create a separate social network page ("professional page") for communicating with students through a social network. The employee must enable administration and parents to access the employee's professional page.
 5. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
 6. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with students.
- E. *Retention of Electronic Communications and other Electronic Media*: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded

unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.

- F. **Electronic Recording:** Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. **Compliance with Federal, State and Local Law:** For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records. See *Policy 8330* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
 2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses. See *Policy 8320* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- H. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- I. **Personal Web Pages:** Employees may not misrepresent the District by creating, or posting any content to any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- J. **Disclaimer:** The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- K. **District Property:** The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

Drug-, Alcohol-, and Tobacco-Free Workplace

See *Policies 3122.01, 4122.01, 3215, 4215, 7434* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

See *Administrative Guidelines 3122.01 and 4122.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. ***Drugs and Alcohol:*** The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. The District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. ***Tobacco Products:*** Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. ***Reasonable Suspicion Testing:*** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. ***Consequence for Violation:*** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies 41 U.S.C. 702(a)(1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- E. ***Notification of Conviction:*** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source– the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)]
- F. ***Employee Assistance Program:*** The Employee Assistance Program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical, or productivity concerns or problems. EAP helps in the prevention, identification, and resolution of work-related or personal problems. Additional information is on the [DCE Staff Intranet](#).

Physical Examination

See *Policies 1460, 3160, and 4160* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Identification Badges

The School Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers, and visitors to wear a District or school-issued identification badge. Identification badges should be displayed in plain view by all employees while carrying out regular employment duties.

Issuing Identification Badges

The District will provide the initial badge, ~~clip, or and clip or~~ lanyard to ~~all employees upon hire, volunteers, and coaches at no cost to the employee.~~

Additional or Replacement Badges

Identification badges will be replaced at no cost to the employee if lost, stolen, broken, or when there is a change in employment status. ~~upon surrender of the old badge. Identification badges that malfunction without any apparent physical damage to the card will be replaced at no cost to the employee. Identification badges that are lost, stolen, broken, or worn out will be replaced without cost to the employee once every three years.~~

~~There shall be a charge of \$10.00 for each identification badge replaced more often than once every three years.~~ Lost or stolen identification badges are to be immediately reported by submitting a ticket to the Technology Help Desk (preferred) or by calling extension 1352 to the Talent & Culture Department at extension 1225 or 1226, or to the Technology Department at extension 1352 for access security reasons. If lost or stolen, the ~~old~~ identification badge will be de-activated.

Visitors/Volunteers

All visitors/volunteers in school buildings are required to check in to the main office to obtain a Visitor's Identification Badge. Volunteers must also follow volunteer guidelines as indicated in the Volunteer Handbook, available on the website: <https://www.dce.k12.wi.us/community/dce-evergreen-volunteers>.

Employee Name Changes

An employee that legally changes their name with the Social Security Administration must present their new Social Security Card to the Talent & Culture Department before their name will be changed in the District's systems.

Licensure/Certification

Each employee who is required to be licensed or certified by law must provide Talent & Culture with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification. See *Policy 3120* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Payroll

Payroll Cycle

Employees will be paid bi-weekly by direct deposit.

Direct Deposit Payment Method

All employees are required to receive their payroll check via direct deposit. Check history is available in **Skyward™**. Direct deposit account changes may be made after giving thirty (30) calendar days' notice in writing to the Payroll department.

Overtime

Non-exempt employees will be paid at time and one-half the regular rate of pay for all hours worked in excess of 40 hours in the workweek.

Timesheets or other Form of Electronic Tracking of Hours Worked

Timesheets or an electronic timesheet system shall be used by all non-exempt employees. Employees will clock in only at such time as they are fully prepared to begin work. Employees are responsible for

their own timesheets and shall not clock in or out for any other employee. If an employee leaves the premises for any personal reason, the electronic system is to be used to clock in and out.

Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available electronically and updated by the Business Office when rates change.

Reduction in Force

The Board may reduce staff based on the best interest of the District when necessary. Employees in affected areas will receive notice in accordance with applicable statutory requirements. The District will consider the following factors, including, but not limited to qualifications, job performance, experience, certification, and professionalism.

Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Workers Compensation

Supervisor Responsibilities

- When employee is injured, follow the most current Workers Compensation Workplace Injury Procedure.
- Assist the **Business Office Operationse Department** with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job tasks.
- Assist in monitoring the progress of injured employees during recovery period.

Employee Responsibilities

- Report all injuries, illnesses, and incidents immediately to your supervisor.
- Work with supervisor to report the incident to the insurance company.
- Cooperate with the workers' compensation insurance claims staff, the school District, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Upon returning to work, provide the **Business Office Operations Department** with your medical provider's medical release and any information regarding your recovery process.
- Comply with work restrictions during your recovery process.

Business Office Operations Department Responsibilities

- Help supervisors and employees fully understand their role and function within our Return-To-Work program and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within his or her recovering functional capabilities and limitations.
- Work closely with the Workers Compensation insurance company.
- Investigate all on-the-job incidents.

Return-To-Work Program

The District has implemented a Return-To-Work program to help ensure that our employees receive the best care on their way to full recovery from work-related injuries. All employees and supervisors are expected to

fully participate in all components of the program. Any questions, comments, or concerns about this program or related procedures can be directed to the [Business Office Operations Department](#).

The District believes that the best approach to controlling incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest ~~assets~~assets, and we are committed to providing prompt, high-quality medical care and returning injured workers to productive employment as soon as medically possible.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will make every effort to provide a modified transitional work position until the employee is able to resume normal duties. All of our modified work is temporary and intended to facilitate a "return to regular work duties" when medically feasible. These positions may be offered at any location or any department or shift that the District can accommodate.

Any employee who is off because of an excused Workers Compensation situation will be paid from their accumulated paid time off, then sick leave balance for hours not worked during time of injury and recovery, up to the time the accumulated sick leave balance is exhausted. During this same period, any monies reimbursed to the District by the Workers Compensation carrier will be deposited by the District into the appropriate salary account. The dollar amount of the check will then be divided by the employee's current hourly rate, to arrive at the amount of paid time off, then sick leave hours to be credited back to the employee's paid time off, then sick leave accumulated balance. Upon exhaustion of the employee's accumulated paid time off, then sick leave balance, the employee will only be paid directly by the Workers Compensation carrier, and payment from the District will cease, until the employee resumes work.

TTWA (Temporary Transitional Work Assignments) Guidelines

- The District will determine appropriate work hours, shifts, and locations of all Temporary Transitional Work Assignments (TTWA). The District reserves the right to determine the availability and appropriateness of all jobs.
- TTWAs will be reviewed regularly and extended or ended at the discretion of the school District based on workflow needs.
- District supervisors will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the supervisor will assess the ability to adjust the TTWA accordingly. All changes to TTWAs will be made after receiving concurrence from the employee's attending physician.
- If the employee is later determined to have a permanent disability, which restricts his/her ability to return to their job at time of injury, the TTWA may end.
- The District will determine whether the worker's physical restrictions require substantial modification to job tasks and whether such modifications are possible.
- To the extent possible, the District will consider work site modifications to allow the injured employee to continue employment.

Conflict Resolution

Problems, misunderstandings and frustrations may arise in the workplace. It is the District's intent to be responsive to its employees and their concerns.

Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule a meeting with the next level supervisor or the Talent and Culture Department to discuss the problem.

If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, the employee should schedule a meeting with the next level supervisor or the Talent and Culture Department.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

The District reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action

may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No District employee will be subject to retaliation for filing a complaint under this policy.

Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

The purpose of this process is to provide a quick, effective and consistently applied method for an employee to present his or her concerns to management and have those concerns internally resolved.

Step 1: Discussion with Supervisor

- a. ~~Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with the next level supervisor to discuss the problem that gave rise to the complaint within five working days of the date the incident occurred.~~
- b. ~~The supervisor should respond in writing to the complaint within five days of the meeting.~~

Step 2: Written Complaint and Decision

- a. ~~If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's director/supervisor/department head within five days.~~
- b. ~~The employee's director/supervisor/department head should forward a copy of the complaint to the superintendent's office.~~

~~The submission of the written complaint is due within five working days of the response from the supervisor. The complaint should include:~~

- ~~• The problem and the date when the incident occurred.~~
 - ~~• Suggestions on ways to resolve the problem.~~
 - ~~• A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should note no response was given.~~
- c. ~~Upon receipt of the formal complaint, the director/supervisor/department head must schedule a meeting with the employee within five working days to discuss the complaint. Within five working days after the discussion, the director/supervisor/department head should issue a decision both in writing and orally to the employee filing the complaint.~~

Step 3: Appeal of Decision

- a. ~~If the employee is dissatisfied with the decision of the director/supervisor/department head, the employee may, within five working days, appeal this decision in writing to the superintendent's office.~~
- b. ~~The superintendent or designee may call a meeting with the parties directly involved to facilitate a resolution. Or the superintendent or designee may refer complaints to a review committee if it believes that the complaint raises serious questions of fact or interpretation of policy. The superintendent or designee may gather further information from involved parties.~~
- c. ~~The superintendent or designee should issue a decision both in writing and orally to the employee filing the complaint within five days.~~

Additional Guidance

~~If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision and the problem should not be subject to further consideration.~~

~~Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.~~

~~The District reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.~~

~~No District employee will be subject to retaliation for filing a complaint under this policy.~~

Grievance Procedure

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

See *Policies 3340 and 4340* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Leave

Sick Leave

Employees may accrue a Sick Leave bank which can be maintained up to a maximum of 120 days. If an employee currently has more than 120 days of Sick Leave, all previously earned days will remain in the employee's Sick Leave bank, but the employee will not be able to roll any additional days over until they are below the maximum. Each new fiscal year, employees must use all* of their allocated PTO days in total before utilizing Sick Leave from their Sick Leave bank.

After PTO is exhausted, Sick Leave may be used for illness or medical reasons for self, medical/dental appointments for self, medical/dental appointments for a family member, and to care for an ill family member. Sick Leave application for family members is exclusively reserved for a spouse, parents, and children under the age of 18. Sick Leave cannot be used for childcare reasons except for employees on approved FMLA for birth or adoption. Sick Leave may only be used for a child over the age of 18 if the employee is on approved FMLA.

Sick Leave must be taken in one-hour increments. The only exception would be employees whose full day is a partial hour (ex. 5.5 hours), then they will be required to use 5.5 hours when requesting an entire day off.

The District may require a certification by a medical provider after an employee has been absent for an illness or any other use of Sick Leave. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of Sick Leave. Any employee obtaining Sick Leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

*Employees with approved FMLA leaves may reserve two (2) PTO days to use in the same year as indicated in the Paid Time Off section below. In this case, employees will have access to their Sick Leave bank prior to using the reserved PTO day(s).

Sick Leave Donation Bank

From time to time, employees face serious "out of the ordinary" medical situations. If an employee has exhausted all paid time off (PTO, Sick Leave, and Vacation Leave), they may request a donation from the district Sick Leave Donation Bank.

The employee should submit their request to the Talent & Culture department and indicate the "out of the ordinary", serious medical situation. The request will be ~~reviewed~~reviewed, and the approval or denial will be communicated to the employee.

"Out of the ordinary" is defined as a serious, non-routine medical condition or situation that results in a significant disruption to an employee's or their immediate family member's health and requires the employee's absence from work due to their own or their child or spouse's critical health needs. This includes, but is not limited to, a cancer diagnosis that requires treatment or surgery, a life-threatening illness or injury, unexpected or sudden medical emergency, etc. Examples that would generally *not* qualify may include common illnesses and surgical procedures, routine medical procedures, short-term recovery from a minor injury or illness, etc.

Employees are eligible for the following:

- Up to 10 days for their own serious "out of the ordinary" medical situation.
 - If an employee has been previously given 10 days out of the donation bank and they have a new serious "out of the ordinary" medical situation, they are eligible for an additional 5 days.
- Up to 105 days for their child's "out of the ordinary" medical situation.
 - Child must be under the age of 18.
- Up to 5 days for their spouse's "out of the ordinary" medical situation.

The number of days listed above is the maximum number of days an employee is eligible for in each donation period. A donation period starts when the bank is replenished with donations and ends when the District decides to open the bank again for additional donations. The current donation period started with the 2020-2021 school year.

Paid Time Off (PTO)

Benefit Description

PTO provides a bank of leave time for employees to use at their discretion when requesting time away from work. PTO is designed to increase flexibility and choice by empowering employees to prioritize elements of their flexible compensation and positively influence their work-life balance. Employees in the following categories receive the stated number of PTO days at the start of each school year:

52 Week Administrators 52 Week Salary 52 Week Hourly Buildings & Grounds	Extended SY Administrators Extended SY Salary Extended SY Hourly	Teachers School Year Hourly School Nutrition
15	13	11

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work (ex. 6 hours per day equals 6 hours per PTO day for a total of 66 hours for the school year).

Returning employees and new certified employees who start on the first day of the work year will receive the annual allocation of PTO days to use immediately.

New non-certified employees will be allocated two (2) days of PTO for use in their first 60 calendar days of employment. The employee’s remaining PTO allocation will be allocated after the 60-day probationary period.

New employees hired after the first day of the work year will receive a prorated number of PTO days based on the number of remaining workdays. For example, if the employee will work 138 days out of the 184 scheduled days for their position, the prorate would be calculated as $138/184 \times 11 = 8.25$ days (then converted to hours, rounded up to the nearest hour).

New employees hired less than two weeks prior to the last scheduled workday of the year for their position will not receive a PTO allocation until the start of the following year.

Guidelines

A reason is not required when requesting pre-planned PTO. PTO requests will be approved/denied by the employee’s supervisor in the order received without detriment to the learning or work environment. The supervisor will determine if the request is approved or denied based on the needs of each building and department at the time of the request. The operational needs of the building or department will be taken into consideration prior to approving or denying a request for PTO.

PTO requests that are less than a full workday in duration may only be taken in increments of one hour. For PTO requests that are a full workday in duration, employees will use the number of hours they are scheduled to work (ex. 5.5 hours). Employees requesting between 3-5 days of pre-planned PTO are advised to submit their request in Skyward as soon as possible, preferably two weeks or more notice.

It is recommended that absence requests for PTO be entered into Skyward and Frontline/Aesop (if a substitute is needed) at least 72 hours prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. See below sections for department-specific guidelines.

In the case of illness or emergency, employees are required to contact their supervisor immediately and if possible, at least two (2) hours before the start of the workday. The time off request must be entered into Skyward and Frontline (if a substitute is needed) prior to the start of the workday.

Employees may request a maximum of five (5) consecutive days of pre-planned PTO. PTO used before and after a break (Thanksgiving Break, Winter Break, Spring Break) is considered consecutive and may not exceed five (5) days total.

Employees may exceed the maximum 5 consecutive days of PTO if it is for a sick- or medical-related reason. The employee may be required to apply for FMLA and/or provide medical certification if using more than 5 consecutive days of PTO.

As with Sick Leave, the District may require a certification by a medical provider after an employee has been absent for an illness or another medical reason. All medical certifications must be kept in the employee’s medical file. The District may question or investigate the use of sick-related PTO. Any employee obtaining Paid Time Off benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

If pre-planned PTO absences deplete an employee’s total balance for the year and prior to those pre-planned absences an employee needs to use an unplanned PTO day (examples: employee becomes ill, has an emergency, sick family member, etc.) a PTO day must be canceled and applied to the unplanned day. For example, an employee pre-plans and schedules their total allocation of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Therefore, the day that was canceled will be a leave without pay day if the employee still wants time off. As mentioned above, employees cannot access their Sick Leave bank until all PTO has been exhausted.

For FMLA-related absences that are the same or longer than the employee’s remaining PTO balance, employees will be allowed to reserve up to two (2) days of their PTO for future use (after their FMLA absence(s)) within the same school year. The reserved PTO day(s) will no longer hold a cash value and cannot be paid out if unused. The employees that use this option will have access to their Sick Leave bank prior to using the reserved PTO day(s) since the days no longer hold a cash value. If the reserved PTO day(s) are not used by the end of the fiscal year, they will automatically roll into their Sick Leave bank (unless their bank is at the maximum number of days, then in this case the day(s) will be forfeited).

Technology Department Guidelines:

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to the ability to provide coverage.

In reference to pre-planned absences, no more than the following # per work area can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances. This can be modified at the discretion of the supervisor when students are not present (extended breaks, summer).

Building Technicians	Networking Team	Data Team
2	1	2

Buildings & Grounds Department Guidelines:

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances.

Days All Buildings When Students are Present	Days District-wide When Students are Present	Nights All Buildings When Students are Present	Nights District-wide When Students are Present
1	2	1	4

School Nutrition Department Guidelines:

It is recommended that absence requests for PTO be entered into Skyward and at least 5 days prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. If the request is submitted less than 5 days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances.

All Buildings	District-wide
1	3

Building Guidelines (Teachers & Support Staff):

In reference to pre-planned absences, no more than the following # per building can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances.

Building	Maximum Per Day
Elementary Schools (besides HA, ODY)	2 teachers and 2 support staff
Hatley Elementary	1 teacher and 1 support staff
Odyssey Elementary	1
Middle School	3
Junior High School	3 teachers and 3 support staff
Senior High School	4 teachers & 5 support staff*
Idea School	1

*Requests may be denied if there are multiple requests from the same department (example, SPED, front office, etc.) even if the daily maximum has not been reached for the building.

Payout/Conversion of PTO

Each PTO day has a cash value of \$20.00 per hour (value is subject to change based on district budget allocations). At the end of the work year, employees may request any unused PTO days be paid out or rolled into their Sick Leave bank, subject to the maximum. PTO days will not roll over as PTO days to the next work year. 52 Week Hourly, 52 Week Salary, Buildings and Grounds, Extended School Year Administrators, Extended School Year Hourly, Extended School Year Salary, School Nutrition, School Year Hourly, and Teachers are eligible for a PTO payout. All employees are eligible to roll unused PTO days into their Sick Leave bank.

Employees will be provided with an electronic form near the end of the school year to allocate any remaining cash value or convert unused time to their sick leave bank. Cash value will be paid on a payroll date in June or July. The date will be determined annually, and the Talent & Culture department will notify all employees.

If an employee does not make a decision regarding unused PTO, the days will automatically roll over to the employee's individual Sick Leave bank. If the employee's individual Sick Leave bank has reached the cap, the employee will receive a pay out of the unused PTO days if they are eligible. If the employee is not eligible for a payout, the unused PTO will not roll (carry over) into the next work year and will be forfeited.

Since employees are given the option/discretion to convert unused PTO to cash, the payment is not WRS reportable earnings. In cases of resignation, retirement, or layoff, unused PTO days will be paid out on the employee's last paycheck and will not be WRS reportable earnings.

Each PTO day has a cash value and is only valid during the year they were earned. If PTO days are converted into Sick Leave (rolled into employee's Sick Leave bank), they do not retain their cash value.

Upon Termination of Employment

In cases of resignation (in addition to giving a two-week notice), retirement, or layoff, PTO days not used prior to the last date of employment (subject to prorate below) will be paid out on the employee's last paycheck at the PTO cash value rate. In cases of termination or non-renewal, a payout of unused PTO days will not occur.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture.

If an employee does not work the entire year for which the PTO was allotted, the PTO the employee is entitled to may be prorated. Any PTO from the prorate that the employee did not use will be paid out at the PTO cash value rate on the employee's last check. If an employee used more PTO than the prorate, the employee may be required to reimburse the District.

PTO may be prorated based on how many days of the work year for their position that the employee worked. For example, if the employee worked 138 days out of the 184 scheduled days for their position and they received 11 days of PTO at the start of the year, the prorate would be calculated as $138/184 \times 11 = 8.25$ days (then converted to hours, rounded up to the nearest hour).

Vacation Leave

52 Week Hourly, 52 Week Salary, and Buildings & Grounds employees are eligible for Vacation Leave. 52 Week Administrators should review their individual Administrator Contract.

Upon Hire: Fifteen (15) days (prorated from the date of hire through June 30th)

The Start of the Second Year in the District: Fifteen (15) days

The Start of the Tenth Year in the District: Twenty (20) days

The Start of the Twentieth Year in the District: Twenty-five (25) days

Years in the District is based on regular employment and does not include time in seasonal, occasional, or non-benefit eligible positions (ex. substitutes).

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work.

Employees who start on the first day of the work year will receive the annual allocation of Vacation Leave to use immediately. New employees hired after the first day of the work year will receive a prorated number of Vacation Leave hours based on the number of remaining workdays. New employees hired less than two weeks prior to June 30th will not receive a Vacation Leave allocation until the start of the following year.

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. Unused vacation will not roll (carry over) into the next work year. Unused days will be forfeited.

Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the District afford them additional vacation based upon the above schedule.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture. If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to may be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

Vacation may be prorated based on how many days of the work year for their position that the employee worked. For example, if the employee worked 195 days out of the 260 scheduled days for their position and they received 20 days of Vacation Leave at the start of the year, the prorate would be calculated as $195/260 \times 20 = 15$ days (then converted to hours, rounded up to the nearest hour).

Buildings & Grounds Employees only:

Vacation days may be used:

- During the months of June, July, August, or when teachers are not working.
- During the school year when students are not present.
- During the school year on days with scheduled student/staff breaks.
- During teacher grading days.
- During teacher professional development days.
- Two student contact days, more than two would require pre-approval from supervisor

Vacation days must be entered into Skyward by August 30 for the upcoming school year. Once vacation days are entered into Skyward, occasional changes may be made with supervisor approval.

The District may, at its discretion, allow more than one custodian per building be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the District and the employee.

Paid Holidays

Employees that are eligible for paid holidays are not required to work and will be paid their normal day’s pay for the holidays indicated below. If the holiday falls on a Saturday or Sunday, the District will determine the day the holiday will be allowed. Employees on unpaid non-FMLA leave will not be eligible for paid holidays.

52 Week Administrators, 52 Week Salary, 52 Week Hourly, and Buildings & Grounds

July 4	Friday after Thanksgiving	New Year’s Eve Day
Labor Day	Christmas Eve	New Year’s Day
Thanksgiving Day	Christmas Day	Memorial Day

For Buildings & Grounds employees only, double time will be paid for any work performed on holidays.

School Year Hourly, Extended School Year Hourly, and School Nutrition

Labor Day	Christmas Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

Teachers

Labor Day
Thanksgiving
Memorial Day

Leaves of Absence

See Policies 3430 and 4430 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

A leave of absence without compensation and benefits for a period of up to one (1) semester or one (1) school year may be considered provided a suitable replacement can be obtained. Request for leave of absence shall be made to the Director of Talent and Culture by March 1 of the year preceding the year that the leave commences.

Leave Without Pay

Should a situation arise where all PTO, Vacation Leave, and any remaining Sick Leave has been depleted, or the absence does not qualify for use of Sick Leave, the employee should contact their supervisor and the Director of Talent and Culture. Depending on the unique circumstances, additional time off may be granted and would be unpaid. The employee will then enter their unpaid time off in Skyward.

Leave Without Pay cannot be used before PTO and/or Sick Leave is exhausted (if absence reason is eligible for Sick Leave usage) unless employee is on approved Wisconsin FMLA. Leave Without Pay cannot be used before Vacation Leave is exhausted unless employee is on approved Wisconsin and/or Federal FMLA.

If an employee is absent for a sick-related reason and has exhausted all of their PTO, Vacation Leave, and any remaining Sick Leave from their individual Sick Leave bank, approval is not required via the above process. The

employee will need to notify their supervisor and enter their unpaid time off in Skyward. As with Sick Leave, the District may require a certification by a medical provider after an employee has been absent for an illness or another medical reason. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of sick-related Leave Without Pay.

Employees with excessive absences may be subject to disciplinary action (refer to the Attendance section of the Handbook).

Inclement Weather Day Guidelines

~~Non-Exempt (hourly) School year and Extended School Year hourly~~ employees ~~that are not scheduled required~~ to work on inclement weather days and are not paid if they do not work. However, these employees have the option of working their normal daily hours or partial hours if they wish to do so. Employees electing this option should contact their supervisor to be assigned work. These employees also have the option to ~~However, they may submit submit~~ a PTO request if they would like to be paid for the inclement weather day.:-

~~Year-round hourly Other hourly employees~~ (and year-round salaried employees) ~~that are scheduled~~ are required to work on inclement weather days and will need to use PTO or Vacation Leave if they are unable to work part or all of the inclement weather day.

Teachers and Extended School Year salaried employees are paid for inclement weather days (non-virtual learning days) and PTO is not required to be used. If the inclement weather day is a virtual learning day and the teacher or Extended School Year salaried employee is unable to work part or all of the virtual learning day, they will need to use PTO (or other time off if applicable).

Unrequested Leaves of Absence/Fitness for Duty

See Policies 1461, 3161, and 4161 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Jury Duty Leave

Employees of the District who are selected for jury duty are required to serve according to Wisconsin State Statutes. Employees who are selected for jury duty shall notify their supervisor as soon as possible each time that they are called for possible service.

Staff members who are not placed on the jury shall notify their supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify their supervisor. When released from jury duty, employees shall immediately notify their supervisor, return to their work assignment and complete the scheduled work day unless there is less than one (1) hour before the end of their work day. In all cases, the supervisor shall notify the Director of Talent & Culture. Second and third shift employees only need to report to work after being released from jury duty if they are short of 8 hours for the day (i.e., if their Jury Duty service is 6 hours, they need to work 2 hours of their regular shift).

Compensation arrangements: employees called for jury duty shall be paid their regular earnings. Staff members must submit a check for the amount of jury duty fees (not including travel allowance) to the Business Office within one week after they have been paid by the County or the amount will be deducted from their subsequent check.

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the fillable Jury Duty – Payment of Fees form.

Bereavement Leave

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

In case of death in the immediate family of the employee (spouse, child, parent) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor to attend services and manage details the week of or after the death.

In case of death in the family of parent-in-law, sibling, sibling-in-law, grandparent, grandchild, or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor to attend services and manage details the week of or after the death.

Funeral leave of one (1) day with pay shall be granted to attend the funeral services of the employee's uncle, aunt, niece, nephew, great grandparent, and grandparent-in-law. This provision shall not be applicable if the funeral is on the weekend.

Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for bereavement leave. An employee may request to use their PTO if they would like to attend the funeral services.

This provision shall not be applicable if an employee is on leave-of-absence (FMLA or non-FMLA), paid sick leave, PTO, or vacation.

Upon advance written approval of the Director of Talent & Culture, an employee shall be granted reasonable time off with pay up to a maximum of eight (8) hours for pallbearer duties.

The Superintendent may approve additional time off on an individual basis.

Bereavement Leave Table

Current Relationship to Employee (Biological/Adoptive/Step)	Days of Leave
Spouse	5
Child	5
Parent	5
Parent-in-Law	3
Sibling	3
Sibling-in-Law	3
Grandparent	3
Grandchild	3
Relative with Whom Employee Lives	3
Grandparent-in-Law	1
Great Grandparent	1
Aunt/Uncle	1
Niece/Nephew	1

Organ Donor Leave

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

The Bone Marrow and Organ Donation Leave Act requires all employers with 50 or more permanent employees must allow employees up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Please contact Talent & Culture for further details.

Family Medical Leave

See *Policies 1630.01, 3430.01, and 4430.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

A copy of the policy shall be available to employees upon request.

To request Family and Medical Leave, employees will log in to the District web site at <http://personnel.dce.k12.wi.us/> and go to the Family Medical Leave Act (FMLA) Time Off Request link. Directions for submitting a request for FMLA leave are located there.

Legal citations: Wis. Stat. 103.10(14), 29 U.S.C. 2601, 29 C.F.R. 825

Other Employee Leaves

See *Policies 3431 and 4431* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the following:

Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver
Leave for Voting
Election Official Leave
Leave to Testify

Benefits Applicable to Regular* Employees

*Regular employees are those that are not seasonal, occasional, casual, coaches, or substitutes.

Only regular employees are eligible for the following benefits. However, other employees may be eligible for Wisconsin Retirement System, Life Insurance, and Health Insurance if they meet federal and/or state eligibility requirements. All employees are eligible to contribute to 403(b) and 457 plans.

Benefit eligibility and benefit FTE are calculated based on scheduled hours for the employee's primary regular position. Additional hours from other assignments (i.e., coaching, co-curricular advising, summer programming, etc.) are not included when determining benefit eligibility and benefit FTE.

Insurance Coverage

Contact the Talent & Culture Department for more specific coverage information. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Cafeteria Plan/Flexible Spending Account

Accident Insurance

The Board offers regular employees whose primary position is scheduled to work 600 hours or more per year the opportunity to purchase Accident Insurance. The plan provides benefit payments to covered individuals who seek medical care following an accident or injury. Benefits under Accident Insurance will be governed by the plan document. Accident Insurance coverage is 100% employee funded with monthly premiums varying by coverage election amount.

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to eligible employees to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Dependent care flex plan costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- Employees are eligible to participate in a Dependent Care FSA on their date of hire. There is no hourly requirement for the Dependent Care FSA.

Dental Insurance

The Board offers dental insurance to regular employees whose primary position is scheduled to work 30 hours or more per week. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family dental plan and cover the spouse under their plan. The spouse that is not the subscriber will not be allowed to carry a single plan. Employees working less than 30 hours per week that are currently enrolled in the plan will be allowed to remain on the plan.

Flexible Spending Account – Dependent Care

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to eligible employees to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Dependent care flex plan costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- Employees are eligible to participate in a Dependent Care FSA on their date of hire. There is no hourly requirement for the Dependent Care FSA.

Vision Insurance

The Board offers employees who work 600 hours per year or more an opportunity to purchase vision insurance. The plan provides benefits for exams, glasses, and contacts. Coverage is available for dependent children until the end of the month in which they reach age twenty-six. This insurance is 100% employee funded.

Health Insurance

The Board offers health insurance to eligible-regular employees that are scheduled to work 30 hours or more per week. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family health plan. If both husband and wife qualify for insurance and there are no dependents, each employee has the option to take a single health plan. Premiums are calculated based on FTE. ~~Employees who waive health insurance coverage are eligible for cash-in-lieu, which will be prorated for employees less than 1.0 based on FTE.~~

Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Life Insurance

The Board offers Basic life insurance to eligible employees that are scheduled to work over 880 hours a year. The life insurance policy allows employees to choose to purchase Supplemental, Additional, and/or Spouse/Dependent coverage. If any employee becomes eligible for the Wisconsin Retirement System as required by state statute, that employee will also be offered the life insurance.

Long-Term Disability

The Board offers long-term disability insurance to regular employees whose primary position is scheduled to work 600 hours or more per year. This plan provides income protection in the event that the employee is ill or injured and unable to work longer than 90 calendar days. The District will pay 10% of the long-term disability premium.

Short-Term Disability

The Board offers regular employees whose primary position is schedule to work 600 hours or more per year an opportunity to purchase Short-Term Disability insurance. This plan provides income protection in the event that the employee is ill or injured and unable to work for a short-term period of time. Benefits under Short-Term Disability will be governed by the plan document. Short-Term Disability coverage is 100% employee funded with monthly premiums varying by coverage election amounts.

Tax Sheltered Annuities (TSA)/Deferred Compensation

The District provides any employee the opportunity to participate in a 403(b) Tax-Sheltered Annuity Plan and/or the Wisconsin Deferred Compensation Plan (457). Plan highlights can be found on the DCE Staff Intranet.

Vision Insurance

The Board offers regular employees whose primary position is scheduled to work 600 hours or more per year an opportunity to purchase vision insurance. The plan provides benefits for exams, glasses, and contacts. Coverage is available for dependent children until the end of the month in which they reach age twenty-six. This insurance is 100% employee funded.

Long-Term Disability

~~The Board offers long-term disability insurance to employees that are scheduled to work over 600 hours a year.~~

Wisconsin Retirement System

The Board agrees to contribute the employer's share for eligible employees as required by state statute. The employee shall pay the employee's required WRS contribution as required by state statute. Eligibility is determined by state statute, and Eligible regular employees, and non-regular employees that meet eligibility while employed, will be enrolled automatically.

Tax Sheltered Annuities (TSA)/Deferred Compensation

~~The District provides employees the opportunity to participate in a 403(b) Tax-Sheltered Annuity Plan and/or the Wisconsin Deferred Compensation Plan (457). Plan highlights can be found on the DCE Staff Intranet.~~

Liability Insurance

~~Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.~~

Post-Employment Retirement Benefits for

Regular employees are eligible for a post-employment HRA benefit. There are two benefit structures, and eligibility is based on most recent hire date in a regular position. Administrators should review their Administrator Contract for vesting and contribution amounts.

Employees Hired ~~or Rehired after June 30, 2014~~ Before July 1, 2014

Employees hired before July 1, 2014 that meet vesting criteria as outlined in the table below will receive a lump sum contribution to a Health Reimbursement Arrangement (HRA) upon retirement.

<u>Group</u> <u>(on date of retirement)</u>	<u>Age Eligibility</u> <u>(on date of retirement)</u>	<u>Years of Service</u>	<u>District Contribution</u>
<u>Teachers</u>	<u>55</u>	<u>15</u>	<u>\$60,000</u>
<u>At-Will Salaried</u>	<u>55</u>	<u>15</u>	<u>\$60,000</u>
<u>Hourly (Support Staff)</u>	<u>57</u>	<u>25</u>	<u>\$30,000</u>
		<u>30</u>	<u>\$40,000</u>
		<u>35</u>	<u>\$50,000</u>

Years of Service will be based on the fiscal school year. Employees will receive one full year of service for the first year they were employed by the District if they started before November 1st. Employees hired after November 1st will receive one-half year of service. Years of service do not need to be consecutive.

Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

Talent & Culture will notify the employees that have met the vesting criteria at the beginning of each school year.

Employees Hired On or After July 1, 2014

Starting with the 2025-2026 school year, employees hired on or after July 1, 2014 in a regular position will receive an annual defined contribution to a Health Reimbursement Arrangement (HRA). Eligible employees hired on or after July 1, 2014 will also receive a retroactive contribution based on past service since their most recent hire date. This one-time "catch-up" contribution will be distributed at the end of the 2025-2026 school year.

<u>Group</u> <u>(on date of retirement)</u>	<u>Age Eligibility</u> <u>(on date of retirement)</u>	<u>Years of Service</u>	<u>Annual Contribution</u>	<u>Maximum District Contribution</u>
<u>Teachers</u>	<u>55</u>	<u>15</u>	<u>\$1,000/year</u>	<u>\$60,000</u>
<u>At-Will Salaried</u>	<u>55</u>	<u>15</u>	<u>\$1,000/year</u>	<u>\$60,000</u>
<u>Hourly (Support Staff)</u>	<u>57</u>	<u>25</u>	<u>\$500/year</u>	<u>\$30,000</u>

Years of Service will be based on the fiscal school year. Employees will receive one full year of service for the first year they were employed by the District if they started before November 1st. Employees hired after November 1st will receive one-half year of service. Years of service do not need to be consecutive.

Employees hired after November 1st will not receive an annual contribution for the first fiscal year of their employment.

Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

Talent & Culture will notify the employees that have met the vesting criteria at the beginning of each school year.

Additional Notes:

- Contributions will be made annually at the end of the fiscal year.
- HRA is non-portable; funds remain with the District if the employee leaves before meeting vesting criteria.
- Employees will receive annual statements showing their HRA balance.
- Total years of service to the district with the employee group at the time of retirement will be used to determine eligibility for vesting. However, only the HRA account funded during the employee's most recent period of employment will be available for use upon retirement.

Employees who change employee groups will receive the contribution amount of the group of employment at the end of the year and are subject to the maximum contribution of the group of employment.

Voluntary Retirement Incentive

Teachers

Irrevocable requests for participation in the voluntary retirement plan for teachers that have met the vesting requirements for the post-employment HRA benefit must be filed with the Director of Talent & Culture no later than March 10th of the year in which the teacher wishes to retire in order to qualify for the post-employment HRA benefit in that year. This policy shall not apply to any teacher who is discharged or non-renewed.

Teachers who complete and submit the irrevocable retirement form to the Director of Talent & Culture by December 31st prior to the year of retirement will receive a \$1000 incentive. This incentive payment will be added to a payroll check in late January or early February.

Teachers who complete and submit the irrevocable retirement form to the Director of Talent & Culture by March 10th of the year in which the teacher wishes to retire will receive a \$500 incentive. This incentive payment will be added to a payroll check in late March or early April.

At-Will Salary and Non-Exempt (Hourly) Employees

Employees who have met the vesting requirements for the post-employment HRA benefit are eligible to receive an incentive if they submit their retirement notice 90 or more days prior to their retirement date.

- For employees who submit their retirement notice to the Talent and Culture Department 180 days or more prior to their retirement date will receive a \$500 incentive. This incentive payment will be added to a payroll check within 30 days of receipt of the notice.
- For employees who submit their retirement notice to the Talent and Culture Department between 90 days and 179 days prior to their retirement date will receive a \$250 incentive. This incentive payment will be added to a payroll check within 30 days of receipt of the notice.

All newly hired or rehired employees who begin working in the District after June 30, 2014 will not be eligible for post-employment health, dental, life, or disability benefits when they retire. If an employee retires because of a disability, and is considered disabled, then they may be eligible for post-employment disability benefits.

Additionally, all newly hired or rehired employees who begin working in the District after June 30, 2014 will not be eligible to remain on any of the District benefit plans upon retirement, nor will they receive any premium

credits. Post-employment, all employees will be required to obtain all health-related insurances outside the District's plan(s). COBRA rules apply.

Post Employment Benefit: Health Benefit

Post-Employment Health Benefits				
Group (on date of retirement)	Age Eligibility	Years of Service*	Benefit if retiring prior to reaching the age of Medicare eligibility	Benefit if retiring at/after reaching the age of Medicare eligibility
Teachers (DCETA)	55 (before September 1 st of the next school year)	15	\$60,000	\$30,000
At-Will Salaried	55 (on date of retirement)	15	\$60,000	\$30,000
Hourly	57 (on date of retirement)	25	\$30,000	\$15,000
Hourly	57 (on date of retirement)	30	\$40,000	\$20,000
Hourly	57 (on date of retirement)	35	\$50,000	\$25,000
General Notes				
For All Employees	Funds will be deposited into personal HRA accounts and can be used for medical premiums only. Medical premiums include health insurance, dental insurance, optical insurance and long-term care insurance.			
Years of service do not need to be consecutive.				

*Years of Service will be based on the fiscal school year. Employees will receive one full year of service for the first year they were employed by the District if they started before November 1st. Employees hired after November 1st will receive one-half year of service.

Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

Notification

Talent & Culture will notify all employees eligible (hired before July 1, 2014, and have met the age eligibility and years of service) for the post-employment benefit at the beginning of each school year.

General Provisions for Employees

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training, and experience and will follow the Board approved Compensation Plan, which is available on the Staff Intranet, and shall be within the range established for that position.

Work Year, Week, Day Schedule

The number of days per year, hours per day, and workweek schedule for each employee will be determined by the District and communicated to the employee prior to the start of each school year.

School Year Hourly, Extended School Year Hourly, and school year School Nutrition employees scheduled to work more than six (6) or more hours will be required to take a one-half (1/2) hour unpaid lunch break unless determined by supervisor and schedule.

The District will comply with state and federal laws relating to the employment of minors and the hours they may work, including the scheduling of duty-free meal breaks as required.

Full Time Employees

~~The normal work year will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours, with one-half (1/2) hour being provided for unpaid lunch break. These hours can be adjusted by the immediate supervisor on the basis of need.~~

Part Time Employees

~~Individuals working less than 2,080 hours will have their work year, week, and day tailored to the District's need. Hourly employees working six (6) or more hours will be required to take a one-half (1/2) hour unpaid lunch break.~~

Overtime

See Policy 6700 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Mandatory Overtime

The District may require non-exempt (hourly) employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for disciplinary action, up to and including termination.

Consequences of Unauthorized Overtime

Full time non-exempt (hourly) employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action, up to and including termination.

Non-Exempt (Hourly) Employees Use of Electronic Communications Outside

Work Hours

The purpose of this guideline is to instruct nonexempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones, text messaging devices, computers, and handheld computers such as personal digital assistants (PDA).

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Non-exempt employees should not check for, read, send, or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by administration to do so.

Non-exempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline, up to and including termination for violating this guideline. Supervisors requiring non-exempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination.

Reasonable Assurance

The District shall inform less than twelve months employees in writing by June 1st of each year whether the employee can be reasonable assured of continuing employment for the following year.

Performance Reviews

Employees will be evaluated by their supervisor minimally once every three years. Generally, employees will be reviewed during their first two years of employment and then every three years. Supervisors may evaluate an employee on a more frequent basis as needed.

Documentation of performance will be as follows:

- Administrators will be reviewed every year and documented using a narrative-based format.
- Teachers will be evaluated following Educator Effectiveness guidelines and documentation as required by DPI.
- Certified staff evaluations that do not follow Educator Effectiveness will be documented using a narrative-based format.

Support staff will be evaluated using the District review forms.

Provisions for School Nutrition Employees

Profit-Sharing Plan for Fund 50

~~All members of the School Nutrition department (those employees with at least 50% of their time coded to Fund 50) are eligible for the profit sharing*. The amount received by each employee will be allocated based on their years of service at the District (employees with longer tenure will receive a higher bonus). To receive a share of the profits, the employee must work through the last expected workday of the school year. Profit sharing will only be distributed if the fund balance is in excess of the allowed amount by DPI and the profit distributed will not reduce the fund balance below the required level.~~

~~*Any employee that takes Leave Without Pay (LWOP) during the school year will automatically be disqualified from receiving a share of the profit. Any employee that takes LWOP while on approved FMLA will not be disqualified.~~

Certification

~~Any employee who earns and maintains certification in the School Nutrition Association for a complete school year will receive a lump sum payment of \$200.00 included with their final paycheck of the current school year. Loss of certification will result in the employee having to start this certification process again as if the employee had never before qualified.~~

Free Meals

Employees will be furnished a daily meal at no charge. The meal must be consumed on the premises. The supervisor will identify what constitutes a meal.

Educational Improvement

Any employee who pursues a course of study approved in advance by the supervisor will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the supervisor. The District will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The supervisor may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their cost of membership paid for by the District.

Provisions for Teachers

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the District. Altered work schedules may be approved by the building principal.

It is understood that the current practice of scheduling parent/teacher conferences, District, and faculty meetings will still be followed.

Teachers will have preparation time built into their daily schedule when at all possible.

Compensation

~~The District will follow the most current compensation model.~~

Evaluation

~~Teacher evaluations will follow the Educator Effectiveness Guidelines.~~

Assignments and Transfers

Assignments

Grade, subject, and activity assignments shall be made by the District taking into consideration the employee's professional training, experience, specific achievements, and service to the District. Notice of such assignments will be given to teachers as soon as possible.

The District recognizes the importance of high-quality teaching. Secondary level assignments will be made after student registration for courses.

Transfers

~~When making transfers, the District shall take the training, experience, specific achievements, service to the District, wishes, and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the students are of primary importance in making such decisions.~~

Elementary Only

~~When a reduction is needed within a PLC at an elementary building, the District's intent is to move the teacher that will be reduced to another opening in the building or district when at all possible.~~

~~Within the PLC where a reduction needs to occur due to a change in number of sections, the teacher with the least district seniority in that PLC will be notified that they will be reduced from the PLC but not necessarily the building. They will be offered the opportunity to move a vacancy in a different PLC within the building. If there is no vacancy within the building, the teacher with the least district seniority in the building will be moved to another open position with the district. The building principal may email the building's teachers to seek volunteers for transfers within the building or to another building if there are openings.~~

~~District seniority will be determined by hire date (most recent hire date for rehires with intermittent service) in a certified staff position. If there is more than one teacher with the same lowest district seniority in the PLC, the teacher being reduced from the PLC and/or building will be determined based on licensure and/or the needs of the building and/or district.~~

~~If there are no openings within the building or within the district, Policy 3131 Reduction in Staff will apply.~~

Transfers

~~When making transfers, the District shall take the training, experience, specific achievements, service to the District, wishes, and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the students are of primary importance in making such decisions.~~

Voluntary Early Retirement

Application

Irrevocable requests for participation in the voluntary early retirement plan must be filed with the Director of Talent & Culture no later than March 10th of the year in which the teacher wishes to retire in order to qualify for early retirement in that year. This policy shall not apply to any teacher who is discharged or non-renewed.

Notification

Talent & Culture will notify all teachers eligible (based on years of service and age) at the beginning of each school year.

Incentive

Teachers who complete and submit the irrevocable early retirement form to the Director of Talent & Culture by December 31st prior to the year of retirement will receive a \$1000 incentive. This incentive payment will be added to a payroll check in late January or early February.

Teachers who complete and submit the irrevocable early retirement form to the Director of Talent & Culture by March 10th of the year in which the teacher wishes to retire will receive a \$500 incentive. This incentive payment will be added to a payroll check in late March or early April.

Appendix A

Board Policy Notices

The District is required to notify employees of the following policies on an annual basis. Staff may request a copy of any of these policies at any time.

All District policies and administrative guidelines can be found on the district website:

<https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

<u>Policy Number</u>	<u>Policy Title/Information</u>
<p><u>1422,</u> <u>3122, 4122</u></p>	<p><u>Nondiscrimination and Equal Employment Opportunity</u></p> <p><u>The Board does not discriminate in the employment of staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.</u></p> <p><u>District Compliance Officers</u></p> <p><u>The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs').</u></p> <p><u>Sarah Trimner</u></p> <p><u>Director of Talent and Culture</u></p> <p><u>6100 Alderson Street</u></p> <p><u>Weston, WI 54476</u></p> <p><u>715-359-4221 ext. 1225</u></p> <p><u>strimner@dce.K12.wi.us</u></p> <p><u>Kelley Strike, Assistant Superintendent of Operations</u></p> <p><u>6100 Alderson Street</u></p> <p><u>Weston, WI 54476</u></p> <p><u>715-359-4221 ext. 1243</u></p> <p><u>kstrike@dce.K12.wi.us</u></p> <p><u>Legal citations: Title II, 28 C.F.R. 35.106</u></p>
<p><u>1422.02,</u> <u>3122.02,</u> <u>4122.02</u></p>	<p><u>Nondiscrimination Based on Genetic Information of the Employee</u></p> <p><u>All District requests for health-related information will be accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information.</u></p> <p><u>District Compliance Officers</u></p> <p><u>The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs').</u></p> <p><u>Sarah Trimner</u></p> <p><u>Director of Talent and Culture</u></p> <p><u>6100 Alderson Street</u></p> <p><u>Weston, WI 54476</u></p>

	<p>715-359-4221 ext. 1225 sttrimner@dce.k12.wi.us <u>Kelley Strike, Assistant Superintendent of Operations</u> <u>6100 Alderson Street</u> <u>Weston, WI 54476</u> 715-359-4221 ext. 1243 kstrike@dce.k12.wi.us <u>Legal citations: 42 U.S.C. 2000ff, 29 C.F.R. Part 1635</u></p>
<p>1630.01, 3430.01, 4430.01</p>	<p><u>Family & Medical Leave of Absence (“FMLA”)</u> <u>Legal citations: Wis. Stat. 103.10(14), 29 U.S.C. 2601, 29 C.F.R. 825</u></p>
<p>1662, 3362, 4362</p>	<p><u>Employee Anti-Harassment</u></p>
<p>2266</p>	<p><u>Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX)</u></p> <p style="text-align: center;"><u>NOTICE IS HEREBY GIVEN</u></p> <p style="text-align: center;"><u>Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities</u></p> <p style="text-align: center;"><u>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.</u></p> <p style="text-align: center;"><u>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.</u></p> <p style="text-align: center;"><u>TITLE IX COORDINATORS</u></p> <p style="text-align: center;"><u>Gina Lehman</u> <u>Director of Student Services</u> <u>6100 Alderson Street</u> <u>Weston, WI 54476</u> <u>715-359-4221, ext. 1351</u> <u>gilehman@dce.k12.wi.us</u></p> <p style="text-align: center;"><u>Sarah Trimner</u> <u>Director of Talent & Culture</u> <u>6100 Alderson Street</u> <u>Weston, WI 54476</u> <u>715-359-4221, ext. 1225</u> <u>sttrimner@dce.k12.wi.us</u></p>

	<p><u>Any person may contact the Title IX Coordinator via phone, email, or in person to file a complaint for sexual harassment or sex-based discrimination. For more information regarding the District's Title IX complaint and grievance procedures, please refer to Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities.</u></p> <p>Legal citations: Title IX, 34 C.F.R. 106.9</p>
<p><u>2260,</u> <u>2260.01</u></p>	<p><u>Nondiscrimination and Access to Equal Educational Opportunity</u> <u>Section 504/ADA Prohibition Against Discrimination Based on Disability</u></p> <p style="text-align: center;"><u>NOTICE IS HEREBY GIVEN</u></p> <p style="text-align: center;"><u>Pupil Non-Discrimination</u></p> <p><u>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).</u></p> <p><u>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.</u></p> <p style="text-align: center;"><u>COMPLIANCE OFFICERS</u></p> <p style="text-align: center;"><u>Gina Lehman</u> <u>Director of Student Services</u> <u>6100 Alderson Street</u> <u>Weston, WI 54476</u> <u>715-359-4221, ext. 1351</u> <u>gilehman@dce.k12.wi.us</u></p> <p style="text-align: center;"><u>Sarah Trimmer</u> <u>Director of Talent & Culture</u> <u>6100 Alderson Street</u> <u>Weston, WI 54476</u> <u>715-359-4221, ext. 1225</u> <u>strimmer@dce.k12.wi.us</u></p> <p><u>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.</u></p> <p>Legal citations: Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, PI 9.05</p>
<p><u>3217,</u> <u>4217,</u> <u>5772, 7217</u></p>	<p><u>Weapons on School Grounds or at School Events</u></p> <p>Legal citations: Wis. Stats. 120.13, 948.605, 948.61</p>

<p><u>5350,</u> <u>ag5350</u></p>	<p><u>Student Suicide Prevention, Intervention, and Postvention</u></p> <p><u>Teachers must annually be informed of the resources available from the DPI. These are found at: https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/2025_26_Suicide_Prevention_Annual_Model_Notice.pdf</u></p>
<p><u>5330</u></p>	<p><u>Administration of Medication/Emergency Care</u></p>
<p><u>5517</u></p>	<p><u>Student Anti-Harassment</u></p>
<p><u>5517.01</u></p>	<p><u>Bullying</u></p> <p><u>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.</u></p>
<p><u>6700</u></p>	<p><u>Fair Labor Standards Act (FLSA)</u></p> <p><u>Legal citations: Wis. Stat. 104.1, 29 U.S.C. 201, 29 C.F.R. Part 541</u></p>
<p><u>8315,</u> <u>ag8315</u></p>	<p><u>Information Management</u></p> <p><u>The Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule" in Policy 8310 – Public Records. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in Policy 8310. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form under the requirements of Policy 8310. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.</u></p> <p><u>Legal citation: F.R.C.P. 34, 37(f)</u></p>
<p><u>5505</u></p>	<p><u>Academic Honesty</u></p> <p><u>The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.</u></p> <p><u>All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.</u></p>



6100 Alderson Street
Weston, WI 54476

To: D.C. Everest School Board
From: Dr. Casey Nye *CS*
Subject: Independent Hearing Officers for 2025-2026
Date: July 16, 2025

I recommend the Board approve Mr. Steven Pophal and Mrs. Rena Sabey as independent hearing officers for the D.C. Everest School District for the 2025-2026 school year.



Book	Policy Manual
Section	5000 Students
Title	ALTERNATIVE EXPULSION HEARING PROCEDURE
Code	po5610.01
Status	Active
Adopted	May 25, 2016

5610.01 - ALTERNATIVE EXPULSION HEARING PROCEDURE

Pursuant to Sec. 120.13(1)(e)(3), Wis. Stats., the School Board has adopted an alternative expulsion procedure to Policy 5610 and AG 5610.

The School Board will designate an independent hearing officer(s), prior to the start of the school year, who will be responsible for conducting the expulsion hearing in accordance with State law and AG 5610.01. The independent hearing officer shall not be a regular school employee.

Within thirty (30) days after the date of the expulsion order, the Board shall meet to review the decision and will either confirm, reverse, or modify the expulsion order. In the interim, the order of the hearing officer shall be enforced.

Any appeal of the Board's decision shall be in accordance with Wisconsin Statute 120.13(1)(e)(3).

This policy shall be reviewed annually by the Board prior to the start of the school year and either readopted or repealed.

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Legal 120.13(1)(e), Wis. Stats.

Last Modified by Valerie Lukens on March 9, 2020



D.C. Everest Area School District

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

MISSION STATEMENT

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

TO: Dr. Casey Nye, Superintendent

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

DATE: July 16, 2025

SUBJECT: Policy 2131.01- Reading Instructional Goals and Kindergarten Assessment

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

Reading Instructional Goals

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

Curriculum Evaluation

We are currently engaged in a comprehensive cycle of evaluating reading curricular resources across all grade levels. This past year, we completed the review of elementary reading materials at several grade levels and will continue that work in the upcoming year. Additionally, we are preparing to begin the review of our secondary reading curricular resources.

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

- Grade 1 Foundations – Scope and Sequence Revision: Based on insights from our universal screening assessment data, we identified the need to introduce certain letter-sound correspondences earlier in the year than recommended by the published curriculum. As a result, we revised the scope and sequence of lessons to better support early literacy development.
- Wit & Wisdom (Grades K–2) – Lesson Refinement: In response to teacher feedback requesting increased developmental appropriateness, we conducted a thorough review of each lesson to ensure alignment with the Wisconsin English Language Arts Standards. When a lesson's activities did not strongly align with state expectations, adjustments were made. These revisions also led to slightly shorter daily lessons—an important shift that supports more engaging and manageable instructional time. This alignment and refinement work will continue in grades 3–5.

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

- Enhanced Support for Diverse Learners: Based on input from special education teachers, we worked to improve the accessibility of Wit & Wisdom for all students. Teachers received targeted professional development that empowered them to create accommodations and supportive resources aligned with the program's learning goals.

Assessment of Reading Readiness

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

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

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



Book	Policy Manual
Section	2000 Program
Title	PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS
Code	po2261.01
Status	Active
Adopted	May 25, 2016
Last Revised	February 1, 2021

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

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

Each year, the Superintendent shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

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

2. revise the parent and family member engagement policy, if necessary;
- F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising, and reviewing the parent and family member engagement policy;
 - G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children) including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
 - H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
 - I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
 - J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
 - K. involve parents in the planning, review, and improvement of the Title I program;
 - L. communicate information concerning school performance profiles and their child's individual performance to parents;
 - M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;
 - N. provide timely responses to parental questions, concerns, and recommendations;
 - O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
 - P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

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

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.
- E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

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

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to

develop a parent and family member engagement policy.

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

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

- A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs,

Casey Nye & School Board
Thank-you so much
for the beautiful plant
and card on behalf of
Edward Cody — such a
kind gesture I didn't expect.
Thank-you so much —

Sincerely, Lynnette Haemmerle
+ Edward Cody
Family

Thank you for
the beautiful plant.
Lois loved plants so
it is a beautiful
way to remember
her. I am so blessed
to work in such a
wonderful district
surrounded by people
who care.

Tonya, Mark,
Kallie & Jack
BROST

Perhaps you sent a lovely card,
Or sat quietly in a chair.
Perhaps you sent a floral piece,
If so we saw it there.
Perhaps you spoke the kindest words,
As any friend could say;
Perhaps you were not there at all,
Just thought of us that day.
Whatever you did to console our hearts,
We thank you so much whatever the part.

The family of
LOIS BROST

Thank you so much for the generous donation to the Alzheimer's Association. in memory of my mom. We are hoping for a cure for this terrible disease.

Sincerely,
Susan Cornish

There are not enough words to express how thankful we are for your sympathy, love, and kindness during our time of sorrow. Your support has brought us great comfort and strength and will remain in our hearts.

Sincerely,
The Gamache Family

