



– 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 to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Approval of Agenda	
V. Hearing of Delegations	
VI. Consent Agenda	
A. Approval of Minutes	
1. Regular Board Meeting of May 22, 2019	4
B. Recommended Employment/Resignations/Contract Adjustments	8
C. Treasurer's Report - General/Other Fund Bills	11
D. Balance Sheet	36
E. Budget Transfers	44
F. Fund Raising Requests	
G. Gift/Bequests	
H. Bus Accident	
I. Second Reading of Policies	
1. Policy 5112 Entrance Age	66
2. Policy 5113 Open Enrollment Program (Inter-District)	68
3. Policy 7530.02 Staff and School Officials Use of Personal Communication Devices	72
VII. Reports/Considerations	
A. WASB Legislative Network Member	
B. CESA Representative	
VIII. Superintendent	
A. Staff Recognition Including:	
1. Karen Wegge - Outstanding HPE Coordinator Award	
2. AODA Grant for \$25,000	76

3. Kristy Eder - Human Resources Specialist - received certification as a Human Resource Management Certified Professional	
B. Wisconsin RtI Center and Wisconsin Department of Instruction Awards to Schools	77
C. AASA Trip to Washington, D.C., in July	
D. Safety Update	
E. Building Projects Update	
1. Review of Community Donation Requests	
2. Neighbor Thank You Bags	
IX. New Business	
A. Renewal of District Line of Credit	89
B. Ten Year Capital Projects	92
C. Garbage and Recycling Contract	103
D. 2019-2020 Child Nutrition Program Contract	104
E. Senior High Trip Request to China in June 2020	115
F. Approval of Student Handbooks	
1. Senior High	119
2. Junior High	148
3. Middle School	172
4. Evergreen Elementary	197
5. Hatley Elementary	225
6. Mountain Bay Elementary	253
7. Riverside Elementary	280
8. Rothschild Elementary	314
9. Weston Elementary	349
G. First Reading of Policy	
1. Policy 1213 Student Supervision and Welfare	380
2. Policy 3140 Non-Renewal, Resignation, and Termination	382
3. Policy 3213 Student Supervision and Welfare	385
4. Policy 4213 Student Supervision and Welfare	387
5. Policy 5320 Immunizations	389
6. Policy 7440.01 Video Surveillance and Electronic Monitoring	391
X. Petitions and Communications	
A. Thank You for Recognition	
1. Mary Beth Kulaf Thank You	394
2. Laurie Heilmeyer Thank You	395
3. Sue Allen Thank You	397
B. Thank You for Memorial Tribute	
1. Thank You for Memorial Tribute from Wendy Vesper and Family	398
2. Thank You for Memorial Tribute from Family of Clarence Sozcka	399

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.

XI. Future Meeting Dates

A. Next Regular Board Meeting

1. Wednesday, July 24, 2019, 6:30 p.m.
DCE Administration Building
2. Wednesday, August 28, 2019, 6:30 p.m.
DCE Administration Building

XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S.19.85(1)(d) to Review School Violence Drill Reports

A. Review of School Violence Reports

400

XIII. Adjourn



– MINUTES –

I. Call to Order

The meeting was called to order at 6:30 p.m. by School Board President Larry A. Schaefer.

II. Roll Call

Members present were Lindsey Lewitzke, Joshua Dickerson, Katie Felch, Yee Leng Xiong, Corrie Norrbom. Bruce Krueger was absent. Also present Superintendent Kristine Gilmore, Assistant Superintendents Mary Jo Lechner and Jack Stoskopf, Student Representative William Vraney.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion by Xiong, second by Felch to approve the agenda for the meeting. With a voice vote, all yes, motion carried.

V. Hearing of Delegations

Luke a Budleski, 171222 Plover River Road, Hatley, WI 54440, addressed the Board.

VI. Consent Agenda

Joshua Dickerson requested Item C be removed from the agenda and acted upon separately.

Motion by Xiong, second by Felch to approve the Consent Agenda without letter C. With a roll call vote Norrbom-yes, Xiong-yes, Felch-yes, Dickerson-yes, Lewitzke-yes, Schaefer-yes, all yes, motion carried.

Motion by Norrbom, second by Xiong to approve Letter C, Teacher Contract. With a roll call vote Norrbom-yes, Xiong-yes, Felch-yes, Dickerson-abstained, Felch-yes, Lewitzke-yes, Schaefer-yes, five yes, motion carried.

A. Approval of Minutes

B. Recommended Employment/Resignations/Contract Adjustments

1. Employment Report May 2019
2. 2019-2020 Contracts for Teachers
3. 2019-2020 Administrator Contracts
4. 2019 Summer School Contracts

C. Approval of 2019-2020 Teacher Contract

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

E. Balance Sheet

F. Budget Transfers

G. Bus Accident Reports

1. Bus Accident 5-6-19
2. Bus Accident 5-15-19

H. Gifts, Grants, and Bequests

1. Wisconsin Department of Public Instruction Grant for Weston Connect
2. Donation from Lemmens Creative Design
3. J & D Tube Benders Donation for SkillsUSA

I. Fundraiser Request

J. Second Reading/Final Approval of Policies

1. Policy 5600 Student Discipline - Delete
2. Policy 8407 School Resource Officer Program
3. Policy 8420 School Safety and Emergency Preparedness
4. Policy 8462.01 Threats of Violence

VII. Reports/Considerations

- A. WASB Legislative Network Member – Felch reported WASB is monitoring as the Legislature contemplates extra funding for schools
- B. CESA Representative – Krueger was absent-no report.
- C. Student Representative – Vraney reported AP tests are done. Student Council staff appreciation included donuts for the bus drivers. There is a band concert on May 29 and orchestra concert on May 30. Before the band concert is a spaghetti dinner to support the trip Florida next year. DCE Talks are being held tonight. Upcoming fundraiser is Seeley's Steps – Mr. Seeley will run 50 miles to raise funds for the food pantry at the Senior High. They have raised over \$1,000 for foods for over the summer. Fun Day is May 29. There will be fishing and a frisbee golf contest off campus for the first time this year.
- D. Superintendent
 1. Middle School Donation Station
Presenter: Mila Bublik and Marissa Rowe, Tammy Koenig, Advisor
 2. Recognition
 - a. Wisconsin Global Scholar – Natalie Brown
 - b. Jerry Awards for Mamma Mia
 3. Building Projects Update
 4. Safety Update
 5. Thanksgiving Greeting Cards

VIII. Unfinished Business

- A. Board Goals
 1. Update on District Reading Program
Presenter: Kelly Thompson, Director of Literacy and Assessment

IX. New Business

Norrbom left the meeting at this time. Time was 7:30 p.m.

- A. Hazardous Transportation Plan
Motion by Xiong, second by Felch to accept the Hazardous Transportation Plan as submitted. With a voice vote, all yes, motion carried.
- B. 2019-2020 Lunch and Breakfast Prices
Motion by Dickerson, second by Xiong to approve the meal and milk prices for the 2019-2020 School Year. With a voice vote, all yes, motion carried.

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C. Financial Update: Referendum and Energy Efficiency Projects

D. Insurance Summary Report

Motion by Dickerson, second by Lewitzke to accept the Insurance Summary Report as submitted. With a voice vote, all yes, motion carried.

E. Summer Learning Program Courses

Motion by Lewitzke, second by Felch to accept the Summer Learning Program Courses as outlined. With a voice vote, all yes, motion carried.

F. Senior High Band Trip Request

Motion by Felch, second by Lewitzke to approve the Senior High Band Trip Request for March of 2020. With a voice vote, all yes, motion carried.

G. First Reading of Policies

Motion by Dickerson, second by Xiong to accept Policies 5112, 5113, and 7530.02 on first reading. With a voice vote, all yes, motion carried.

1. Policy 5112 Entrance Age

2. Policy 5113 Open Enrollment Program (Inter-District)

3. Policy 7530.02 Staff and School Officials Use of Personal Communication Devices - Revised

X. Petitions and Communications

A. Recognition Thank You

1. Thank you from Kathy Heller

2. Thank You from Tammy Koenig

3. Thank You from Gayle Fenhaus

4. Thank you from Mary Jo Lechner

5. Thank You from Nancy Aschbrenner

XI. Future Meeting Dates

A. Next Regular Board Meeting

1. Wednesday, June 26, 2019, 6:30 p.m.

Board Room, DCE Administration Building

2. Wednesday, July 24, 2019, 6:30 p.m.

Board Room, DCE Administration Building

B. Other Dates/Events

1. Senior High Graduation

June 6, 2019, at 7:30 p.m.

D.C. Everest Senior High

6500 Alderson Street

Weston, WI 54476

XII. Meeting Adjourned at 7:42 p.m.

Respectfully submitted,

Yee Leng Xiong, 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 June 26, 2019, meeting of the School Board.



Employment Report

Date 6/26/19

Recommended Employment

Certified Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Alexandria Kolb	Summer Learning Teacher/MB	N/A	June 17, 2019
Kaolee Lor-Her	Hmong Summer Program	N/A	July 22, 2019
Kia Her	Hmong Summer Program	N/A	July 22, 2019
Kia Thao	Hmong Summer Program	N/A	July 22, 2019
Pong Thao	Hmong Summer Program	N/A	July 22, 2019
Megan Kummer	School Nurse/MS, WE, MB	1	August 12, 2019
Taylor Hardinger	School Counselor/JH	1	August 20, 2019
Bryce Befort	Science Teacher/MS	1	August 27, 2019
Tiphany Schmidt	ID Teacher/SH	1	August 27, 2019
Jessica Sutton	Grade 2 Teacher/MB	1	August 27, 2019

Support Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Elizabeth Strehlow	Summer Camp/GFH	0.21	June 1, 2019
Amy Wasleske	Summer Camp/GFH	0.21	June 7, 2019
Dezirae Stanchik	Housekeeper/WE	1	June 17, 2019
Duane Dittmar	Climbing Wall Attendant/GFH	N/A	June 17, 2019
Isaiah Winowiski	Lifeguard/GFH	N/A	June 17, 2019
Nicole Williams	Summer Camp/GFH	0.21	June 24, 2019
Jenna Tienor	Nutrition Support Specialist	0.9	June 24, 2019
Kelly Meverden	Attendance Secretary/MS	0.81	August 6, 2019

Students

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
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Resignation(s)/Retirement(s)

All Staff

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Kendra Corsberg	Coach/District Wide	Resignation	November 25, 2016
Troy Atkinson	External Co-Curricular/District Wide	Resignation	January 6, 2017
Zachary Heil	Coach/District Wide	Resignation	March 3, 2017
Lucas Gajewski	External Co-Curricular/District Wide	Resignation	April 28, 2017
Kyle Schepp	Coach/District Wide	Resignation	May 26, 2017
James Olafson	External Co-Curricular/District Wide	Resignation	June 23, 2017
Dylan Smallwood	Coach/District Wide	Resignation	October 27, 2017
William Tehan	Coach/District Wide	Resignation	October 27, 2017
Angela Fisher	Coach/District Wide	Resignation	November 9, 2017
Melissa Nieuwenhuis	Coach/District Wide	Resignation	November 9, 2017
Chelsea Norem	Coach/District Wide	Resignation	November 9, 2017

Manuel Pollak	Coach/District Wide	Resignation	November 9, 2017
Courtney Deppe	External Co-Curricular/District Wide	Resignation	December 8, 2017
Stephen Brown	Coach/District Wide	Resignation	February 2, 2018
Myranda Hayes	Coach/District Wide	Resignation	February 2, 2018
Joanne Giordano	External Co-Curricular/District Wide	Resignation	March 2, 2018
Hope Kluz	External Co-Curricular/District Wide	Resignation	March 2, 2018
Nicol Chandler	Coach/District Wide	Resignation	May 11, 2018
Jeremy Husnick	Coach/District Wide	Resignation	May 11, 2018
Daniel Kluever	Coach/District Wide	Resignation	May 11, 2018
Tre Lemmer	Coach/District Wide	Resignation	May 11, 2018
Matthew Rahn	Coach/District Wide	Resignation	May 11, 2018
Alexis Radloff	Coach/District Wide	Resignation	June 8, 2018
Zachary Pecha	Coach/District Wide	Resignation	June 22, 2018
Amanda Brown	Coach/District Wide	Resignation	August 31, 2018
Alexandra Higgins	Coach/District Wide	Resignation	August 31, 2018
Adellyn Wermund	External Co-Curricular/District Wide	Resignation	November 12, 2018
Michael Wasilczuk	External Co-Curricular/District Wide	Resignation	December 7, 2018
Mackenzie Biundo	External Co-Curricular/District Wide	Resignation	January 18, 2019
Hannah Lacalamita	External Co-Curricular/District Wide	Resignation	January 18, 2019
		Position Eliminated	
Mia Husnick	SWD Assistant/MS	(staying on as a sub)	May 23, 2019
Lydia Groff	Housekeeper/WE	Resignation	May 29, 2019
Katlyn Rowlands	Drop In Care/GFH	Resignation	May 31, 2019
Johanna Rothenberger	Before & After Care/GFH	Resignation	June 4, 2019
Bonnie Dean	Adventure Care Staff/GFH	Resignation	June 4, 2019
Teresa Lazarski	Drop In Care/GFH	Resignation	June 6, 2019
		Resignation (staying on	
Rosario Kimmett	SWD Assistant/RI	as a sub)	June 6, 2019
Terri Novak	Food Service Coordinator/MS	Termination	June 6, 2019
George Bouldin	Education Assistant & Coach/SH	Resignation	June 6, 2019
Jarrod Prins	Student Custodian/District Wide	Resignation	June 6, 2019
Felicia Schuster	Math Teacher/SH	Resignation	June 7, 2019
Jason Wadzinski	Math Teacher/MS	Resignation	June 7, 2019
Mara Johansen	English Teacher/MS	Resignation	June 7, 2019
Shelby Penrod	Grade 2 Teacher/MB	Resignation	June 7, 2019
Shayne Smith	Coach/District Wide	Resignation	June 13, 2019
Steven Lewis	Coach/District Wide	Resignation	June 13, 2019
Michelle Gunderson	Coach/District Wide	Resignation	June 13, 2019
Sarah Tomasiewicz	Nutrition Support Specialist	Resignation	June 28, 2019
Sara Lang	Education Assistant/JH	Resignation	July 19, 2019
Mark Ekiss	Science Teacher/MS	Resigned; did not start	N/A

Adjustments

Certified Staff

Name	Position From	Position To	Effective Date
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Taylor Powers	Substitute Teacher	Summer Learning Teacher	June 17, 2019
Baonhia Lor	Substitute Teacher	Hmong Summer Program	July 22, 2019
Thao Xiong	EL Assistant/Social Studies Teacher	Hmong Summer Program	July 22, 2019
Kelsey Parkin	School Psychologist/MS 1.0 FTE	School Psychologist/MS .90 FTE	August 7, 2019
Becky Kluever	Education Assistant/EV	Kindergarten Teacher/EV (1-Year Contract)	August 27, 2019
Peter Doran	ACP Coordinator/Substitute Science Teacher/JH 1-Year Contract	Science Teacher/JH (1-Year Contract)	August 27, 2019
Tom Reamer	Contract	Science Teacher/JH	August 27, 2019
Pam Gresser	K-5 Teacher/Odyssey	Grade 6 English/MS	August 27, 2019
Debra Rieck	Grade 5 Teacher/WE	Grade 6 Math & SS/MS	August 27, 2019

Support Staff

Name	Position From	Position To	Effective Date
Vicki Timm	Secretary/HA .88 FTE	Secretary/HA .81 FTE	May 24, 2019
Thomas Christensen	Coach	Summer Learning Support Staff	June 10, 2019
Renee Buchholz	Coach	Summer Learning Support Staff	June 10, 2019
Kristy Eder	Human Resources Assistant	Human Resources Specialist	July 1, 2019
Heidi Lowe	Education Assistant/RO .40 FTE	Education Assistant/RO .35 FTE	August 27, 2019
Rachel Rentmeester	Education Assistant/RI .49 FTE	Education Assistant/RI .35 FTE	August 27, 2019
Barbara Wood	Cafeteria Server/HA	Server/Cashier/Idea, Odyssey	August 28, 2019
Dawn Carlson	Substitute Food Service	Server/Cashier/Hatley	August 28, 2019

All Administrators have accepted their new contracts for 2019-2020.

The are no co-curricular requests this month.

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

JUNE 19, 2019

CASH BALANCE AS OF MAY 15, 2019	\$82,363.41	
INVESTMENT ACCOUNT TRANSFERS		\$3,832,248.09
RECEIPTS CR#27255 - CR#27404	\$6,968,873.54	
CHECKS FOR APPROVAL #224673 - #225010 ACH: # 181902530-181902892		\$3,365,529.06
<u>VOIDS:</u>		
CK #223338, 223868, 223924, 224005, 224341, 224478, 224509, 224707, 224720, 224847, 224856, 224915	\$1,442.61	
CASH BALANCE AS OF JUNE 19, 2019		(\$145,097.59)
	<hr/>	
	\$7,052,679.56	\$7,052,679.56
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**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224673	SECURIAN FINANCIAL GROUP, INC.	43617	5/17/2019	18,741.97
224674	SECURITY HEALTH PLAN	43617	5/17/2019	839,502.00
224675	KRUG BUS SERVICE, INC.	10330	5/17/2019	504.00
224676	APPLE INC - AR	AA17995281	5/17/2019	774.95
224676	APPLE INC - AR	AA15252192	5/17/2019	299.95
224676	APPLE INC - AR	AA18167551	5/17/2019	494.95
224676	APPLE INC - AR	AA18167550	5/17/2019	494.95
224676	APPLE INC - AR	AA18184054	5/17/2019	494.95
224677	BLICK ART MATERIALS	1504206	5/17/2019	8.48
224678	BODETTE, TIM	50719	5/17/2019	35.00
224679	CENTURY LINK	1467525415	5/17/2019	220.28
224680	DALE'S WESTON LANES, INC	DR-50705	5/17/2019	302.00
224681	ELEGANT HOMES CLEANING SERVICE	31120	5/17/2019	1,398.00
224682	FEDEX, INC.	6-544-90144	5/17/2019	53.42
224683	GORDON FOOD SERVICE INC	193890561	5/17/2019	2,859.22
224683	GORDON FOOD SERVICE INC	193890557	5/17/2019	99.46
224683	GORDON FOOD SERVICE INC	194054999	5/17/2019	460.07
224683	GORDON FOOD SERVICE INC	194055003	5/17/2019	152.81
224684	HAWKINS, ASH CPA'S LLP	3094235	5/17/2019	4,000.00
224685	HORST DISTRIBUTING INC	77933-000	5/17/2019	33,295.00
224686	IROW	281635	5/17/2019	100.00
224687	LAMERS BUS LINES, INC.	554841	5/17/2019	102.31
224688	LANGBEHN, DALE	51019	5/17/2019	35.00
224689	LEE LAW FIRM, LLC	1175	5/17/2019	298.36
224690	LEIDER, DAN	5092019	5/17/2019	100.00
224691	MALBRIT MECHANICAL INC	179704	5/17/2019	2,747.13
224692	MARSHFIELD CLINIC, INC.	8-003-939APR30	5/17/2019	172.90
224693	MOSINEE HOCKEY CLUB, INC	11	5/17/2019	2,925.00
224694	MS GRAPHICS, LLC	2014-2409	5/17/2019	39.00
224695	NEOFUNDS BY NEOPOST INC.	43556	5/17/2019	1,000.00
224696	OTIS ELEVATOR CO	cvw16047001	5/17/2019	1,112.00
224697	PROFESSIONALS CHOICE LLC	105700	5/17/2019	370.00
224698	RE-VI DESIGN LLC	18040	5/17/2019	2,474.00
224699	SCHMITZ, KURT	50219	5/17/2019	35.00
224699	SCHMITZ, KURT	50319	5/17/2019	70.00
224699	SCHMITZ, KURT	51019	5/17/2019	35.00
224700	SCHOTT, RIDGLEY	51019	5/17/2019	35.00
224701	SCHREMP, GREG	5092019	5/17/2019	100.00
224702	SHIDELL WOOD PRODUCTS	29151	5/17/2019	371.28
224703	VIKING ELECTRIC SUPPLY	S002567455.001	5/17/2019	131.72
224703	VIKING ELECTRIC SUPPLY	S002559443.001	5/17/2019	505.06
224703	VIKING ELECTRIC SUPPLY	S002559443.002	5/17/2019	1,010.12
224703	VIKING ELECTRIC SUPPLY	S002559488.001	5/17/2019	78.63
224703	VIKING ELECTRIC SUPPLY	S002559488.002	5/17/2019	244.41
224703	VIKING ELECTRIC SUPPLY	S002559503.001	5/17/2019	-232.42
224703	VIKING ELECTRIC SUPPLY	S002572678.001	5/17/2019	67.20
224703	VIKING ELECTRIC SUPPLY	S002574368.001	5/17/2019	98.71
224703	VIKING ELECTRIC SUPPLY	S002571863.001	5/17/2019	252.53
224703	VIKING ELECTRIC SUPPLY	S002571863.002	5/17/2019	757.59
224703	VIKING ELECTRIC SUPPLY	S002577455.001	5/17/2019	62.81

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224703	VIKING ELECTRIC SUPPLY	S002582319.001	5/17/2019	629.77
224703	VIKING ELECTRIC SUPPLY		5/17/2019	0.00
224703	VIKING ELECTRIC SUPPLY		5/17/2019	0.00
224703	VIKING ELECTRIC SUPPLY		5/17/2019	0.00
224704	WAUSAU AWARDS AND ENGRAVING	43588	5/17/2019	52.00
224705	WAUSAU CURLING CLUB	4048	5/17/2019	350.00
224706	YONKER, JEREMY	43556	5/17/2019	44.00
224707	WAFCA	43634	5/17/2019	370.00
224708	APPLE INC - AR	AA18667944	5/20/2019	774.95
224708	APPLE INC - AR	AA07940673	5/20/2019	494.95
224709	BAUMANN, MARIA	5.19.8	5/20/2019	60.00
224710	CONWAY, MARK	Feb-March 2019	5/20/2019	234.00
224711	HARDSCAPE RESTORATIONS	1004	5/20/2019	8,746.28
224712	MARA CTY HEALTH DEPARTMENT	138 HSAT 7QXMES	5/20/2019	225.00
224712	MARA CTY HEALTH DEPARTMENT	138 KBAE 9F5MYS	5/20/2019	225.00
224712	MARA CTY HEALTH DEPARTMENT	138 HSAT 7QWLAV	5/20/2019	225.00
224712	MARA CTY HEALTH DEPARTMENT	138 HSAT 7QWE4S	5/20/2019	281.00
224712	MARA CTY HEALTH DEPARTMENT	138 KBAE 9F5MMZ	5/20/2019	281.00
224712	MARA CTY HEALTH DEPARTMENT	138HSAT 7QXCA7	5/20/2019	281.00
224712	MARA CTY HEALTH DEPARTMENT	138 HWAD 9N5SCY	5/20/2019	225.00
224712	MARA CTY HEALTH DEPARTMENT	138 HSAT 7QXEDR	5/20/2019	225.00
224712	MARA CTY HEALTH DEPARTMENT	138 HSAT 7QXADN	5/20/2019	225.00
224712	MARA CTY HEALTH DEPARTMENT	138 BBUR 9GAUJQ	5/20/2019	225.00
224713	STAPLES ADVANTAGE	3412784888	5/20/2019	161.37
224714	WAFCA	43634	5/20/2019	300.00
224715	MARK HARRING STANDING CHAPTER 13 TRUSTEE	05242019A	5/24/2019	540.85
224716	UNEMPLOYMENT INSURANCE	05242019A	5/24/2019	229.60
224717	UNITED WAY OF MARATHON CNTY	20190524ADUWAY	5/24/2019	656.49
224718	CENTRAL WI CONVENTION & EXPO CENTER	43948	5/24/2019	300.00
224719	DEPERE HIGH SCHOOL	52219	5/24/2019	35.00
224720	LAMERS BUS LINES, INC.	554332	5/24/2019	735.00
224721	LAMERS BUS LINES, INC.	554333	5/24/2019	1,444.00
224722	LAMERS BUS LINES, INC.	554334	5/24/2019	517.00
224723	LAMERS BUS LINES, INC.	554874	5/24/2019	557.75
224723	LAMERS BUS LINES, INC.	554882	5/24/2019	461.32
224723	LAMERS BUS LINES, INC.	554881	5/24/2019	1,298.51
224723	LAMERS BUS LINES, INC.	554880	5/24/2019	295.75
224723	LAMERS BUS LINES, INC.	554888	5/24/2019	930.87
224723	LAMERS BUS LINES, INC.	554885	5/24/2019	153.86
224723	LAMERS BUS LINES, INC.	554879	5/24/2019	266.64
224724	MADISON NATL LIFE INS CO	43617	5/24/2019	16,343.63
224725	POLITO'S PIZZA-ROTHSCHILD	GradMarch19	5/24/2019	200.00
224726	REDEEMER EVANG LUTH CHURCH	REDEEMER52019	5/24/2019	500.00
224727	APPLE INC - AR	aa13880686	5/24/2019	990.00
224728	BERSETH, SCOTT @ SHADE TREE SOLUTIONS	5212019	5/24/2019	50.00
224729	BOELTER COMPANIES, THE	96971934	5/24/2019	503.37
224730	CHARTER COMMUNICATIONS, INC.	1842032319	5/24/2019	18,926.54
224731	COLLINS, HEATHER	43556	5/24/2019	43.73
224732	DC EVEREST ATHLETIC CLUB DCEAC	218079623	5/24/2019	345.00
224733	DC EVEREST SENIOR HIGH SCHOOL	DCEVOLLEYBALL52019	5/24/2019	1,321.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224734	EKON-O-PAC, LLC.	92980	5/24/2019	20.00
224735	ELEGANT HOMES CLEANING SERVICE	1245	5/24/2019	699.00
224736	EMC INSURANCE	5212019	5/24/2019	2,000.00
224737	EVOLUTIONS IN DESIGN	388254	5/24/2019	109.00
224738	FEDEX, INC.	6-552-58019	5/24/2019	55.53
224739	FLYLEAF PUBLISHING	2930	5/24/2019	3,868.37
224740	GAJEWSKI, NANCY	43586	5/24/2019	22.49
224741	GORDON FOOD SERVICE INC	12840449	5/24/2019	-31.54
224741	GORDON FOOD SERVICE INC	12863172	5/24/2019	-10.98
224741	GORDON FOOD SERVICE INC	193890556	5/24/2019	1,347.10
224741	GORDON FOOD SERVICE INC	193890558	5/24/2019	88.10
224741	GORDON FOOD SERVICE INC	194055007	5/24/2019	12.63
224741	GORDON FOOD SERVICE INC	194055008	5/24/2019	2,602.05
224741	GORDON FOOD SERVICE INC	194055006	5/24/2019	24.51
224741	GORDON FOOD SERVICE INC	194055004	5/24/2019	1,074.38
224741	GORDON FOOD SERVICE INC	194055000	5/24/2019	8,656.09
224741	GORDON FOOD SERVICE INC	194055009	5/24/2019	786.88
224741	GORDON FOOD SERVICE INC	194055002	5/24/2019	18.76
224741	GORDON FOOD SERVICE INC	194054997	5/24/2019	29.36
224741	GORDON FOOD SERVICE INC	194055005	5/24/2019	77.44
224741	GORDON FOOD SERVICE INC	194055010	5/24/2019	1,723.31
224741	GORDON FOOD SERVICE INC	194170693	5/24/2019	248.13
224741	GORDON FOOD SERVICE INC	194170692	5/24/2019	215.54
224741	GORDON FOOD SERVICE INC	194170694	5/24/2019	2.49
224741	GORDON FOOD SERVICE INC	194170688	5/24/2019	1,425.48
224741	GORDON FOOD SERVICE INC	194170691	5/24/2019	313.15
224741	GORDON FOOD SERVICE INC	194232719	5/24/2019	124.92
224741	GORDON FOOD SERVICE INC	194232722	5/24/2019	51.94
224741	GORDON FOOD SERVICE INC	194232721	5/24/2019	777.62
224741	GORDON FOOD SERVICE INC	194232720	5/24/2019	1,371.01
224741	GORDON FOOD SERVICE INC	194232718	5/24/2019	10,091.56
224741	GORDON FOOD SERVICE INC	194232717	5/24/2019	3,126.77
224741	GORDON FOOD SERVICE INC	194232724	5/24/2019	708.53
224741	GORDON FOOD SERVICE INC		5/24/2019	0.00
224742	HABECK, MIKE	5222019	5/24/2019	75.00
224743	HERNANDEZ, MARIBEL	25270	5/24/2019	14.75
224744	HORST DISTRIBUTING INC	78184-000	5/24/2019	193.64
224745	IMBUS ENTERTAINMENT	060619DCE	5/24/2019	500.00
224746	JONES SIGN COMPANY INC.	43586	5/24/2019	500.00
224747	JULIOT, DAVID	5212019	5/24/2019	100.00
224748	K12 MANAGEMENT INC. DBA FUELED	INV-18909	5/24/2019	1,199.93
224749	KNUDSON SHEET METAL INC	9536	5/24/2019	588.25
224750	LAMERS BUS LINES, INC.	554887	5/24/2019	96.22
224750	LAMERS BUS LINES, INC.	554875	5/24/2019	1,006.64
224750	LAMERS BUS LINES, INC.	554896	5/24/2019	1,178.92
224750	LAMERS BUS LINES, INC.	554897	5/24/2019	222.98
224750	LAMERS BUS LINES, INC.	554898	5/24/2019	209.24
224750	LAMERS BUS LINES, INC.	554899	5/24/2019	981.82
224750	LAMERS BUS LINES, INC.	554900	5/24/2019	252.00
224750	LAMERS BUS LINES, INC.	554891	5/24/2019	563.24

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224750	LAMERS BUS LINES, INC.	554892	5/24/2019	1,757.91
224750	LAMERS BUS LINES, INC.	554894	5/24/2019	1,398.27
224750	LAMERS BUS LINES, INC.	554846	5/24/2019	1,675.00
224750	LAMERS BUS LINES, INC.	554564	5/24/2019	1,440.00
224750	LAMERS BUS LINES, INC.	554563	5/24/2019	1,180.00
224750	LAMERS BUS LINES, INC.	554916	5/24/2019	78.41
224750	LAMERS BUS LINES, INC.	554907	5/24/2019	144.88
224750	LAMERS BUS LINES, INC.	554908	5/24/2019	261.80
224750	LAMERS BUS LINES, INC.	554920	5/24/2019	78.41
224750	LAMERS BUS LINES, INC.	554904	5/24/2019	167.58
224750	LAMERS BUS LINES, INC.	554902	5/24/2019	277.67
224750	LAMERS BUS LINES, INC.	554903	5/24/2019	85.70
224750	LAMERS BUS LINES, INC.	554923	5/24/2019	85.70
224750	LAMERS BUS LINES, INC.	554905	5/24/2019	58.41
224750	LAMERS BUS LINES, INC.	552347	5/24/2019	1,304.08
224750	LAMERS BUS LINES, INC.	554876	5/24/2019	607.01
224750	LAMERS BUS LINES, INC.	554886	5/24/2019	134.12
224750	LAMERS BUS LINES, INC.	555626	5/24/2019	310,046.10
224750	LAMERS BUS LINES, INC.		5/24/2019	0.00
224750	LAMERS BUS LINES, INC.		5/24/2019	0.00
224751	LEIDER, DAN	5222019	5/24/2019	50.00
224752	LONDERVILLE ENTERPRISES	1529485	5/24/2019	306.12
224752	LONDERVILLE ENTERPRISES	529485	5/24/2019	73.44
224753	MARA CTY HEALTH DEPARTMENT	CNTYHEALTHDEPT51619	5/24/2019	648.00
224754	MARA CTY TREASURER'S OFFICE	INV# 19050706	5/24/2019	8.00
224754	MARA CTY TREASURER'S OFFICE	10016669	5/24/2019	1,347.00
224755	MARSHFIELD PARKS & RECREATION	24138	5/24/2019	90.00
224756	MILLER, GLENN	22836	5/24/2019	45.00
224757	NORTHWOODS CAB	43590	5/24/2019	680.00
224758	NOTEWORTHY PROMOTIONS, INC	162413	5/24/2019	385.00
224759	PANTOJAS, JEANNETTE	52699	5/24/2019	20.20
224760	RE-VI DESIGN LLC	18041	5/24/2019	4,693.75
224761	SCHAEFER, CYNTHIA	SCHAEFER51619	5/24/2019	96.98
224762	SCHREMP, GREG	5222019	5/24/2019	50.00
224763	SCHUETTE MOVERS	1027	5/24/2019	2,925.00
224764	SHRED-IT USA	8127208149	5/24/2019	204.63
224765	SONOVA USA, INC.	5159569895	5/24/2019	217.99
224766	STAPLES ADVANTAGE	3413448709	5/24/2019	302.44
224766	STAPLES ADVANTAGE	3413528285	5/24/2019	2.09
224766	STAPLES ADVANTAGE	3413528286	5/24/2019	10.36
224766	STAPLES ADVANTAGE	3412631423	5/24/2019	18.38
224766	STAPLES ADVANTAGE	3412631424	5/24/2019	330.93
224766	STAPLES ADVANTAGE	3412156057	5/24/2019	17.74
224766	STAPLES ADVANTAGE		5/24/2019	0.00
224767	STEINKE, JOE	19246	5/24/2019	15.51
224768	THE MINT CAFE, INC	05152019d	5/24/2019	525.40
224769	THE NEW YORK TIMES	5.26.19	5/24/2019	46.00
224770	TSA CONSULTING GROUP, INC.	37835	5/24/2019	302.68
224771	USCUTTER INC.	1313987	5/24/2019	1,946.87
224772	WEST MUSIC CO	SI1750614	5/24/2019	63.90

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224773	PORTER, JODIE	43466	5/23/2019	13.92
224774	KWIK TRIP INC	43586	5/29/2019	500.00
224775	BLICK ART MATERIALS	1477684	5/31/2019	245.10
224776	CAMP WISCONSIN	YearbookWksp	5/31/2019	340.00
224777	IMBUS ENTERTAINMENT	060619DCE-2	5/31/2019	1,350.00
224778	ABT WATER TREATMENT INC	24136	5/31/2019	60.19
224778	ABT WATER TREATMENT INC	25128	5/31/2019	687.50
224779	ANDERSON CUSTOMS, LLC.	3046	5/31/2019	2,195.00
224780	B&H PHOTO AND VIDEO-REMIT PROCESS CTR	15754479	5/31/2019	41.90
224780	B&H PHOTO AND VIDEO-REMIT PROCESS CTR	157546707	5/31/2019	269.85
224781	BODETTE, TIM	52319	5/31/2019	35.00
224782	BRENTHAVEN	IN1094898	5/31/2019	590.14
224783	CDW GOVT IN EDUCATION	SKK4450	5/31/2019	44,456.49
224783	CDW GOVT IN EDUCATION	DKR2267	5/31/2019	55,972.12
224784	FEDEX, INC.	6-560-51667	5/31/2019	29.00
224785	GOPHER SPORT, INC.	9591871	5/31/2019	352.15
224786	HABECK, MIKE	51419	5/31/2019	75.00
224786	HABECK, MIKE	52319	5/31/2019	75.00
224787	HAULFMANN, THOMAS	2019-Haulfmann	5/31/2019	350.00
224788	HUSNICK, JEREMY	51419	5/31/2019	55.00
224789	INNOVATIVE SCHOOLS NETWORK	2709	5/31/2019	5,000.00
224790	JULIOT, DAVID	51419	5/31/2019	50.00
224791	KAMKE, REBECCA	51419	5/31/2019	75.00
224791	KAMKE, REBECCA	52319	5/31/2019	75.00
224792	LAMERS BUS LINES, INC.	554922-1	5/31/2019	82.86
224792	LAMERS BUS LINES, INC.	554912 554911	5/31/2019	300.46
224793	LANGBEHN, DALE	51419	5/31/2019	35.00
224794	MALBRIT MECHANICAL INC	17926	5/31/2019	497.91
224795	MCCARTHY, SEAN	52319	5/31/2019	55.00
224796	MCCARTHY, SHEILA	52319	5/31/2019	55.00
224797	MILLER, DAVID	2019-Miller	5/31/2019	350.00
224798	MOLLING, PEYTON	51419	5/31/2019	50.00
224799	MS GRAPHICS, LLC	2014-2423	5/31/2019	1,110.00
224799	MS GRAPHICS, LLC	2014-2402	5/31/2019	193.00
224799	MS GRAPHICS, LLC	2014-2431	5/31/2019	200.00
224800	NELSON, PAUL	52319	5/31/2019	55.00
224801	NICHOLS, MATTHEW	52319	5/31/2019	40.00
224802	NORTHWEST PETROLEUM SVC INC	67727	5/31/2019	232.50
224803	RADDENBACH, ASHLEY	52319	5/31/2019	40.00
224804	RATTANASACK, INPANH	43586	5/31/2019	113.50
224805	REI ENGINEERING, INC	36548	5/31/2019	8,892.00
224806	SALA, SARAH	51419	5/31/2019	55.00
224806	SALA, SARAH	52319	5/31/2019	55.00
224807	SCHMITZ, KURT	51619	5/31/2019	35.00
224807	SCHMITZ, KURT	52019	5/31/2019	35.00
224807	SCHMITZ, KURT	52319	5/31/2019	35.00
224808	SCHOEN, NANCY	2019-Schoen	5/31/2019	300.00
224809	SCHUSTER, KALEB	52319	5/31/2019	50.00
224810	SEKEL, ANDLER	52319	5/31/2019	50.00
224811	SENDELBACH, SCOTT	52319	5/31/2019	35.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224812	SPRATTE, MARK	52319	5/31/2019	55.00
224813	TEUKE, MICHAEL	51419	5/31/2019	75.00
224814	TITO INC	12323	5/31/2019	14,707.67
224815	UW-STEVENS POINT BURSAR'S OFFICE	SPRING2019 UWSP	5/31/2019	692.82
224816	VIKING ELECTRIC SUPPLY	S002617226.001	5/31/2019	-258.39
224816	VIKING ELECTRIC SUPPLY	S002537766.002	5/31/2019	1.74
224816	VIKING ELECTRIC SUPPLY	S002566010.001	5/31/2019	26.57
224816	VIKING ELECTRIC SUPPLY	S002537766.001	5/31/2019	286.60
224816	VIKING ELECTRIC SUPPLY	S002613828.001	5/31/2019	12.18
224816	VIKING ELECTRIC SUPPLY	S002613171.001	5/31/2019	72.16
224816	VIKING ELECTRIC SUPPLY	S002612554.001	5/31/2019	74.31
224816	VIKING ELECTRIC SUPPLY	S002611818.001	5/31/2019	10.96
224816	VIKING ELECTRIC SUPPLY	S002605176.001	5/31/2019	95.78
224816	VIKING ELECTRIC SUPPLY	S002542161.001	5/31/2019	-74.60
224816	VIKING ELECTRIC SUPPLY		5/31/2019	0.00
224816	VIKING ELECTRIC SUPPLY		5/31/2019	0.00
224817	WAUSAU AREA PICKLEBALL	WAUSPICKLEBALL52019	5/31/2019	250.00
224818	WAUSAU TILE, INC.	PRO FORMA	5/31/2019	17,307.50
224819	STILES MACHINERY, INC.	7007530	5/31/2019	20,709.00
224820	OFFICE ENTERPRISES INC	440671	5/30/2019	10,573.26
224821	VILLAGE OF WESTON	1860315	5/30/2019	155.00
224822	SEKEL, TAYLOR	10519	5/30/2019	70.00
224823	PETERSON, JARETT	30719	6/3/2019	35.00
224824	ALLEN, LOGAN	Spring 2019	6/4/2019	125.00
224825	MARK HARRING STANDING CHAPTER 13 TRUSTEE	06072019A	6/7/2019	540.85
224826	UNEMPLOYMENT INSURANCE	06072019A	6/7/2019	234.08
224827	UNITED WAY OF MARATHON CNTY	20190607ADUWAY	6/7/2019	656.49
224828	AMELSE, MARCELLA	APProctor4'19	6/7/2019	730.00
224829	ENTERPRISE RENT-A-CAR COMPANY OF WI, LLC	21138811	6/7/2019	83.13
224829	ENTERPRISE RENT-A-CAR COMPANY OF WI, LLC	21204187	6/7/2019	68.80
224830	LAMERS BUS LINES, INC.	554561	6/7/2019	850.00
224830	LAMERS BUS LINES, INC.	554562	6/7/2019	910.00
224831	NEW RICHMOND HIGH SCHOOL	52919	6/7/2019	60.00
224832	PITNEY BOWES	43619	6/7/2019	2,154.10
224833	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001060119-1	6/7/2019	483.50
224834	BENNETT HARDWOODS INC	13470	6/7/2019	394.00
224835	BERSETH, SCOTT @ SHADE TREE SOLUTIONS	STS-00017	6/7/2019	1,495.00
224836	BETHLEHEM COMM-RO.,INC.	BETH-4K-MAY 2019	6/7/2019	8,616.63
224837	BOELTER COMPANIES, THE	96979266	6/7/2019	630.12
224837	BOELTER COMPANIES, THE	96979267	6/7/2019	4.31
224837	BOELTER COMPANIES, THE	96979268	6/7/2019	132.41
224837	BOELTER COMPANIES, THE	96984942	6/7/2019	575.92
224838	BP	4990244701-MAY2019	6/7/2019	99.72
224839	BURKE, JOHN	51419	6/7/2019	100.00
224839	BURKE, JOHN	52319	6/7/2019	100.00
224840	BYTESPEED LLC	INV0132214	6/7/2019	900.00
224841	CELLCOM - WAUSAU	712298	6/7/2019	690.09
224842	CHOPP, BRUCE	APProctor1'19	6/7/2019	405.00
224843	CHULA VISTA RESORT	H25634	6/7/2019	525.00
224844	COLLEGE ENTRANCE EXAM. BD. AP EXAMS	APTTests2019	6/7/2019	56,033.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224845	CONWAY, MARK	APProctor10'19	6/7/2019	100.00
224846	CPI, INC.	CUSO187455	6/7/2019	7,487.00
224847	DC EATS	71	6/7/2019	33.00
224848	ERICKSON, ERIC	ERICKSON2019	6/7/2019	30.00
224849	ERICKSON, KESSA	KERICKSON2019	6/7/2019	25.00
224850	FEDEX, INC.	6-566-90264	6/7/2019	14.50
224851	FISCHER, HEIDI	FISCHER2019	6/7/2019	25.00
224852	GORDON FOOD SERVICE INC	12890632	6/7/2019	-106.02
224852	GORDON FOOD SERVICE INC	12891436	6/7/2019	-130.41
224852	GORDON FOOD SERVICE INC	12891404	6/7/2019	-128.61
224852	GORDON FOOD SERVICE INC	12891258	6/7/2019	-640.05
224852	GORDON FOOD SERVICE INC	12891584	6/7/2019	-212.35
224852	GORDON FOOD SERVICE INC	12891145	6/7/2019	-172.00
224852	GORDON FOOD SERVICE INC	12891287	6/7/2019	-131.04
224852	GORDON FOOD SERVICE INC	12891422	6/7/2019	-110.97
224852	GORDON FOOD SERVICE INC	194339443	6/7/2019	233.40
224852	GORDON FOOD SERVICE INC	194339444	6/7/2019	279.65
224852	GORDON FOOD SERVICE INC	194339445	6/7/2019	2,088.69
224852	GORDON FOOD SERVICE INC	194398318	6/7/2019	2,028.61
224852	GORDON FOOD SERVICE INC	194398313	6/7/2019	77.64
224852	GORDON FOOD SERVICE INC	194398317	6/7/2019	22.31
224852	GORDON FOOD SERVICE INC	194398316	6/7/2019	456.34
224852	GORDON FOOD SERVICE INC	194398310	6/7/2019	862.15
224852	GORDON FOOD SERVICE INC	12890845	6/7/2019	-597.38
224852	GORDON FOOD SERVICE INC	12890997	6/7/2019	-129.21
224852	GORDON FOOD SERVICE INC	12890959	6/7/2019	-43.47
224852	GORDON FOOD SERVICE INC	12890974	6/7/2019	-171.48
224852	GORDON FOOD SERVICE INC	12890615	6/7/2019	-172.00
224852	GORDON FOOD SERVICE INC	12891485	6/7/2019	-44.01
224852	GORDON FOOD SERVICE INC	12891059	6/7/2019	-853.40
224852	GORDON FOOD SERVICE INC	12890810	6/7/2019	-136.95
224852	GORDON FOOD SERVICE INC	12890697	6/7/2019	-170.68
224852	GORDON FOOD SERVICE INC	12890784	6/7/2019	-106.56
224852	GORDON FOOD SERVICE INC	12891452	6/7/2019	-87.36
224852	GORDON FOOD SERVICE INC	12891296	6/7/2019	-256.02
224852	GORDON FOOD SERVICE INC	12890617	6/7/2019	-170.68
224852	GORDON FOOD SERVICE INC	12891544	6/7/2019	-86.96
224852	GORDON FOOD SERVICE INC	12891483	6/7/2019	-85.34
224852	GORDON FOOD SERVICE INC	12890768	6/7/2019	-681.60
224852	GORDON FOOD SERVICE INC	12891072	6/7/2019	-456.50
224852	GORDON FOOD SERVICE INC	12890732	6/7/2019	-344.56
224852	GORDON FOOD SERVICE INC	12891078	6/7/2019	-88.04
224852	GORDON FOOD SERVICE INC	194398	6/7/2019	10.52
224852	GORDON FOOD SERVICE INC	194398312	6/7/2019	145.38
224852	GORDON FOOD SERVICE INC	12890635	6/7/2019	-215.00
224852	GORDON FOOD SERVICE INC	12890835	6/7/2019	-86.42
224852	GORDON FOOD SERVICE INC	194398314	6/7/2019	5,553.44
224852	GORDON FOOD SERVICE INC	194398306	6/7/2019	70.77
224852	GORDON FOOD SERVICE INC	194398315	6/7/2019	1,545.94
224852	GORDON FOOD SERVICE INC	12891457	6/7/2019	-71.06

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224852	GORDON FOOD SERVICE INC	12890657	6/7/2019	-71.06
224852	GORDON FOOD SERVICE INC	12890655	6/7/2019	-254.82
224852	GORDON FOOD SERVICE INC	12890819	6/7/2019	-353.40
224852	GORDON FOOD SERVICE INC	12890826	6/7/2019	-227.20
224852	GORDON FOOD SERVICE INC	12890820	6/7/2019	-213.35
224852	GORDON FOOD SERVICE INC	12891310	6/7/2019	-256.80
224852	GORDON FOOD SERVICE INC	12891574	6/7/2019	-853.40
224852	GORDON FOOD SERVICE INC	12891030	6/7/2019	-169.88
224852	GORDON FOOD SERVICE INC	12890888	6/7/2019	-215.00
224852	GORDON FOOD SERVICE INC	12891579	6/7/2019	-532.80
224852	GORDON FOOD SERVICE INC	12891309	6/7/2019	-856.00
224852	GORDON FOOD SERVICE INC	12890990	6/7/2019	-214.00
224852	GORDON FOOD SERVICE INC	12891334	6/7/2019	-170.68
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224852	GORDON FOOD SERVICE INC		6/7/2019	0.00
224853	GRIFFIN, KERI	43617	6/7/2019	60.00
224854	GROSSKLAUS, THOMAS	APProctor2'19	6/7/2019	2,228.00
224855	HARDSCAPE RESTORATIONS	1007	6/7/2019	11,774.00
224856	HEALTHY MARATHON COUNTY	19052107	6/7/2019	8.00
224857	HEINZ, SCOTT	51419	6/7/2019	55.00
224858	JERZ, MARGARET	5.28.19.1	6/7/2019	100.00
224859	JOHNSON, ROBERT	APProctor3'19	6/7/2019	320.00
224860	KYLES CONSULTING LLC	43586	6/7/2019	1,550.00
224861	LAMERS BUS LINES, INC.	554901	6/7/2019	96.48
224861	LAMERS BUS LINES, INC.	554909	6/7/2019	235.95
224861	LAMERS BUS LINES, INC.	554910	6/7/2019	75.13
224861	LAMERS BUS LINES, INC.	554915	6/7/2019	84.06
224861	LAMERS BUS LINES, INC.	554883	6/7/2019	61.18
224861	LAMERS BUS LINES, INC.	554889	6/7/2019	485.93
224861	LAMERS BUS LINES, INC.	551277-1	6/7/2019	159.06
224861	LAMERS BUS LINES, INC.	552353	6/7/2019	258.22
224861	LAMERS BUS LINES, INC.	551899	6/7/2019	78.15
224861	LAMERS BUS LINES, INC.	548235	6/7/2019	0.10
224861	LAMERS BUS LINES, INC.	554919	6/7/2019	78.57
224861	LAMERS BUS LINES, INC.	554921	6/7/2019	82.86
224861	LAMERS BUS LINES, INC.		6/7/2019	0.00
224862	LEDGE VIEW NATURE CENTER	10039	6/7/2019	246.00
224863	LOCKSMITH SHOPPE	14093	6/7/2019	43.00
224864	MAJERLE, JUDY	APProctor5'19	6/7/2019	140.00
224865	MAJERLE, PAUL	APProctor6'19	6/7/2019	430.00
224866	MOUNT OLIVE LUTHERAN CHURCH	APMntOlive2019	6/7/2019	720.00
224867	MS GRAPHICS, LLC	2014-2450	6/7/2019	158.40
224868	MUELLER, DENNIS	APProctor7'19	6/7/2019	260.00
224869	MUELLER, MICHELLE	21410	6/7/2019	14.75
224870	PETERSON, BRENT	18244	6/7/2019	59.85

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224871	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC.	3308915920	6/7/2019	351.99
224872	PROJECT HMONG	1176	6/7/2019	88.00
224873	RAPTOR EDUC GROUP INC	048-19	6/7/2019	1,820.80
224874	RESS, DAKOTA	52319	6/7/2019	100.00
224875	RICHERT, DANIEL	19009	6/7/2019	16.55
224876	ROBERT PAYNE PHOTOGRAPHY INC.	DCEMAY2019	6/7/2019	315.45
224877	ROBL, LORETTA	43586	6/7/2019	338.00
224878	ROMA, BRENDA	ROMA52519	6/7/2019	20.50
224879	SCAPINELLO, CARLOS	52532	6/7/2019	58.30
224880	SIGN HERE INTERPRETING LLC	DCE 190523	6/7/2019	150.00
224881	SPONHOLZ, SCOTT	52319	6/7/2019	75.00
224882	ST JOHN LUTHERAN SCHOOL	STJO-4K-MAY 2019	6/7/2019	4,177.76
224883	STARR COMMONWEALTH	SGLN-3104-1	6/7/2019	50.97
224884	SUKOW, DANIEL	51419	6/7/2019	55.00
224885	SUPERIOR TAXIDERMY	51619	6/7/2019	800.00
224886	SWITS LTD	14168	6/7/2019	180.00
224887	THE ONLINE ITINERANT	2376	6/7/2019	1,725.00
224888	UW LACROSSE CASHIER'S OFFICE	BRAUNLISASUMMER19	6/7/2019	2,413.00
224889	VIKING ELECTRIC SUPPLY	s002628415.001	6/7/2019	52.36
224889	VIKING ELECTRIC SUPPLY	S002636788.001	6/7/2019	10.74
224889	VIKING ELECTRIC SUPPLY	S002528421.001	6/7/2019	107.66
224890	WALSWORTH PUBLISHING CO	1338756	6/7/2019	5,620.89
224891	WESTON MUNICIPAL UTILITIES	FEB-MAY 2019	6/7/2019	2,294.97
224891	WESTON MUNICIPAL UTILITIES	FEB-MAY-2019	6/7/2019	15,710.91
224892	WI RAPIDS PUBLIC SCHOOLS	920	6/7/2019	7,379.00
224893	WILLIAMS, TAMARA	Spring 2019	6/7/2019	125.00
224894	WOLF, DAYNE	19735	6/7/2019	16.20
224895	XIONG, MAILEE	Xiong-Scholarship 2	6/7/2019	500.00
224896	DEPT OF NATURAL RESOURCES	B. WOLFE JUN2019	6/14/2019	25.00
224896	DEPT OF NATURAL RESOURCES	J. JABLONSKI JUN2019	6/14/2019	25.00
224897	LAMERS BUS LINES, INC.	554884	6/14/2019	204.36
224898	PROGRESSIVE TRAVEL, INC.	12106	6/14/2019	794.00
224899	RIESTERER & SCHNELL, INC.	1562454	6/14/2019	26,479.17
224900	SECURITY HEALTH PLAN	43647	6/14/2019	841,465.29
224901	ALLIANT UTILITIES/WP&L	43586	6/14/2019	874.56
224902	APPLE INC - AR	AA20110379	6/14/2019	494.95
224903	BABLER, BOB	BABLER6519	6/14/2019	46.25
224904	BAUMANN, JANETTE	19741	6/14/2019	21.40
224905	BODETTE, TIM	52819	6/14/2019	35.00
224905	BODETTE, TIM	60119	6/14/2019	35.00
224906	BROWN, TERESA	20613	6/14/2019	12.95
224907	BURGOYNE, ANGIE	19312	6/14/2019	37.81
224908	CDW GOVT IN EDUCATION	SQB0872	6/14/2019	31,967.88
224909	CENTURY LINK	1469583059	6/14/2019	194.70
224910	CHAVEZ, JAMIE	19027	6/14/2019	44.80
224911	CHIDSEY, RUSSELL	19214-	6/14/2019	17.95
224912	COLLINS, HEATHER	MAYJUNE2019	6/14/2019	52.78
224913	CORALLO, ARTHUR	19730	6/14/2019	8.00
224914	CORTES, LORENA	19761	6/14/2019	18.20
224915	DC EATS	61	6/14/2019	7.50

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224916	DEAN FOODS OF WISCONSIN, INC.	5312019	6/14/2019	23,078.06
224917	DENK, KRIS	19719	6/14/2019	11.45
224918	DRANGEID, MARY	18917	6/14/2019	43.90
224919	ENTERPRISE RENT-A-CAR COMPANY OF WI, LLC	21235644	6/14/2019	321.32
224920	FASTENAL COMPANY	wisch313048	6/14/2019	9.35
224921	FEDEX, INC.	6-573-95305	6/14/2019	14.50
224922	FINNEGAN, TANICE	19744	6/14/2019	18.55
224923	GORDON FOOD SERVICE INC	194548652	6/14/2019	5,436.12
224923	GORDON FOOD SERVICE INC	194548662	6/14/2019	179.91
224923	GORDON FOOD SERVICE INC	194548669	6/14/2019	544.81
224923	GORDON FOOD SERVICE INC	194548663	6/14/2019	310.63
224923	GORDON FOOD SERVICE INC	194548667	6/14/2019	1,620.97
224923	GORDON FOOD SERVICE INC	194548659	6/14/2019	185.11
224923	GORDON FOOD SERVICE INC	194548668	6/14/2019	10.57
224923	GORDON FOOD SERVICE INC	194548654	6/14/2019	24.87
224923	GORDON FOOD SERVICE INC	194548661	6/14/2019	330.04
224923	GORDON FOOD SERVICE INC	194548653	6/14/2019	300.46
224923	GORDON FOOD SERVICE INC	194548656	6/14/2019	99.61
224923	GORDON FOOD SERVICE INC	194548657	6/14/2019	17.41
224923	GORDON FOOD SERVICE INC	194703920	6/14/2019	60.22
224923	GORDON FOOD SERVICE INC	12952811	6/14/2019	-103.59
224923	GORDON FOOD SERVICE INC	12952820	6/14/2019	-48.07
224923	GORDON FOOD SERVICE INC	12952819	6/14/2019	-32.05
224923	GORDON FOOD SERVICE INC	12961120	6/14/2019	-18.50
224923	GORDON FOOD SERVICE INC	12961192	6/14/2019	-18.50
224923	GORDON FOOD SERVICE INC	12960981	6/14/2019	-18.50
224923	GORDON FOOD SERVICE INC	12961034	6/14/2019	-18.50
224923	GORDON FOOD SERVICE INC	194703921	6/14/2019	332.22
224923	GORDON FOOD SERVICE INC	194548666	6/14/2019	1,141.78
224923	GORDON FOOD SERVICE INC		6/14/2019	0.00
224924	GORELL, AMBER	51933, 51932,51931	6/14/2019	53.05
224925	GRAPHICS PLUS, INC.	21867	6/14/2019	30.00
224926	GRAY, ANDREA	19880	6/14/2019	3.01
224927	GREAT LAKES WEATHER SERVICE	61914	6/14/2019	149.75
224928	HAGEDORN, SAMUEL	PBISS25-2	6/14/2019	50.00
224929	HEARTLAND SCHOOL SOLUTIONS	45059	6/14/2019	508.00
224930	HIORNS PIANO SERVICE	5.31.19	6/14/2019	45.00
224931	JOSTENS, INC.	18-19final6-5-19	6/14/2019	6,874.30
224931	JOSTENS, INC.	23349184	6/14/2019	98.33
224932	LAMERS BUS LINES, INC.	557033	6/14/2019	149.12
224932	LAMERS BUS LINES, INC.	557034	6/14/2019	164.76
224932	LAMERS BUS LINES, INC.	557032	6/14/2019	101.76
224933	MARSHFIELD CLINIC, INC.	8003939May19	6/14/2019	257.30
224934	MUELLER, MICHELLE	19478	6/14/2019	8.85
224935	NASCO INC - EDUCATION	408258	6/14/2019	162.36
224936	NEOFUNDS BY NEOPOST INC.	43586	6/14/2019	1,000.00
224937	NEOPOST USA INC	56749469	6/14/2019	135.00
224938	NEUMAN POOLS INC	0093561-IN	6/14/2019	782.23
224939	NORTHLAND LUTHERAN HS	NLHS -June 2019	6/14/2019	595.00
224940	PEACEFUL SOLUTIONS COUNSELING, INC.	DCE-8	6/14/2019	1,200.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224941	PODELLA, KRISTINA	43586	6/14/2019	275.50
224941	PODELLA, KRISTINA	43617	6/14/2019	43.50
224942	PROGRESSIVE TRAVEL, INC.	12127	6/14/2019	625.00
224943	RESCH, SAUNDRA	19654	6/14/2019	17.90
224944	ROWERDINK, BEN	19241	6/14/2019	34.00
224945	SCHMITZ, KURT	53019	6/14/2019	35.00
224946	ST PETER LUTHERAN SCHOOL	43617	6/14/2019	1,762.68
224947	STAPLES ADVANTAGE	3415346577	6/14/2019	5.25
224947	STAPLES ADVANTAGE	3415346578	6/14/2019	57.86
224948	STEINAGEL, GRACE	PBISS2\$-1	6/14/2019	50.00
224949	STEPAN, TODD	19247	6/14/2019	6.75
224950	STERLING WATER INC	342X07467106	6/14/2019	1,741.40
224951	STITCHER, KIMBERLY	19757	6/14/2019	12.66
224952	STROBEL, CARRIE	19235	6/14/2019	80.05
224953	THE TREE FELLA, CO.	2560	6/14/2019	1,360.00
224954	TRINITY TOOL CO (TRINCO)	708903-2	6/14/2019	15.19
224955	WASTE MANAGEMENT	43617	6/14/2019	2,128.47
224956	WEISENBERGER, LANA	23230	6/14/2019	16.85
224957	WHITE, CYNTHIA	53544	6/14/2019	80.30
224958	WI ROCK GUITAR ACADEMY	6	6/14/2019	157.00
224959	WINSOR LEARNING, INC.	24637	6/14/2019	1,094.50
224960	WOLFGRAM, CURT	43497	6/14/2019	224.64
224960	WOLFGRAM, CURT	43525	6/14/2019	210.60
224960	WOLFGRAM, CURT	43556	6/14/2019	294.84
224960	WOLFGRAM, CURT	43586	6/14/2019	308.88
224960	WOLFGRAM, CURT	43617	6/14/2019	42.12
224961	HILTON ANAHEIM	FCCLANatls2019	6/17/2019	2,003.75
224962	LAMERS BUS LINES, INC.	2 - 544332	6/17/2019	410.00
224962	LAMERS BUS LINES, INC.	556702	6/17/2019	493.00
224962	LAMERS BUS LINES, INC.	556570	6/17/2019	1,915.00
224962	LAMERS BUS LINES, INC.	556704	6/17/2019	512.00
224963	SECURIAN FINANCIAL GROUP, INC.	43647	6/17/2019	18,495.72
224964	US TREASURY	PCOR FEES, 2019	6/17/2019	152.84
224965	APG MEDIA OF WI-REGIONAL	240374	6/17/2019	928.76
224966	BRENTHAVEN	IN1098447	6/17/2019	6,671.49
224967	BROCKMAN, THADDEUS	19646	6/17/2019	21.99
224968	BUGNI, SUSAN	19003	6/17/2019	15.65
224969	CEAOUGH, CAITILIN	19381	6/17/2019	13.45
224970	CONSOLVER-BARTTELT, LYNN	19315	6/17/2019	29.00
224971	CORNELIUS, SCOTT	19254	6/17/2019	13.90
224972	COSS, CHEREE	19511	6/17/2019	10.45
224973	DALTON, SHANNON	19506	6/17/2019	8.60
224974	DC EVEREST SENIOR HIGH SCHOOL	43628	6/17/2019	3,752.00
224975	DRINVILLE, JOHN	19604	6/17/2019	13.20
224976	ERICKSON, JAMES	19740	6/17/2019	8.35
224977	ERICKSON, MICHAEL	19412	6/17/2019	10.00
224978	GELHAUS, KARYN	19287	6/17/2019	10.95
224979	GORDON FOOD SERVICE INC	194862797	6/17/2019	998.16
224979	GORDON FOOD SERVICE INC	194862794	6/17/2019	560.82
224980	HALINOWSKI, GEORGE	19699	6/17/2019	13.05

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224981	HARDSCAPE RESTORATIONS	1008	6/17/2019	3,501.61
224982	JACOBSON, NEIL	19104	6/17/2019	12.53
224983	JAEGER, JOHN	19004	6/17/2019	21.25
224984	JOHNSON, NANCY	19202	6/17/2019	17.25
224985	JOSTENS OF NORTHERN WI	606Annis-DCEHS2019	6/17/2019	841.50
224986	JOSTENS, INC.	98	6/17/2019	98.33
224987	KOHN, LAURA	19660	6/17/2019	13.00
224988	KRAUSE, NICOLE	19223	6/17/2019	9.60
224989	KRUEGER, JERRY	19331	6/17/2019	8.55
224990	LAFFIN, SCOTT	19661	6/17/2019	58.65
224991	LAMERS BUS LINES, INC.	557031	6/17/2019	154.49
224991	LAMERS BUS LINES, INC.	55706	6/17/2019	82.33
224991	LAMERS BUS LINES, INC.	557332	6/17/2019	78.41
224991	LAMERS BUS LINES, INC.	557331	6/17/2019	86.72
224991	LAMERS BUS LINES, INC.	557234	6/17/2019	96.86
224992	LETARSKI, BRIAN	19332	6/17/2019	37.15
224993	MEDICK, KELLY	19745	6/17/2019	13.11
224994	PETERSON, TINA	19338	6/17/2019	8.95
224995	RIESTERER & SCHNELL, INC.	1562070	6/17/2019	22,848.93
224996	SCHUBRING, BARBARA	19243	6/17/2019	44.60
224997	SHRED-IT USA	8127401932	6/17/2019	68.02
224998	STEINAGEL, CHRISTOPHER	19343	6/17/2019	42.70
224999	SUTTER, JERRY	19857	6/17/2019	9.80
225000	TIMMER, KRISTINA	19434	6/17/2019	9.65
225001	TORSTENSON, JIM	18496	6/17/2019	8.05
225002	VANG, PAO CHOUA	19734	6/17/2019	10.00
225003	WALSWORTH PUBLISHING CO	1138105	6/17/2019	11,261.14
225004	WESENICK, JASON	19126	6/17/2019	11.60
225005	WESENICK, ROBIN	19348	6/17/2019	17.70
225006	WEST, KRIS	19414	6/17/2019	74.00
225007	WISKERCHEN, NANCY	19289/19291	6/17/2019	65.85
225008	WOLLER, DENNIS	19253	6/17/2019	29.95
225009	YANG, MAIKOU	19668	6/17/2019	22.57
225010	MARA CTY TREASURER'S OFFICE	19052107	6/18/2019	8.00
181902530	ABLE DISTRIBUTING CO INC	S014164914.001	5/17/2019	186.29
181902530	ABLE DISTRIBUTING CO INC	S014166215.001	5/17/2019	93.15
181902530	ABLE DISTRIBUTING CO INC	S014174991.001	5/17/2019	174.31
181902531	ALPHA BAKING CO., INC.	190126129008	5/17/2019	94.06
181902531	ALPHA BAKING CO., INC.	190126129009	5/17/2019	40.39
181902531	ALPHA BAKING CO., INC.	190126129010	5/17/2019	464.60
181902531	ALPHA BAKING CO., INC.	190126129023	5/17/2019	18.25
181902531	ALPHA BAKING CO., INC.	190126133006	5/17/2019	108.78
181902531	ALPHA BAKING CO., INC.	190126133007	5/17/2019	40.39
181902531	ALPHA BAKING CO., INC.	190126133008	5/17/2019	77.95
181902532	AMAZON CAPITAL SERVICES	1PYC-N6YQ-4HTV	5/17/2019	45.08
181902532	AMAZON CAPITAL SERVICES	1DGT-GX9V-R91K	5/17/2019	450.14
181902532	AMAZON CAPITAL SERVICES	1LK7-C3KL-6D1M	5/17/2019	80.60
181902532	AMAZON CAPITAL SERVICES	111Y-KHDH-TTMY	5/17/2019	42.77
181902532	AMAZON CAPITAL SERVICES	1CL7-H3GQ-633R	5/17/2019	36.84
181902532	AMAZON CAPITAL SERVICES	1DGT-GX9V-3VJH	5/17/2019	429.74

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902532	AMAZON CAPITAL SERVICES	1GKD-VJ3P-3MKP	5/17/2019	49.96
181902532	AMAZON CAPITAL SERVICES	1J9P-XW36-996N	5/17/2019	75.18
181902532	AMAZON CAPITAL SERVICES	1DWY-P1HM-PL1C	5/17/2019	69.55
181902532	AMAZON CAPITAL SERVICES	1MRW-JJQ3-JM6G	5/17/2019	317.23
181902532	AMAZON CAPITAL SERVICES	1LCM-3VC4-V6RK	5/17/2019	544.92
181902532	AMAZON CAPITAL SERVICES		5/17/2019	0.00
181902533	AMERICAN WELDING & GAS INC	633649	5/17/2019	129.11
181902534	ANDERSON, NICOLE	43405	5/17/2019	10.00
181902534	ANDERSON, NICOLE	43313	5/17/2019	67.75
181902534	ANDERSON, NICOLE	43466	5/17/2019	25.09
181902535	ARCHIQUETTE, JEANNE	MAR-APR2019	5/17/2019	165.30
181902536	AUGUST WINTER & SONS INC	9709	5/17/2019	42,000.00
181902537	CERNY, CASSANDRA	MAR-APR2019	5/17/2019	280.97
181902538	CESA 2, INC.	3960	5/17/2019	10.00
181902539	CESA 9, INC.	11569	5/17/2019	590.00
181902539	CESA 9, INC.	11624	5/17/2019	700.00
181902539	CESA 9, INC.	11648	5/17/2019	200.00
181902540	D & L SIGNS INC	11433	5/17/2019	250.00
181902541	DISCOVERY EDUCATION, INC	CINV-001334	5/17/2019	10,000.00
181902541	DISCOVERY EDUCATION, INC	CINV-001553	5/17/2019	7,500.00
181902541	DISCOVERY EDUCATION, INC	CINV-001707	5/17/2019	7,500.00
181902541	DISCOVERY EDUCATION, INC	CINV-001335	5/17/2019	5,000.00
181902541	DISCOVERY EDUCATION, INC	CINV-001555	5/17/2019	5,000.00
181902541	DISCOVERY EDUCATION, INC	CINV-001708	5/17/2019	7,500.00
181902542	EDENS, SARAH	43556	5/17/2019	135.49
181902543	EDF ENERGY SERVICES, LLC	90340es	5/17/2019	9,822.49
181902544	EISENBARTH STRING INSTRUMENT REPAIR, LLC	454716	5/17/2019	41.00
181902545	EVANS, ALYSON	5.19.12	5/17/2019	125.00
181902546	FAMILY SERVICE MADISON, INC.	1775	5/17/2019	95.00
181902547	FIRST SUPPLY LLC	80614-00	5/17/2019	34.59
181902547	FIRST SUPPLY LLC	80615-00	5/17/2019	155.62
181902547	FIRST SUPPLY LLC	80709-00	5/17/2019	7.62
181902547	FIRST SUPPLY LLC	80714-00	5/17/2019	9.72
181902548	FLETCHER, TAMRA	FLETCHER5719	5/17/2019	66.00
181902549	FOX, GRETCHEN	APR2019A	5/17/2019	19.62
181902549	FOX, GRETCHEN	APR2019B	5/17/2019	128.14
181902550	FRAAZA, MELISSA	513	5/17/2019	1,000.00
181902551	FRANKLIN, WILLIAM II	MAR-APR2019	5/17/2019	234.90
181902552	FRONTLINE TECHNOLOGIES GROUP, LLC	INVUS98846	5/17/2019	13,385.38
181902553	FULLER, TARYN	43556	5/17/2019	57.30
181902554	HERDRICH, LEAH	HERDRICH51319	5/17/2019	109.50
181902555	HOFFMAN, AARON	43556	5/17/2019	85.38
181902556	HOFFMAN, SARA	43556	5/17/2019	139.20
181902557	HORAK REFRIGERATION INC	39169	5/17/2019	155.50
181902558	HOSTVEDT, JAMES	43556	5/17/2019	70.06
181902559	KOŁODZIEJ, HEIDI	43586	5/17/2019	63.63
181902560	KOSTKA, RACHAEL	43556	5/17/2019	65.49
181902561	KWIK TRIP INC	00054784 APR2019	5/17/2019	2,814.09
181902562	LAPORTE, LORI	43556	5/17/2019	87.43
181902563	LAU, KATILYN	JAN-MAY2019	5/17/2019	3,349.08

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902564	LB MEDWASTE INC	101771	5/17/2019	197.94
181902565	LECHNER, MARY	43556	5/17/2019	120.56
181902566	LEPAK, MOLLY	43556	5/17/2019	237.45
181902567	LIGHTBODY, LLC	LIGHTBODY43019	5/17/2019	25.00
181902567	LIGHTBODY, LLC	LIGHTBODY51319	5/17/2019	216.50
181902568	LUKASKO, TIFFANY	43556	5/17/2019	186.88
181902569	MACIAZ, KENNETH	43556	5/17/2019	15.99
181902570	MARATHON PEST CONTROL	29157	5/17/2019	28.00
181902571	MEYER, MELISSA	FEB-MAR2019	5/17/2019	48.55
181902572	MID WISCONSIN BEVERAGE	2602267	5/17/2019	100.00
181902572	MID WISCONSIN BEVERAGE	2602262	5/17/2019	1,021.88
181902573	MLODIK, TAMI	APR-MAY2019	5/17/2019	150.80
181902574	MUELLER, MARLEE	43556	5/17/2019	11.60
181902575	NANOTEK DEVICE REPAIR LLC	711	5/17/2019	990.00
181902576	NASSCO INC - CUSTODIAL	S2459878.001	5/17/2019	39,200.00
181902577	NORTHWAY COMMUNICATIONS INC	1925	5/17/2019	32.38
181902578	OFFICE ENTERPRISES INC	439389&439390	5/17/2019	762.91
181902578	OFFICE ENTERPRISES INC	439690	5/17/2019	2,240.00
181902579	PEDERSON, TERESA	43556	5/17/2019	47.56
181902580	PER MAR SECURITY SERVICES, INC.	2054703	5/17/2019	2,473.71
181902580	PER MAR SECURITY SERVICES, INC.	469241	5/17/2019	742.50
181902580	PER MAR SECURITY SERVICES, INC.	2068666	5/17/2019	451.90
181902580	PER MAR SECURITY SERVICES, INC.	2055009	5/17/2019	271.68
181902580	PER MAR SECURITY SERVICES, INC.	2068883	5/17/2019	187.00
181902581	PETERSON, JODI	APR2019A	5/17/2019	798.69
181902581	PETERSON, JODI	APR2019B	5/17/2019	140.01
181902582	PETERSON, MARGARET	43556	5/17/2019	81.20
181902583	PETERSON, STACY	43556	5/17/2019	127.44
181902584	PISCA, SARAH	PISCA 5-8 (249.00)	5/17/2019	249.00
181902585	PRUST, MARIA	43556	5/17/2019	40.72
181902586	RASE, LUCAS	43525	5/17/2019	139.00
181902587	REINHART FOODS INC	725776	5/17/2019	820.18
181902588	RYAN, DESIREE	RYAN5619-2	5/17/2019	157.00
181902589	SCHOOL SPECIALTY	308103292575	5/17/2019	792.42
181902589	SCHOOL SPECIALTY	308103293682	5/17/2019	358.95
181902589	SCHOOL SPECIALTY	308103289773	5/17/2019	307.06
181902589	SCHOOL SPECIALTY	308103288262	5/17/2019	104.75
181902589	SCHOOL SPECIALTY	208122801606	5/17/2019	50.64
181902589	SCHOOL SPECIALTY	208122723367	5/17/2019	172.98
181902590	SCHUELLER, DAWNEEN	43556	5/17/2019	79.58
181902591	STACHOVAK, AMY	43556	5/17/2019	60.96
181902592	STACK, AMY	APR2019A	5/17/2019	91.35
181902593	STRANG PATTESON RENNING LWEIS & LACY S.C.	701790	5/17/2019	85.50
181902594	SUN PRINTING INC	104756	5/17/2019	641.00
181902594	SUN PRINTING INC	104416	5/17/2019	432.00
181902594	SUN PRINTING INC	104726	5/17/2019	255.00
181902595	TEAM SPORTING GOODS INC	AAF013154	5/17/2019	776.00
181902595	TEAM SPORTING GOODS INC	AAF012646	5/17/2019	2,917.10
181902596	THOMPSON, KELLY	43556	5/17/2019	258.00
181902597	TRAIN 4 YOUR BEST	PE1903	5/17/2019	200.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902597	TRAIN 4 YOUR BEST	DCE1816	5/17/2019	2,300.00
181902598	VANDERWYST, AMY	43586	5/17/2019	30.20
181902599	WILICHOWSKI, KIM	0	5/17/2019	360.00
181902600	YANG, XIA	APR-SEP2019	5/17/2019	145.00
181902600	YANG, XIA	APR-SEP2019A	5/17/2019	1,002.00
181902601	ABLE DISTRIBUTING CO INC	S014148499.001	5/20/2019	271.60
181902601	ABLE DISTRIBUTING CO INC	S014183522.001	5/20/2019	23.19
181902601	ABLE DISTRIBUTING CO INC	S014171225.001	5/20/2019	38.02
181902602	ASCENSION ST. MICHAEL'S HOSPITAL INC.	145628	5/20/2019	290.00
181902602	ASCENSION ST. MICHAEL'S HOSPITAL INC.	145411	5/20/2019	340.00
181902603	BUEGE, AMANDA	43556	5/20/2019	13.88
181902604	DAVIES, THOMAS	43556	5/20/2019	14.76
181902605	DEVINE-SCHWANTES, JODI	43586	5/20/2019	15.00
181902606	GILMORE, KRISTINE	43586	5/20/2019	357.28
181902607	JERRYS MUSIC INC	146090	5/20/2019	43.50
181902608	KOLTON, CHRIS	43586	5/20/2019	82.53
181902609	MATTHIAE, ROSALIE	43586	5/20/2019	15.98
181902610	MULL, AARON	MAR-APR2019	5/20/2019	362.50
181902611	SELLE, SUZANNE	43556	5/20/2019	39.67
181902612	TABOR, PETER	APR2019A	5/20/2019	79.29
181902613	ABLE DISTRIBUTING CO INC	S014207052.001	5/24/2019	312.50
181902614	ALPHA BAKING CO., INC.	N/A	5/24/2019	-6.70
181902614	ALPHA BAKING CO., INC.	190126136008	5/24/2019	57.74
181902614	ALPHA BAKING CO., INC.	190126136009	5/24/2019	33.50
181902614	ALPHA BAKING CO., INC.	190126136010	5/24/2019	78.55
181902614	ALPHA BAKING CO., INC.	190126140007	5/24/2019	80.12
181902614	ALPHA BAKING CO., INC.	190126140008	5/24/2019	79.16
181902614	ALPHA BAKING CO., INC.	190126140009	5/24/2019	202.80
181902615	AMAZON CAPITAL SERVICES	1QWK-7M91-9RKJ	5/24/2019	37.22
181902615	AMAZON CAPITAL SERVICES	17RC-GLTP-9XFJ	5/24/2019	138.47
181902615	AMAZON CAPITAL SERVICES	1HGK-41FM-1DD3	5/24/2019	107.91
181902615	AMAZON CAPITAL SERVICES	1VXJ-H9DD-MJ1C	5/24/2019	810.50
181902615	AMAZON CAPITAL SERVICES	1GMP-G993-FF47	5/24/2019	35.90
181902615	AMAZON CAPITAL SERVICES	16N7-9KQV-1PTX	5/24/2019	207.94
181902615	AMAZON CAPITAL SERVICES	1WHY-K1Y9-QCKG	5/24/2019	12.49
181902615	AMAZON CAPITAL SERVICES	1XF6-XW6X-GHHG	5/24/2019	19.73
181902615	AMAZON CAPITAL SERVICES	1Q3D-JYH6-DFMY	5/24/2019	73.98
181902615	AMAZON CAPITAL SERVICES		5/24/2019	0.00
181902616	AMERICAN WELDING & GAS INC	6342095	5/24/2019	25.00
181902617	AMMON, CHRISTIAN	43586	5/24/2019	75.92
181902618	ASCENSION ST. MICHAEL'S HOSPITAL INC.	145950	5/24/2019	3,907.80
181902619	BRANTON, MICHELLE	43556	5/24/2019	15.20
181902620	CARTER, TONIA	CARTER51719	5/24/2019	464.50
181902621	CHAPMAN, DEBORAH	43586	5/24/2019	81.79
181902622	DAHLGREN, JAMES	43586	5/24/2019	152.23
181902622	DAHLGREN, JAMES	MAY2019A	5/24/2019	113.53
181902623	DEVINE-SCHWANTES, JODI	MAY2019A	5/24/2019	151.51
181902623	DEVINE-SCHWANTES, JODI	MAY2019B	5/24/2019	20.00
181902623	DEVINE-SCHWANTES, JODI	APR2019A	5/24/2019	111.72
181902623	DEVINE-SCHWANTES, JODI	MAY2019C	5/24/2019	191.63

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902624	DUNST, KAY	MAY2019A	5/24/2019	64.96
181902625	ENGEN, TERI	MAR2019a	5/24/2019	57.63
181902626	FIRST SUPPLY LLC	80773-00	5/24/2019	13.39
181902626	FIRST SUPPLY LLC	80809-00	5/24/2019	5.43
181902626	FIRST SUPPLY LLC	8028993	5/24/2019	78.37
181902626	FIRST SUPPLY LLC	80809-01	5/24/2019	3.69
181902627	FULLER, TARYN	43586	5/24/2019	50.00
181902628	GIPP, JENNIFER	43556	5/24/2019	316.68
181902628	GIPP, JENNIFER	43586	5/24/2019	350.00
181902629	GOETSCH, DIANE	MAR-APR2019	5/24/2019	287.62
181902629	GOETSCH, DIANE	APR-MAY2019	5/24/2019	256.27
181902630	GREAT LAKES COCA-COLA DISTRIBUTION LLC	2747211212	5/24/2019	117.84
181902631	GRESSER, PAMELA	43556	5/24/2019	165.03
181902632	GROSSKREUTZ, BRENDA	43556	5/24/2019	50.58
181902632	GROSSKREUTZ, BRENDA	APR2019A	5/24/2019	50.58
181902633	HALLMAN LINDSAY PAINTS	10263383	5/24/2019	2,397.50
181902634	HEID MUSIC COMPANY, INC.	2379812	5/24/2019	46.00
181902634	HEID MUSIC COMPANY, INC.	2383638	5/24/2019	219.80
181902634	HEID MUSIC COMPANY, INC.	2387222	5/24/2019	60.00
181902634	HEID MUSIC COMPANY, INC.	2387223	5/24/2019	57.85
181902635	HOBART SALES AND SERVICE INC	ZB79777	5/24/2019	157.00
181902635	HOBART SALES AND SERVICE INC	ZB80017	5/24/2019	98.10
181902636	INDIANHEAD FOODSERVICE DISTRIBUTOR	169960	5/24/2019	-19.98
181902636	INDIANHEAD FOODSERVICE DISTRIBUTOR	533177	5/24/2019	630.42
181902636	INDIANHEAD FOODSERVICE DISTRIBUTOR	537384	5/24/2019	1,614.38
181902637	JERRYS MUSIC INC	144945	5/24/2019	24.00
181902637	JERRYS MUSIC INC	137921	5/24/2019	125.00
181902638	KAMPMANN, KEVIN	FEB-APR2019	5/24/2019	395.10
181902639	KLOPOTIC, JAMY	KLOPOTIC52019	5/24/2019	78.50
181902640	LIGHTBODY, LLC	LIGHTBODY51319-2	5/24/2019	50.00
181902641	MCDONNELL, BRITTANY	43556	5/24/2019	256.88
181902642	MERZ, SARAH	43556	5/24/2019	33.54
181902643	NANOTEK DEVICE REPAIR LLC	715	5/24/2019	2,240.00
181902644	NELSON, AARON	APR-MAY2019	5/24/2019	107.30
181902645	PAULSON, NICOLE	43556	5/24/2019	43.38
181902645	PAULSON, NICOLE	FEB-MAY2019	5/24/2019	120.44
181902646	PER MAR SECURITY SERVICES, INC.	469573	5/24/2019	843.75
181902647	PETERSON, STACY	APR2019A	5/24/2019	999.56
181902647	PETERSON, STACY	MAR2019A	5/24/2019	10.15
181902648	PLAMANN, LIBERTAD	43556	5/24/2019	13.34
181902649	REISER, ALLISON	REISER51319	5/24/2019	345.75
181902650	ROSEWICZ, JANE	Rosewicz	5/24/2019	229.00
181902651	ROYER, CYNTHIA	43586	5/24/2019	94.26
181902652	RUPPERT, ELISSA	43556	5/24/2019	51.16
181902653	SCHOLASTIC INC	19349234	5/24/2019	184.81
181902654	SCHOMMER, MARK	43556	5/24/2019	67.86
181902654	SCHOMMER, MARK	43586	5/24/2019	27.00
181902655	SCHOOL SPECIALTY	208122833301	5/24/2019	96.32
181902656	SPIEGEL, TINA	43556	5/24/2019	137.11
181902657	THE COMPUTER SUPPLY PEOPLE	DCEVER0001	5/24/2019	13.85

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902658	THOMPSON, KELLY	05202019KT	5/24/2019	820.00
181902659	TIERNEY BROTHERS, INC.	543188-1	5/24/2019	8,593.46
181902660	WESTFALL, AJAY	43556	5/24/2019	187.57
181902661	BOUFFLEUR, BETH	43556	5/31/2019	57.30
181902662	ALPHA BAKING CO., INC.	190126143009	5/31/2019	94.70
181902662	ALPHA BAKING CO., INC.	190126013010	5/31/2019	47.09
181902662	ALPHA BAKING CO., INC.	190126143011	5/31/2019	371.10
181902663	ALVES, LAURA	43586	5/31/2019	46.40
181902664	AMAZON CAPITAL SERVICES	1JT1-N9YP-JHRX	5/31/2019	208.89
181902664	AMAZON CAPITAL SERVICES	131N-NQ4Y-94JT	5/31/2019	282.25
181902664	AMAZON CAPITAL SERVICES	1JQR-F1LR-YNCQ	5/31/2019	632.13
181902664	AMAZON CAPITAL SERVICES	11RW-CNVR-FHW6	5/31/2019	76.99
181902664	AMAZON CAPITAL SERVICES	1RVJ-F743-HK3N	5/31/2019	26.99
181902664	AMAZON CAPITAL SERVICES		5/31/2019	0.00
181902665	BORESON, LYNN	DCE519	5/31/2019	800.00
181902666	BR BLEACHERS, INC.	10926	5/31/2019	13,329.00
181902667	BUCHHOLZ, RENEE	BUCHHOLZ52919	5/31/2019	845.00
181902668	BULLIS, KRISTINE	43586	5/31/2019	180.04
181902669	DU VAIR, PAULA	JAN2019A	5/31/2019	300.00
181902670	EDER, KRISTY	MAY2019A	5/31/2019	34.80
181902671	FIRST SUPPLY LLC	80939-00	5/31/2019	54.97
181902671	FIRST SUPPLY LLC	79768-01	5/31/2019	4.42
181902672	GOETSCH, DIANE	43556	5/31/2019	45.00
181902672	GOETSCH, DIANE	APR2019A	5/31/2019	150.99
181902673	HALL, KIMBERLY	43586	5/31/2019	43.04
181902673	HALL, KIMBERLY	MAY2019A	5/31/2019	76.05
181902674	HEID MUSIC COMPANY, INC.	2376321	5/31/2019	60.00
181902674	HEID MUSIC COMPANY, INC.	2357343	5/31/2019	75.40
181902675	HUDDLESTON, DUDLEY	43525	5/31/2019	26.85
181902676	KENITZER, DICK	51419	5/31/2019	35.00
181902676	KENITZER, DICK	52319	5/31/2019	35.00
181902677	KRISS PREMIUM PROD INC	161744	5/31/2019	498.55
181902678	MARTIN, BREANNA	MAR-APR2019	5/31/2019	160.02
181902679	MATTHIAE, ROSALIE	MAY2019A	5/31/2019	19.78
181902680	MID WISCONSIN BEVERAGE	2605474	5/31/2019	110.40
181902680	MID WISCONSIN BEVERAGE	2605475	5/31/2019	953.20
181902681	MISSISSIPPI WELDERS SUPPLY CO., INC	2941494	5/31/2019	9,844.00
181902682	MORGAN, ROBERT	43586	5/31/2019	86.87
181902683	NANOTEK DEVICE REPAIR LLC	719	5/31/2019	1,790.00
181902684	NEWTON, PETE	43586	5/31/2019	221.36
181902685	OVERGAARD, JACK	51419	5/31/2019	55.00
181902685	OVERGAARD, JACK	52319	5/31/2019	55.00
181902686	SCHOOL SPECIALTY	308103296366	5/31/2019	1,375.15
181902686	SCHOOL SPECIALTY	208122908113	5/31/2019	1,764.77
181902686	SCHOOL SPECIALTY		5/31/2019	0.00
181902687	TEAM SPORTING GOODS INC	AAF012278	5/31/2019	480.00
181902692	1ST PLACE TROPHY & ENGRAVING	2880	6/7/2019	75.00
181902692	1ST PLACE TROPHY & ENGRAVING	2859	6/7/2019	54.00
181902692	1ST PLACE TROPHY & ENGRAVING	2897	6/7/2019	235.00
181902692	1ST PLACE TROPHY & ENGRAVING	2881	6/7/2019	207.50

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902693	ABLE DISTRIBUTING CO INC	S014182677.001	6/7/2019	195.62
181902694	ALPHA BAKING CO., INC.	190126148001	6/7/2019	88.50
181902694	ALPHA BAKING CO., INC.	190126148002	6/7/2019	64.14
181902694	ALPHA BAKING CO., INC.	190126148003	6/7/2019	268.30
181902694	ALPHA BAKING CO., INC.	1901261500008	6/7/2019	80.06
181902694	ALPHA BAKING CO., INC.	1901261500009	6/7/2019	238.75
181902694	ALPHA BAKING CO., INC.	190126154008	6/7/2019	221.10
181902694	ALPHA BAKING CO., INC.	190126154007	6/7/2019	76.94
181902694	ALPHA BAKING CO., INC.	190126154006	6/7/2019	49.68
181902695	AMAZON CAPITAL SERVICES	1XJV-T97K-PYVN	6/7/2019	-19.73
181902695	AMAZON CAPITAL SERVICES	1XJV-T97K-XQ14	6/7/2019	1,699.99
181902695	AMAZON CAPITAL SERVICES	17X1-JG77-4L76	6/7/2019	114.81
181902695	AMAZON CAPITAL SERVICES	1RVJ-F743-JDW3	6/7/2019	96.80
181902695	AMAZON CAPITAL SERVICES	1NWJ-WJWC-KWDF	6/7/2019	517.86
181902695	AMAZON CAPITAL SERVICES	1RXJ-63VD-7QP9	6/7/2019	10.19
181902695	AMAZON CAPITAL SERVICES		6/7/2019	0.00
181902696	AMERICAN DOOR CO OF WAUSAU, INC.	111260	6/7/2019	2,472.00
181902697	AMERICAN WELDING & GAS INC	6352322	6/7/2019	130.00
181902697	AMERICAN WELDING & GAS INC	6352227	6/7/2019	74.00
181902697	AMERICAN WELDING & GAS INC	6376452	6/7/2019	91.65
181902697	AMERICAN WELDING & GAS INC	6388608	6/7/2019	202.99
181902697	AMERICAN WELDING & GAS INC	6362497	6/7/2019	18.25
181902698	ANDREW, SARA	43586	6/7/2019	71.20
181902699	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-MAY 2019	6/7/2019	26,111.00
181902700	ATKINSON, SCOTT	43586	6/7/2019	22.04
181902701	BAIER, TERESE	43586	6/7/2019	240.12
181902701	BAIER, TERESE	MAY2019A	6/7/2019	62.42
181902702	BASSETT MECHANICAL, INC.	6035606C	6/7/2019	744.00
181902703	BAUDHUIN, LATICIA	43586	6/7/2019	112.75
181902704	BOSMAN, TOM	APProctor9'19	6/7/2019	110.00
181902705	BUCHHOLZ, RENE	BUCHHOLZ6419	6/7/2019	794.50
181902706	CARTER, TONIA	CARTER53119	6/7/2019	300.00
181902707	CESA 9, INC.	11687	6/7/2019	2,950.00
181902708	DERCKS, ALYSSA	43586	6/7/2019	14.50
181902709	EISENBARTH STRING INSTRUMENT REPAIR, LLC	454719	6/7/2019	204.58
181902710	EVANS, ALYSON	43586	6/7/2019	113.10
181902711	FOREMAN, RONALD	43617	6/7/2019	60.00
181902712	FRANCE PROPANE SERVICE	258547	6/7/2019	664.12
181902712	FRANCE PROPANE SERVICE	CREDIT INVOICE	6/7/2019	-33.77
181902712	FRANCE PROPANE SERVICE	259009	6/7/2019	56.00
181902713	GINGERROOT LLC	1911	6/7/2019	3,750.00
181902714	GLYNN, JOHN	GLYNN2018-19	6/7/2019	2,016.70
181902715	GREEN LAWN UNGRD SPRINKLERS	19-04045	6/7/2019	1,207.62
181902715	GREEN LAWN UNGRD SPRINKLERS	19-04042	6/7/2019	217.00
181902715	GREEN LAWN UNGRD SPRINKLERS	19-04043	6/7/2019	559.96
181902716	GULDAN, DONNA	43586	6/7/2019	32.12
181902717	HACKBARTH, LINDA	HACKBARTH6419	6/7/2019	81.00
181902718	HEID MUSIC COMPANY, INC.	2387220	6/7/2019	110.00
181902719	HELLER, CHRISTOPHER	APR-MAY2019	6/7/2019	239.20
181902720	HOSTVEDT, JAMES	43586	6/7/2019	78.82

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902721	HUDDLESTON, DUDLEY	43586	6/7/2019	11.94
181902722	J.W. PEPPER & SON	10280603	6/7/2019	45.00
181902723	JAKUBEK, JACQUE	43586	6/7/2019	80.00
181902724	JEHN, KALLY	43586	6/7/2019	153.40
181902725	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-MAY 2019	6/7/2019	9,661.07
181902726	KINDERCARE LEARNING CTR, INC.	KIND-4K-MAY 2019	6/7/2019	7,572.19
181902727	KNAACK, ROBERT	43617	6/7/2019	60.00
181902728	KOLTON, CHRIS	MAY2019B	6/7/2019	95.91
181902729	LINDELL, JEFF	MAR/APR2019	6/7/2019	105.56
181902729	LINDELL, JEFF	43525	6/7/2019	37.70
181902730	MARA CTY SPEC ED	EBD26-0061	6/7/2019	4,500.00
181902730	MARA CTY SPEC ED	HV19-001	6/7/2019	22,926.08
181902730	MARA CTY SPEC ED	AUD-2019	6/7/2019	42,702.49
181902731	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-MAY 2019	6/7/2019	3,394.43
181902732	MARATHON PEST CONTROL	29541	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29544	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29546	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29548	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29549	6/7/2019	35.00
181902732	MARATHON PEST CONTROL	29552	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	59556	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29554	6/7/2019	35.00
181902732	MARATHON PEST CONTROL	29563	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29562	6/7/2019	35.00
181902732	MARATHON PEST CONTROL	29575	6/7/2019	28.00
181902732	MARATHON PEST CONTROL	29577	6/7/2019	28.00
181902733	MC MILLAN-HEHIR, HEATHER	43586	6/7/2019	27.38
181902734	MEYER, REBECCA	43586	6/7/2019	294.12
181902735	MIDLAND PAPER COMPANY, INC.	in01108059	6/7/2019	1,304.82
181902736	MOUNT OLIVE 4K PROGRAM	MTOL-4K-MAY 2019	6/7/2019	10,444.40
181902737	MUELLER, MARLEE	43586	6/7/2019	12.18
181902738	NANOTEK DEVICE REPAIR LLC	721	6/7/2019	2,220.00
181902738	NANOTEK DEVICE REPAIR LLC	722	6/7/2019	270.00
181902739	NCS PEARSON INC	5097928	6/7/2019	975.00
181902740	NEGRI, NANETTE	43466	6/7/2019	260.00
181902740	NEGRI, NANETTE	43497	6/7/2019	3,087.50
181902740	NEGRI, NANETTE	43525	6/7/2019	650.00
181902740	NEGRI, NANETTE	43586	6/7/2019	2,665.00
181902740	NEGRI, NANETTE	43556	6/7/2019	975.00
181902740	NEGRI, NANETTE		6/7/2019	0.00
181902741	NEWMAN CATHOLIC-ST MARK	STMA-4K-MAY 2019	6/7/2019	8,877.74
181902742	NEWMAN CATHOLIC-ST THERESE	STTH-4K-MAY 2019	6/7/2019	7,833.30
181902743	NYE, CASEY	43556	6/7/2019	71.92
181902744	OFFICE ENTERPRISES INC	OE15292019.5	6/7/2019	1,338.00
181902745	PER MAR SECURITY SERVICES, INC.	470405	6/7/2019	843.75
181902745	PER MAR SECURITY SERVICES, INC.	470933	6/7/2019	843.75
181902746	PETERSON, GREGORY	APProctor8'19	6/7/2019	915.00
181902747	PHILLIPS, STEPHANIE	EGGERT11819	6/7/2019	88.50
181902747	PHILLIPS, STEPHANIE	EGGERT6419	6/7/2019	43.50
181902748	PRAHL, TINA	43586	6/7/2019	175.51

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902749	PRITZL, BRENDA	43586	6/7/2019	8.70
181902750	RAETHER, MICHAEL	980232	6/7/2019	5,740.00
181902751	RAVEY, TRACY	43586	6/7/2019	56.60
181902752	REINHART FOODS INC	743974	6/7/2019	380.00
181902753	REISER, ALLISON	REISER6319	6/7/2019	296.25
181902754	ROTO-GRAPHIC PRINTING INC	1842-19	6/7/2019	1,532.00
181902755	SABEY, RENA	43617	6/7/2019	410.00
181902756	SALTER, MICHAEL	43586	6/7/2019	80.00
181902756	SALTER, MICHAEL	43556	6/7/2019	250.00
181902756	SALTER, MICHAEL	MAY2019A	6/7/2019	146.00
181902757	SCHNECK, TRINA	43586	6/7/2019	11.14
181902758	SCHOOL SPECIALTY	208122908114	6/7/2019	1,692.31
181902758	SCHOOL SPECIALTY	208122908115	6/7/2019	454.23
181902758	SCHOOL SPECIALTY	208122908112	6/7/2019	1,325.64
181902758	SCHOOL SPECIALTY	208122908958	6/7/2019	1,738.03
181902759	STOSKOPF, JACK	43586	6/7/2019	30.97
181902760	STRAHOTA, BARBARA	STRAHOTA2019	6/7/2019	25.00
181902761	STREHLOW, VICKI	STREHLOW2019	6/7/2019	25.00
181902762	TAYLOR, JULIANN	43586	6/7/2019	198.76
181902763	TESKE, STEFANIE	43586	6/7/2019	54.17
181902764	THAO, MANG	43617	6/7/2019	37.50
181902765	THOMPSON, KELLY	APR-MAY2019	6/7/2019	146.22
181902766	TOMASIEWICZ, SARAH	43586	6/7/2019	3.49
181902766	TOMASIEWICZ, SARAH	MAY2019A	6/7/2019	19.26
181902767	VEHRS, CHERYL	43586	6/7/2019	284.90
181902768	WAUSAU CHILD CARE INC	WACC-4K-MAY 2019	6/7/2019	6,527.75
181902769	WELLER, JULIE	SPRING20190000030425	6/7/2019	1,395.00
181902770	WENNING GRINDING SUPPLY INC., J	97348	6/7/2019	46.00
181902771	WESENICK, CASEY	43586	6/7/2019	161.41
181902772	WILICHOWSKI, KIM	43586	6/7/2019	358.69
181902773	ABEL, SCOT	43586	6/14/2019	144.13
181902774	ABLE DISTRIBUTING CO INC	S014244299.001	6/14/2019	94.76
181902774	ABLE DISTRIBUTING CO INC	S014267216.001	6/14/2019	43.92
181902775	ADAMUS, AMY	43617	6/14/2019	31.15
181902775	ADAMUS, AMY	APR-MAY2019	6/14/2019	190.82
181902776	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	43586	6/14/2019	2,057.00
181902777	ALECKSON, PAUL	43586	6/14/2019	33.64
181902778	AMAZON CAPITAL SERVICES	1YJM-39CW-CPXV	6/14/2019	125.31
181902779	ANDREW, SARA	MAYJUNE2019	6/14/2019	14.50
181902780	ARAMARK UNIFORM SERVICES, INC	MAY2019 CUST	6/14/2019	2,089.50
181902780	ARAMARK UNIFORM SERVICES, INC	MAY2019 FOOD	6/14/2019	587.06
181902781	ASCENSION ST. MICHAEL'S HOSPITAL INC.	146297	6/14/2019	400.00
181902781	ASCENSION ST. MICHAEL'S HOSPITAL INC.	146387	6/14/2019	290.00
181902781	ASCENSION ST. MICHAEL'S HOSPITAL INC.	146627	6/14/2019	50.00
181902781	ASCENSION ST. MICHAEL'S HOSPITAL INC.	146659	6/14/2019	150.00
181902782	BARTLING, SHARON	43586	6/14/2019	14.27
181902782	BARTLING, SHARON	MAY2019A	6/14/2019	34.31
181902783	BENZ, CATHERINE	43617	6/14/2019	27.26
181902784	BOUFFLEUR, BETH	43617	6/14/2019	15.08
181902784	BOUFFLEUR, BETH	43586	6/14/2019	63.34

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902785	BRAUN, LISA	PATONTHEBACK	6/14/2019	50.00
181902786	BRECKE, ROXANNE	43586	6/14/2019	24.36
181902787	BUEGE, AMANDA	MAY-AUG 2019	6/14/2019	3,400.00
181902788	BUNNELL, DANIELLE	MAY-AUG 2019	6/14/2019	3,400.00
181902789	BURGESS, AMANDA	JUN-AUG 2019	6/14/2019	2,004.00
181902790	CARRICO AQUATIC RESOURCES, INC	20192340	6/14/2019	746.00
181902791	CARTER, TONIA	CARTER6719	6/14/2019	264.00
181902792	DAHLKE, JILL	APR-MAY2019	6/14/2019	27.14
181902793	DAMROW, CYNTHIA	43556	6/14/2019	61.25
181902793	DAMROW, CYNTHIA	43586	6/14/2019	179.34
181902793	DAMROW, CYNTHIA	MAY2019A	6/14/2019	23.48
181902794	DEAF HH EDUCATIONAL CONSULTING	1070	6/14/2019	5,100.00
181902795	DERCKS, ALYSSA	43617	6/14/2019	5.22
181902796	DICKERSON, LESLEI	43556	6/14/2019	164.81
181902796	DICKERSON, LESLEI	43617	6/14/2019	67.00
181902797	DIPPEL, ASHLEY	43617	6/14/2019	109.90
181902798	DU VAIR, PAULA	JAN2019B	6/14/2019	83.59
181902799	EDENS, SARAH	PATONTHEBACK	6/14/2019	50.00
181902800	EDF ENERGY SERVICES, LLC	91979ES	6/14/2019	5,612.43
181902801	FAMILY SERVICE MADISON, INC.	1826	6/14/2019	1,874.49
181902802	FIKE, LEONARD	43617	6/14/2019	59.49
181902803	FIRST SUPPLY LLC	81376-00	6/14/2019	22.59
181902803	FIRST SUPPLY LLC	81449-00	6/14/2019	58.12
181902804	FORE-FRONT MECHANICAL, INC.	5255	6/14/2019	1,050.00
181902805	FRANCE PROPANE SERVICE	259012	6/14/2019	112.00
181902806	FROEHLICH, TODD	PATONTHEBACK	6/14/2019	100.00
181902807	FULLER, TARYN	MAY-JUN2019	6/14/2019	81.43
181902808	GILBERTSON, MOLLIE	43586	6/14/2019	66.06
181902809	GRAHAM, CONNIE	APR-JUN2019	6/14/2019	19.84
181902810	GULDAN, DONNA	43617	6/14/2019	38.16
181902810	GULDAN, DONNA	MAY2019A	6/14/2019	109.04
181902811	HERDRICH, LEAH	HERDRICH6519	6/14/2019	114.00
181902812	HOFFMAN, AARON	43586	6/14/2019	74.24
181902813	HOFFMAN, SARA	43617	6/14/2019	43.50
181902813	HOFFMAN, SARA	43586	6/14/2019	170.29
181902813	HOFFMAN, SARA	MAYJUNE2019	6/14/2019	76.63
181902814	HOOD, LISA	43586	6/14/2019	365.40
181902814	HOOD, LISA	43617	6/14/2019	75.98
181902815	HOSTVEDT, JAMES	PATONTHEBACK	6/14/2019	50.00
181902816	J.W. PEPPER & SON	1194353	6/14/2019	88.00
181902817	JABLONSKI, JASON	43586	6/14/2019	105.10
181902818	JEHN, KALLY	43617	6/14/2019	22.16
181902819	JENSEN, JOSHUA	PATONTHEBACK	6/14/2019	50.00
181902820	JERRYS MUSIC INC	139576	6/14/2019	10.16
181902820	JERRYS MUSIC INC	135749	6/14/2019	6.00
181902820	JERRYS MUSIC INC	146890	6/14/2019	24.00
181902821	JONES SCHOOL SUPPLY INC	1687390	6/14/2019	110.70
181902822	KENITZER, DICK	53019	6/14/2019	35.00
181902823	KING, LYNN	PATONTHEBACK	6/14/2019	50.00
181902824	KOSTKA, RACHAEL	43586	6/14/2019	53.31

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902825	KRUEGER FLORAL & GIFTS INC	39008	6/14/2019	53.00
181902826	KUMFER, LISA	MAY-JUL 2019	6/14/2019	2,186.00
181902827	KWIK TRIP INC	00054784 MAY2019	6/14/2019	2,306.78
181902828	LECHNER, MARY	43586	6/14/2019	137.69
181902829	LEKIE, JOSHUA	43617	6/14/2019	17.00
181902830	LEMKE, ALEXSANDRA	MAY2019A	6/14/2019	12.18
181902831	LEPAK, MOLLY	43586	6/14/2019	256.94
181902831	LEPAK, MOLLY	JUNE20109	6/14/2019	43.91
181902832	LINDELL, JEFF	MAR2019A	6/14/2019	132.24
181902832	LINDELL, JEFF	43586	6/14/2019	102.08
181902833	LOY, EMILY	MAYJUNE	6/14/2019	16.12
181902834	LUEDKE, ERNEST	19422	6/14/2019	38.06
181902835	LUKASKO, TIFFANY	43586	6/14/2019	203.07
181902835	LUKASKO, TIFFANY	JUIN2019	6/14/2019	50.81
181902836	MARQUARDT, KRISTEL	PATONTHEBACK	6/14/2019	50.00
181902837	MCDONNELL, BRITTANY	MAY-JUN2019	6/14/2019	229.44
181902838	MEYER, REBECCA	43617	6/14/2019	75.11
181902838	MEYER, REBECCA	MAY-AUG 2019	6/14/2019	2,486.00
181902839	MINNIHAN, JOHN	PATONTHEBACK	6/14/2019	50.00
181902840	MLODIK, TAMI	PATONTHEBACK	6/14/2019	50.00
181902841	MUELLER, SAMANTHA	MAY-AUG 2019	6/14/2019	3,400.00
181902842	NANOTEK DEVICE REPAIR LLC	724	6/14/2019	1,560.00
181902843	NEWMAN CATHOLIC-ST MARK	St Mark -June 2019	6/14/2019	1,099.00
181902844	NUSZKIEWICZ, KARI	MAY-AUG 2019	6/14/2019	3,400.00
181902845	O'BRIEN, RENEE	43586	6/14/2019	222.02
181902846	OLSON, JULIE	43586	6/14/2019	760.32
181902846	OLSON, JULIE	43617	6/14/2019	103.68
181902847	OOSTERHUIS, JENNY	43617	6/14/2019	25.00
181902848	PARDE, KATHY	43586	6/14/2019	51.79
181902849	PER MAR SECURITY SERVICES, INC.	2071476	6/14/2019	226.00
181902849	PER MAR SECURITY SERVICES, INC.	471685	6/14/2019	675.00
181902850	PETERSON, JODI	19408	6/14/2019	38.65
181902851	PHALEN, LISA	19728	6/14/2019	14.35
181902852	PLATTA, KIYANN	43617	6/14/2019	73.14
181902853	PORTER, JODIE	MAY-AUG-2019	6/14/2019	2,623.20
181902854	PRAHL, TINA	43617	6/14/2019	38.51
181902855	PRUST, MARIA	43586	6/14/2019	14.15
181902856	RASE, LUCAS	MAY-AUG 2019	6/14/2019	3,280.00
181902857	REXFORD, KRISTEN	MAY-JUN2019	6/14/2019	336.11
181902857	REXFORD, KRISTEN	43586	6/14/2019	22.77
181902858	ROCHESTER, TIMOTHY	43617	6/14/2019	18.10
181902858	ROCHESTER, TIMOTHY	MAY2019a	6/14/2019	72.38
181902859	RUPPERT, ELISSA	MAY-JUN2019	6/14/2019	68.21
181902860	SAMUELS GROUP, INC.	12453	6/14/2019	2,048.64
181902861	SCHOOL SPECIALTY	208122908960	6/14/2019	1,696.19
181902861	SCHOOL SPECIALTY	208122953466	6/14/2019	156.14
181902862	SCHUELLER, DAWNEEN	43586	6/14/2019	113.68
181902863	SCHUSTER, TERESE	43586	6/14/2019	39.15
181902864	SELLE, SUZANNE	MAYJUNE2019	6/14/2019	92.68
181902865	SONDELSKI, TRACI	43617	6/14/2019	8.40

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (05/15/2019-06/19/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
181902866	SPIEGEL, TINA	43586	6/14/2019	110.32
181902867	STACHOVAK, AMY	43586	6/14/2019	71.86
181902867	STACHOVAK, AMY	43617	6/14/2019	18.73
181902868	STENZ, STACY	43435	6/14/2019	86.66
181902868	STENZ, STACY	43344	6/14/2019	53.96
181902868	STENZ, STACY	43466	6/14/2019	27.00
181902868	STENZ, STACY	43497	6/14/2019	8.00
181902868	STENZ, STACY	43525	6/14/2019	40.24
181902868	STENZ, STACY	43770	6/14/2019	22.42
181902868	STENZ, STACY	43586	6/14/2019	7.00
181902869	THEISS, AMYAH	FEB-MAY 2019	6/14/2019	3,211.08
181902870	TRAIN 4 YOUR BEST	DCE1817	6/14/2019	2,400.00
181902871	TRUCK EQUIPMENT INC.	842567-00	6/14/2019	4,409.00
181902872	VAN ERT ELECTRIC COMPANY INC.	30583	6/14/2019	6,243.00
181902872	VAN ERT ELECTRIC COMPANY INC.	30596	6/14/2019	4,092.38
181902873	VEHRS, CHERYL	43617	6/14/2019	51.16
181902874	WARDALL, MARIE	PATONTHEBACK	6/14/2019	50.00
181902875	WASB-WI ASSN OF SCHL BOARDS	16867	6/14/2019	100.00
181902876	WEBKO EMBROIDERY & SCREEN PRINTING, INC	4167 and 1564	6/14/2019	733.05
181902876	WEBKO EMBROIDERY & SCREEN PRINTING, INC	4212	6/14/2019	682.00
181902877	WELLER, JULIE	43586	6/14/2019	163.56
181902878	WENNING GRINDING SUPPLY INC., J	96902	6/14/2019	46.00
181902879	WESENICK, CASEY	43617	6/14/2019	35.09
181902879	WESENICK, CASEY	JUN-JUL 2019	6/14/2019	1,402.86
181902880	WESTFALL, AJAY	MAY-JUN2019	6/14/2019	238.79
181902881	WI PUBLIC SERVICE	2689718922-00000	6/14/2019	62,444.16
181902881	WI PUBLIC SERVICE	SH GAS MAY2019	6/14/2019	614.09
181902881	WI PUBLIC SERVICE	MBAY GAS MAY2019	6/14/2019	330.52
181902881	WI PUBLIC SERVICE	MS GAS MAY2019	6/14/2019	441.59
181902881	WI PUBLIC SERVICE	JH GAS MAY2019	6/14/2019	300.94
181902881	WI PUBLIC SERVICE	GHF GAS MAY2019	6/14/2019	618.12
181902882	WIDMAR, KRISTIN	43617	6/14/2019	86.43
181902883	WISTROM, LISA	APR-MAY2019	6/14/2019	33.06
181902884	ZIMMERMAN, BRENDA	PATONTHEBACK	6/14/2019	50.00
181902885	ZYNDA, JENNIFER	43586	6/14/2019	161.01
181902886	BRAUN, LISA	43617	6/17/2019	70.52
181902887	FIRST SUPPLY LLC	81623-00	6/17/2019	25.81
181902888	HERWIG, HOLLY	19711	6/17/2019	22.25
181902889	REINHART FOODS INC	765018	6/17/2019	-23.75
181902889	REINHART FOODS INC	755319	6/17/2019	643.13
181902890	STENZ, STACY	DEC2018-2	6/17/2019	163.80
181902891	THE COMPUTER SUPPLY PEOPLE	INV045500	6/17/2019	2,736.48
181902892	VAN ERT ELECTRIC COMPANY INC.	28248	6/17/2019	226.74
181902892	VAN ERT ELECTRIC COMPANY INC.	24680	6/17/2019	123.75

3,365,529.06

49 FUND
BOARD CHECK REGISTER (05/15/2019-06/19/2019)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900219	C.D. SMITH CONSTRUCTION, INC.	Alt Pay App #1	6/3/2019	223,725.00
4900220	GREEN VALLEY SEPTIC LLC	MY0280	6/3/2019	945.00
4900221	J.H. FINDORFF & SON, INC.	JH Fin Pay App #2	6/3/2019	50,823.10
4900222	PGA PLUMBING INC	PGA Pay App #1	6/3/2019	113,330.05
4900223	PRESTO PRINTS	78166	6/3/2019	1,694.00
4900224	TITO INC	Tito Pay App #1	6/3/2019	12,791.75
4900225	TOTAL ELECTRIC, INC.	Pay App #2 Total Ele	6/3/2019	23,845.00
4900226	WISCONSIN MECHANICAL SOLUTIONS, INC	Wisc. Mech App #3	6/3/2019	11,034.90
181902688	ALTMANN CONSTRUCTION CO., INC	Alt #1	6/3/2019	27,802.43
181902689	FORE-FRONT MECHANICAL, INC.	Forefront Pay App #3	6/3/2019	171,617.50
181902690	MAVO SYSTEMS, LLC	5547556055435540	6/3/2019	24,793.47
181902691	NEXUS SOLUTIONS, LLC	#830	6/3/2019	540,675.12
181902691	NEXUS SOLUTIONS, LLC	#831	6/3/2019	140,954.47
				1,344,031.79

		Beginning		2018-19		2018-19		Ending							
Fd	T Loc	Obj	Func	Prj	DeptJob	Fd	T Loc	Obj	Func	Prj	DeptJob	Balance	FYTD Credits	FYTD Debits	Balance
10	A	000	000	711000	000 000 000	GENERAL FUND/CLAIM ON CASH						-4,177,725.33	130,945,616.35	135,984,225.36	860,883.68
10	A	000	000	711100	000 000 000	GENERAL FUND/PAYROLL CLEARANCE ACCOUNT						0.00	34,637,350.36	34,637,350.36	0.00
10	A	000	000	711105	000 000 000	GENERAL FUND/A/P ACH Cash Account Intercity						0.00	0.00	0.00	0.00
10	A	000	000	711200	000 000 000	GENERAL FUND/PETTY CASH						980.00	0.00	0.00	980.00
10	A	000	000	712000	000 000 000	GENERAL FUND/INVESTMENTS						11,038,184.12	111,513,727.66	115,407,170.26	14,931,626.72
10	A	000	000	712999	000 000 000	GENERAL FUND/WISC INVESTMENT ACCOUNT, PMA						504,800.77	1,010,000.00	1,008,040.69	502,841.46
10	A	000	000	713100	000 000 000	GENERAL FUND/TAXES RECEIVABLE						6,808,614.81	18,209,232.24	18,248,511.00	6,847,893.57
10	A	000	000	713200	000 000 000	GENERAL FUND/ACCOUNTS RECEIVABLE						14,693.68	14,693.68	0.00	0.00
10	A	000	000	713207	000 000 000	GENERAL FUND/SCOREBOARDS RECEIVABLE						0.00	0.00	0.00	0.00
10	A	000	000	713210	000 000 000	GENERAL FUND/TRACK RENOVATION PROJECT						0.00	0.00	0.00	0.00
10	A	000	000	714100	000 000 000	GENERAL FUND/DUE FROM OTHER FUNDS						0.00	12,588.39	12,588.39	0.00
10	A	000	000	715100	000 000 000	GENERAL FUND/DUE FROM LOCAL GOVERNMENTS						6,893.60	6,893.60	0.00	0.00
10	A	000	000	715500	000 000 000	GENERAL FUND/DUE FROM STATE GOVERNMENT						848,351.81	848,351.81	688,411.00	688,411.00
10	A	000	000	715600	000 000 000	GENERAL FUND/DUE FROM FED GOVERNMENT						464,427.93	464,427.93	0.00	0.00
10	A	000	000	717001	000 000 000	GENERAL FUND/PREPAID EXPENSE - IN TECH						0.00	0.00	0.00	0.00
10	A	000	000	751000	000 000 000	GENERAL FUND/FIXED ASSETS-SITES						0.00	0.00	0.00	0.00
10	A	000	000	753000	000 000 000	GENERAL FUND/FIXED ASSETS-BUILDINGS						0.00	0.00	0.00	0.00
10	A	000	000	754000	000 000 000	GENERAL FUND/FIXED ASSETS-EQUIPMENT						0.00	0.00	0.00	0.00
10	A	000	000	754100	000 000 000	GENERAL FUND/EQUIP MENT ACCUM DEPRECIATION						0.00	0.00	0.00	0.00
10	L	000	000	000000	000 000 000	GENERAL FUND/N/A						0.00	0.00	0.00	0.00
10	L	000	000	811100	000 000 000	GENERAL FUND/TEMPORARY NOTES PAYABLE						0.00	4,823,000.00	4,823,000.00	0.00
10	L	000	000	811200	000 000 000	GENERAL FUND/ACCOUNTS PAYABLE						-384,739.58	21,529,525.25	21,914,264.83	0.00
10	L	000	000	811555	000 000 000	GENERAL FUND/AP P-CARD						0.00	0.00	0.00	0.00
10	L	000	000	811558	000 000 000	GENERAL FUND/AP STAPLES						0.00	0.00	0.00	0.00
10	L	000	000	811610	000 000 000	GENERAL FUND/MEDICARE						-48,060.38	1,249,531.84	1,297,592.22	0.00
10	L	000	000	811611	000 000 000	GENERAL FUND/FICA						-216,550.87	5,330,949.52	5,547,500.39	0.00
10	L	000	000	811612	000 000 000	GENERAL FUND/FEDERAL INCOME TAX						1,070.64	3,212,764.75	3,211,694.11	0.00
10	L	000	000	811613	000 000 000	GENERAL FUND/STATE INCOME TAX						-136,500.47	1,872,522.62	1,860,619.27	-148,403.82
10	L	000	000	811620	000 000 000	GENERAL FUND/RETIREMENT DEDUCTION						-633,556.98	5,339,999.90	5,148,105.24	-825,451.64
10	L	000	000	811622	000 000 000	GENERAL FUND/HDHP - 4K / 8K						0.00	0.00	0.00	0.00
10	L	000	000	811624	000 000 000	GENERAL FUND/HDHP-40 EMPLOYEE DEDUCTIONS						0.00	0.00	0.00	0.00
10	L	000	000	811626	000 000 000	GENERAL FUND/HSA - EMPLOYEE DEDUCTIONS						0.00	0.00	0.00	0.00
10	L	000	000	811628	000 000 000	GENERAL FUND/HSA - EMPLOYER CONTRIBUTIONS						0.00	0.00	0.00	0.00
10	L	000	000	811630	000 000 000	GENERAL FUND/DENTAL-PPO CONTRIBUTION						0.00	0.00	0.00	0.00
10	L	000	000	811631	000 000 000	GENERAL FUND/HEALTH INSURANCE DEDUCT						0.00	0.00	0.00	0.00
10	L	000	000	811632	000 000 000	GENERAL FUND/DENTAL INSURANCE DEDUCT						0.00	0.00	0.00	0.00
10	L	000	000	811633	000 000 000	GENERAL FUND/DISABILITY INS DEDUCTION						-8,738.72	145,569.04	144,366.56	-9,941.20
10	L	000	000	811634	000 000 000	GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE						-2,017.69	12,553.89	12,469.26	-2,102.32
10	L	000	000	811635	000 000 000	GENERAL FUND/DEPENDENT CARE - CHPT125						-7,980.32	96,606.17	91,282.22	-13,304.27
10	L	000	000	811636	000 000 000	GENERAL FUND/DENTAL-PPO CHAPTER 125						0.00	0.00	0.00	0.00

		Beginning		2018-19		2018-19		Ending							
Fd	T Loc	Obj	Func	Prj	DeptJob	Fd	T Loc	Obj	Func	Prj	DeptJob	Balance	FYTD Credits	FYTD Debits	Balance
10	L	000	000	811637	000 000 000	GENERAL FUND/HEALTH-CHAPTER 125						0.00	0.00	0.00	0.00
10	L	000	000	811638	000 000 000	GENERAL FUND/DENTAL-CHAPTER 125						0.00	0.00	0.00	0.00
10	L	000	000	811639	000 000 000	GENERAL FUND/ADDITIONAL LIFE INSURANCE						-3,967.40	85,953.37	90,103.77	183.00
10	L	000	000	811640	000 000 000	GENERAL FUND/UNITED WAY						0.00	20,081.01	20,081.01	0.00
10	L	000	000	811641	000 000 000	GENERAL FUND/OTHER MEDICAL - CHPT 125						0.00	0.00	0.00	0.00
10	L	000	000	811642	000 000 000	GENERAL FUND/EBC - FLEX CLAIMS TAIL						0.00	0.00	0.00	0.00
10	L	000	000	811643	000 000 000	GENERAL FUND/HEALTH INS. - SELF PAY						0.00	118,240.15	41,189.71	-77,050.44
10	L	000	000	811644	000 000 000	GENERAL FUND/DENTAL INS. - SELF PAY						0.00	9,262.71	0.00	-9,262.71
10	L	000	000	811645	000 000 000	GENERAL FUND/LIFE INS - EMPLOYER CONTR						-13,982.98	87,896.55	96,548.39	-5,331.14
10	L	000	000	811647	000 000 000	GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125						1,213.49	11,111.59	7,200.06	-2,698.04
10	L	000	000	811648	000 000 000	GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE						-3,299.53	43,686.00	45,144.42	-1,841.11
10	L	000	000	811650	000 000 000	GENERAL FUND/UNION DUES DEDUCTION						0.00	0.00	0.00	0.00
10	L	000	000	811652	000 000 000	GENERAL FUND/GREENHECK FIELDHOUSE MEMBERSHP						0.00	8,262.77	8,262.77	0.00
10	L	000	000	811655	000 000 000	GENERAL FUND/V VISION PLAN						-257.76	34,220.30	33,985.08	-492.98
10	L	000	000	811656	000 000 000	GENERAL FUND/V SHORT TERM DISABILITY						3,820.25	57,538.42	53,053.95	-664.22
10	L	000	000	811665	000 000 000	GENERAL FUND/ROTH 403(b)						0.00	60,508.50	60,508.50	0.00
10	L	000	000	811670	000 000 000	GENERAL FUND/TSA'S						0.00	950,337.07	950,337.07	0.00
10	L	000	000	811673	000 000 000	GENERAL FUND/RETIREE HEALTH						0.00	141,667.11	4,022.03	-137,645.08
10	L	000	000	811674	000 000 000	GENERAL FUND/RETIREE DENTAL						0.00	8,642.89	0.00	-8,642.89
10	L	000	000	811675	000 000 000	GENERAL FUND/RETIREE LIFE						-8,155.08	7,475.49	0.00	-15,630.57
10	L	000	000	811699	000 000 000	GENERAL FUND/MISCELLANEOUS						0.00	102,137.60	102,137.60	0.00
10	L	000	000	811700	000 000 000	GENERAL FUND/INTEREST PAYABLE						0.00	0.00	0.00	0.00
10	L	000	000	811810	000 000 000	GENERAL FUND/NET PAYROLL PAYABLE						0.00	0.00	0.00	0.00
10	L	000	000	811815	000 000 000	GENERAL FUND/NET EFT PAYABLE						0.00	59,741,553.30	59,741,553.30	0.00
10	L	000	000	811820	000 000 000	GENERAL FUND/VOUCHERS PAYABLE						-3,476,122.58	0.00	3,476,122.58	0.00
10	L	000	000	812000	000 000 000	GENERAL FUND/DUE TO OTHER FUNDS						-720,409.74	0.00	720,409.74	0.00
10	L	000	000	815100	000 000 000	GENERAL FUND/SELF FUNDED PREMIUM DEPOSITS						0.00	0.00	0.00	0.00
10	L	000	000	815901	000 000 000	GENERAL FUND/OPEB 73						0.00	729,900.00	729,900.00	0.00
10	L	000	000	816000	000 000 000	GENERAL FUND/DEFERRED REVENUES						0.00	0.00	0.00	0.00
10	L	000	000	816200	000 000 000	GENERAL FUND/DEFERRED REVENUE STATE AID						0.00	0.00	0.00	0.00
10	L	000	000	816903	000 000 000	GENERAL FUND/DEFER.REV.-VARIOUS CAMPS						0.00	0.00	0.00	0.00
10	L	000	000	816905	000 000 000	GENERAL FUND/DEFERRED REVENUE-OTHER ICE USE						-8,100.00	5,046.40	8,100.00	-5,046.40
10	L	000	000	816910	000 000 000	GENERAL FUND/DEF. REV. - IN TECH						0.00	0.00	0.00	0.00
10	L	000	000	817100	000 000 000	GENERAL FUND/HEALTH-CLAIMS PAYABLE						0.00	0.00	0.00	0.00
10	L	000	000	817101	000 000 000	GENERAL FUND/SECURITY PREMIUM PAYABLE						-802,246.45	10,234,313.72	11,288,500.82	251,940.65
10	L	000	000	817150	000 000 000	GENERAL FUND/HRA PAYABLE						0.00	0.00	0.00	0.00
10	L	000	000	817200	000 000 000	GENERAL FUND/DENTAL-CLAIMS PAYABLE						-139,587.55	1,053,243.70	907,750.14	-285,081.11
10	L	000	000	819107	000 000 000	GENERAL FUND/CONF ROOM A - ED IMPROVEMENT						0.00	0.00	0.00	0.00
10	L	000	000	842300	000 000 000	GENERAL FUND/LONG-TERM BONDS PAYABLE						0.00	0.00	0.00	0.00
10	L	000	000	842350	000 000 000	GENERAL FUND/38 FUND TAXABLE BONDS						0.00	0.00	0.00	0.00

Fd T Loc Obj Func		Prj DeptJob		Fd T Loc Obj Func		Prj DeptJob		Beginning	2018-19		2018-19		Ending
								Balance	FYTD Credits	FYTD Debits			Balance
10	Q	000	000	0000000	000	000	000	GENERAL FUND/N/A	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	911000	000	000	000	GENERAL FUND/FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	912000	000	000	000	GENERAL FUND/FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	914000	000	000	000	GENERAL FUND/FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	916000	000	000	000	GENERAL FUND/FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	931000	000	000	000	GENERAL FUND/FUND BALANCE-RESERVED	0.00	79,398,737.06	79,036,712.09		-362,024.97
10	Q	000	000	931700	000	000	000	GENERAL FUND/FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	932000	000	000	000	GENERAL FUND/FUND BALANCE-CASH FLOW	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	936120	000	000	000	GENERAL FUND/Cont Oblig-Restricted Fund Bal	-340,000.00	0.00	0.00	0.00	-340,000.00
10	Q	000	000	936320	000	000	000	GENERAL FUND/Debt Service Retirement	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	936500	000	000	000	GENERAL FUND/Food Service Fund Balance	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	936900	000	000	000	GENERAL FUND/Fund Balance-Restricted Other	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	938900	000	000	000	GENERAL FUND/Assigned Fund Balance	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	939200	000	000	000	GENERAL FUND/WORKING CAPITAL (CASH FLOW)	-8,561,051.69	157,979,816.72	144,706,723.24		-21,834,145.17
10	Q	000	000	939900	000	000	000	GENERAL FUND/Unassigned Fund Balance	0.00	0.00	0.00	0.00	0.00
10	-	---	---	-----	---	---	---		0.00	652,165,537.43	652,165,537.43		0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc		Obj Func		Prj DeptJob		Beginning	2018-19	2018-19	Ending
												Balance	FYTD Credits	FYTD Debits	Balance
27	A	000	000	711000	000	000	000	SPECIAL	EDUCATION	FUND/CLAIM ON CASH		591,866.97	9,779,194.46	3,681,059.92	-5,506,267.57
27	A	000	000	711100	000	000	000	SPECIAL	EDUCATION	FUND/PAYROLL CLEARANCE ACCOUNT		0.00	9,163,782.86	9,163,782.86	0.00
27	A	000	000	711105	000	000	000	SPECIAL	EDUCATION	FUND/A/P ACH Cash Account Intercity		0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL	EDUCATION	FUND/INVESTMENTS		0.00	3,354,619.91	3,354,619.91	0.00
27	A	000	000	713200	000	000	000	SPECIAL	EDUCATION	FUND/ACCOUNTS RECEIVABLE		0.00	0.00	0.00	0.00
27	A	000	000	714100	000	000	000	SPECIAL	EDUCATION	FUND/DUE FROM OTHER FUNDS		0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL	EDUCATION	FUND/DUE FROM CESA		0.00	0.00	0.00	0.00
27	A	000	000	715600	000	000	000	SPECIAL	EDUCATION	FUND/DUE FROM FED GOVERNMENT		305,230.11	305,230.11	0.00	0.00
27	L	000	000	000000	000	000	000	SPECIAL	EDUCATION	FUND/N/A		0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL	EDUCATION	FUND/ACCOUNTS PAYABLE		-2,415.18	968,409.92	970,825.10	0.00
27	L	000	000	811558	000	000	000	SPECIAL	EDUCATION	FUND/AP STAPLES		0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL	EDUCATION	FUND/MEDICARE		-8,782.77	0.00	8,782.77	0.00
27	L	000	000	811611	000	000	000	SPECIAL	EDUCATION	FUND/FICA		-37,553.41	0.00	37,553.41	0.00
27	L	000	000	811620	000	000	000	SPECIAL	EDUCATION	FUND/RETIREMENT DEDUCTION		-40,926.40	0.00	40,926.40	0.00
27	L	000	000	811628	000	000	000	SPECIAL	EDUCATION	FUND/HSA - EMPLOYER CONTRIBUTIONS		0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL	EDUCATION	FUND/DENTAL-PPO CONTRIBUTION		0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL	EDUCATION	FUND/DISABILITY INS DEDUCTION		-2,204.30	0.00	2,204.30	0.00
27	L	000	000	811645	000	000	000	SPECIAL	EDUCATION	FUND/LIFE INS - EMPLOYER CONTR		-1,083.72	0.00	1,083.72	0.00
27	L	000	000	811815	000	000	000	SPECIAL	EDUCATION	FUND/NET EFT PAYABLE		0.00	11,103,886.62	11,103,886.62	0.00
27	L	000	000	811820	000	000	000	SPECIAL	EDUCATION	FUND/VOUCHERS PAYABLE		-610,841.47	0.00	610,841.47	0.00
27	L	000	000	812000	000	000	000	SPECIAL	EDUCATION	FUND/DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL	EDUCATION	FUND/SELF FUNDED PREMIUM DEPOSITS		0.00	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL	EDUCATION	FUND/SECURITY PREMIUM PAYABLE		-178,469.05	0.00	178,469.05	0.00
27	L	000	000	817150	000	000	000	SPECIAL	EDUCATION	FUND/HRA PAYABLE		0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL	EDUCATION	FUND/DENTAL-CLAIMS PAYABLE		-14,820.78	0.00	14,820.78	0.00
27	Q	000	000	000000	000	000	000	SPECIAL	EDUCATION	FUND/N/A		0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL	EDUCATION	FUND/FUND BALANCE-RESERVED		0.00	14,884,212.09	14,881,192.09	-3,020.00
27	Q	000	000	932000	000	000	000	SPECIAL	EDUCATION	FUND/FUND BALANCE-CASH FLOW		0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL	EDUCATION	FUND/Cont Oblig-Restricted Fund Bal		0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL	EDUCATION	FUND/Debt Service Retirement		0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL	EDUCATION	FUND/Food Service Fund Balance		0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL	EDUCATION	FUND/Fund Balance-Restricted Other		0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL	EDUCATION	FUND/Assigned Fund Balance		0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL	EDUCATION	FUND/WORKING CAPITAL (CASH FLOW)		0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL	EDUCATION	FUND/Unassigned Fund Balance		0.00	19,629,581.18	25,138,868.75	5,509,287.57
27	-	---	---	-----	---	---	---					0.00	69,188,917.15	69,188,917.15	0.00

		Beginning		2018-19		2018-19		Ending							
Fd	T Loc	Obj	Func	Prj	DeptJob	Fd	T Loc	Obj	Func	Prj	DeptJob	Balance	FYTD Credits	FYTD Debits	Balance
50	A	000	000	711000	000 000 000	FOOD SERVICE FUND/CLAIM ON CASH						1,026,566.52	2,138,950.44	2,294,763.20	1,182,379.28
50	A	000	000	711100	000 000 000	FOOD SERVICE FUND/PAYROLL CLEARANCE ACCOUNT						0.00	1,112,021.00	1,112,021.00	0.00
50	A	000	000	711105	000 000 000	FOOD SERVICE FUND/A/P ACH Cash Account Intercity						0.00	0.00	0.00	0.00
50	A	000	000	711200	000 000 000	FOOD SERVICE FUND/PETTY CASH						93.00	0.00	0.00	93.00
50	A	000	000	712000	000 000 000	FOOD SERVICE FUND/INVESTMENTS						0.00	1,308,921.28	1,308,921.28	0.00
50	A	000	000	713200	000 000 000	FOOD SERVICE FUND/ACCOUNTS RECEIVABLE						604.50	604.50	0.00	0.00
50	A	000	000	714100	000 000 000	FOOD SERVICE FUND/DUE FROM OTHER FUNDS						0.00	0.00	0.00	0.00
50	A	000	000	715600	000 000 000	FOOD SERVICE FUND/DUE FROM FED GOVERNMENT						76,194.56	76,194.56	0.00	0.00
50	L	000	000	000000	000 000 000	FOOD SERVICE FUND/N/A						0.00	0.00	0.00	0.00
50	L	000	000	811200	000 000 000	FOOD SERVICE FUND/ACCOUNTS PAYABLE						-8,761.34	1,026,108.62	1,034,869.96	0.00
50	L	000	000	811558	000 000 000	FOOD SERVICE FUND/AP STAPLES						0.00	0.00	0.00	0.00
50	L	000	000	811610	000 000 000	FOOD SERVICE FUND/MEDICARE						-75.51	0.00	75.51	0.00
50	L	000	000	811611	000 000 000	FOOD SERVICE FUND/FICA						-669.48	0.00	669.48	0.00
50	L	000	000	811620	000 000 000	FOOD SERVICE FUND/RETIREMENT DEDUCTION						-653.79	0.00	653.79	0.00
50	L	000	000	811630	000 000 000	FOOD SERVICE FUND/DENTAL-PPO CONTRIBUTION						0.00	0.00	0.00	0.00
50	L	000	000	811633	000 000 000	FOOD SERVICE FUND/DISABILITY INS DEDUCTION						0.00	0.00	0.00	0.00
50	L	000	000	811645	000 000 000	FOOD SERVICE FUND/LIFE INS - EMPLOYER CONTR						0.00	0.00	0.00	0.00
50	L	000	000	811815	000 000 000	FOOD SERVICE FUND/NET EFT PAYABLE						0.00	1,125,008.64	1,125,008.64	0.00
50	L	000	000	811820	000 000 000	FOOD SERVICE FUND/VOUCHERS PAYABLE						-9,758.09	0.00	9,758.09	0.00
50	L	000	000	812000	000 000 000	FOOD SERVICE FUND/DUE TO OTHER FUNDS						0.00	0.00	0.00	0.00
50	L	000	000	815000	000 000 000	FOOD SERVICE FUND/DEPOSITS PAYABLE-FAMILY BALANC						0.00	0.00	0.00	0.00
50	L	000	000	815100	000 000 000	FOOD SERVICE FUND/SELF FUNDED PREMIUM DEPOSITS						0.00	0.00	0.00	0.00
50	L	000	000	815900	000 000 000	FOOD SERVICE FUND/OTHER DEPOSITS PAYABLE						-86,480.15	0.00	0.00	-86,480.15
50	L	000	000	817101	000 000 000	FOOD SERVICE FUND/SECURITY PREMIUM PAYABLE						0.00	0.00	0.00	0.00
50	L	000	000	817150	000 000 000	FOOD SERVICE FUND/HRA PAYABLE						0.00	0.00	0.00	0.00
50	L	000	000	817200	000 000 000	FOOD SERVICE FUND/DENTAL-CLAIMS PAYABLE						0.00	0.00	0.00	0.00
50	Q	000	000	000000	000 000 000	FOOD SERVICE FUND/N/A						0.00	0.00	0.00	0.00
50	Q	000	000	931000	000 000 000	FOOD SERVICE FUND/FUND BALANCE-RESERVED						0.00	140,690.96	138,275.66	-2,415.30
50	Q	000	000	932000	000 000 000	FOOD SERVICE FUND/FUND BALANCE-CASH FLOW						0.00	0.00	0.00	0.00
50	Q	000	000	936120	000 000 000	FOOD SERVICE FUND/Cont Oblig-Restricted Fund Bal						0.00	0.00	0.00	0.00
50	Q	000	000	936320	000 000 000	FOOD SERVICE FUND/Debt Service Retirement						0.00	0.00	0.00	0.00
50	Q	000	000	936500	000 000 000	FOOD SERVICE FUND/Food Service Fund Balance						-997,060.22	2,507,979.42	2,411,462.81	-1,093,576.83
50	Q	000	000	936900	000 000 000	FOOD SERVICE FUND/Fund Balance-Restricted Other						0.00	0.00	0.00	0.00
50	Q	000	000	938900	000 000 000	FOOD SERVICE FUND/Assigned Fund Balance						0.00	0.00	0.00	0.00
50	Q	000	000	939200	000 000 000	FOOD SERVICE FUND/WORKING CAPITAL (CASH FLOW)						0.00	0.00	0.00	0.00
50	Q	000	000	939900	000 000 000	FOOD SERVICE FUND/Unassigned Fund Balance						0.00	0.00	0.00	0.00
50	-	---	---	-----	---							0.00	9,436,479.42	9,436,479.42	0.00

						Beginning	2018-19	2018-19	Ending	
						Balance	FYTD Credits	FYTD Debits	Balance	
Fd	T	Loc	Obj	Func	Prj DeptJob	Fd T Loc Obj Func Prj DeptJob				
80	A	000	000	711000	000 000 000	COMMUNITY SERVICE FUND/CLAIM ON CASH	78,425.77	1,413,604.10	1,343,389.41	8,211.08
80	A	000	000	711001	000 000 000	COMMUNITY SERVICE FUND/COMM SERV MINIMUM BALANCE	250.00	0.00	0.00	250.00
80	A	000	000	711100	000 000 000	COMMUNITY SERVICE FUND/PAYROLL CLEARANCE ACCOUNT	0.00	786,094.60	786,094.60	0.00
80	A	000	000	711105	000 000 000	COMMUNITY SERVICE FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00
80	A	000	000	711200	000 000 000	COMMUNITY SERVICE FUND/PETTY CASH	1,030.00	0.00	0.00	1,030.00
80	A	000	000	711300	000 000 000	COMMUNITY SERVICE FUND/HOLDING ACCOUNT-CASH	0.00	0.00	0.00	0.00
80	A	000	000	712000	000 000 000	COMMUNITY SERVICE FUND/INVESTMENTS	0.00	0.00	0.00	0.00
80	A	000	000	713100	000 000 000	COMMUNITY SERVICE FUND/TAXES RECEIVABLE	0.00	250,000.00	250,000.00	0.00
80	A	000	000	713200	000 000 000	COMMUNITY SERVICE FUND/ACCOUNTS RECEIVABLE	82,867.51	82,867.51	0.00	0.00
80	A	000	000	713205	000 000 000	COMMUNITY SERVICE FUND/RECEIVABLE UNCOLLECTED	5,192.26	5,192.26	0.00	0.00
80	A	000	000	714100	000 000 000	COMMUNITY SERVICE FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80	L	000	000	000000	000 000 000	COMMUNITY SERVICE FUND/N/A	0.00	0.00	0.00	0.00
80	L	000	000	811200	000 000 000	COMMUNITY SERVICE FUND/ACCOUNTS PAYABLE	-18,131.15	523,394.81	541,525.96	0.00
80	L	000	000	811225	000 000 000	COMMUNITY SERVICE FUND/CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	811558	000 000 000	COMMUNITY SERVICE FUND/AP STAPLES	0.00	0.00	0.00	0.00
80	L	000	000	811610	000 000 000	COMMUNITY SERVICE FUND/MEDICARE	-215.48	0.00	215.48	0.00
80	L	000	000	811611	000 000 000	COMMUNITY SERVICE FUND/FICA	-2,710.24	0.00	2,710.24	0.00
80	L	000	000	811620	000 000 000	COMMUNITY SERVICE FUND/RETIREMENT DEDUCTION	-938.40	0.00	938.40	0.00
80	L	000	000	811628	000 000 000	COMMUNITY SERVICE FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80	L	000	000	811630	000 000 000	COMMUNITY SERVICE FUND/DENTAL-PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80	L	000	000	811633	000 000 000	COMMUNITY SERVICE FUND/DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00
80	L	000	000	811645	000 000 000	COMMUNITY SERVICE FUND/LIFE INS - EMPLOYER CONTR	0.00	0.00	0.00	0.00
80	L	000	000	811815	000 000 000	COMMUNITY SERVICE FUND/NET EFT PAYABLE	0.00	818,024.78	818,024.78	0.00
80	L	000	000	811820	000 000 000	COMMUNITY SERVICE FUND/VOUCHERS PAYABLE	-38,291.12	0.00	38,291.12	0.00
80	L	000	000	812000	000 000 000	COMMUNITY SERVICE FUND/DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
80	L	000	000	816900	000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-SCHL.AGE CARE	-5,272.29	3,210.00	5,272.29	-3,210.00
80	L	000	000	816901	000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-YOUTH ACTIVITY FEES	-35,780.08	34,878.01	35,780.08	-34,878.01
80	L	000	000	816902	000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-ADULT & FAMILY FEES	-9,928.79	0.00	9,928.79	0.00
80	L	000	000	816903	000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-VARIOUS CAMPS	-39,044.58	800.00	39,044.58	-800.00
80	L	000	000	816904	000 000 000	COMMUNITY SERVICE FUND/Deferred Revenue Preschool Fee	0.00	0.00	0.00	0.00
80	L	000	000	816905	000 000 000	COMMUNITY SERVICE FUND/DEFERRED REVENUE-OTHER ICE USE	0.00	0.00	0.00	0.00
80	L	000	000	816906	000 000 000	COMMUNITY SERVICE FUND/DEFERRED REV. - CARE CORNER	0.00	0.00	0.00	0.00
80	L	000	000	816907	000 000 000	COMMUNITY SERVICE FUND/DEF.REV.-POOL ACTIVITY FEES	0.00	0.00	0.00	0.00
80	L	000	000	816908	000 000 000	COMMUNITY SERVICE FUND/DEF.REV.-GFH BUILDING RENTAL	-434.00	1,325.00	434.00	-1,325.00
80	L	000	000	816909	000 000 000	COMMUNITY SERVICE FUND/DEF.REV.-HS HOCKEY	0.00	0.00	0.00	0.00
80	L	000	000	816911	000 000 000	COMMUNITY SERVICE FUND/DEF. REVENUE - MEMBERSHIPS	-8,643.96	3,188.43	8,643.96	-3,188.43
80	L	000	000	816913	000 000 000	COMMUNITY SERVICE FUND/REF. REV.-GHF CONCESSIONS	-397.19	0.00	397.19	0.00
80	L	000	000	817101	000 000 000	COMMUNITY SERVICE FUND/SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	817200	000 000 000	COMMUNITY SERVICE FUND/DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80	Q	000	000	000000	000 000 000	COMMUNITY SERVICE FUND/N/A	0.00	0.00	0.00	0.00

		Beginning		2018-19		2018-19		Ending							
		Balance		FYTD Credits		FYTD Debits		Balance							
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Func	Prj	Dept	Job
80	Q	000	000	931000	000	000	000	COMMUNITY SERVICE FUND/FUND BALANCE-RESERVED	0.00	329,812.39		329,812.39			0.00
80	Q	000	000	931896	000	000	000	COMMUNITY SERVICE FUND/TOURNAMENT ACTIVITY	0.00	0.00		0.00			0.00
80	Q	000	000	932000	000	000	000	COMMUNITY SERVICE FUND/FUND BALANCE-CASH FLOW	0.00	0.00		0.00			0.00
80	Q	000	000	936120	000	000	000	COMMUNITY SERVICE FUND/Cont Oblig-Restricted Fund Bal	0.00	0.00		0.00			0.00
80	Q	000	000	936320	000	000	000	COMMUNITY SERVICE FUND/Debt Service Retirement	0.00	0.00		0.00			0.00
80	Q	000	000	936500	000	000	000	COMMUNITY SERVICE FUND/Food Service Fund Balance	0.00	0.00		0.00			0.00
80	Q	000	000	936900	000	000	000	COMMUNITY SERVICE FUND/Fund Balance-Restricted Other	-7,978.26	1,729,371.80		1,771,260.42			33,910.36
80	Q	000	000	938900	000	000	000	COMMUNITY SERVICE FUND/Assigned Fund Balance	0.00	0.00		0.00			0.00
80	Q	000	000	939200	000	000	000	COMMUNITY SERVICE FUND/WORKING CAPITAL (CASH FLOW)	0.00	0.00		0.00			0.00
80	Q	000	000	939900	000	000	000	COMMUNITY SERVICE FUND/Unassigned Fund Balance	0.00	0.00		0.00			0.00
80	-	---	---	-----	---	---	---		0.00	5,981,763.69		5,981,763.69			0.00

Fd T Loc Obj Func				Prj DeptJob				Fd T Loc Obj Func				Prj DeptJob				Beginning	2018-19		2018-19		Ending	
																Balance	FYTD Credits		FYTD Debits		Balance	
Grand Asset Totals																17,677,542.59	327,440,159.61		329,280,949.24		19,518,332.22	
Grand Liability Totals																-7,771,452.42	132,732,336.46		139,077,441.00		-1,426,347.88	
Grand Equity Totals																-9,906,090.17	276,600,201.62		268,414,307.45		-18,091,984.34	
Grand Totals																0.00	736,772,697.69		736,772,697.69		0.00	

Number of Accounts: 216

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

REPORT SPECIFICATIONS

DISTRICT: D.C. Everest Area S.D.
 REPORT TITLE: GENERAL INPUT BUDGET TRANSFERS
 REQUESTED BY: ggadke DATE: 06/19/19
 PROGRAM NAME: fin/3amgip01. TIME: 11:37:14 AM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	06/19/2019	18-00473	Funds needed for end-of-year transportation p
	06/19/2019	18-00472	EXCESS TRAVEL MONEY TO BE USED FOR REPLACEMEN
	06/19/2019	18-00471	transfer to pay for transportation expenses f
	06/19/2019	18-00469	transfer to correct DPI account
	06/18/2019	18-00470	Higher than anticipated cost of special educa
	06/18/2019	18-00468	MORE CHILDREN THEN NORMAL IN SUMMER SOCCER PR
	06/17/2019	18-00466	Tr funds for bounce house rental - Orig Bud w
	06/13/2019	18-00467	Funds Needed to Pay End-of-Year Lamers Bills
	06/12/2019	18-00465	Higher than anticipated cost of in district t
	06/12/2019	18-00464	Higher than anticipated cost of travel for SL
	06/12/2019	18-00463	Transfer to cover Private School Title reimbu
	06/11/2019	18-00462	Transfer to cover mileage reimbursement for t
	06/11/2019	18-00461	to cover lamers for Jh chambers from Jh to va
	06/11/2019	18-00460	to cover Jones school supply for engraving an
	06/11/2019	18-00459	to cover hot/cold cups and black light for Ju
	06/11/2019	18-00458	Higher than anticipated cost of subs for spec
	06/11/2019	18-00457	Higher than anticipated cost of district trav
	06/10/2019	18-00455	Transfer Title allocation for NLHS to cover c
	06/10/2019	18-00454	Memorial Tributes until the end of June
	06/10/2019	18-00453	Miscellaneous Supplies - for activities
	06/10/2019	18-00452	T-shirt Order to Identify 4K Summer School St
	06/10/2019	18-00451	Pat on the Back Payments Semester Two
	06/10/2019	18-00449	transfer of funds 415 to 411
	06/06/2019	18-00448	transfer funds from 440 to 411 to pay Toolpar
	06/06/2019	18-00447	Higher than anticipated cost of contracted DH
	06/06/2019	18-00446	to cover a selmer tpt lyre for Jerrys music
	06/06/2019	18-00445	to cover Jerrys music for Adiago and Allegro
	06/06/2019	18-00444	Computer Build for Jennifer Gipp
	06/05/2019	18-00443	DID NOT PURCHASE STAFF SHIRTS THIS YEAR RESUL

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	06/05/2019	18-00442	transfer from 440 to 415 - Food for SMART Tea
	06/05/2019	18-00441	Transfers to NSLP Food
	06/05/2019	18-00440	Vector and raster image access to online prog
	06/04/2019	18-00439	Transfer to cover higher than anticipated cos
	06/03/2019	18-00438	Transfer to cover cost of Reading Curriculum
	06/03/2019	18-00437	TO COVER SHORTFALLS
	05/31/2019	18-00436	Transfer to pay for budgetary expenses from c
	05/30/2019	18-00435	ADDITIONAL MONEY NEEDED FOR ALL-SPORT WIRELES
	05/30/2019	18-00434	to cover Lamers invoice # 552353 from Jh to U
	05/29/2019	18-00433	transfer from 342 to 411
	05/28/2019	18-00432	Transfer to cover cost of CPI Train the Train
	05/28/2019	18-00431	Transfer budget acct monies
	05/28/2019	18-00430	Transfer of funds - Scot
	05/28/2019	18-00429	Tr funds for postage expenses
	05/28/2019	18-00428	Transfer of Funds
	05/28/2019	18-00427	Tr funds for bounce house rental
	05/28/2019	18-00426	Microscope Service-maintenance
	05/28/2019	18-00425	transfer to cover school supply purchases
	05/23/2019	18-00424	to cover Heid bill #2357343 dents in head joi
	05/23/2019	18-00423	AP Bio guides for field trip
	05/22/2019	18-00422	Transfer to pay for Millermatic 255 MIG Welde
	05/22/2019	18-00421	TO COVER ADDED COST OF MORE CHILDREN SIGNING
	05/22/2019	18-00420	Money not needed
	05/22/2019	18-00419	Funds Needed for Food and General Supply Purc
	05/21/2019	18-00418	To cover Technology for Students
	05/21/2019	18-00417	transfer unused MS sub acct money to use to p
	05/21/2019	18-00416	Purchase vacuum cleaner for the 2019-2020 sch
	05/21/2019	18-00415	To cover teacher appreciation luncheon
	05/21/2019	18-00414	to cover Heid Bill for Baritone Sax, adjustme
	05/21/2019	18-00413	Budget Transfer TV for New Assistant Superint
	05/21/2019	18-00412	transfer to cover mileage and other travel ex
	05/21/2019	18-00411	Post Graduation Party magician/hypnotist
	05/20/2019	18-00410	County Clerk was late billing last year's ele
	05/20/2019	18-00409	Transferring funds into 411
	05/20/2019	18-00408	to cover Madison Culture Tour E Davies
	05/20/2019	18-00407	Transfers to NSLP Food
	05/20/2019	18-00406	Supply Account Transfer

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	05/20/2019	18-00405	to cover music stand for Julie Burgess
	05/20/2019	18-00404	Transfer for insufficient funds in District A
	05/20/2019	18-00403	to cover The New York Times and Sunday for Ma
	05/20/2019	18-00402	box lunches on kaisers ham, turkey,beef and c
	05/20/2019	18-00401	Pupil travel for Band Trip
	05/20/2019	18-00400	Transfer to cover cost of yearly Microsoft an
	05/16/2019	18-00399	TO COVER SHORTFALL IN DUES AND FEE ACCOUNT
	05/16/2019	18-00398	Transition Readiness Grant - final costs from
	05/15/2019	18-00397	FlipForm Purchase
	05/15/2019	18-00396	Reallocation of funds to pay for Proof Point

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00473	Funds needed for end-of-year transportation p	2018-2019	06/19/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for end-of-year transportation payments	10 E 410 310 162000 000 160 000		06/19/2019	0.00	0.29
2		Funds needed for end-of-year transportation payments	10 E 410 341 256740 000 160 000		06/19/2019	0.29	0.00
3		Funds needed for end-of-year transportation payments	10 E 410 411 162000 000 160 000		06/19/2019	0.00	25.38
4		Funds needed for end-of-year transportation payments	10 E 410 341 256740 000 160 000		06/19/2019	25.38	0.00
5		Funds needed for end-of-year transportation payments	10 E 410 415 162000 000 160 000		06/19/2019	0.00	84.13
6		Funds needed for end-of-year transportation payments	10 E 410 341 256740 000 160 000		06/19/2019	84.13	0.00
7		Funds needed for end-of-year transportation payments	10 E 410 440 162000 000 160 000		06/19/2019	0.00	27.49
8		Funds needed for end-of-year transportation payments	10 E 410 341 256740 000 160 000		06/19/2019	27.49	0.00
9		Funds needed for end-of-year transportation payments	10 E 410 940 162000 000 160 000		06/19/2019	0.00	198.49
10		Funds needed for end-of-year transportation payments	10 E 410 341 256740 000 160 000		06/19/2019	198.49	0.00
TOTALS						335.78	335.78

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00472	EXCESS TRAVEL MONEY TO BE USED FOR REPLACEMEN	2018-2019	06/19/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EXCESS TRAVEL MONEY TO BE USED FOR REPLACEMENT NUMBER DIGITS FOR BASEBALL/SOFTBALL SCOREBOARDS	10 E 310 341 256740 000 160 000		06/19/2019	0.00	1,753.79
2		EXCESS TRAVEL MONEY TO BE USED FOR REPLACEMENT NUMBER DIGITS FOR BASEBALL/SOFTBALL SCOREBOARDS	10 E 310 411 162000 000 160 000		06/19/2019	1,753.79	0.00
3		EXCESS TRAVEL MONEY TO BE USED FOR REPLACEMENT NUMBER DIGITS FOR BASEBALL/SOFTBALL SCOREBOARDS	10 E 210 341 256740 000 160 000		06/19/2019	0.00	171.21
4		EXCESS TRAVEL MONEY TO BE USED FOR REPLACEMENT NUMBER DIGITS FOR BASEBALL/SOFTBALL SCOREBOARDS	10 E 310 411 162000 000 160 000		06/19/2019	171.21	0.00
TOTALS						1,925.00	1,925.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00471	transfer to pay for transportation expenses f	2018-2019	06/19/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to pay for transportation expenses from correct account	10 E 301 432 129000 000	301 000	06/19/2019	0.00	365.00
2		transfer to pay for transportation expenses from correct account	10 E 301 341 256770 000	301 000	06/19/2019	365.00	0.00
TOTALS						365.00	365.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00469	transfer to correct DPI account	2018-2019	06/19/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to correct DPI account	10 E 200 571 122600 000	125 000	06/19/2019	0.00	1,045.00
2		transfer to correct DPI account	10 E 200 325 122600 000	125 000	06/19/2019	1,045.00	0.00
TOTALS						1,045.00	1,045.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00470	Higher than anticipated cost of special educa	2018-2019	06/18/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of special education field trips	27 E 809 943 158000 341	809 000	06/18/2019	0.00	270.00
2		Higher than anticipated cost of special education field trips	27 E 809 341 256770 341	809 000	06/18/2019	270.00	0.00
TOTALS						270.00	270.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00468	MORE CHILDREN THEN NORMAL IN SUMMER SOCCER PR	2018-2019	06/18/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		GROUP FITNESS INSTRUCTOR'S PAY OVERAGE	80 E 860 310 310000 000	320 000	06/17/2019	0.00	355.00
2		YOUTH SPORTS EQUIPMENT PURCHASE	80 E 860 411 393000 000	340 000	06/17/2019	355.00	0.00
TOTALS						355.00	355.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00466	Tr funds for bounce house rental - Orig Bud w	2018-2019	06/17/2019	Web Clone	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr funds from 325 to 571 for bounce house rental	10 E 108 325 241000 000	241 000	05/23/2019	150.00	0.00
2		Tr funds from 325 to 571 for bounce house rental	10 E 108 571 110000 000	241 000	05/23/2019	0.00	150.00
TOTALS						150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00467	Funds Needed to Pay End-of-Year Lamers Bills	2018-2019	06/13/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds Needed to Pay End-of-Year Lamers Bills	10 E 410 310 162000 000 160 000		06/13/2019	0.00	2,575.00
2		Funds Needed to Pay End-of-Year Lamers Bills	10 E 410 341 256740 000 160 000		06/13/2019	2,575.00	0.00
3		Funds Needed to Pay End-of-Year Lamers Bills	10 E 410 440 162000 000 160 000		06/13/2019	0.00	5,000.00
4		Funds Needed to Pay End-of-Year Lamers Bills	10 E 410 341 256740 000 160 000		06/13/2019	5,000.00	0.00
5		Funds Needed to Pay End-of-Year Lamers Bills	10 E 410 411 162000 000 160 000		06/13/2019	0.00	500.00
6		Funds Needed to Pay End-of-Year Lamers Bills	10 E 410 341 256740 000 160 000		06/13/2019	500.00	0.00
TOTALS						8,075.00	8,075.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00465	Higher than anticipated cost of in district t	2018-2019	06/12/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of in district travel for EC OT	27 E 809 342 218100 347 809 000		06/11/2019	175.00	0.00
2		Higher than anticipated cost of in district travel for EC OT	27 E 809 342 152000 347 809 000		06/11/2019	0.00	175.00
TOTALS						175.00	175.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00464	Higher than anticipated cost of travel for SL	2018-2019	06/12/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of travel for SLPs	27 E 809 342 156600 341 809 000		06/11/2019	15.00	0.00
2		Higher than anticipated cost of travel for SLPs	27 E 809 342 221300 341 809 000		06/11/2019	0.00	15.00
TOTALS						15.00	15.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00463	Transfer to cover Private School Title reimbu	2018-2019	06/12/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover Private School Title reimbursements	10 E 809 343 299000 365 012 000		06/11/2019	0.00	170.00
2		Transfer to cover Private School Title reimbursements	10 E 809 310 299000 365 012 000		06/11/2019	170.00	0.00
TOTALS						170.00	170.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00462	Transfer to cover mileage reimbursement for t	2018-2019	06/11/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover mileage reimbursement for traveling teachers	10 E 820 360 110000 000	210 000	06/11/2019	0.00	2,000.00
2		Transfer to cover mileage reimbursement for traveling teachers	10 E 820 342 110000 000	210 000	06/11/2019	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00461	to cover lamers for Jh chambers from Jh to va	2018-2019	06/11/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover lamers for Jh chambers from Jh to various bus stops J Ulrich	10 E 300 411 125004 000	125 000	06/11/2019	0.00	33.18
2		to cover lamers for Jh chambers from Jh to various bus stops J Ulrich	10 E 300 341 256744 000	125 000	06/11/2019	33.18	0.00
TOTALS						33.18	33.18

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00460	to cover Jones school supply for engraving an	2018-2019	06/11/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Jones school supply for engraving and trophies Julie Burgess	10 E 200 342 125004 000	125 000	06/11/2019	0.00	110.70
2		to cover Jones school supply for engraving and trophies Julie Burgess	10 E 200 310 125004 000	125 000	06/11/2019	110.70	0.00
TOTALS						110.70	110.70

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00459	to cover hot/cold cups and black light for Ju	2018-2019	06/11/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover hot/cold cups and black light	10 E 200 342 125004 000	125 000	06/11/2019	0.00	18.42
2		to cover hot/cold cups and black light	10 E 200 411 125004 000	125 000	06/11/2019	18.42	0.00
TOTALS						18.42	18.42

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00458	Higher than anticipated cost of subs for spec	2018-2019	06/11/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of subs for spec ed teachers	27 E 809 140 159100 341	809 507	06/11/2019	2,373.00	0.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00458	Higher than anticipated cost of subs for spec	2018-2019	06/11/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
. . . CONTINUED								
2		Higher than anticipated cost of subs for spec ed teachers	27 E 809 222 159200 341 809 207		06/11/2019	29.00	0.00	
3		Higher than anticipated cost of subs for spec ed teachers	27 E 809 310 221300 341 809 000		06/11/2019	0.00	2,402.00	
TOTALS						2,402.00	2,402.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00457	Higher than anticipated cost of district trav	2018-2019	06/11/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Higher than anticipated cost of district travel for physical therapist	27 E 809 342 156100 341 809 000		06/10/2019	0.00	43.00	
2		Higher than anticipated cost of district travel for physical therapist	27 E 809 342 218200 341 809 000		06/10/2019	43.00	0.00	
TOTALS						43.00	43.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00455	Transfer Title allocation for NLHS to cover c	2018-2019	06/10/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Transfer Title allocation for NLHS to cover conference registration	10 E 809 343 299000 365 016 000		06/10/2019	0.00	95.00	
2		Transfer Title allocation for NLHS to cover conference registration	10 E 809 310 299000 365 016 000		06/10/2019	95.00	0.00	
TOTALS						95.00	95.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00454	Memorial Tributes until the end of June	2018-2019	06/10/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Memorial Tributes until the end of June	10 E 811 940 231100 000 231 000		06/10/2019	0.00	200.00	
2		Memorial Tributes until the end of June	10 E 811 999 231100 000 231 000		06/10/2019	200.00	0.00	
TOTALS						200.00	200.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00453	Miscellaneous Supplies - for activities	2018-2019	06/10/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Miscellaneous Supplies - for activities	10 E 810 342 232000 000	232 000	06/10/2019	0.00	100.00
2		Miscellaneous Supplies - for activities	10 E 810 411 232000 000	232 000	06/10/2019	100.00	0.00
TOTALS						100.00	100.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00452	T-shirt Order to Identify 4K Summer School St	2018-2019	06/10/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		T-shirt Order to Identify 4K Summer School Students	10 E 826 411 110000 000	826 000	06/10/2019	0.00	250.00
2		T-shirt Order to Identify 4K Summer School Students	10 E 826 420 110000 000	826 000	06/10/2019	250.00	0.00
TOTALS						250.00	250.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00451	Pat on the Back Payments Semester Two	2018-2019	06/10/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Pat on the Back Payments Semester Two	10 E 811 940 231100 000	231 000	06/10/2019	0.00	450.00
2		Pat on the Back Payments Semester Two	10 E 811 999 231100 000	231 000	06/10/2019	450.00	0.00
TOTALS						450.00	450.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00449	transfer of funds 415 to 411	2018-2019	06/10/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Replacement Power Supply for defective part- computer build for Jennifer Gipp	10 E 400 415 132000 000	132 000	06/10/2019	0.00	47.46
2		Replacement Power Supply for defective part- computer build for Jennifer Gipp	10 E 400 411 132000 000	132 000	06/10/2019	47.46	0.00
TOTALS						47.46	47.46
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00448	transfer funds from 440 to 411 to pay Toolpar	2018-2019	06/06/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer funds from 440 to 411 to pay Toolparts Direct	10 E 400 440 136380 000	136 000	06/06/2019	0.00	8.95
2		transfer funds from 440 to 411 to pay Toolparts Direct	10 E 400 411 136380 000	136 000	06/06/2019	8.95	0.00
TOTALS						8.95	8.95

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00447	Higher than anticipated cost of contracted DH	2018-2019	06/06/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of contracted DHH services for 4k-grade 5	27 E 809 411 158000 341	809 000	06/06/2019	0.00	3,375.00
2		Higher than anticipated cost of contracted DHH services for 4k-grade 5	27 E 809 370 436000 341	809 000	06/06/2019	3,375.00	0.00
TOTALS						3,375.00	3,375.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00446	to cover a selmer tpt lyre for Jerrys music	2018-2019	06/06/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover a selmer tpt lyre for Jerrys music	10 E 400 440 125002 000	125 000	06/06/2019	0.00	6.00
2		to cover a selmer tpt lyre for Jerrys music	10 E 400 473 125002 000	125 000	06/06/2019	6.00	0.00
TOTALS						6.00	6.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00445	to cover Jerrys music for Adiago and Allegro	2018-2019	06/06/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Jerrys music for Adiago and Allegro TSax solo	10 E 400 440 125002 000	125 000	06/06/2019	0.00	10.16
2		to cover Jerrys music for Adiago and Allegro TSax solo	10 E 400 473 125002 000	125 000	06/06/2019	10.16	0.00
TOTALS						10.16	10.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00444	Computer Build for Jennifer Gipp	2018-2019	06/06/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Computer Build for Jennifer Gipp	10 E 400 415 132000 000	132 000	06/06/2019	0.00	12.67
2		Computer Build for Jennifer Gipp	10 E 400 411 132000 000	132 000	06/06/2019	12.67	0.00
TOTALS						12.67	12.67

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00443	DID NOT PURCHASE STAFF SHIRTS THIS YEAR RESUL	2018-2019	06/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		APPAREL ACCOUNT	80 E 861 420 393000 000	300 000	06/05/2019	0.00	534.00
2		ADVERTISING	80 E 861 351 393000 000	300 000	06/05/2019	534.00	0.00
TOTALS						534.00	534.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00442	transfer from 440 to 415 - Food for SMART Tea	2018-2019	06/05/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer from 440 to 415 - Food for SMART Team	10 E 400 440 126000 000	126 000	06/05/2019	0.00	60.97
2		transfer from 440 to 415 - Food for SMART Team	10 E 400 415 126000 000	126 000	06/05/2019	60.97	0.00
TOTALS						60.97	60.97

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00441	Transfers to NSLP Food	2018-2019	06/05/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to NSLP	50 E 834 415 257000 547	257 000	06/05/2019	8,000.00	0.00
2		Transfer from Breakfast	50 E 834 415 257210 546	257 000	06/05/2019	0.00	3,000.00
3		Transfer from NPF	50 E 834 415 257250 000	257 000	06/05/2019	0.00	5,000.00
TOTALS						8,000.00	8,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00440	Vector and raster image access to online prog	2018-2019	06/05/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Vector and raster image access to online program	10 E 810 415 232000 000	232 000	06/05/2019	0.00	89.99
2		Vector and raster image access to online program	10 E 810 480 232000 000	232 000	06/05/2019	89.99	0.00
TOTALS						89.99	89.99

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00439	Transfer to cover higher than anticipated cos	2018-2019	06/04/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to cover higher than anticipated cost of travel for school psychologists	27 E 809 342 158000 341	809 000	06/04/2019	0.00	200.00
2		Transfer to cover higher than anticipated cost of travel for school psychologists	27 E 809 342 215000 341	809 000	06/04/2019	200.00	0.00
TOTALS						200.00	200.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00438	Transfer to cover cost of Reading Curriculum	2018-2019	06/03/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Reading Curriculum	27 E 809 411 156100 341 809 000		06/03/2019	0.00	40.00
2		Reading Curriculum	27 E 809 470 158000 341 809 000		06/03/2019	40.00	0.00
TOTALS						40.00	40.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00437	TO COVER SHORTFALLS	2018-2019	06/03/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		AUDIO EQUIPMENT PURCHASE	80 E 861 551 254300 000 300 000		06/03/2019	0.00	469.11
2		PURCHASE OF SKATE RENTALS	80 E 861 440 254300 000 300 000		06/03/2019	0.00	99.50
3		APPAREL ACCOUNT	80 E 861 420 393000 000 300 000		06/03/2019	0.00	160.00
4		MAINTENANCE SERVICES	80 E 861 324 254300 000 300 000		06/03/2019	191.57	0.00
5		DIUES AND FEES	80 E 861 940 253300 000 300 000		06/03/2019	537.04	0.00
6		SA CARE PROGRAM	80 E 862 354 391000 000 391 000		06/03/2019	0.00	1,338.00
7		SCHOOL AGE SUPPLIES	80 E 862 411 391000 000 391 000		06/03/2019	1,338.00	0.00
TOTALS						2,066.61	2,066.61

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00436	Transfer to pay for budgetary expenses from c	2018-2019	05/31/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for budgetary expenses from correct accounts	10 E 400 440 136230 000 136 000		05/31/2019	0.00	806.23
2		Transfer to pay for budgetary expenses from correct accounts	10 E 400 342 136230 000 136 000		05/31/2019	806.23	0.00
3		Transfer to pay for budgetary expenses from correct accounts	10 E 400 440 136230 000 136 000		05/31/2019	0.00	37.50
4		Transfer to pay for budgetary expenses from correct accounts	10 E 400 415 136230 000 136 000		05/31/2019	37.50	0.00
5		Transfer to pay for budgetary expenses from correct accounts	10 E 400 440 136230 000 136 000		05/31/2019	0.00	525.27
6		Transfer to pay for budgetary expenses from correct accounts	10 E 400 411 131000 000 131 000		05/31/2019	525.27	0.00
7		Transfer to pay for budgetary expenses from correct accounts	10 E 400 940 131000 000 131 000		05/31/2019	0.00	15.00
8		Transfer to pay for budgetary expenses from correct accounts	10 E 400 411 131000 000 131 000		05/31/2019	15.00	0.00
9		Transfer to pay for budgetary expenses from correct accounts	10 E 400 440 131000 000 131 000		05/31/2019	0.00	9.75

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00436	Transfer to pay for budgetary expenses from c	2018-2019	05/31/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
10		Transfer to pay for budgetary expenses from correct accounts	10 E 400 411 131000 000 131 000		05/31/2019	9.75	0.00
11		Transfer to pay for budgetary expenses from correct accounts	10 E 400 440 131000 000 131 000		05/31/2019	0.00	6.05
12		Transfer to pay for budgetary expenses from correct accounts	10 E 400 415 131000 000 131 000		05/31/2019	6.05	0.00
13		Transfer to pay for budgetary expenses from correct accounts	10 E 400 417 136230 000 136 000		05/31/2019	0.00	48.01
14		Transfer to pay for budgetary expenses from correct accounts	10 E 400 415 131000 000 131 000		05/31/2019	48.01	0.00
15		Transfer to pay for budgetary expenses from correct accounts	10 E 400 417 136230 000 136 000		05/31/2019	0.00	79.11
16		Transfer to pay for budgetary expenses from correct accounts	10 E 400 342 131000 000 131 000		05/31/2019	79.11	0.00
TOTALS						1,526.92	1,526.92

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00435	ADDITIONAL MONEY NEEDED FOR ALL-SPORT WIRELES	2018-2019	05/30/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		ADDITIONAL MONEY NEEDED FOR ALL-SPORT WIRELESS CONSOLE, WIRELESS RECEIVER, & COMPONENTS - BASEBALL & VARSITY FOOTBALL FIELD	10 E 310 341 256740 000 160 000		05/30/2019	0.00	1,486.11
2		ADDITIONAL MONEY NEEDED FOR ALL-SPORT WIRELESS CONSOLE, WIRELESS RECEIVER, & COMPONENTS - BASEBALL & VARSITY FOOTBALL FIELD	10 E 310 411 162000 000 160 000		05/30/2019	1,486.11	0.00
TOTALS						1,486.11	1,486.11

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00434	to cover Lamers invoice # 552353 from Jh to U	2018-2019	05/30/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoice # 552353 from Jh to UWSP J Kolodziej	10 E 300 411 127000 000 127 000		05/30/2019	0.00	258.22
2		to cover Lamers invoice # 552353 from Jh to UWSP J Kolodziej	10 E 300 341 256770 000 127 000		05/30/2019	258.22	0.00
TOTALS						258.22	258.22

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00433	transfer from 342 to 411	2018-2019	05/29/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer from 342 to 411	10 E 400 342 126000 000	126 000	05/29/2019	0.00	100.00
2		transfer from 342 to 411	10 E 400 411 126000 000	126 000	05/29/2019	100.00	0.00
TOTALS						100.00	100.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00432	Transfer to cover cost of CPI Train the Train	2018-2019	05/28/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to cover cost of CPI Train the Trainer course	10 E 824 310 211000 000	212 000	05/28/2019	0.00	258.00
2		Transfer to cover cost of CPI Train the Trainer course	10 E 824 310 213000 000	212 000	05/28/2019	0.00	400.00
3		Transfer to cover cost of CPI Train the Trainer course	10 E 824 342 221300 000	212 000	05/28/2019	0.00	5,259.14
4		Transfer to cover cost of CPI Train the Trainer course	10 E 824 411 214000 000	212 000	05/28/2019	0.00	800.00
5		Transfer to cover cost of CPI Train the Trainer course	10 E 824 310 221300 000	212 000	05/28/2019	6,717.14	0.00
TOTALS						6,717.14	6,717.14

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00431	Transfer budget acct monies	2018-2019	05/28/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer from Curric to Personal Services	10 E 823 490 221200 000	210 000	05/23/2019	0.00	1,000.00
2		Transfer to Personal Services	10 E 823 310 126241 000	210 000	05/23/2019	1,000.00	0.00
TOTALS						1,000.00	1,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00430	Transfer of funds - Scot	2018-2019	05/28/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer of funds - Scot	10 E 400 434 126000 000	126 000	05/23/2019	0.00	154.14
2		Transfer of funds - Scot	10 E 400 411 126000 000	126 000	05/23/2019	154.14	0.00
TOTALS						154.14	154.14

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00429	Tr funds for postage expenses	2018-2019	05/28/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Tr funds from 411 to 353 for postage expenses		10 E 108 411 241000 000	241 000	05/23/2019	0.00	100.00
2		Tr funds from 411 to 353 for postage expenses		10 E 108 353 263000 000	241 000	05/23/2019	100.00	0.00
TOTALS							100.00	100.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00428	Transfer of Funds	2018-2019	05/28/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer of Funds		10 E 400 940 126000 000	126 000	05/23/2019	0.00	85.00
2		Transfer of Funds		10 E 400 411 126000 000	126 000	05/23/2019	85.00	0.00
TOTALS							85.00	85.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00427	Tr funds for bounce house rental	2018-2019	05/28/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Tr funds from 325 to 571 for bounce house rental		10 E 108 325 241000 000	241 000	05/23/2019	0.00	150.00
2		Tr funds from 325 to 571 for bounce house rental		10 E 108 571 110000 000	241 000	05/23/2019	150.00	0.00
TOTALS							150.00	150.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00426	Microscope Service-maintenance	2018-2019	05/28/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Microscope Service-maintenance		10 E 400 440 126000 000	126 000	05/23/2019	0.00	1,336.65
2		Microscope Service-maintenance		10 E 400 310 126000 000	126 000	05/23/2019	1,336.65	0.00
TOTALS							1,336.65	1,336.65

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00425	transfer to cover school supply purchases	2018-2019	05/28/2019	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer to cover school supply purchases		10 E 820 470 110000 000	210 000	05/23/2019	0.00	32,000.00
2		transfer to cover school supply purchases		10 E 820 411 232000 000	210 000	05/23/2019	32,000.00	0.00
TOTALS							32,000.00	32,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00424	to cover Heid bill #2357343 dents in head joi	2018-2019	05/23/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid bill #2357343 dents in head joint refit tenon supplies Lisa Phalen	10 E 200 341 256742 000	125 000	05/23/2019	0.00	75.40
2		to cover Heid bill #2357343 dents in head joint refit tenon supplies Lisa Phalen	10 E 200 310 125002 000	125 000	05/23/2019	75.40	0.00
TOTALS						75.40	75.40

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00423	AP Bio guides for field trip	2018-2019	05/23/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		AP Bio guides for field trip	10 E 400 411 126000 000	126 000	05/23/2019	0.00	35.25
2		AP Bio guides for field trip	10 E 400 310 126000 000	126 000	05/23/2019	35.25	0.00
TOTALS						35.25	35.25

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00422	Transfer to pay for Millermatic 255 MIG Welde	2018-2019	05/22/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Millermatic 255 MIG Welder's from correct account	10 E 809 551 136000 400	809 000	05/22/2019	0.00	245.03
2		Transfer to pay for Millermatic 255 MIG Welder's from correct account	10 E 809 440 136000 400	809 000	05/22/2019	245.03	0.00
TOTALS						245.03	245.03

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00421	TO COVER ADDED COST OF MORE CHILDREN SIGNING	2018-2019	05/22/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		ADULT PERSONAL SERVICES OVERAGE	80 E 860 310 310000 000	320 000	05/22/2019	0.00	300.00
2		YOUTH PERSONAL SERVICES	80 E 860 411 393000 000	340 000	05/22/2019	300.00	0.00
TOTALS						300.00	300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00420	Money not needed	2018-2019	05/22/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Money no longer needed in this account	10 E 200 415 213000 000	213 000	05/22/2019	0.00	16.47
2		Purchase additional items	10 E 200 411 213000 000	213 000	05/22/2019	16.47	0.00
TOTALS						16.47	16.47

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00419	Funds Needed for Food and General Supply Purc	2018-2019	05/22/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds Needed for Food and General Supply Purchases (awards, etc.)	10 E 410 440 162000 000 160 000		05/22/2019	0.00	1,250.00
2		Funds Needed for Food and General Supply Purchases (awards, etc.)	10 E 410 411 162000 000 160 000		05/22/2019	1,250.00	0.00
3		Funds Needed for Food and General Supply Purchases (awards, etc.)	10 E 410 440 162000 000 160 000		05/22/2019	0.00	250.00
4		Funds Needed for Food and General Supply Purchases (awards, etc.)	10 E 410 415 162000 000 160 000		05/22/2019	250.00	0.00
TOTALS						1,500.00	1,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00418	To cover Technology for Students	2018-2019	05/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover Technology for Students	10 E 102 411 121000 000 121 000		05/21/2019	0.00	48.60
2		To cover Technology for Students	10 E 102 411 110000 000 101 000		05/21/2019	0.00	96.73
3		To cover Technology for Students	10 E 102 411 110000 000 102 000		05/21/2019	0.00	780.68
4		To cover Technology for Students	10 E 102 411 110000 000 103 000		05/21/2019	0.00	591.06
5		To cover Technology for Students	10 E 102 480 110000 000 241 000		05/21/2019	1,617.07	0.00
6		To cover Technology for Students	10 E 102 411 213000 000 213 000		05/21/2019	0.00	100.00
TOTALS						1,617.07	1,617.07

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00417	transfer unused MS sub acct money to use to p	2018-2019	05/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer unused MS sub acct money to use to pay for staff UDL & SEL conferences in June	10 E 200 140 110000 000 809 207		05/21/2019	0.00	1,320.00
2		transfer unused MS sub acct money to use to pay for staff UDL & SEL conferences in June	10 E 200 222 110000 000 809 207		05/21/2019	0.00	77.22
3		transfer unused MS sub acct money to use to pay for staff UDL & SEL conferences in June	10 E 200 940 241000 000 241 000		05/21/2019	1,397.22	0.00
TOTALS						1,397.22	1,397.22

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00416	Purchase vacuum cleaner for the 2019-2020 sch	2018-2019	05/21/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Travel expense not used transferred to the purchase of custodial vacuum cleaners	10 E 832 342 253000 000	253 000	05/21/2019	0.00	3,076.27
2		Transfer the difference to purchase the custodial vacuum cleaners	10 E 832 411 254200 000	253 000	05/21/2019	0.00	1,371.74
3		Purchase vacuum cleaners for the 2019-2020 school year	10 E 832 440 254300 000	253 000	05/21/2019	4,448.01	0.00
TOTALS						4,448.01	4,448.01

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00415	To cover teacher appreciation luncheon	2018-2019	05/21/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		To cover teacher appreciation luncheon	10 E 102 411 110000 000	103 000	05/21/2019	0.00	100.00
2		To cover teacher appreciation luncheon	10 E 102 415 110000 000	241 000	05/21/2019	100.00	0.00
TOTALS						100.00	100.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00414	to cover Heid Bill for Baritone Sax, adjustme	2018-2019	05/21/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover Heid Bill for Baritone Sax, adjustments, supplies, neck cork Lisa Phalen	10 E 200 341 256742 000	125 000	05/21/2019	0.00	39.58
2		to cover Heid Bill for Baritone Sax, adjustments, supplies, neck cork Lisa Phalen	10 E 200 310 125002 000	125 000	05/21/2019	39.58	0.00
TOTALS						39.58	39.58

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00413	Budget Transfer TV for New Assistant Superint	2018-2019	05/21/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Budget Transfer TV for New Assistant Superintendent's Office	10 E 829 411 221201 000	210 000	05/20/2019	0.00	1,000.00
2		Budget Transfer TV for New Assistant Superintendent's Office	10 E 829 440 221201 000	210 000	05/20/2019	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00412	transfer to cover mileage and other travel ex	2018-2019	05/21/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover mileage and other travel expenses	10 E 836 310 264100 000 264 000		05/20/2019	0.00	1,000.00
2		transfer to cover mileage and other travel expenses	10 E 836 342 264100 000 264 000		05/20/2019	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00411	Post Graduation Party magician/hypnotist	2018-2019	05/21/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		New principal, not needed for PD	10 E 400 310 241000 000 241 000		05/20/2019	0.00	973.38
2		Post Graduation Party magician/hypnotist, Wasn't sure we were going to have a party but people have stepped up but no money for this	10 E 400 310 120000 000 241 000		05/20/2019	973.38	0.00
TOTALS						973.38	973.38

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00410	County Clerk was late billing last year's ele	2018-2019	05/20/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		County Clerk was late billing last year's election notice, so two notices are falling in this budget	10 E 811 940 231100 000 231 000		05/20/2019	0.00	1,021.56
2		County Clerk was late billing last year's election notice, so two notices are falling in this budget	10 E 811 351 231100 000 231 000		05/20/2019	1,021.56	0.00
TOTALS						1,021.56	1,021.56

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00409	Transferring funds into 411	2018-2019	05/20/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transferring funds into 411	10 E 400 342 222200 000 220 000		05/20/2019	0.00	250.00
2		Transferring funds into 411	10 E 400 415 222200 000 220 000		05/20/2019	0.00	50.00
3		Transferring funds into 411	10 E 400 440 222200 000 220 000		05/20/2019	0.00	523.00
4		Transferring funds into 411	10 E 400 481 222200 000 220 000		05/20/2019	0.00	515.71
5		Transferring funds into 411	10 E 400 940 222200 000 220 000		05/20/2019	0.00	200.00
6		Transferring funds into 411	10 E 400 411 222200 000 220 000		05/20/2019	1,538.71	0.00
TOTALS						1,538.71	1,538.71

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00408	to cover Madison Culture Tour E Davies	2018-2019	05/20/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover Madison Culture Tour E Davies	10 E 400 342 123000 000	123 000	05/20/2019	0.00	107.01
2		to cover Madison Culture Tour E Davies	10 E 400 341 256770 000	123 000	05/20/2019	107.01	0.00
TOTALS						107.01	107.01

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00407	Transfers to NSLP Food	2018-2019	05/20/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfers from NPF Food, Breakfast Food and equipment	50 E 834 415 257000 547	257 000	05/20/2019	30,000.00	0.00
2		Transfer to NSLP Food	50 E 834 561 257000 000	257 000	05/20/2019	0.00	6,000.00
3		Transfer to NSLP Food	50 E 834 415 257210 546	257 000	05/20/2019	0.00	12,000.00
4		Transfer to NSLP Food	50 E 834 415 257250 000	257 000	05/20/2019	0.00	12,000.00
TOTALS						30,000.00	30,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00406	Supply Account Transfer	2018-2019	05/20/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Supply Account Transfer	50 E 834 411 257000 547	257 000	05/20/2019	5,000.00	0.00
2		Supply Account Transfer	50 E 834 411 257210 546	257 000	05/20/2019	0.00	5,000.00
TOTALS						5,000.00	5,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00405	to cover music stand for Julie Burgess	2018-2019	05/20/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover music stand for Julie Burgess	10 E 200 473 125004 000	125 000	05/20/2019	0.00	69.80
2		to cover music stand for Julie Burgess	10 E 200 411 125004 000	125 000	05/20/2019	69.80	0.00
TOTALS						69.80	69.80

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00404	Transfer for insufficient funds in District A	2018-2019	05/20/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer for insufficient funds in District Auto Maintenance account	10 E 830 411 251000 000	251 000	05/20/2019	0.00	750.00
2		Transfer for insufficient funds in District Auto Maintenance account	10 E 830 324 254500 000	251 000	05/20/2019	750.00	0.00
TOTALS						750.00	750.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00403	to cover The New York Times and Sunday for Ma	2018-2019	05/20/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover The New York Times and Sunday for Matt C	10 E 400 342 122000 000	122 000	05/17/2019	0.00	46.00
2		to cover The New York Times and Sunday for Matt C	10 E 400 434 122000 000	122 000	05/17/2019	46.00	0.00
TOTALS						46.00	46.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00402	box lunches on kaisers ham, turkey,beef and c	2018-2019	05/20/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		box lunches on kaisers ham, turkey,beef and cheese w/fruit for Civil War days Christian Ammon	10 E 300 411 127000 000	127 000	05/17/2019	0.00	525.40
2		box lunches on kaisers ham, turkey,beef and cheese w/fruit for Civil War days Christian Ammon	10 E 300 415 127000 000	127 000	05/17/2019	525.40	0.00
TOTALS						525.40	525.40

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00401	Pupil travel for Band Trip	2018-2019	05/20/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		extra paper money that was not used	10 E 400 417 120000 000	241 000	05/16/2019	0.00	1,310.00
2		Band trip to Milwaukee bus invoice	10 E 400 341 256740 000	241 000	05/16/2019	1,310.00	0.00
TOTALS						1,310.00	1,310.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00400	Transfer to cover cost of yearly Microsoft an	2018-2019	05/20/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Technology Non-capital Equipment	10 E 814 440 295000 000	232 000	05/16/2019	0.00	100,430.00
2		Technology Software as Service	10 E 814 362 295000 000	232 000	05/16/2019	100,430.00	0.00
TOTALS						100,430.00	100,430.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00399	TO COVER SHORTFALL IN DUES AND FEE ACCOUNT	2018-2019	05/16/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAINTENANCE - OLY PARTS, LIGHTING, KEYS	80 E 861 324 254490 000	300 000	05/16/2019	0.00	1,017.00
2		DUES AND FEES - RESTAURANT LICENSE, LES MILLS SUBSCRIPTION, MINDBODY LICENSE FEES	80 E 861 940 253300 000	300 000	05/16/2019	1,017.00	0.00
TOTALS						1,017.00	1,017.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00398	Transition Readiness Grant - final costs from	2018-2019	05/16/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transition Readiness Grant - final costs from supply account	27 E 809 415 158000 451 809 000		05/16/2019	0.00	50.86
2		Transition Readiness Grant - final costs from supply account	27 E 809 411 158000 451 809 000		05/16/2019	50.86	0.00
TOTALS						50.86	50.86

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00397	FlipForm Purchase	2018-2019	05/15/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Other Media: Excess funds budgeted for on-line subscriptions	10 E 103 439 110000 000 241 000		05/15/2019	0.00	854.00
2		Funds needed for FlipForms purchase	10 E 103 440 110000 000 241 000		05/15/2019	854.00	0.00
TOTALS						854.00	854.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00396	Reallocation of funds to pay for Proof Point	2018-2019	05/15/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Technology Equipment	10 E 814 440 295000 000 232 000		05/15/2019	0.00	32,000.00
2		Technology Software as a Service	10 E 814 362 295000 000 232 000		05/15/2019	32,000.00	0.00
TOTALS						32,000.00	32,000.00

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



Book	Policy Manual
Section	Second Reading by Board
Title	ENTRANCE AGE
Code	po5112
Status	Second Reading
Adopted	May 25, 2016

5112 - ENTRANCE AGE

The ~~School~~ Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

Kindergarten

1. A child is eligible for entrance into four (4)-year old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.
- ~~and 2. A~~ child is eligible for five (5) year old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets the residency ~~residence~~ requirements. The child may not be placed in an alternative program without the permission of the parent.

A. First Grade

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) and or school psychologist of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal and/or school psychologist shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision.

~~Appeal of Denial of Waiver~~

C. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization shall be excluded or permitted to remain in school pursuant to Policy 5320.

A child may be exempt from the required health immunizations upon written request of the parent of such child stating the objection to immunization on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.

D. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent.

E. Notification of *In Loco Parentis*

In cases in which a student is temporarily not residing with his/her parents for a short period of time, the parent of the student shall designate in writing that adult person with whom the student resides who stands *in loco parentis* to the student in order for him/her to be admitted or continue in school. This statement shall be notarized and presented to the principal.

F. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the Superintendent by submitting a written request to the Administrator within ten (10) calendar days of the decision of the principal.

The decision of the Superintendent is final.

G. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to kindergarten and first grade.

H. Older Students

A person who is resident of the District and over twenty (20) years of age may enroll providing the Superintendent does not think his/her enrollment will interfere with the education of the other students.

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Legal Wis. Stats 118.14, 118.15, 120.12(25)

Cross References ag5112 - EARLY ADMISSION

5112A F Application for Early Admission to Kindergarten Fillable.pdf (88 KB)

Last Modified by Ellen Suckow on May 23, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113
Status	Second Reading
Adopted	May 25, 2016

5113 - **OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)**

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Nonresident District

A school district located in Wisconsin which is not a student's district of residence.

B. Nonresident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. Full-time Enrollment

A student is enrolled for the entire school day and receives all of his/her required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

FULL TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District ~~may will~~ establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

-

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

B. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. The availability of space in the schools, programs, classes, or grades within the District. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or 118.51(3m)(a) and are already attending public school in the District.

Other factors the District Administrator may consider in determining the availability of space, include:,

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
- b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
- c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of nonresident open enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.

2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

The Board may request a copy of a nonresident student's disciplinary records from the resident ~~School~~ Board.

The resident Board shall provide to the nonresident Board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the nonresident student's individualized education program ("IEP"), are available in the District. Funding for the education of students with disabilities will be made to the non- resident school district by the Department of Public Instruction in accordance with State law.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student- teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to his or her resident Board under 115.777(1) Wis. Stats. or identified by his or her resident school board under 115.77(1m)(a) Wis. Stats., but not yet evaluated by an individualized education program team.

(Note: If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. ~~the nonresident may be returned to the District may notify the student's parent and the student's resident Board.~~ If such notice is provided, the non-resident student may be transferred to his/her resident school district.)

7. If the Board has made a determination that a non-resident student attending the District under the open enrollment program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

~~C. Procedure for Evaluating Applications by District Residents to Transfer to Another District~~
~~The Board will consider only the following criteria for denying resident applications:~~

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters middle school, junior high school or high school. A non-resident student may be required to reapply only once.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation, if space is available on a regularly scheduled bus route. ~~or to a scheduled in-District bus stop, unless the~~ The District will provide transportation for a nonresident student ~~is a special education student and with an identified disability for whom~~ transportation is required by his/her IEP.

- F. The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters middle school, junior high school or high school. A non-resident student may be required to reapply only once.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the pupil satisfies at least one of the statutory criteria and has not applied to more than three non-resident school districts. ~~Applications for open enrollment under the alternative application procedures for enrollment in 2015-2016 school year will be evaluated based on the District's policy and Administrative Guidelines in place prior to July 1, 2015, which may be accessed here.~~ (See AG 5113 and AG 5113A – Open Enrollment for Students with Disabilities.)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved if space is available in the current year and in the subsequent year in the student's subsequent grade level.

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 - Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
 1. participation in interscholastic athletics;
 2. assignment within the District;
 3. payment of fees and other charges.

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Legal 118.51, Wis. Stats.
Wis. Admin. Code. Ch. P.I. 36

Cross References ag5113 Admission of Students Participating Under Open Enrollment
ag5113A Open Enrollment for Students with Disabilities

Last Modified by Ellen Suckow on May 23, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	Second Reading
Adopted	May 25, 2016

7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") (as defined in Bylaw 0100) has become pervasive in the workplace. ~~For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type.~~ Whether the PCD is Board-owned and assigned to a specific employee or school official, or personally-owned by the employee or school official, ~~(regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD),~~ the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

Safe and Appropriate Use of PCD Personal Communication Devices, Including Cell Phones

~~Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving). Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.~~

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message, email, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees and school officials are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee or school official is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, (including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on a ~~on their~~ PCDs, regardless of whether they are Board-owned and assigned to a specific employee or school official or personally-owned by the employee.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent or received from PCDs, may not be secure. Therefore, employees or school officials should use discretion when using a PCD to relay in-relaying confidential information, particularly as it relates to students.

PCD. Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records, if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 — Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 — Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 — Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee or school official is responsible for informing the Superintendent or designee of ~~verifying~~ all public records, student records and ESI subject to a Litigation HHold that are maintained on the employee's Board-owned PCD, are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff will transfer the records/ESI to an alternative storage device, is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, If the employee or school official utilized a personally-owned PCD for District-related communications, and the device contains public records, student records, and/or ESI subject to a ligation hold, the employee must transfer the records/ESI to the District's custody (e.g. server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject of a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee or school official will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD, on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee or school official must immediately notify the Superintendent so a determination can be made as to whether any public records, students

records and/or ESI subject to a ~~L~~itigation ~~h~~Hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and the accompanying guideline the Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCD:

- A. social security numbers;
- B. driver's license numbers;
- C. credit and debit card information;
- D. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA);
- E. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA).

If an employee or school official maintains records and/or information on a PCD that is confidential, privileged, or otherwise protected by State and/or Federal law, the employee is required to encrypt the records and/or information.

It is required ~~suggested~~ that employees and school officials lock and password protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

~~Personal Use of PCDs While at Work~~

~~During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business.~~

- ~~A. Excessive use of a PCD or cell phone for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.~~
- ~~B. Employees are personally and solely responsible for the care and security of their personally owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally owned PCDs brought onto its property, or the unauthorized use of such devices.~~

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for ~~result in~~ disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

Legal

34 C.F.R. Part 99

20 U.S.C. 1232g

Children's Internet Protection Act (CIPA), Pub. L. No. 105-554 (2001)

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Last Modified by Ellen Suckow on May 23, 2019

June 7, 2019

Kristine Gilmore
District Administrator
DC Everest School District
63000 Alderson Street
Schofield, WI 54476

Dear Ms. Gilmore:

The Department of Public Instruction recently completed the review of the Alcohol and Other Drug Abuse (AODA) Program grant applications. I am pleased to inform you that the DC Everest School District has been recommended for funding in the amount of \$25,000. This recommendation is contingent on funds continuing to be available through the 2019-20 biennial budget period. This letter does not constitute a guarantee of funds. It is our intent to make a similar award for the 2020-21 school year, depending upon satisfactory progress towards grant goals in 2019-20, completion of a renewal application, and continued availability of funding from the state of Wisconsin.

I am pleased at the widespread interest in providing programs and services that promote the development of coordinated school health programs and, ultimately, the health and academic success of students. Considering the intense competition and thorough external and internal review process, you can be proud that your application received approval.

As a grant recipient, you are strongly encouraged to send a district representative responsible for this project's implementation to the 2019 Building the Heart of Successful Schools Conference, to be held at the Wilderness Resort and Convention Center located in the Wisconsin Dells, on December 5-6, 2019. There will also be pre-conferences taking place on December 4, 2019, focused on Social Emotional Learning and Non-Suicidal Self-Injury. Registration and additional information will be made available at a later date at <https://dpi.wi.gov/sspw/conference>. Grant funds may be used to cover expenses associated with the conference. If you have questions regarding final approval of your project, please contact Brian Dean at (608) 266-9677 or brian.dean@dpi.wi.gov.

Sincerely,



Carolyn Stanford Taylor
State Superintendent

CST/ep

c: Karen Wegge, DC Everest School District



6/12/2019

Ms. Kristine Gilmore
D C Everest Area School District
D C Everest Middle School
6300 Alderson Street
Weston, WI 54476-3906

Dear Ms. Gilmore:

Congratulations to the D C Everest Middle School for your efforts in implementing an equitable, multi-level system of supports! Creating a system that meets the needs of ALL students is rewarding work that takes the determination of many.

Your school is recognized by the Wisconsin RtI Center and the Wisconsin Department of Public Instruction (DPI) for your implementation in the following area(s):

- **Bronze level: Behavior**

Funded by the Wisconsin DPI, the Wisconsin RtI Center supports schools and districts by providing statewide training and technical assistance. Our mission is to build the capacity of Wisconsin schools to develop and sustain equitable, multi-level systems of supports to ensure the success for all students.

The center's Recognized Schools program celebrates school progress in expanding, refining, and sustaining implementation of a system of supports for improved student outcomes. Schools are recognized at the bronze, silver, gold, or platinum level in the content areas of reading, mathematics, and behavior. Levels indicate the following work progress:

- **Bronze:** At full implementation/fidelity in one content area at the universal level for at least one year
- **Silver:** At full implementation/fidelity in one content area at the universal level for at least two years and at the selected level for at least one year
- **Gold:** At full implementation/fidelity in two content areas at the universal and selected levels for at least two years with evidence of positive student outcomes and more equitable systems
- **Platinum:** At full implementation/fidelity in all three content areas, at all three levels, and for at least three years with evidence of positive student outcomes and more equitable systems

The work you have done lays a solid foundation for the future expansion and refinement

Kristine Gilmore

Page 2

6/12/2019

of your equitable, multi-level system of supports.

Your school will receive an award package as recognition for your efforts. In addition to this letter, your award includes a digital website badge, mention on the Wisconsin RtI Center's website, and a kit to assist you in sharing these accomplishments. Award packages will be distributed at the PBIS Leadership Conference on August 13 and 14. For schools not in attendance, award packages will be mailed the following week.

Once more, congratulations to you, your staff, and your students! We look forward to supporting you in your continued success and helping you ensure all your students graduate college and career ready.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Van Haren".

Barbara Van Haren, PhD
Assistant State Superintendent
Division for Learning Support
Wisconsin Department of Public Instruction

BVH:sh



Wisconsin Rtl Center
Wisconsin PBIS Network
IDEA CDEA 84.027



6/12/2019

Ms. Kristine Gilmore
D C Everest Area School District
Evergreen Elementary School
6300 Alderson Street
Weston, WI 54476-3906

Dear Ms. Gilmore:

Congratulations to the Evergreen Elementary School for your efforts in implementing an equitable, multi-level system of supports! Creating a system that meets the needs of ALL students is rewarding work that takes the determination of many.

Your school is recognized by the Wisconsin Rtl Center and the Wisconsin Department of Public Instruction (DPI) for your implementation in the following area(s):

- **Silver level: Behavior**

Funded by the Wisconsin DPI, the Wisconsin Rtl Center supports schools and districts by providing statewide training and technical assistance. Our mission is to build the capacity of Wisconsin schools to develop and sustain equitable, multi-level systems of supports to ensure the success for all students.

The center's Recognized Schools program celebrates school progress in expanding, refining, and sustaining implementation of a system of supports for improved student outcomes. Schools are recognized at the bronze, silver, gold, or platinum level in the content areas of reading, mathematics, and behavior. Levels indicate the following work progress:

- **Bronze:** At full implementation/fidelity in one content area at the universal level for at least one year
- **Silver:** At full implementation/fidelity in one content area at the universal level for at least two years and at the selected level for at least one year
- **Gold:** At full implementation/fidelity in two content areas at the universal and selected levels for at least two years with evidence of positive student outcomes and more equitable systems
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Kristine Gilmore

Page 2

6/12/2019

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Once more, congratulations to you, your staff, and your students! We look forward to supporting you in your continued success and helping you ensure all your students graduate college and career ready.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Van Haren".

Barbara Van Haren, PhD
Assistant State Superintendent
Division for Learning Support
Wisconsin Department of Public Instruction

BVH:sh



6/12/2019

Ms. Kristine Gilmore
D C Everest Area School District
Mountain Bay Elementary School
6300 Alderson Street
Weston, WI 54476-3906

Dear Ms. Gilmore:

Congratulations to the Mountain Bay Elementary School for your efforts in implementing an equitable, multi-level system of supports! Creating a system that meets the needs of ALL students is rewarding work that takes the determination of many.

Your school is recognized by the Wisconsin Rtl Center and the Wisconsin Department of Public Instruction (DPI) for your implementation in the following area(s):

- **Bronze level: Behavior**

Funded by the Wisconsin DPI, the Wisconsin Rtl Center supports schools and districts by providing statewide training and technical assistance. Our mission is to build the capacity of Wisconsin schools to develop and sustain equitable, multi-level systems of supports to ensure the success for all students.

The center's Recognized Schools program celebrates school progress in expanding, refining, and sustaining implementation of a system of supports for improved student outcomes. Schools are recognized at the bronze, silver, gold, or platinum level in the content areas of reading, mathematics, and behavior. Levels indicate the following work progress:

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Kristine Gilmore

Page 2

6/12/2019

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Once more, congratulations to you, your staff, and your students! We look forward to supporting you in your continued success and helping you ensure all your students graduate college and career ready.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Van Haren".

Barbara Van Haren, PhD
Assistant State Superintendent
Division for Learning Support
Wisconsin Department of Public Instruction

BVH:sh



6/12/2019

Ms. Kristine Gilmore
D C Everest Area School District
Riverside Elementary School
6300 Alderson Street
Weston, WI 54476-3906

Dear Ms. Gilmore:

Congratulations to the Riverside Elementary School for your efforts in implementing an equitable, multi-level system of supports! Creating a system that meets the needs of ALL students is rewarding work that takes the determination of many.

Your school is recognized by the Wisconsin Rtl Center and the Wisconsin Department of Public Instruction (DPI) for your implementation in the following area(s):

- **Bronze level: Behavior**

Funded by the Wisconsin DPI, the Wisconsin Rtl Center supports schools and districts by providing statewide training and technical assistance. Our mission is to build the capacity of Wisconsin schools to develop and sustain equitable, multi-level systems of supports to ensure the success for all students.

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Kristine Gilmore
Page 2
6/12/2019

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Once more, congratulations to you, your staff, and your students! We look forward to supporting you in your continued success and helping you ensure all your students graduate college and career ready.

Sincerely,



Barbara Van Haren, PhD
Assistant State Superintendent
Division for Learning Support
Wisconsin Department of Public Instruction

BVH:sh



6/12/2019

Ms. Kristine Gilmore
D C Everest Area School District
Rothschild Elementary School
6300 Alderson Street
Weston, WI 54476-3906

Dear Ms. Gilmore:

Congratulations to the Rothschild Elementary School for your efforts in implementing an equitable, multi-level system of supports! Creating a system that meets the needs of ALL students is rewarding work that takes the determination of many.

Your school is recognized by the Wisconsin Rtl Center and the Wisconsin Department of Public Instruction (DPI) for your implementation in the following area(s):

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Kristine Gilmore
Page 2
6/12/2019

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Once more, congratulations to you, your staff, and your students! We look forward to supporting you in your continued success and helping you ensure all your students graduate college and career ready.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Van Haren".

Barbara Van Haren, PhD
Assistant State Superintendent
Division for Learning Support
Wisconsin Department of Public Instruction

BVH:sh



6/12/2019

Ms. Kristine Gilmore
D C Everest Area School District
Weston Elementary School
6300 Alderson Street
Weston, WI 54476-3906

Dear Ms. Gilmore:

Congratulations to the Weston Elementary School for your efforts in implementing an equitable, multi-level system of supports! Creating a system that meets the needs of ALL students is rewarding work that takes the determination of many.

Your school is recognized by the Wisconsin Rtl Center and the Wisconsin Department of Public Instruction (DPI) for your implementation in the following area(s):

- **Bronze level: Behavior**

Funded by the Wisconsin DPI, the Wisconsin Rtl Center supports schools and districts by providing statewide training and technical assistance. Our mission is to build the capacity of Wisconsin schools to develop and sustain equitable, multi-level systems of supports to ensure the success for all students.

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Kristine Gilmore
Page 2
6/12/2019

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Once more, congratulations to you, your staff, and your students! We look forward to supporting you in your continued success and helping you ensure all your students graduate college and career ready.

Sincerely,



Barbara Van Haren, PhD
Assistant State Superintendent
Division for Learning Support
Wisconsin Department of Public Instruction

BVH:sh



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Jack E. Stoskopf, Jr., Ed.D.
Assistant Superintendent
Business/Personnel Services

MISSION STATEMENT

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

TO: Dr. Kristine Gilmore, Superintendent

FROM: Jack E. Stoskopf, Jr., Assistant Superintendent for Business/Personnel Services

RE: Line of Credit Renewal – Resolution Approval

DATE: June 6, 2019

Two years ago, the District opened a line of credit as opposed to taking out a short-term borrowing loan to cover the few times the district is short of funds to meet its financial obligations. The end result provided for approximately \$88,000 in interest saving over that period.

The resolution and renewal of the line of credit is required on an annual basis.

It is recommended the Board pass the attached resolution authorizing the use of a line of credit for the 2019-2020 fiscal year. The line of credit is for \$4,500,000.

**RESOLUTION AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION
PROMISSORY NOTE FOR CASH FLOW PURPOSES
IN AN AMOUNT NOT TO EXCEED \$4,500,000**

WHEREAS, the D.C. Everest Area School District (the “District”), Weston, Wisconsin, may be temporarily in need of funds in the amount of \$4,500,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year; and

WHEREAS, this District Board deems it necessary and in the best interests of the District said funds be borrowed from time to time pursuant to the provisions of Section 67.12(8)(a)1, Wis. Stats., and

WHEREAS, the estimated receipts (taxes and other revenues) for the operation and maintenance of the schools in the district for the current school year exceed by at least two times the total borrowings of the district for such purposes (including the amount to be borrowed pursuant to this resolution along with any other borrowings made by the District); and

WHEREAS the tax for operating and maintaining the schools of the District for the current school year has been previously voted; and

WHEREAS River Valley Bank, Wausau, Wisconsin has agreed to provide the District with a revolving line of credit in an amount up to \$4,500,000, which line of credit is authorized by this resolution in accordance with the provisions of Wis. Stat. 67.12(8)(a)1; and

NOW, THEREFORE, be it resolved by this School Board that:

1. For the purposes set forth above, the District President and District Clerk are authorized and directed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, to borrow from time to time from River Valley, Wausau, Wisconsin (the “Lender”), a total sum not to exceed \$4,500,000 in the aggregate and, to evidence the District’s obligation, the President and District Clerk shall execute and deliver to the Lender on behalf of the District the Taxable Tax and Revenue Anticipation Note (the “Note”) of the District in the form attached hereto as Attachment A, incorporated herein by reference. The terms of the borrowing shall be as set forth in the Note.

2. So long as the Note or interest thereon remains unpaid, the tax for operation and maintenance of the schools shall be and continue irrepealable. A sufficient amount of the receipts (taxes and other revenues) with respect to operation and maintenance of the District are pledged to payment of the Note and shall be segregated in a special fund to be used solely to pay the Note and interest thereon. If there shall be insufficient sums in said special fund to meet such payments, the District shall promptly pay the principal and interest on the Note when due from other available funds.

3. The appropriate officers of the District are directed and authorized to furnish the Lender all documents as may be necessary and to do all things required in order to procure the loan.

4. The proceeds of the Note shall be used solely for paying the immediate expenses of operating and maintaining the public instruction within the District during the current school year.

5. The District Clerk shall keep records for the registration and for the transfer of the Note. The Person in whose name the Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid. The Note may be transferred by the registered owner thereof by presentation of the note at the office of the District Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation the Note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the District Clerk, shall be made on such Note.

6. The District represents that it is in compliance with, and will continue to comply with, Wis. Stat. 121.91 and 121.92 concerning revenue limits.

7. The borrowing shall also be subject to the terms and conditions of the Commitment Letter of River Valley Bank, a copy of which is attached hereto and incorporated by reference herein as Attachment B.

Adopted and recorded this 26th day of June, 2019

By: _____
School Board President

And: _____
School District Clerk



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Jack E. Stoskopf, Jr., Ed.D.
Assistant Superintendent
Business/Personnel Services

MISSION STATEMENT

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

TO: Dr. Kristine Gilmore, Superintendent

FROM: Jack E. Stoskopf, Jr., Assistant Superintendent for Business/Personnel Services

RE: 10 Year Capital Projects Annual Approval

DATE: June 6, 2019

With the successful passing of the district referendum as well as the energy efficiency projects, the district capital project plans continue to change. In order to meet the requirements of Fund 46, the board needs to annually approve an updated Capital Projects Plan. The plan is not submitted to DPI, just kept in-house. It is allowed to be an ever-moving document and can really only be accurate through a couple years into the future as things are changing daily, especially with referendum work.

It is recommended that the board approve the latest version of the district's 10-year capital projects plan per the Fund 46 requirements. (Attached)

2018-2019 District Capital Budget											
			Budget				Budget				Budget
High School	Sub Contracted	DCE Provided		Weston Elementary	Sub Contracted	DCE Provided		Rothschild Elementary	Sub Contracted	DCE Provided	
Concrete Repairs	x		\$ 22,500.00	Fencing Additions	x		\$ 18,000.00	Replace "Rothschild" sign	x		\$ 12,000.00
West Door Replacement	x		\$ 42,000.00	Carpet Replacement			\$ 12,000.00	Fencing Additions	x		\$ 9,500.00
Asphalt and Seal Coaling	x		\$ 35,000.00	Seal Coating	x		\$ 9,500.00	Seal Coating	x		\$ 18,000.00
Roofing Replacement	x		\$ 78,000.00	Roofing Replacement	x		\$ 32,000.00	Roofing Replacement	x		
			Sub Total				Sub Total				Sub Total
			\$ 177,500.00				\$ 71,500.00				\$ 39,500.00
JR High School	Sub Contracted	DCE Provided		Riverside Elementary	Sub Contracted	DCE Provided		Hatley Elementary	Sub Contracted	DCE Provided	
Concrete Repairs	x		\$ 18,500.00	New Well House	x		\$ 72,000.00	Fencing Additions	x		
Speakers to South Field	x		\$ 15,000.00	Fencing Additions	x			Zero Turn Lawn Mower		x	\$ 18,000.00
Asphalt and Seal Coaling	x		\$ 28,000.00	Patio Concrete Replacement	x		\$ 17,000.00	Roofing Repairs	x		\$ 8,000.00
Roofing Replacement	x		\$ 20,000.00	Roofing Replacement	x		\$ 15,000.00	Exterior Door Replacement	x		\$ 15,000.00
Fiber Optic to Stadium		x	\$ 21,000.00	Gutter Additions	x		\$ 5,500.00	Gutter Additions	x		\$ 6,500.00
			Sub Total				Sub Total				Sub Total
			\$ 102,500.00				\$ 109,500.00				\$ 47,500.00
Middle School	Sub Contracted	DCE Provided		Mountain Bay Elementary	Sub Contracted	DCE Provided		Everest Building	Sub Contracted	DCE Provided	
Concrete Repairs	x		\$ 12,500.00	Concrete Repairs	x		\$ 12,500.00	Concrete Repairs	x		\$ 12,500.00
Carpet Replacements	x		\$ 17,500.00	Carpet Replacements	x		\$ 17,500.00	Carpet Replacements	x		\$ 10,200.00
Shed Removal		x	\$ 14,500.00	Shed Removal		x	\$ 14,500.00	Fencing Additions	x		
Roofing Replacement	x		\$ 20,000.00	Roofing Replacement	x		\$ 20,000.00	Exterior Lighting Additions	x		\$ 2,000.00
HVAC Drive Upgrade		x	\$ 35,000.00	HVAC Drive Upgrade		x	\$ 35,000.00	New Sidewalk	x		\$ 10,500.00
			Sub Total				Sub Total				Sub Total
			\$ 99,500.00				\$ 99,500.00				\$ 35,200.00
Twin Oaks	Sub Contracted	DCE Provided		Evergreen Elementary	Sub Contracted	DCE Provided		Administration Building	Sub Contracted	DCE Provided	
Roofing Replacement		x	\$ 12,000.00	Carpet replacements	x		\$ 22,000.00	Air Handler Replacement	x		\$ 60,000.00
Compact Tractor		x		Fencing Additions	x			Fire Alarm Replacement		x	\$ 9,500.00
Driveway Repairs	x		\$ 8,000.00	Roof Replacement	x		\$ 15,000.00				
			Sub Total				Sub Total				Sub Total
			\$ 20,000.00				\$ 37,000.00				\$ 69,500.00

BUDGET SUMMARY

High School	\$ 177,500.00
JR High School	\$ 102,500.00
Middle School	\$ 99,500.00
Twin Oaks	\$ 20,000.00
Weston Elementary	\$ 71,500.00
Riverside Elementary	\$ 109,500.00
Mountain Bay Elementary	\$ 99,500.00
Evergreen Elementary	\$ 37,000.00
Rothschild Elementary	\$ 39,500.00
Hatley Elementary	\$ 47,500.00
Everest Building	\$ 35,200.00
Administration Building	\$ 69,500.00
Total 2018-2019 Capital Budget	\$ 908,700.00

D.C. Everest Capital Projects Review - 2019-2020

Location	Project	Cost	Notes	PO #	Notes
District/Facilities					
	Administration UPS Replacement	\$35,000.00			
	Asphalt Replacement	\$45,000.00			
	Sub Contracted Engineering	\$10,000.00			
		\$80,000.00			
Rothschild	Landscaping for Referendum Work	\$25,000.00			
	Asphalt for Playground	\$50,000.00			
	Ride on Scrubber	\$21,000.00			
		\$96,000.00			
Riverside	Stripe and Crack Fill Parking	\$10,000.00			
		\$10,000.00			
Weston	Shed Relocation for Referendum work	\$5,000.00			
		\$5,000.00			
Mountain Bay	Landscaping	\$7,500.00			
	Stripe and Crack Fill Parking	\$10,000.00			
		\$17,500.00			
Evergreen	Stripe and Crack Fill Parking	\$10,000.00			
		\$10,000.00			
Hatley	Hold on Projects until Referendum work is complete	\$15,000.00			
		\$15,000.00			
Middle School	Painting	\$5,000.00			
	Carpet Replacement	\$25,000.00			
	Stripe and Crack Fill Parking	\$15,000.00			
		\$45,000.00			
Junior High School	Bleacher Installation	\$30,000.00	B&R Bleacher Quoted		
	Curb Repairs	\$5,000.00			
	Fabricate Portable Ticket Shelter	\$6,500.00			
	Bleacher Repairs	\$5,000.00			
	Aesbestos Abatement	\$8,500.00			
	Landscaping	\$7,500.00			
	Fencing for Jelinek Visitor Bleacher Section	\$18,000.00			
	Railings and elevated concrete workfor Visitor Bleacher	\$45,000.00			
		\$125,500.00			
Senior High School	Landscaping	\$8,500.00			
	Curb Repair	\$5,000.00			
	Bleacher Repairs	\$5,000.00			
	Carpet Replacements	\$12,000.00			
	Generator Replacement	\$85,000.00			
	Asphalt Replacement	\$100,000.00			
	Stripe and Crack Fill Parking	\$10,000.00			
		\$225,500.00			
Greenheck Fieldhouse	Repairs to water system for resurfacer	\$55,000.00			
	Roofing Replacement	\$100,000.00			
		\$155,000.00			
Twin Oaks	Outbuilding Repairs	\$20,000.00			
		\$20,000.00			
Maintenance Building	Addition and Painting	\$45,000.00			
		\$45,000.00			
IDEA School	Air Handler Replacement	\$15,000.00	Forefront Mechanical Low bidding contractor		
	Electrical Heat Tape and Gutters	\$25,000.00			
		\$40,000.00			
	Running Total	\$889,500.00			

D.C. Everest Capital Projects Review - 2020-2021

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$75,000.00			
	District Roofing Maintenance	\$175,000.00			
	Engineering for New PD Center	\$60,000.00			
	Eau Clair River Property Shelter Repairs	\$8,500.00			
		\$326,200.00			
Rothschild	Non-Budgeted Referendum items	\$25,000.00			
	Storage and Industrial Shelving	\$8,000.00			
		\$33,000.00			
Riverside	Ride on Scrubber	\$21,500.00			
		\$21,500.00			
Weston	Ride on Scrubber	\$21,500.00			
		\$21,500.00			
Mountain Bay	Carpet Replacement Cycle	\$50,000.00			
		\$50,000.00			
Evergreen	Ride on Scrubber	\$21,500.00			
		\$21,500.00			
Hatley	Hold on Projects until Referendum work is complete	\$15,000.00			
		\$15,000.00			
Middle School	Carpet Replacement Cycle	\$32,000.00			
		\$32,000.00			
Junior High School	Non-Budgeted Referendum items	\$25,000.00			
	Storage and Industrial Shelving	\$8,000.00			
	Landscaping	\$7,500.00			
	Asphalt Replacement	\$80,000.00			
		\$120,500.00			
Senior High School	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Athletic Field Fence Replacement	\$15,000.00			
	Landscaping	\$7,500.00			
	Gym Door Replacements	\$100,000.00			
		\$131,000.00			
Greenheck Fieldhouse	Roofing Repairs	\$250,000.00			
		\$250,000.00			
Twin Oaks	Building Upgrades	\$15,000.00			
		\$15,000.00			
IDEA School	Front Desk Additions	\$20,000.00			
		\$1,037,200.00			
	Running Total	\$1,037,200.00			

D.C. Everest Capital Projects Review - 2021-2022

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	District Roofing Maintenance	\$375,000.00			
	Asphalt Replacement	\$75,000.00			
	District Plow Truck Replacement	\$40,000.00			
		\$497,700.00			
Rothschild	Playground Equipment	\$50,000.00			
		\$50,000.00			
Riverside	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Weston	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Mountain Bay	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Evergreen	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Hatley	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Middle School	Carpet Replacements - 6 Rooms	\$24,000.00			
	Learning Space Furniture	\$50,000.00			
	Ride on Scrubber	\$21,500.00			
		\$95,500.00			
Junior High School	Carpet Replacements - 6 Rooms	\$24,000.00			
	Aesbestos Abatement	\$8,500.00			
		\$32,500.00			
Senior High School	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Landscaping	\$16,000.00			
	Curbing Replacement	\$12,000.00			
	Asphalt Replacement	\$100,000.00			
	Pool Tile Repairs	\$30,000.00			
	Learning Space Furniture	\$50,000.00			
	Athletic Field Fencing	\$15,000.00			
		\$178,500.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Building Upgrades	\$15,000.00			
		\$15,000.00			
IDEA School	Addition of Windows	\$15,000.00			
		\$15,000.00			
	Running Total	\$1,004,200.00			

D.C. Everest Capital Projects Review - 2022-2023

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$75,000.00			
	District Roofing Maintenance	\$275,000.00			
	Cube Truck Replacement	\$65,000.00			
	Salter Replacement	\$5,500.00			
		\$428,200.00			
Rothschild	Learning Space Furniture	\$25,000.00			
		\$25,000.00			
Riverside	Learning Space Furniture	\$25,000.00			
	Hand Dryers	\$4,500.00			
		\$29,500.00			
Weston	Learning Space Furniture	\$25,000.00			
	Hand Dryers	\$4,500.00			
		\$29,500.00			
Mountain Bay	Carpet Replacements - 6 Rooms	\$24,000.00			
	Learning Space Furniture	\$25,000.00			
	Hand Dryers	\$4,500.00			
		\$53,500.00			
Evergreen	Learning Space Furniture	\$25,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$49,000.00			
Hatley	Learning Space Furniture	\$25,000.00			
	Fan Replacements	\$5,000.00			
		\$30,000.00			
Middle School	Carpet Replacements - 6 Rooms	\$24,000.00			
	Learning Space Furniture	\$25,000.00			
	Mechanical Room Pump Replacements	\$40,000.00			
	Hand Dryers	\$4,500.00			
		\$93,500.00			
Junior High School	Fencing Replacements	\$15,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Woods and Metals Classroom Upgrades	\$45,000.00			
	Sidewalk Repairs	\$7,500.00			
		\$88,000.00			
Senior High School	Learning Space Furniture	\$50,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
	Aesbestos Abatement	\$8,500.00			
	Sidewalk Repairs	\$7,500.00			
		\$90,000.00			
Greenheck Fieldhouse	Curbing Repairs	\$7,500.00			
	Temp controls Upgrade	\$40,000.00			
		\$47,500.00			
Twin Oaks	Building Upgrades	\$15,000.00			
	Asphalt Employee Parking	\$25,000.00			
		\$40,000.00			
IDEA School	Gym Padding	\$8,000.00			
		\$8,000.00			
	Running Total	\$1,011,700.00			

D.C. Everest Capital Projects Review - 2023-2024

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	District Roofing Maintenance	\$400,000.00			
	Asphalt Replacement	\$75,000.00			
	Delivery Vehicle Replacement	\$45,000.00			
		\$527,700.00			
Rothschild	Hand Dryers	\$4,500.00			
	Stripe and Crack Fill Parking	\$10,000.00			
		\$14,500.00			
Riverside	Hand Dryers	\$4,500.00			
		\$4,500.00			
Weston	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Mountain Bay	Carpet Replacements - 6 Rooms	\$24,000.00			
	Learning Space Furniture	\$25,000.00			
		\$49,000.00			
Evergreen	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Hatley	Learning Space Furniture	\$25,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$49,000.00			
Middle School	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$24,000.00			
Junior High School	Kitchen Air Handler Replacements	\$45,000.00			
	Stripe and Crack Fill Parking	\$10,000.00			
		\$55,000.00			
Senior High School	Air-handler	\$75,000.00			
	Hand Dryers	\$4,500.00			
	Stripe and Crack Fill Parking	\$10,000.00			
		\$89,500.00			
Greenheck Fieldhouse	Zamboni	\$100,000.00			
		\$100,000.00			
Twin Oaks	Facility Upgrades	\$15,000.00			
		\$15,000.00			
IDEA School	Hand Dryers	\$4,500.00			
	Learning Space Furniture	\$25,000.00			
		\$29,500.00			
	Running Total	\$1,005,700.00			

0

D.C. Everest Capital Projects Review - 2024-2025

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$135,000.00			
	District Roofing Maintenance	\$400,000.00			
		\$542,700.00			
Rothschild	Technology Upgrades	\$35,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$59,000.00			
Riverside	Technology Upgrades	\$35,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$59,000.00			
Weston	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Mountain Bay	Carpet Replacement Cycle	\$50,000.00			
	Technology Upgrades	\$35,000.00			
		\$85,000.00			
Evergreen	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Hatley	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Middle School	Technology Upgrades	\$50,000.00			
		\$50,000.00			
Junior High School	Technology Upgrades	\$50,000.00			
		\$50,000.00			
Senior High School	Technology Upgrades	\$50,000.00			
		\$50,000.00			
Greenheck Fieldhouse	Technology Upgrades	\$25,000.00			
		\$25,000.00			
Twin Oaks					
		\$0.00			
IDEA School	Technology Upgrades	\$25,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$49,000.00			
	Running Total	\$1,074,700.00			

0

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

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	District Roofing Maintenance	\$400,000.00			
	Asphalt Replacement	\$100,000.00			
	Maint Equipment	\$50,000.00			
			\$557,700.00		
Rothschild	Fence Replacement	\$40,000.00			
		\$40,000.00			
Riverside	Door Replacements - exterior	\$45,000.00			
		\$45,000.00			
Weston	Fence Replacement	\$40,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$64,000.00			
Mountain Bay					
		\$0.00			
Evergreen	Door Replacements - exterior	\$45,000.00			
		\$45,000.00			
Hatley	Door Replacements - exterior	\$25,000.00			
		\$25,000.00	0		
			0		
		\$0.00	0		
Middle School			0		
			0		
			0		
			0		
			0		
		\$0.00	0		
Junior High School	Replace Storage Building	\$50,000.00	0		
	Food Storage Building	\$25,000.00	0		
	Lower Level AC Units	\$20,000.00	0		
		\$95,000.00			
Senior High School	Pool Filter Replacement	\$30,000.00			
	Overhead Door Replacement	\$50,000.00			
	Outbuilding	\$60,000.00			
		\$140,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Window Replacement	\$20,000.00			
		\$20,000.00			
IDEA School					
		\$0.00			
Running Total		\$1,031,700.00			

D.C. Everest Capital Projects Review - 2024-2025

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$135,000.00			
	District Roofing Maintenance	\$400,000.00			
		\$542,700.00			
Rothschild	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Riverside	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Weston	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Mountain Bay	Carpet Replacement Cycle	\$50,000.00			
	Technology Upgrades	\$35,000.00			
		\$85,000.00			
Evergreen	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Hatley	Technology Upgrades	\$35,000.00			
		\$35,000.00			
Middle School	Technology Upgrades	\$50,000.00			
		\$50,000.00			
Junior High School	Technology Upgrades	\$50,000.00			
		\$50,000.00			
Senior High School	Technology Upgrades	\$50,000.00			
		\$50,000.00			
Greenheck Fieldhouse	Technology Upgrades	\$25,000.00			
	Carpet Replacements - 6 Rooms	\$24,000.00			
		\$49,000.00			
Twin Oaks					
		\$0.00			
IDEA School	Technology Upgrades	\$25,000.00			
		\$25,000.00			
	Running Total	\$1,026,700.00			

D.C. Everest Capital Projects Review - 2022-2023

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,700.00	14 at \$550 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$75,000.00			
	District Roofing Maintenance	\$275,000.00			
		\$357,700.00			
Rothschild	Learing Space Furniture	\$25,000.00			
		\$25,000.00			
Riverside	Learing Space Furniture	\$25,000.00			
		\$25,000.00			
Weston	Learing Space Furniture	\$25,000.00			
		\$25,000.00			
Mountain Bay	Carpet Replacement Cycle	\$50,000.00			
	Learing Space Furniture	\$25,000.00			
		\$75,000.00			
Evergreen	Learing Space Furniture	\$25,000.00			
		\$25,000.00			
Hatley	Learing Space Furniture	\$25,000.00			
		\$25,000.00			
Middle School	Carpet Replacement Cycle	\$50,000.00			
	Learing Space Furniture	\$25,000.00			
	Gym Curtain Replacement	\$60,000.00			
		\$135,000.00			
Junior High School	Learing Space Furniture	\$50,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
		\$70,500.00			
Senior High School	Gym Flooring Repairs	\$225,000.00			
	Learing Space Furniture	\$50,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
		\$295,500.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,058,700.00			



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Jack E. Stoskopf, Jr., Ed.D.
Assistant Superintendent
Business/Personnel Services

MISSION STATEMENT

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

TO: Dr. Kristine A. Gilmore, Superintendent
FROM: Jack E. Stoskopf, Jr., Assistant Superintendent
RE: Garbage and Recycle Contract Recommendations
DATE: June 20, 2019

Below are the bid results for garbage and recycling pick-up from all district facilities for three years beginning July 1, 2019.

Bids with container and pick-up requirements were sent to three interested contractors. All the contractors submitted bids and two of the three companies attended the bid opening on June 20, 2019.

The lowest bids came from Advanced Disposal. They are one of our current providers, and we have been pleased with their service.

Special provisions provided include no overage charges for over-filled containers and additional pick-ups the last 5 days of each school year. In exchange, we will reduce the pick-up requirements at our non-summer school sites for 8 weeks during the summer.

It is recommended to allow administration to contract with Advanced Disposal for garbage and recycling services beginning July 1, 2019, and ending June 30, 2022.

Garbage and Recycling Bid Information				
Company	Year 1	Year 2	Year 3	Total
Harter's Fox Valley	\$63,876.00	\$65,802.24	\$67,950.72	\$197,628.95
Waste Management	\$49,008.00	\$50,478.24	\$51,992.59	\$151,478.83
Advanced Disposal	\$43,752.00	\$44,955.18	\$46,191.48	\$134,898.66



D.C. Everest Area School District

6300 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: Jack Stoskopf, Asst. Superintendent-Business/Personnel
FROM: Laticia Baudhuin, RD, Supervisor of School Nutrition
DATE: June 20, 2019
RE: SY 2019-20 Child Nutrition Program Contract

Attached is the 2019-2020 Child Nutrition Program contract as submitted to the DPI for your review. It also includes the Permanent Agreement/Policy Statement for School Nutrition Programs.

I recommend the School Board approve the contract and agreement/policy statement.



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care Program

School Nutrition Program

Community Nutrition Program

Summer Food Program

Special Milk Program

Review

Other Services

Logout

School Nutrition Program > Contract > Submit Contract >

School Nutrition Programs 2019- 2020 Application School Food Authority Information

374970 - D.C. Everest School District

To apply for participation in the National School Food and Nutrition Program complete the application along with school(s) information and submit it to DPI.

General Information

Legal Name of School Food Authority (School Agency)

County

Local Education Area (LEA)# Congressional District Type of Governing Body

Estimate No. of Children to be served lunch daily Federal Employer Identification Number

Do you participate in USDA Foods program

Point of Service Software
If you utilize a software vendor for point of service, select from the following

Provide name if "other" is selected

Free and Reduced Price Meal Application Software
If you utilize a software for applications, select from the following

Provide name if "other" is selected

Select if applicable to your agency (see definition in manual)

Residential Child Care Institution

Provision 2 Agency

2R Charter Agency

Do you Participate in Community Eligibility Provision Select

Cycle Year

Addresses and Contacts Numbers

School Food Authority Address

Street Address

City State Zip

Phone Fax

Correspondence Address (Enter Same as street, unless P.O Box is used)

Street/P.O Box No.

City State Zip

Phone Fax

Authority Contacts Information

Authorized Representative

Title

First Name Last Name

Work Phone Extension Fax

Business Email

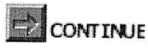
Food Service Director

Title

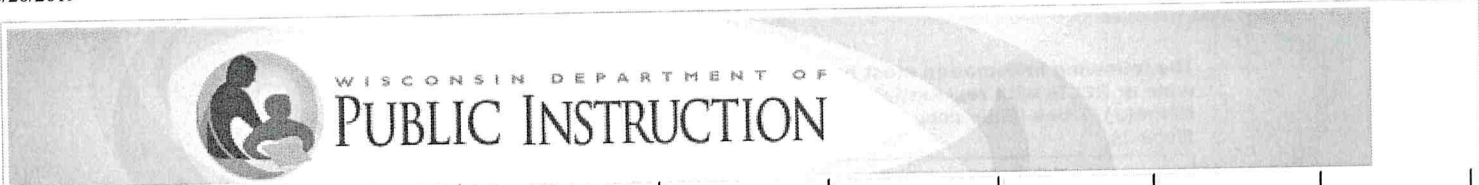
First Name Last Name

Work Phone Extension Fax

Business Email



[Home](#)



Home-Day Care Program	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Review	Other Services	Logout
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School Nutrition Program > Contract > Submit Contract >

School Nutrition Programs 2019-2020 Application Meal Charges, Purchase and Officials Information

374970 - D.C. Everest School District

Paid Lunch Equity (PLE)

Upload a copy of the current school year PLE tool which your SFA used to determine pricing for 2019- 2020 school year. If your SFA is a non-pricing school or participates in CEP district wide, the PLE tool is not required.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
ple-tool-19-20 DC Everest (1).xlsx	05/31/2019		Upload

Vended Meals Agreement or Joint Agreement

If applicable, upload a copy of vended meals agreement, including any amendments, attachments and restaurant license and scan into one PDF file, and upload it here. For joint agreements, upload the current school year agreement.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			Upload

Indicate Charges

Enter the highest paid meal price charged in the school food authority (SFA) for each column. Enter zeros if your SFA is **district wide** non-pricing, CEP, or Provision 2.

* Reminder: The adult meal price must be equal to or higher than the sum of the highest student price plus federal and state reimbursements, plus USDA food value, and any extra reimbursements the school receives, such as the performance-based reimbursement of 6 cents and/or the extra 2 cents for schools with 60% or more free and reduced price lunches.

Item	Split-Sess Pre-K	Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		\$ 1.80	\$ 2.00	\$ 2.15	\$ 0.40	\$ 3.45
Breakfast		\$ 1.30	\$ 1.30	\$ 1.30	\$ 0	\$ 1.90
After School Snack		\$ 0	\$ 0	\$ 0	\$ 0	\$ 1.00
Special Milk Program	\$ 0					

Meal Purchase Information

Select Food Service Provider Type	Select FSMC/Vendor/Another School Agency Name
<input checked="" type="radio"/> Self Operated	Self
<input type="radio"/> Food Service Management Company	None
<input type="radio"/> Vendor	None
<input type="radio"/> Another School Agency Under a Joint Agreement	0 - None

The following information must be completed by all agencies, except for CEP district wide or RCCIs with residential students (i.e. no day students) only. Enter Name(s)/Titles [Enter none in each box if you are CEP district wide or RCCIs with Residential Students]

<p>Determining Official Name - Individual(s) determining eligibility</p> <p>Title School Lunch Representative</p> <p>First Name Jennifer</p> <p>Last Name VanOoyen</p> <p>Email jvanooyen@dce.k12.wi.us</p>	<p>Hearing Official Name - Not involved in original determination or verification</p> <p>Title Asst. Superintendent Business Services</p> <p>First Name Jack</p> <p>Last Name Stoskopf, Jr.</p>
<p>Verifying Official Name - Verifies information, may be determining official</p> <p>Title School Lunch Representative</p> <p>First Name Jennifer</p> <p>Last Name VanOoyen</p> <p>Email jvanooyen@dce.k12.wi.us</p>	<p>Confirming Official Name - Review applications selected for verification - may not be determining official</p> <p>Title Nutrition Specialist</p> <p>First Name Sarah</p> <p>Last Name Tomasiewicz</p>

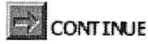
Claim Preparer Information

Title School Nutrition Supervisor

First Name Laticia

Last Name Baudhuin

Email lbaudhuin@dce.k12.wi.us



[SFA Information]

Home



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care Program

School Nutrition Program

Community Nutrition Program

Summer Food Program

Special Milk Program

Review

Other Services

Logout

School Nutrition Program > Contract > Submit Contract >

School Nutrition Programs 2019-2020 Application Policy Statement Information

374970 - D.C. Everest School District

Enter information about each program provided in one or more schools in the SFA. For all programs in which the SFA does not participate, select "Not in Program". Program Start and End Dates are the first and last date the program is offered to students. If any schools in the SFA participate in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on the Schedule "A" for that school.

National School Lunch Program

Meal Accountability System: Automated - Computer/Cash Register (at end of the line)

Describe, If Other:

Money Collection Procedure (Check all that apply): Prepayment Post-billing Cash on Line Non-Pricing (no students pays)

Program Start Date: 9 / 3 / 2019 [MM/DD/YYYY] Program End Date: 6 / 5 / 2020 [MM/DD/YYYY]

Total Schools Serving Lunch: 11

School Breakfast Program

Meal Accountability System: Automated - Computer/Cash Register (at end of the line)

Describe, If Other:

Money Collection Procedure (Check all that apply): Prepayment Post-billing Cash on Line Non-Pricing (no students pays)

Program Start Date: 9 / 6 / 2019 [MM/DD/YYYY] Program End Date: 6 / 5 / 2020 [MM/DD/YYYY]

Total Schools Serving Breakfast: 5 [Do not include Severe Need Breakfast sites]

Severe Need Breakfast Program

Meal Accountability System: Automated - Computer/Cash Register (at end of the line)

Describe, If Other:

Money Collection Procedure (Check all that apply): Prepayment Post-billing Cash on Line Non-Pricing (no students pays)

Program Start Date: 9 / 6 / 2019 [MM/DD/YYYY] Program End Date: 6 / 5 / 2020 [MM/DD/YYYY]

Total Schools Serving Breakfast: 6 [Severe need request for each site must be reported on Schedule A]

After School Snack

Meal Accountability System: Other

Describe, If Other: Students will be counted at the end of the line

Money Collection Procedure (Check all that apply):

School Nutrition Programs - School Food Authority Policy Statement Information.

Prepayment Post-billing Cash on Line Non-Pricing (no students pays)

Program Start Date / / [MM/DD/YYYY] Program End Date / / [MM/DD/YYYY]

Total Schools Serving Snacks

Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)

Meal Accountability System

Describe, If Other

Money Collection Procedure (Check all that apply)

Prepayment Post-billing Cash on Line Non-Pricing (no students pays)

Program Start Date / / [MM/DD/YYYY] Program End Date / / [MM/DD/YYYY]

Total Schools Serving Milk

Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.

Select Milk Plan

 CONTINUE

[SFA Information] [Meal Charges-Vendors, Verifying Official]

Home



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care Program	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Review	Other Services	Logout
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School Nutrition Program> Contract> Submit Contract >

**School Nutrition Programs 2019-2020 Application
List of Schools Under School Food Authority (Schedule "A")**

374970 - D.C. Everest School District

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site	
190 - 4K Community Partnership	Policy Statement Available				Delete	
1610 Pine Road Mosinee WI 54455	Lunch Participation	[Not In Program]	No	No	No	Satellite
Type: Unknown	Breakfast Participation	[Not In Program]				
Alternate Meal Service Locations: No						
Grade: K4 To K4	After School Snack	[Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as	[]				
30 - D.C. Everest Junior High	Policy Statement Available				Delete	
1000 Machmueller St Schofield WI 544763898	Lunch Participation	[In Program]	No	No	No	Prep
Type: Junior H.S	Breakfast Participation	[In Program]				
Alternate Meal Service Locations: No						
Grade: 08 To 09	After School Snack	[Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as	[]				
200 - D.C. Everest Middle School	Policy Statement Available				Delete	
9302 Schofield Ave Weston WI 54476	Lunch Participation	[In Program]	No	No	No	Prep
Type: Middle School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations:						

School Nutrition Programs - List of School(s) under School Food Authority (Schedule "A")

No							
Grade: 06 To 07	After School Snack	[Area Eligible]					
CEP: NO Cycle Yr. 0	Participate in CEP as	[]					
35 - D.C. Everest Senior High	Policy Statement Available						Delete
6500 Alderson St	Lunch Participation	[In Program]	No	No	No		Prep
Schofield WI 544763900							
Type: High School	Breakfast Participation	[In Program]					
Alternate Meal Service Locations:							
No							
Grade: 10 To 12	After School Snack	[Area Eligible]					
CEP: NO Cycle Yr. 0	Participate in CEP as	[]					
50 - Evergreen Elementary School	Policy Statement Available						Delete
1610 Pine Rd	Lunch Participation	[In Program]	No	No	Yes		Satellite
Mosinee WI 544558179							
Type: Elementary School	Breakfast Participation	[In Program]					
Alternate Meal Service Locations:							
Yes							
Grade: KG To 05	After School Snack	[Not In Program]					
CEP: NO Cycle Yr. 0	Participate in CEP as	[]					
60 - Hatley Elementary	Policy Statement Available						Delete
417 Emmons ville Rd	Lunch Participation	[In Program]	No	No	Yes		Satellite
Hatley WI 544409769							
Type: Elementary School	Breakfast Participation	[In Program]					
Alternate Meal Service Locations:							
Yes							
Grade: KG To 05	After School Snack	[Not In Program]					
CEP: NO Cycle Yr. 0	Participate in CEP as	[]					
400 - IDEA Charter School	Policy Statement Available						Delete
4704 Camp Phillips Road	Lunch Participation	[In Program]	No	No	No		Satellite
Weston WI 54476							
Type: Elementary/Sec Combined	Breakfast Participation	[In Program]					
Alternate Meal Service Locations:							
No							
Grade: 06 To 12	After School Snack	[Not In Program]					
CEP: NO Cycle Yr. 0	Participate in CEP as	[]					
130 - Mountain Bay Elementary	Policy Statement Available						Delete

8602 Schofield Avenue Weston WI 54476	Lunch Participation	[In Program]	No	No	Yes	Satellite
Type: Elementary School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations: Yes						
Grade: KG To 05	After School Snack	[Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as	[]				
140 - Odyssey Elementary	Policy Statement Available					Delete
4704 Camp Phillips Rd Schofield WI 54476	Lunch Participation	[In Program]	No	No	Yes	Satellite
Type: Elementary School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations: Yes						
Grade: KG To 05	After School Snack	[Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as	[]				
70 - Riverside Elementary	Policy Statement Available					Delete
166543 River Rd Ringle WI 544719735	Lunch Participation	[In Program]	No	No	Yes	Satellite
Type: Elementary School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations: Yes						
Grade: KG To 05	After School Snack	[Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as	[]				
80 - Rothschild Elementary	Policy Statement Available					Delete
810 1st St Rothschild WI 544741099	Lunch Participation	[In Program]	No	No	Yes	Satellite
Type: Elementary School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations: Yes						
Grade: KG To 05	After School Snack	[Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as	[]				
120 - Weston Elementary	Policy Statement Available					Delete
5200 Camp Phillips Rd Weston WI 544762699	Lunch Participation	[In Program]	No	No	Yes	Satellite
Type: Elementary School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations:						

School Nutrition Programs - List of School(s) under School Food Authority (Schedule "A")

Yes

Grade: K4 To 05	After School Snack	[Area Eligible]
CEP: NO Cycle Yr. 0	Participate in CEP as	<input type="checkbox"/>

 **NEW RECORD**  **CONTINUE**

[SFA Information] [Meal Charges-Vendors, Verifying Official] [SFA Policy Statement]

Home



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

6500 Alderson Street
Weston, WI 54476

To: Dr. Kristine Gilmore
From: Mike Raether
Date: June 20, 2019
Subject: China Trip for Board Approval

We are seeking approval for an overseas trip to China in June 2020. The trip has a 12-day itinerary and is sponsored by the Interculture Travel. A per student cost is estimated at \$3,600. The only district expense is the teacher/advisor stipend of \$500 per advisor (possible 1-2 advisors). Students will raise money through fundraisers to pay for their expenses of the trip.

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

12 Day China Trip Proposal 2020

China Trip Overview: (Intended travel date 9 June, 2020)

This trip will move from Ancient to Modern China, showcasing the main historical and cultural sites, and a visit to the most famous Mountain in China. By travelling through 4 provinces, students will experience the diverse religious and topographical influences on architecture, customs, food and local culture. This itinerary has also been devised as a culinary tour. Food is central to Chinese culture and varies dramatically in taste, ingredients and cooking methods from province to province. Students will experience Chinese cuisine in its regional context as they enjoy the famous cuisines from Beijing, Xian, Sichuan, inland in the mountainous regions of Anhui to Shanghai on the East coast. We are working on getting students to visit, interact and spend time at a local school, but details are yet to be finalized.

Estimated Tour Package Cost Per Student

USD 3,600 plus USD 180 for China visa (we plan to do this collectively through the tour operator based in Minneapolis)

What's Included in the Package Cost:

- International Air Tickets: Departure from Minneapolis (MSP) or Chicago (ORD) to Beijing and return from Shanghai on coach class, all taxes and fuel surcharges included. Airfare based on current airline promotion and seat availability.
- Land Portion Tour Costs Include:
 - a) Ten nights 5-4 star hotel accommodations for the itinerary above and are based on double occupancy.
 - b) Three meals per day are provided. Chinese-American buffet breakfasts at the hotels' restaurants, and lunch and dinner are Chinese style that will be arranged at local restaurants.
 - c) Admission to all sightseeing and cultural programs listed in the itinerary.
 - d) Land transportation for the itinerary listed above. Coach class air tickets from Chengdu to Hangzhou.
 - e) English-speaking local tour guides for arrival and departure transfer, sightseeing and cultural exploration time.
 - f) Tipping for guides and drivers.

Everything is covered in this package cost except students' personal expenses for souvenirs etc.

Itinerary: Beijing – Xi'an – Chengdu – Huangshan – Hongcun – Shanghai

Day 1

- Depart Minneapolis or Chicago O'Hare.

Day 2

- Arrive Beijing

Day 3

- Tian-an-men Square and Forbidden City
- Hutong tour
- Houhai Park

Day 4 -Beijing

- Great Wall
- Ming Tombs (Sacred Path) OR a School Visit which we are trying to arrange.
- Summer Palace

Day 5 - Beijing to Xi'an

- Highspeed train to Xi'an
- Big Wild Goose Pagoda
- Grand Mosque/Muslim Quarter
- Imperial Dumpling Banquet Dinner and Tang Dynasty Music and Dancing Show

Day 6 -Xi'an

- City wall (go on top)
- Terra Cotta Warriors and Horses Museum
- Noodle making demonstration/noodle lunch
- Local farmer's cave home
- Tangbo Art Museum with calligraphy lesson
- Sleeper train to Chengdu

Day 7 - Chengdu

- Leshan Grand Buddha
- Jinli Old Street

Day 8 - Chengdu

- Giant Panda Breeding Research Base
- Wenshu Temple
- Renmin Park

Day 9 : Chengdu to Huangshan (Yellow Mountain)

- Breakfast at the hotel
- Flight to Hangzhou and transfer to Huangshan

Day 10 -Huangshan

- Breakfast at the hotel
- Bus to Huangshan
- Take cable car up to Mt. Yellow Mountain (morning 1/2 day tour)
- Take cable car down Mt. Yellow Mountain
- Bus to Tunxi.
- Enjoy Tunxi Ancient Street. Located in the center of the Huangshan City, the Ancient Street was built 700 years ago in the Song dynasty.
- Bus to Hongcun Ancient Village
- Bus to Shanghai

Day 11 - Shanghai

- Breakfast at the hotel
- Half-day tour of Shanghai (the Bund, the Nanjing Pedestrian Street and Ming Dynasty Yu- Yuan Garden)

Day 12 - Shanghai to MSP or ORD

- Breakfast at hotel
- Flight back home

Anticipated Number of Students:

At least 12 (the tour package price is based on 8 participants). Currently, 30 students have shown interest.

The trip will be open to Junior and Senior students aged 14 and above.

Group Leader: Sarah Bailey (contact info: sbailey@dce.k12.wi.us)

Travel Agency: Interculture Travel (contact info : gerry@interculturetravel.com)

Chaperones (Needed if there are over 12 students): Leslei Dickerson

Fundraising Activities: Egg Roll Sale, Parent Fundraising from Music Shows, Candy Sale

D.C. Everest High School

Student Handbook 2019-2020

6500 Alderson Street
Weston, WI 54476
(715) 359-6561
FAX (715) 355-7220

<https://www.dce.k12.wi.us/seniorhigh>



Mike Raether
Principal

Todd Bohm
Assistant Principal

Jeff See
Assistant Principal

James Sekel
Athletic Director

School Code
502-060

Attendance Office
715-359-6562

TABLE OF CONTENTS

Welcome	3
Attendance Procedures	3
Start on Time Program	4
Codes of Conduct	4
General School Policies	5
Disciplinary Actions	11
Academic Incentives	12
Miscellaneous Information	14
Early College Credit Program and Start College Now	15
School Counseling Services	16
Scheduling and Assignment	17
Student Activity Information	18
Appendixes (Board Policies)	19
Campus Crime Stoppers Program	23
Pupil Non-Discrimination Notice	24

WELCOME

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

ATTENDANCE PROCEDURES

The attendance office is located in the main office. The attendance secretary checks, records, and verifies excused and unexcused absences. They also grant early dismissals for pre-arranged appointments. Before the start of the first class period, the student should bring a parental permission slip to the attendance office authorizing the student to leave school.

EXCUSED ABSENCES - School staff consider student absences as excused for illness, family emergencies, drivers license examinations, medical, dental, or other valid professional appointments, and preapproved school activities. School will excuse students for 2 hours for routine medical and dental appointments. Students must confirm a professional appointment with a verification slip from the office of professional service. 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 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: administration reserves the right to make all final attendance decisions.*

Parents may excuse their children up to 10 school days under state statute. Notification of such absence must be made 24 hours in advance of the requested absence or as soon 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 - Unexcused absences include oversleeping, missing the bus, personal business, senior pictures, car problems, appointments not approved in advance, leaving school without permission, or any unauthorized absence such as class skipping.

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) A lunch containment will result from failure to clear an unexcused absence within one day. 3) A Saturday detention will result from failure to serve a lunch containment for uncleared absences. 4) A truancy citation may be given for skipping Saturday detention or for multiple times not clearing unexcused absences.

START ON TIME PROGRAM

LATE ARRIVAL TO SCHOOL - If the student will arrive 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 a lunch detention.

LATE ARRIVAL TO CLASS – Students will have 5 minutes of passing time between classes. A one-minute warning bell will sound prior to the start of each class period. Students who arrive late to class without an excused pass must report to the Tardy Check-in window of the main office. Students will receive a return-to-class pass and consequences applied if necessary. The student should return to class, sign in at the back of the classroom, and move to his/her assigned seat without disturbing other members of the class.

TARDY POLICY DISCIPLINE LADDER –

1 st : Warning	4 th Offense: 25 min. lunch detention & parent notification
2 nd : Warning	5 th Offense: Saturday detention
3 rd : 25 min. lunch detention	6 th : Saturday detention

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

CODES OF CONDUCT

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES - Every student at D.C. Everest High School receives access to this document. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action available to the administration if a student violates school rules. Copies for review purposes are located in the school counseling office and IMC.

D.C. EVEREST HIGH SCHOOL ATHLETIC AND CO-CURRICULAR HANDBOOKS - All students planning to participate in athletic competition or co-curricular activity will receive a copy of an Athletic or Co-Curricular Handbook. Training rules, eligibility requirements, and penalties for code violations are stated as conditions for participation.

STUDENT CODE OF CONDUCT FOR BUS TRIPS AND FIELD TRIPS:

1. 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.
2. 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:

1. 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.
2. Parents may not transport students to school-sponsored activities in a school vehicle.
3. 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:

1. An authorization form signed by student and parent must be submitted to the person in charge of the activity two days prior to the trip date.
2. 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.
3. 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.
4. Students should keep their advisers informed of their activities and whereabouts at all times. Students are not allowed to leave their housing area at anytime without the adviser's permission.
5. The adviser will make his/her whereabouts known to the students for communication in case of emergencies.
6. Students should be prompt and prepared for all activities.
7. Students shall stay in designated housing, not with friends or relatives.
8. Room doors must be kept wide open at all times when members of the opposite sex are visiting.
9. 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 REGISTRATION FEE \$20 - When students pick up their schedules, payment must be submitted for school registration fees. This fee includes payment for the following school services and activities: Athletic Pass, Lyceum Programs, School Play/Musicals (does not include Variety Show), Newspaper, Renaissance, Student I.D, and Student Council activities.

This fee does not include the athletic user fees for each sport season, the yearbook fee, the parking fee, and the co-curricular participation fees.

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:

- a. affect the health or safety of students; or
- b. disrupt the learning process within the classroom or school.

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

1. Clothing should always completely cover the torso from above chest cleavage to mid-thigh. Clothing items such as backless tops, halter tops, strapless tops and tube tops are not allowed. Undergarments must be worn and shall not be visible. Shoes must be worn at all times.

2. During the school day, hats, caps, bandannas, head coverings and jackets shall be taken off and placed in the student's locker. Students should remove hats and lower hoods upon entering the building.
3. 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.
4. Students shall not wear or display medallions or other jewelry which 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 and/or go home for appropriate wearing apparel. Repeated violations of school rules may constitute grounds of suspension or other appropriate action to correct the situation.

BACKPACK POLICY – Students must place backpacks and bookbags in their lockers during normal school hours. On an individual basis only, students with special circumstances may receive approval to take their backpacks to class. Exceptions require the permission of a principal.

CLOSED CAMPUS – All students must remain in the school building for the entire day. According to the closed campus policy, noon hour releases are not authorized. Leaving school grounds or being outside of the building during unauthorized times is considered an unexcused absence without an excused pass. Loitering in the parking lot at any time is strictly forbidden. See Senior/Junior Release Incentive for exception to this policy.

TRAFFIC/PARKING - No unauthorized motorized vehicles are allowed on school grounds, athletic fields, school forests, or other district property. Cars of students may be parked only in the north parking lot. Greenheck parking lots are restricted from student use. Areas designated for Renaissance are by permit only. Violators will be ticketed.

PARKING POLICY/PERMITS - Students who wish to use the student parking lot must purchase a parking permit. Cost is \$40 if purchased for full year, \$30 if purchased in quarter 2, \$20 if purchased in quarter 3, \$10 if purchased in quarter 4. A parking registration card needs to be filled out and turned in to obtain parking stickers. The stickers must be placed on the outside windshield in the upper right hand corner (passenger side) and on the driver's side rear bumper. If the permits are not placed in the designated areas or are not visible, a citation will be issued that cannot be cancelled. If a student drives more than one vehicle (this includes mopeds and motorcycles) to school or buys a different vehicle, he/she must purchase an additional parking sticker for \$2. A one-day Temporary Parking Pass may also be purchased for \$2.

Parking in the student parking lot is a first come first serve basis. Students parking in the student parking lot must park in a legal parking space. Students who violate the parking regulations of the school will be

issued a parking citation through Everest Metro. If problems continue, the privilege of parking may be denied. The administration reserves the right to deny students from access to parking privileges.

Students are not allowed to be in the student parking lot except when going to or coming from their vehicle. Students are also not allowed to loiter in their vehicles in the student parking lot. These rules are established for the protection of student vehicles from damage and vandalism. Violation of these rules will result in appropriate disciplinary measures being taken.

Vehicles parked on school property are also subject to search by school authorities if reasonable suspicion exists regarding the presence of any item that poses a safety concern for others. Canine units/local authorities may be used to randomly search the exterior of vehicles in the high school parking lot for items of contraband or any item that may place any student, employee, or other person on the premises in danger.

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

Students are not allowed to park in the Visitor and Traveling Teacher sections or in the Faculty Parking Lot. Students found parking in these areas will be issued a citation and/or have their parking privileges revoked. Only students who have met criteria for Platinum Renaissance may park in Renaissance designated areas. Citations will be issued and parking privileges revoked for students found parking in the Renaissance area without a Renaissance parking permit.

PARKING REGULATIONS - Parking areas are clearly marked. Parking violations outside the marked areas will result in one or more of the following disciplinary consequences: ticketing from the Everest Metro Police Department, suspension from school, suspension of parking privileges, towing of vehicle at the owner's expense, and student/parental/administrator conferences.

FOOD – Students are allowed to purchase and consume food and drink in the commons area only. Consumption of food and drink outside of the commons area will be treated as a disciplinary infraction and may be subject to disciplinary consequences.

HALL PASSES - Students must obtain a hall pass from their assigned teacher/supervisor's area to go to another teacher, the main office, or the health office. Passes are not required, once permission is granted, for bathroom, lockers, or drinking fountain.

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

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

CELL PHONES - Students may use cell phones in the commons area of the high school building during lunch periods and during passing times. Students must turn cell phones off and put them away during class

periods. In approved situations and areas of the building, students must 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 confiscation of the cell phone/device. All cell phones and personal music devices that are confiscated will require the parents to pick them up. 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 administration of tests or assessments, cell phones are strictly forbidden.

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 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 "unauthorized persons on school property" (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 personal property. Keep hallway and gym lockers locked at all times. Do not reveal locker combinations to other students. The school cannot accept responsibility for the valuables of students. If a locker is damaged or articles are stolen from a locker, report the damage/theft to office personnel immediately.

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

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

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of 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.

VEHICLE AND PERSONAL SEARCHES - Vehicles parked on school property are also subject to search by school authorities if reasonable suspicion exists regarding the presence of any item. 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.

SURVEILLANCE CAMERAS – D.C. Everest High School has great concern for the safety of all students and public on school property. To better provide a safe and healthful 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, 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 citation from Everest Metro Police. Alcohol and drug violations will 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.

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 the Everest Metro Police. 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:

1. Physical acts (shoving, striking, kicking, throwing of objects);
2. Implied non-verbal actions (cutting, shooting, or other similar actions which are interpreted by the receiver to imply harm) or physical contact;
3. 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 District Website (<https://www.dce.k12.wi.us>) under the District Info tab then School Board.

MISUSE OF SCHOOL COMPUTERS - Tampering and/or vandalism of computer equipment will result in a fine of not less than \$25. 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. Viewing,

retrieving, or printing of inappropriate material from the Internet or other computer programming will result in suspension and/or a revocation of computer use privileges.

HOMEROOM/EXTENDED LEARNING TIME (ELT) – Homerooms/ELTs will be scheduled to accommodate student council activities, guidance support services, remediation, and enhanced learning activities. When scheduled activities are not taking place, students should engage in quiet study. Unexcused absences from homeroom will be treated as class skips.

ACADEMIC DETENTIONS – Academic detentions may be assigned by teachers when a student needs additional academic assistance, when required work has not been completed, or when the work that has been completed is below the quality standards of the course.

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.

SENIOR SKIP DAY - Senior skip day is not recognized by the school and is in violation of attendance laws of Wisconsin. Students who participate in a skip day will be unexcused and will not be allowed to make up work. They will also be subject to a 1 to 3 day out-of-school suspension, subject to a truancy citation, and restricted from participation in the graduation ceremony.

GRADUATION CEREMONY - Seniors who have met the requirements for graduation may participate in the graduation ceremony. Seniors may lose this privilege, at the discretion of building administration. Significant behavior infractions, participation in anyway in a senior prank, failure to pay all fees/fines, drug/alcohol violations, or any other action that reflects negatively on the individual, the school, or the community.

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. ID's 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 \$6 and may be purchased in the Front Office.

AGE OF MAJORITY - A student who has reached the Age of Majority (18) and who chooses to make changes to their demographic information, MUST complete the Age of Majority Form. These forms can be obtained from the student's school counselor. Once the form is complete the student must return it to their counselor. The school social worker should also be informed of the completion of the form for all students. Once the student has completed the process for 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 authority to make rules, including rules pertaining to student conduct, or to delegate this rule making 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 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.

GANG POLICY – Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel including bandanna, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and are prohibited.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate corrections. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

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. No posters or signs will be allowed that promote any type of business or commercial activity.

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 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 employer to 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:

1. Met the requirements set forth by the Department of Public Instruction and the School Board for graduation.
2. No outstanding fines to the Senior High School.
3. Been enrolled for at least a semester of the year of graduation.
4. Completed their high school enrollment as an enrolled member of D.C. Everest School District.

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

1. Student was involved in any way in a senior prank or disruption of normal school procedures
2. Student was involved in a significant behavior concern at school (including but not limited to a disruption in the building, drugs, alcohol, or anything that threatens the health and safety of any member of the school community).

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.

LUNCH CONTAINMENTS - Teachers may refer incidents of rude behavior, excessive tardiness, etc., to an assistant principal or may administer detentions to students themselves. Lunch containments will be served during lunch periods. Skipping an assigned detention may result in a Saturday Detention.

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 other 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.

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 honor roll.

LOCAL SCHOLARSHIPS – Senior students can apply for and earn scholarships from local agencies, family memorials, and businesses each year. Students can find applications and information in the Student Services Office.

SENIOR/JUNIOR RELEASE INCENTIVE PROGRAM - Qualifying senior and junior students can earn release privileges at the beginning and end of the school day. This release recognizes students for academic achievement, good behavior in school, and good attendance. Students who qualify may choose release from either period one or period eleven during the school day. The student qualification criterion follows:

Parental Permission

- A waiver and permission form signed by a parent or guardian and on file in the attendance office
- Students will have no outstanding fees or fines

Attendance

- Students will have no unexcused absences
- No more than 3 class tardies per quarter
- Administration will make determinations of excused/unexcused absence
- Students with this privilege should schedule appointments during their release time
- Students must attend all mandatory class meetings, assemblies, etc.

Behavior

- Students will have no disciplinary or academic referrals
- Students will have no violations of athletic or school activity codes
- Students on release will demonstrate appropriate behavior in the community

Academics

- Students will have no recorded grades less than a “C” at the end of the previous quarterly grading period

Violations of any of the qualifying criteria will result in immediate loss of privilege for the remainder of the quarter grading period. At the discretion of administration or by request of the parent or guardian, administration may revoke these privileges.

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:

1) General Guidelines:

- a) candidates must have attended D.C. Everest High School the equivalent of one semester.
- b) junior and senior students qualify for membership.

- 2) 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.
- 3) 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.
- 4) All faculty members have the opportunity to write their comments about the character, service, and leadership traits of eligible students.
- 5) 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.
- 6) 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 a right of any individual.

RENAISSANCE AWARD - The Renaissance Award Program provides incentives for students to maximize their educational opportunity. The two levels include: Platinum and Gold.

Platinum Award Requirements

1. GPA of 3.7
2. 15 hours of community service
3. No more than one disciplinary infraction that must be bought back through 5 additional hours of community service
4. No failures or incompletes

Platinum Card Benefits

1. Open campus privileges during lunch w/parent permission *
2. Parking privileges (with driver’s license)

Gold Card Requirements

1. GPA 3.5-3.7
2. 20 hours of community service
3. No more than one disciplinary infraction that must be bought back through 5 hours of community service
4. No failures or incompletes

Gold Card Benefits

1. Open campus privileges during lunch w/parent permission*

* Upon parent request, any off-campus behavior that violates the on-campus behavior code, traffic violation, any tardiness or excessive absences (mirroring state guidelines), or the loss of teacher endorsement for falling below a C or any incomplete work in any class, students can lose off campus lunch privileges.

Seniors with GPA's of 3.0 who have performed 25 hours of community service, have no disciplinary infractions, have parent permission, may petition the assistant principal for consideration for off-campus privileges after the first six weeks of school. Students may earn off-campus lunch privileges on a probationary status after Principals poll the student's teachers regarding their effort and good standings (passing the course at least at the C level and no incomplete work). Probationary seniors may not receive off-campus privileges for falling below a C average in any class, incomplete work, or for inappropriate behavior on or off campus.

MISCELLANEOUS INFORMATION

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

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

Letter Grade Point Value Letter Grade Point Value

A	4.0	D	1.0
AB	3.5	F	0 Fail
B	3.0	I	INC.
BC	2.5	S	Satisfactory performance in lieu of a grade
C	2	U	UNSAT.
CD	1.5		

Note that Alternative classes do not count in grade point averaging.

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 IMC also features a café and soft seating area. 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. Staffed work in the IMC/Production Lab 6:30 a.m. until 3:15 p.m. Monday through Friday to further assist students.

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 must be from the teacher of the class you will miss.

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

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

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

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

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

EARLY COLLEGE CREDIT PROGRAM AND START COLLEGE NOW

GUIDELINES FOR ATTENDING UW-STEVEN'S POINT AT WAUSAU OR NORTHCENTRAL TECHNICAL COLLEGE - The following characteristics should apply to a student who wishes to take a course at Northcentral Technical College or the UW-Stevens Point at Wausau concurrent with attendance at D.C. Everest:

1. UW-Stevens Point at Wausau - Junior student who ranks in the top 25% of his/her class and has completed the coursework offered at the high school level.
2. Students who select university courses offered at or similar to those offered at D.C. Everest will not receive reimbursement for tuition expenses.
3. Evidence exists that the student will benefit from the UW-Stevens Point at Wausau or the Technical College experience and that the time spent at these institutions will not unduly conflict with participation in the high school graduation requirements.
4. Students must apply for enrollment for obtaining high school credit courses by March 1 for the fall semester and by October 1 for courses taken during the spring semester.
5. Students must start application for a UW-Stevens Point at Wausau or Technical College with their school counselor.
6. The principal (or their designee) will grant high school credit and the student must receive approval *prior to taking the course*.
7. 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 parent/guardian.

SENIOR GRADUATION REQUIREMENTS

<u>Subject Area</u>	<u>Credits</u>
Mathematics	3
Science	3
English	4
Social Studies	3
Physical Education	1 1/2
Health	1/2
Finance	1/2
REQUIRED CREDITS	15 1/2
ELECTIVE CREDITS	8
TOTAL CREDITS	23 1/2

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 guardian must accompany this application form. The school counselor will schedule a conference with the applicant and his/her parents. The high school principal will determine approval or disapproval.

PREPARATION FOR COLLEGE - The following general program of courses will keep options open for students even if students cannot decide about going to college or future career plans:

English: 4 years: literature, composition, standard language usage, essay/theme writing, including 1/2 year on research paper and 1/2 year speech.

Mathematics: 3 years: 1 year each in algebra, geometry, and advanced algebra

Natural Science: 3 years: 1 year each in biology, chemistry, physics, or integrated science program

Social Studies: 3 years: 2 years in U.S. History, .5 in World History and in a social science.

World Language: 2 years in one language.

Additional Coursework: If students have made a career choice, consult the catalogs of colleges and universities that offer the program you want. Specific careers or colleges may require or recommend additional courses not listed above. See your counselor with questions.

SCHEDULING AND ASSIGNMENT

The Senior High makes every effort to develop a master schedule according to student needs and interests. The process does involve students, parents and the school counselors. Each student must recognize that the complexity of the scheduling process and that their selections determine curriculum offerings, the final master schedule, and teacher contracts. Considerable time and effort are put into a flexible schedule, and once the Senior High establishes final schedules in May, schedule changes will be exceedingly difficult.

As a result of the scheduling process, and the input students have beforehand, scheduling changes are not permitted except for one of the following reasons.

- A student with medical reasons
- A student with a computer error on their schedule
- A student with two study halls in one semester and none in another
- A student whose IEP or 504 Plan requires that modification be made
- A student who needs a class added as it is a graduation requirement or failed a class needed to fulfill graduation requirements
- A student who has not met the prerequisites for a scheduled class
- A student who recovered credit in Summer School and no longer needs the class they are currently scheduled for.

Any student interested in requesting a schedule change must make an appointment to meet with his/her school counselor BEFORE the semester begins. The Senior High will consider schedule changes PRIOR TO THE START OF EACH SEMESTER and will limit adjustments to absolutely necessary changes due to:

***A low or failing grade will not be considered as justification for withdrawal from a course.

***Changes will depend on the enrollment size of the class the student is dropping and the class he/she is adding.

***Student must follow his/her current schedule until notified by counselor that the change has been made. Students who do not report to currently scheduled classes will be marked unexcused.

***Students withdrawn from a course because of undesirable conduct will result in a failing semester grade for that course. Students will also receive disciplinary action.

*** **Note to seniors planning on attending a 4-year college:** Prior to requesting a schedule change, you need to get permission from all colleges/universities that you applied to so that your admission status is not compromised. *Universities have informed us that if you have been accepted and you change your schedule without their permission, you may no longer be accepted.*

Dropping a class after the add-drop timeline

In rare situations, the school team may approve a student drop from a class after the beginning of a semester. Students must follow the guidelines below to drop a class after the beginning of a semester:

1. Contact with student, parent(s), teacher(s) and school counselor must take place to discuss the reason(s) for dropping the course and the implications for the student. The school counselor will inform a building administrator.
2. After meeting, if the team decides a class drop best serves the interests of the student, the student must complete the following steps:
 - a. All materials and textbook returned immediately
 - b. An add-drop form must be completed and signed.
3. A grade of W/F will be given for the course. This grade will affect the student's grade point average or rank in class.
4. A student must maintain a full course load (6 classes each semester) throughout the year.

ALTERNATIVE PROGRAMMING - Any student's parent or guardian, or the student may request that the school board provide the child with program or curriculum modifications. School personnel will perform evaluations and make accommodations when appropriate.

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

REPORT CARD ERRORS - Report report card errors to your teacher. If promptly reported, it staff can correct on the next report card.

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.

TAKING THE ACT AT DCE – D.C. Everest Senior High functions as a test center for the ACT college entrance exam. Students should designate DCE as their testing site when they register for the ACT. DCE's test site code number: 209-400.

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.

SCHOOL BOARD POLICIES

The public can access School Board policies for review on the District Webpage (<https://www.dce.k12.wi.us>) under the District Info tab then School Board. Recommended policies for review include:

❖ PO2260 – Nondiscrimination and Access to Equal Educational Opportunity
Statements of equal educational opportunity for all students in the District. Notice in handbook must list the following information: District Compliance officers are: Kimberly Hall, Director of Human Resources 6300 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1225, khall@dce.K12.wi.us and Jack Stoskopf, Assistant Superintendent, Business/Personnel Services, 6300 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1243, jstoskopf@dce.K12.wi.us.

❖ PO2416 - Student Privacy
The School Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

❖ PO5200 – Attendance
State law requires the School Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

❖ 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 proved 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.

❖ PO5517 – Student Anti-Harassment

It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment, including sexual 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.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

❖ 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.

❖ PO5772 - Weapons (Abbreviated)

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.

❖ PO5500/5511/5530 - Student code of Classroom Conduct/Dress and Grooming/Drug Prevention

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. The School Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

❖ 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.

❖ PO83330 - 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 of 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 students 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 tips or Tap the App using P3Tips to submit anonymous tips. When reporting directly to Crime Stoppers, without going through a school staff member or the liaison officer, the students are able to do so anonymously. Arrangements can be made to have the reward payment made anonymously as well, without ever identifying the student caller.

Benefits of the Program are:

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

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



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

D.C. EVEREST SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN (Pupil Non-Discrimination)

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

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

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

- A. Curriculum Content
review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;
- B. Student Access
 - 1. 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;
 - 2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.
- C. Student Evaluation
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:

Kimberly Hall, Director of Human Resources
6300 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1225
khall@dce.k12.wi.us

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street, Weston, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

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

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

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

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

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

- A. Cov Ntawv Kawm
Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom.txawm yog muaj los tsis muaj cov ntaub ntawv ntiv, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntxhais kawm uas tsis siv lus Askiv
- B. Kev Pab Cuam Ntawm Cov Tub Ntxhais Kawm
 1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntxhais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauj lwm, kev ua sis, cov chaw kawm, lossis kev xyaum ua hawj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
 2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntsub ntxaug raws li lub rooj tsam xwm txoj cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg
- C. Kev Ntsuam Xyuas Ntawm Tub Ntxhais Kawm
Saib kom paub tseeb tias cov ntawv xeeb, cov txheej txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuam kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuam raug txiav txim, yuav tsis txawv thiab muaj kev ncaj nces ntawm Cov Uas Muaj Cai Tiv Thaiv.

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

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

Kimberly Hall, Director of Human Resources
6300 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1225
khall@dce.k21.wi.us

Jack Stoskopf, Assistant Superintendent
Business/Personnel Service
6300 Alderson Street, Weston, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

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

D.C. Everest Area School District
Mary Jo Lechner, Ed.D. Assistant
Superintendent Curriculum & Learning
6300 Alderson Street
Weston, WI 54476

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

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

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

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

A. Contenido curricular

Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana;

Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;

B. Acceso de estudiantes

1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;

2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.

C. Evaluación del Estudiante

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

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

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

Kimberly Hall, Directora de Recursos Humanos
6300 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1225
khall@dce.k12.wi.us

Jack Stoskopf, Asistente de la Directora Servicio de
Negocios/Personal
6300 Alderson Street, Weston, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

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

Área del Distrito Escolar D.C. Everest
Mary Jo Lechner, Ed.D. Asistente de la Directora
Currículo y Aprendizaje
6300 Alderson Street
Weston, WI 54476

D.C. Everest Junior High

2019-2020 Student Handbook

Jason McFarlane
PRINCIPAL

Randy M. Weller
ASSISTANT PRINCIPAL

Christopher Heller
ASSISTANT PRINCIPAL / ATHLETIC DIRECTOR

1000 Machmueller Street
Schofield, WI 54476

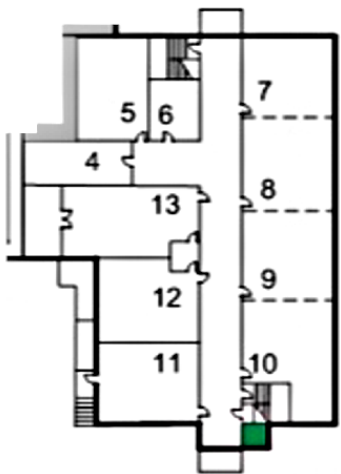
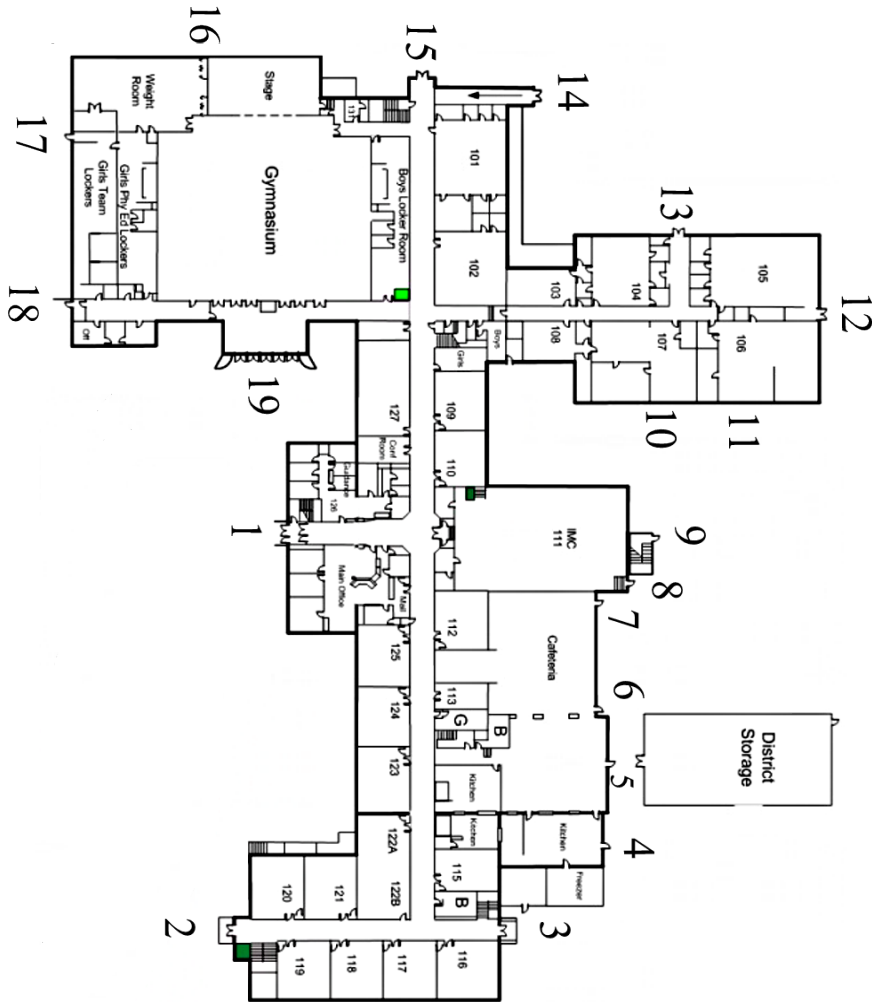
(715) 359-0511

Fax (715) 359-9395

Web Page
www.dce.k12.wi.us/juniorhigh

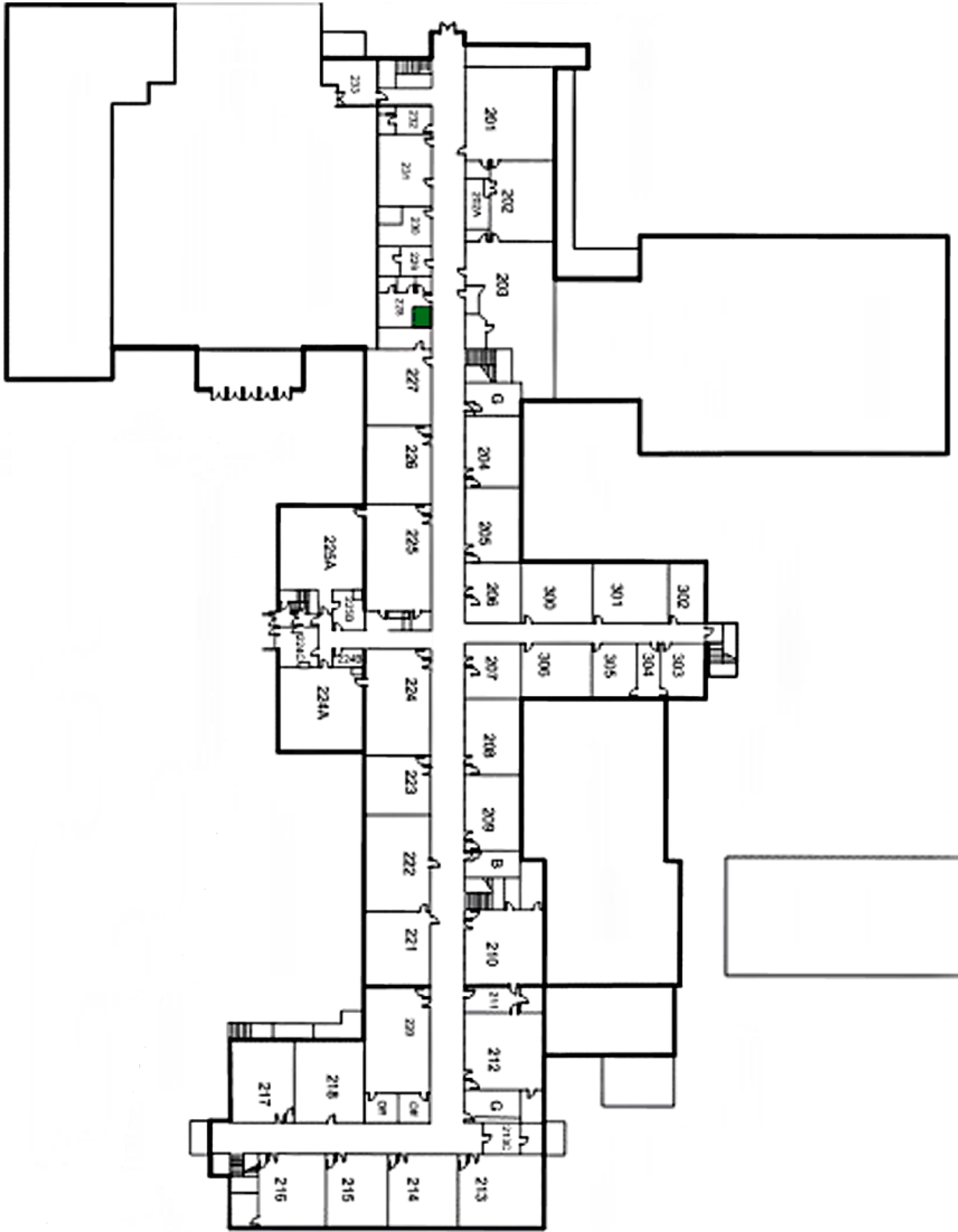
MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH BASEMENT 1

D.C. EVEREST JUNIOR HIGH SECOND FLOOR



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

NON-DISCRIMINATION - 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:

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STUDENT CODE OF RIGHTS AND RESPONSIBILITIES - Every student at D.C. Everest Junior High School has access to a copy of the Student Rights and Responsibilities. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action which will be used by the administration, if school rules are violated. Copies for review purposes are located in the office, LC, or school website <https://www.dce.k12.wi.us/juniorhigh>.

BUILDING HOURS / DAILY TIME SCHEDULE - The Junior High opens to students at 7:00 a.m. Buses leave at 3:04 p.m. Students not involved in an activity with a staff supervisor or coach must leave the building by 3:30 p.m. The regular daily time schedule is:

Homeroom	7:50-8:00	
Period 1	8:04-8:49	
Period 2	8:53-9:38	
Period 3	9:42-10:27	
Period 4	10:31-11:16	
Period 5A	Lunch A 11:16-11:46	Class 11:20-12:05
Period 5B	Class 11:46-12:31	Lunch B 12:05-12:35
Period 6 ELT	12:35-1:20	
Period 7	1:24-2:09	
Period 8	2:13-2:58	

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

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

ACADEMIC RESOURCES -

- Extended Learning Time (ELT) 6th Period Daily
- Before and after school
- Classroom teachers
- Guidance counselors
- Learning Center (Library)
- SmartMusic – available in the music rooms

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

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

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade reporting period.
- Eighth grade students pay no fee for each sport. Ninth grade user fees will vary by sport. All students from financially challenged families may apply for a waiver from the fee.

Student athletes must:

- Complete an insurance/pledge card.
- Complete a completed emergency card.
- Complete a completed W.I.A.A. physical card or alternate card.
- Complete concussion test form each school year in which the student participates in a sport.

All athletic forms are to be completed online with the exception of 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. The athletics registration page can be accessed at the following web address: <https://dceeverest-ar.schooltoday.com>

W.I.A.A. Physical Examination Card

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

ATTENDANCE - Regular school attendance is required by law and is critical to success at school. Frequent absence is one of the main causes of poor academic performance in school. Many times parents or guardians are unaware of the total

number of days their child has been absent. Work or classroom experiences missed in school can never truly be made up in a complete manner because the value of in-class activities and discussion is missed forever. Attendance patterns are set when boys and girls are young.

Excused Absences -Whenever possible, doctor and dentist appointments should be scheduled outside of school hours. The only student absences considered excused are: illness, family emergencies, medical, dental, or other valid professional appointments, and pre-approved school activities. Students are excused for two hours for routine medical and dental appointments. Students may be asked to confirm a professional appointment with a verification slip from the office of professional service. Please report absences due to illness by telephoning the Attendance Office at **(715) 359-0511, ext. 3404**. This extension has voicemail twenty-four hours a day. If no message is left, students are required to report to the Attendance Office with a parent excuse note prior to 7:50 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 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 7:45 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 up to 10 school days 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, noon 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 his/her teacher to go to the health office. A student should not go to the health aide between classes except in an emergency. The health aide will make every effort to contact the parents for instructions regarding procedures they wish the school to follow. Remember that prior permission is needed for a student to leave the building. If a student becomes ill during school hours he/she should report to the health aide. If necessary, the health aide will call the parent. Students are not to contact parents for pick up until authorization from the school health aide has been given.

AUTOMOBILES - No Junior High student is allowed to drive a vehicle to school.

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

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

BULLYING/STUDENT CONFLICT - Bullying has become the buzzword to describe all conflicts between students. Indeed, they are significantly different. In fact, most disagreements are usually student conflict not bullying. Examples of bullying include repeated intimidation, humiliation, physical contact, repeated rumors and exclusion. Bullying is when the victim feels powerless to defend themselves against these unwelcome actions. Hence, it is rare for victims to defend themselves or to respond to the bully. On the other hand, student conflict occurs when two or more students are participating somewhat equally in an exchange of words or physical aggression toward each other.

- The D.C. Everest Area School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, at bus stops, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying so there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, or harm. Bullying may be repeated behavior and involves an imbalance of power. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet—also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Parents and school staff must let students know bullying is wrong and will not be tolerated. It is the responsibility of all bystanders to report all cases of bullying to an adult or staff member.

Please see School Board Policy 5517.01 – Bullying. <http://www.neola.com/dceverest-wi/>

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 his/her 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, in order 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.

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.

DISCIPLINE

Progressive consequences - Teachers and principals use a discipline plan that may include combinations of consequences that progressively increase with the severity of each infraction. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from school.

Student Conduct - 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.

1. 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.
2. Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
3. 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. A student who commits a weapons infraction will be immediately suspended from school.
 - b. The expulsion process may be immediately initiated.
4. 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.
5. 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;
6. 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.
7. Violation of school bus or transportation rules.
8. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.

9. Dress code violations.
10. Electronic Communication Device and technology violations.
11. 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.
12. 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.
13. Behavior that endangers the pupil or surrounding persons, including school district employees, or the property of the school.
14. Criminal activity.
15. Violation of other school rules, policies, or procedures.
16. Snowballing on or near the campus is strictly prohibited.
17. Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
18. 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:

1. Student conference.
2. Parent contact.
3. Directed study.
4. Out of school suspension.
5. Detention.
6. Removal from class.
7. Loss of hallway passing privileges (LOP).
8. Suspension from extracurricular activities.
9. Referral to Collaborative Support Team.
10. A.M. Containment / lunch containment
11. Schedule restrictions or changes.
12. Saturday detention.
13. Referral to police or other law enforcement agency.
14. 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.

DRESS GUIDELINES - The following guidelines have been established to help provide as clear of an understanding of the dress code as possible:

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered lewd, vulgar, obscene, or plainly offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Shirts, blouses, and wide-strap tank tops must cover the entire torso at all times. 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.
- The length of a skirt, dress, shorts/skorts must be approximately knee length (within 5" of the top of the knee.)
- Except for approved religious/medical purposes, head coverings including hats/caps may not be worn in 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, 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.

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 Junior High recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Junior High has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Teachers, administrators and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Students who are inappropriately dressed will be asked to fix the concern or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached. Students who refuse to change clothes may be sent home. A student's failure to follow staff directions will result in an office referral to address both the dress code violation and the refusal to comply.

ELECTRONIC COMMUNICATION DEVICES (EDC) POLICY - In order to provide safe, healthy, and confidential environments, it is important to follow these policies. Students may possess or use electronic communication devices (ECD's) on school grounds provided such devices do not disrupt the educational process or interfere with individual(s) learning. Students serving in-school suspension / lunch containment will not be allowed to possess ECD's. The ECD must be stored in their locker for the duration of the suspension. Classroom use will be managed by the teacher or supervisor.

ECD's will not be used to:

- Cheat on 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 cell phones or ECD's 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 not open to the public without consent of the individual(s) being recorded. The posting of audio / video, and photographs in the prescribed unauthorized areas above to YouTube, Facebook, or any other social networking pages is prohibited.

When a teacher or supervisor determines the electronic device has become a disruption to individual(s) learning, the device will be immediately taken from the student and turned into the office. Parents will have to pick the device up in the office. Based on individual case-by-case situations, students may be required to store ECD in their lockers and not be allowed to carry them during the school day. In extreme cases, student may be required to store the ECD in the office.

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.

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 of the student handbook located on the DC Everest JH website: In addition, all offenses will result in immediate confiscation of the device.

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.

ELEVATOR KEYS - At times a student may have a need for an elevator key. The key can be obtained in the Main Office and must be returned when no longer needed. If the key is lost, a \$10.00 fee will be charged to replace the key.

EXTENDED LEARNING TIME (ELT) - The Junior High believes learning is no longer optional but mandatory. "Failure is not an option". 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. **Electronic communication device usage may be limited or prohibited during this time.**

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 respectful in the hallways at all times. 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.

HARASSMENT - Harassment is systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purpose of 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., including racial prejudice, personal malice, or merely gaining pleasure from making someone fearful or anxious. Parents and school staff must let students know bullying is wrong and will not be tolerated.

Please see School Board Policy 5517 – Bullying. <http://www.neola.com/dceeverest-wi/>

HEALTH SERVICES - It is important the school and parents work together to provide quality health care for the student to minimize lost academic time and reduce the number of absences during the school year. A health assistant is assigned to the school. The health assistant functions under the direction and the licensure of the district nurse.

HOMEROOM - Homerooms are scheduled daily to accommodate student council activities, guidance support services, remediation, and enhanced learning activities. When scheduled activities are not taking place, students should engage in quiet study. Unexcused absences from homeroom will be treated as class skips.

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 in order 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.

INCOMPLETES - When a student's report card shows a grade of "incomplete," this means the student was given an opportunity to make up some outstanding requirement of the grading period. Students must assume this responsibility within ten days of the end of the grading period or the incomplete will be changed to an "F."

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 substitute teachers) and avoid repeating inappropriate behavior.

Students who fail to comply (who are considered to be insubordinate) are subject to consequences as prescribed under discipline section.

INVESTIGATIONS - Students must cooperate with administrative investigations. Information disclosed must be truthful and complete. Failure to do so will constitute insubordination. Students may be subject to disciplinary action for failure to cooperate.

IPADS - It is the intent of the Junior High School to employ the use of iPads as a tool and or instrument of personalized learning that will create greater mobile academic learning opportunities for all students. Hence, with the support of parents and students, we want to reduce and prevent the likelihood of damage and or theft to your iPad. All students will be accountable for their iPads. Students should avoid leaving iPads unsupervised or in unsecure locations. Any iPads that are broken or fail to work properly must be reported to the office immediately. Loaner devices will be available. Students causing deliberate and or malicious damage to their iPads will be responsible for paying for the entire repair or replacement of the iPad. Administration will determine the intent of the damage to be reckless or intentional.

Families will be responsible for paying a deductible for accidental damage, loss or theft.

- 1st incident: A \$50 deductible and a review of iPad care and expectations with administration to receive a new iPad.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only. Duration to be determined by administration.
- 3rd incident: Must pay actual cost of repair or replacement not to exceed \$320. Use will be in-school only for remainder of school year.

Student Expectations for iPad Use

1. 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.
2. I will take responsibility for learning to use my iPad and apps and will use it for personal learning.
3. I understand that statement number 1 applies to usage of the iPad at all times and places, in school and outside of school.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. I will never leave my iPad unattended nor loan it out to other individuals.
10. I will keep food and beverages away from my iPad since they may cause damage to the device.
11. I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
12. I will not disassemble any part of my iPad, attempt any repairs or modify the operating system.
13. 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.
14. 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.
15. I will not remove or deface any identifying marks or stickers that are on the iPad when I receive it.
16. I will be responsible for all damages or loss caused by neglect or abuse.
17. I agree to return the iPad, case and power cords in good working condition.
18. 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 has 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. 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 into 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 cameras, video records, 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 located in the Junior High Learning Center. 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, he/she 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. Make sure you pay for everything you take, and then be seated at a table. While sitting at your table, please use inside voices and appropriate language. 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. 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 Lunch Room Discipline

- Sent outside
- Lunch containment
- Lunch room seating assignment
- Lunch room clean up
- Student conduct consequences

Lunch Room Incentives

- Lunch line Speed Pass
- Positive Referral
- Music / TV
- PBIS Bucks

MEDICATION - Before administering prescription or non-prescription medication to students during school hours, Wisconsin state law requires written permission and medication in the original container. Medication Request forms are available from the health assistant or Main Office. All medications, both prescription and non-prescription, must be taken in the health room. All medications must come in the original container and clearly include the dosage and time to be given on the request form. Medications must be properly labeled with the student's name and the name of the medication. (District Medication Policy 5330) Students, who give or sell medications at school, will be referred to authorities.

Possession and Use of Inhalers - While in school, at a school-sponsored activity, or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

- a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b. The pupil has the written approval of the pupil's physician, and if the pupil is a minor, the written approval of the pupil's parent or guardian.
- c. The pupil has provided the school health aide with a copy of the approval or approvals under paragraph (b).

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 has to 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. No posters or signs will be allowed that promote any type of 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 DISPLAY 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 in order 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. A student must earn 2.5 credits in core subjects to go on to the High School.

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 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 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 to 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 threats concerning an individual's educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status.
- Any unwelcome touching of a sexual nature.
- Unwelcome discussion, which is sexual in nature.

SMOKING / TOBACCO 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 prohibited at all times. 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.

SPORTSMANSHIP - All Junior High students are expected to act appropriately at all times while in attendance at any athletic event. Students should always show good sportsmanship toward both teams.

STUDENT COMPLAINTS – The school board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. If the complaint is determined to be harassment the procedures described in Policy 5517, Student Anti-Harassment, should be implemented.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

STUDENT VISITORS - Students, who wish to have a friend attend school with them, must obtain a visitor pass from the building principal or an assistant principal at least twenty-four hours in advance. In addition, the visiting student must:

- Live outside north central Wisconsin.
- Be currently enrolled in eighth or ninth grade.
- Be in good standing in his/her school.

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. In order 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 Tardy Central in 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. A one-minute warning bell will sound prior to the start of each class period. Students who are late to class without an excused pass must report to Tardy Central, located in the Main Office. A return-to-class pass will be given to the student and consequences applied if necessary. The student should return to class, sign in at the back of the classroom, and move to his/her assigned seat without disturbing other members of the class.

TARDY POLICY DISCIPLINE LADDER - Disciplinary action or consequences for these offenses may include, but are not limited to:

- 1st Offense: warning
 - 2nd: warning
 - 3rd: 15 min. detention
 - 4th: 30 min. detention & parent notification
 - 5th: Saturday Detention
 - 6th: Saturday detention & referral to principal
- *Tardy counts will roll back to zero at each quarter.

TRANSFER TO ANOTHER DISTRICT - All students moving from our school district should follow the procedure below: At least two days before leaving bring a note from a parent giving the date of departure and name of your new school or community. This note should be taken to the Student Services office to obtain the necessary transfer form. The transfer form should be signed by each of your teachers. All books, iPad, gym lock, uniforms, LC books, and other material belonging to the school must be returned before you will be officially withdrawn. Students should check out with classroom teachers, study hall teachers, physical education teacher, LC personnel, and counselor. Return your completed form to the Student Services office for final signatures. Arrangements for any refunds will be made once all books are returned and street locker is inspected. Students are responsible for cleaning out their street and physical education lockers. Any items left in the locker will be donated. Students are enrolled at DCE until they register at their new school. School grades and transcript will be forwarded upon request from your new school. If available, you should take your last report card with you, when registering at your new school.

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.

Unexcused Absences - Unexcused absences include oversleeping, missing the bus, personal business, car problems, "skipping class" or leaving school without a "Permit to Leave School" form from the school health aide or the office. Three or more unexcused absences within a semester may result in truancy counseling abatement and or a municipal citation. The fifth unexcused absence may result in a Marathon County court referral.

WEAPONS POLICY - Definition of Weapon: A weapon is defined as any device or instrument, which is utilized in such manner so as to threaten, intimidate or produce bodily harm or the fear of such. Weapons include, but are not limited to the following:

1. All firearms, loaded, unloaded, working or not working.
2. 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.
3. Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, pocket knives, box-cutters/utility knives, hunting knives, daggers, swords, razors.
4. Artificial knuckles or similar objects designed to be worn over or inside the fist or knuckles.
5. Blackjacks, clubs, throwing stars, martial arts devices.
6. Explosives and/or similar devices and/or the threatened intent to cause an explosion.
7. Poisons, chemicals, combustible or flammable liquids, or substances capable of causing bodily harm.
8. Slingshots, bows, and arrows.
9. Chemical irritant i.e. pepper spray, mace.
10. Any other device or instrument used to intimidate, threaten, or inflict bodily harm or fear.

Students who become aware of a weapon (that is not subject to an exception listed in this policy) being brought to school or on school property must immediately notify an adult staff member. A student, who becomes aware he/she is in possession of a weapon and immediately notifies an adult staff member, may avoid, depending on circumstances, being considered to be in possession of a weapon. Students should not, however pick up or transport the weapon.

Students, who have possession of such weapons, may be suspended from school until a School Board hearing to consider the student's expulsion.

WORK FOLLOWING STUDENT ABSENCE - An excused absence allows for make-up privileges. After such an absence, a student is expected to see teachers at once to explain the reason for the absence and take the necessary steps to make up the work. In some cases, make-up work is planned cooperatively prior to the absence.

DIRECTORY INFORMATION - The following information summarizes the use of Directory Data in public schools in Wisconsin. Please contact the Principal's Office of your child's school if you wish to submit a written request to withhold Directory Data on your child.

The D.C. Everest Area School District, pursuant to the Family Educational Rights and Privacy Act and State Statute 118.125(1) (d) and (2)(j) has designated the following as Directory Data: student's name; parents' names; present address; current grade; date and place of birth; participation in officially recognized activities and sports; weight and height of members of high school athletic teams; dates of attendance; student photographs; degrees and awards received; and the school most recently previously attended by the student.

Once every calendar year, the District notice is published listing the type of records that are considered "Directory Data". Principals publish a brief Directory Data notice in their school websites, which includes information on how to obtain a copy of the student records notice. After the parents or adult students have been notified, they have two weeks to advise the 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 and institutions of higher education. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released to 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 provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employees of these students.

D.C. EVEREST SCHOOL BOARD POLICIES – All D.C. Everest School Board policies are listed at <http://www.neola.com/dceverest-wi/>

EXPECTATIONS	ALL DCE STAFF	ALL SETTINGS	CLASSROOM	HALLWAY	CAFETERIA	IMC/COMMONS COMPUTER LAB
PRODUCTIVE	<ul style="list-style-type: none"> Promote professional learning standards Expect excellence 	<ul style="list-style-type: none"> Be prepared for classes & other activities Have goals & a plan to achieve them Carry Planner at all times 	<ul style="list-style-type: none"> Use time wisely to learn Give your best effort Encourage others to do their best Use active listening & ask questions 	<ul style="list-style-type: none"> Keep moving Walk on the right side of hallway Take the most direct route 	<ul style="list-style-type: none"> Keep the line moving Honor other students' positions in the lunch line Be considerate by allowing lunch staff to clean your table 	<ul style="list-style-type: none"> Use time wisely to learn Use equipment, books, & materials for intended academic purposes Search only approved sites
RESPECTFUL	<ul style="list-style-type: none"> Greet students Be friendly Make a difference at DCE Contribute to the DCE school community Actively supervise 	<ul style="list-style-type: none"> Be courteous (please/thank you/excuse me) Avoid physical contact Use appropriate language & tone of voice Practice good manners Be considerate of others' learning 	<ul style="list-style-type: none"> Be attentive to all speakers Eliminate electronic distractions Follow teacher guidelines Cooperate with others 	<ul style="list-style-type: none"> Respect others by keeping feet, hands, & all other materials to yourself (PDA, rough housing) Respect others personal space & property Avoid physical contact at all times 	<ul style="list-style-type: none"> Food & belongings should remain at your table & on your tray Use inside voice & appropriate language Obey & follow lunch staff directives Avoid physical contact at all times 	<ul style="list-style-type: none"> Be in your seat for attendance Respect the facility, equipment, and its contents Follow Acceptable Use Policy Report any incidents
RESPONSIBLE	<ul style="list-style-type: none"> Support the attendance policy Model positive behavior Arrive on time Be prepared Model appropriate dress code Acknowledge effort Collaborate 	<ul style="list-style-type: none"> Follow rules, directions, & procedures Listen carefully Follow school dress code Maintain clean environments Prevent & report any bullying, emergencies, theft, vandalism, & inappropriate activities 	<ul style="list-style-type: none"> Be in class on time Be prepared for class with required materials Actively participate Do your own work 	<ul style="list-style-type: none"> Keep hallways clean & clear of obstructions (groups of students & other obstacles) Pick up after yourself Use time wisely to get to & from classes – walk with purpose 	<ul style="list-style-type: none"> Clean up table & surrounding area Remain seated until dismissed by staff Maintain a clean environment – throw away garbage – recycle Pay for what you take & eat 	<ul style="list-style-type: none"> Follow check in/out procedures Ask for help if needed Leave equipment as you found it Log off computers Maintain clean environment – Throw away garbage - Recycle

EXPECTATIONS	ARRIVAL & DEPARTURE	RESTROOM	LOCKER ROOMS & LOCKERS	SPORTS EVENTS/OFF CAMPUS ACTIVITIES	SCHOOL ASSEMBLIES
PRODUCTIVE	<ul style="list-style-type: none"> Enter/Exit safely & promptly 	<ul style="list-style-type: none"> Use during passing time Be timely 	<ul style="list-style-type: none"> Keep locker clean & organized Use your own locker Use time wisely 	<ul style="list-style-type: none"> Positively represent your school Be attentive & focused Show positive spectator support 	<ul style="list-style-type: none"> Positively represent your school Be attentive & focused
RESPECTFUL	<ul style="list-style-type: none"> Respect others' property 	<ul style="list-style-type: none"> Maintain a clean, smoke, & graffiti free environment Eliminate electronic distractions Respect others' privacy 	<ul style="list-style-type: none"> Respect facility & others' property Maintain personal boundaries Keep electronic devices secure & out of sight 	<ul style="list-style-type: none"> Follow the rules of the facility Show good sportsmanship Support & encourage all participants Use electronic etiquette 	<ul style="list-style-type: none"> Respect audience & presenters Use electronic etiquette
RESPONSIBLE	<ul style="list-style-type: none"> Be save – wait your turn & yield to others 	<ul style="list-style-type: none"> Flush toilet Wash hands Throw away garbage Report any concerns 	<ul style="list-style-type: none"> Lock your locker Put personal items in secure location Keep combination to yourself Return towels 	<ul style="list-style-type: none"> Be prepared Be on time Complete attendance forms Know rules of events 	<ul style="list-style-type: none"> Be prepared Be on time Stay with assigned group

Dear Parents/Guardians:

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 interventions 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 require additional academic or behavioral support and identifying those who would benefit from higher-reasoning academic programs. By conducting these screenings, we can utilize data to identify students in need of more specialized academic or behavior intervention and provide assistance and preventative measures as early as possible. We also can identify students with higher reasoning skills and talent potential and provide them with the opportunity to participate in the Gifted and Talented Magnet program, or enroll in options such as Honors, Advanced Placement or Dual Enrollment courses.

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 STAR (grades 1-10) is used in math and reading to help determine where students might have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-6) focuses on identifying students who may benefit from behavioral supports.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports that is linked directly to data. This initiative will ensure that 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 having your child be opted out of any of the screening processes.

Sincerely,

Jason McFarlane, Principal

jmcfarlane@dce.k12.wi.us

715-359-0511 x3022

District Policies for Junior & Senior High Handbooks

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 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBPN95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGY3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>

- Policy 7217 Weapons <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>
 - Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
 - Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
 - Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
 - Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
 - Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>
 - Policy 8500 Food Services
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
 - Policy 8510 Wellness <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
 - Policy 9141 Use of Cameras and Other Recording Devices in Locker Rooms
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH4N3FBA8C>
-
- Administrative Guideline 5430 Laude Program
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AJYSVG744219>
 - Administrative Guideline 8600 School Bus Rider Rules
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AJZMMZ5BAB54>
-
- **Note:** Hall lockers are provided by the District. The locker is the property of the D.C. Everest School district. 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.

DCE MIDDLE SCHOOL

STUDENT AND PARENT HANDBOOK

2019-20



TABLE OF CONTENTS

School Mission Statement	2
Core Beliefs	2
Time Schedules & Event Calendars	3
Period Time Schedule by House	3
Middle School Important Dates	4
MS Concert Dates	5
D.C.Everest Middle School Clubs and Extracurricular Activities	6
Grading Codes	7
How can I find out how my student is doing or what assignments they are missing?	7
What I Need Time(WIN) & High Interest Day Purposes	8
Attendance Policy and Procedures	8
Truancy/Unexcused Absences	9
Students Who Are Late/Tardy to School	10
Skipping Class	11
Student Expectations	11
Student Core Values	11
Codes of Conduct	11
Student Dress Guidelines:	11
Smoking/Vaping and Tobacco Use	12
Alcoholic Beverages/Dangerous Drugs	12
Weapons	12
Student Consequences for Inappropriate Behavior	13
Progressive Discipline	13
Gaggle	14
Personal Communication Devices	14
Bullying and Harassment Procedures	15
Everest Systems of Support	17
School Lunch/Breakfast	18
Health Room and Health Information	19
Immunization Requirements	21
Nondiscrimination and Access to Equal Educational Opportunity	22
Directory Information	22
D.C. Everest Area School Partial List of Policies	22

School Mission Statement

The D. C. Everest Middle School community will provide a safe, caring and supportive environment, which will allow and inspire everyone to grow and be successful.

Core Beliefs

Core Values - As a school community we have worked to identify our core values. Those targets drive our culture, behavioral instruction, and intervention efforts. Our PBIS committee has identified what those values look like in various school settings. The following page details this and acts as an important staff reference and teaching tool.

- Fairness means every child gets what he or she needs, not every child gets the same thing.
- Students' readiness for learning varies from unit to unit, subject to subject and task to task.
- Students will receive tasks that are respectful of their readiness, their learning styles and their interest whenever possible.
- Students will receive tasks that require them to think at high levels and are based on essential understandings and skills.
- Mistakes are an opportunity to learn. Revising work and fixing mistakes is a part of learning.
- Grades communicate a student's level of understanding.

Time Schedules & Event Calendars

Period Time Schedule by House

	6D	6C	6E	6M
1	Core 7:20-8:14 (54)	Core 7:20-8:14 (54)	Core 7:20-8:14 (54)	Core 7:20-8:14 (54)
2	Encore 8:18-9:03 (45)	Encore 8:18-9:03 (45)	Encore 8:18-9:03 (45)	Encore 8:18-9:03 (45)
3	Core 9:07-9:58 (51)	Core 9:07-9:58 (51)	Core 9:07-9:58 (51)	Encore 9:08-9:53 (45)
4	WIN 10:01-10:31 (30)	WIN 10:01-10:31 (30)	Encore 10:02-10:47 (45)	Core 9:57-10:47 (50)
Lunch 1/2	Lunch 1 10:31-11:01 (30)	Lunch 1 10:31-11:01 (30)	Lunch 2 10:47-11:17 (30)	Lunch 2 10:47-11:17 (30)
5	Core 11:04-11:55 (51)-3 minute passing	Core 11:04-11:55 (51)	WIN 11:20-11:50 (30)	WIN 11:20-11:50 (30)
6	Encore 11:58-12:43 (45)	Core 11:58-12:49 (51)-3 min passing	Core 11:53-12:44 (51)	Core 11:53-12:44 (51)
7	Core 12:47-1:38 (51)	Encore 12:52-1:37 (45)	Core 12:47-1:38 (51)	Core 12:47-1:38 (51)
8	Core 1:41-2:32 (51)	Core 1:41-2:32 (51)	Core 1:41-2:32 (51)	Core 1:41-2:32 (51)

	7D	7C	7E	7X
1	Encore 7:20-8:09 (49)	Encore 7:20-8:09 (49)	Encore 7:20-8:09 (49)	Encore 7:20-8:09 (49)
2	Core 8:13-9:04 (51)	Core 8:13-9:04 (51)	Core 8:13-9:04 (51)	Core 8:13-9:04 (51)
3	WIN 9:07-9:36 (29)	WIN 9:07-9:36 (29)	Core 9:07-9:58 (51)	Encore 9:07-9:52 (45)
4	Core 9:39-10:30 (51)	Core 9:39-10:30 (51)	Core 10:01-10:52 (51)	Core 9:56-10:47 (51)
5	Core 10:33-11:24 (51)	Core 10:33-11:24 (51)	Encore 10:56-11:41 (45)	Core 10:50-11:41 (51)
Lunch 3/4	Lunch 3 11:24-11:54 (30)	Lunch 3 11:24-11:54 (30)	Lunch 4 11:41-12:11 (30)	Lunch 4 11:41-12:11 (30)
6	Encore 11:58-12:43 (45)	Core 11:57-12:48 (51)	WIN 12:14-12:44 (30)	WIN 12:14-12:44 (30)
7	Core 12:47-1:38 (51)	Encore 12:52-1:37 (45)	Core 12:47-1:38 (51)	Core 12:47-1:38 (51)
8	Core 1:41-2:32 (51)	Core 1:41-2:32 (51)	Core 1:41-2:32 (51)	Core 1:41-2:32 (51)

Be Prepared for Recess!

All students will be sent outdoors at lunch recess. Students need to be responsible for making sure they wear appropriate clothing for going outside each day.

40 degrees & above (w/wind chill)=STUDENT DISCRETION

20-40 degrees (w/wind chill)=COAT or SWEATSHIRT

NO SHORTS (UNTIL TEMPS ARE ABOVE 32 DEGREES)

0-20 degrees (w/wind chill)=COAT

Below 0 (w/wind chill)=INDOORS

Middle School Important Dates

2019-2020 D.C. Everest Middle School Calendar **DRAFT**

Date	Event	Time
Aug 12-15, 2019	Band Jumpstart	TBD
Aug 20-23, 2019	Band Kickstart	TBD
Aug 19, 2019	Middle School Open House – Picture Day	2:00-5:30 p.m.
Aug 20, 2019	6th gr. Transition Day (All 6th grade Houses) & 6th grade pictures	8:30 a.m.-2:30 p.m.
Aug 20, 2019	Middle School Open House – Picture Day	3:00-6:30 p.m.
Sep 3, 2019	FIRST DAY OF SCHOOL	7:20-2:32 p.m.
Sep 10, 2019	Magazine Sale Kickoff	TBA p.m.
Sep 11, 2019	Reach-out Magazine Collection booklets	a.m. Commons
Sep 17, 2019	First Magazine Collection	a.m. Commons
Sep 24, 2019	Second Magazine Collection	a.m. Commons
Oct 11, 2019	Family Movie Night	7:00 PM
Oct 25, 2019	Picture Re-take Day	
Oct 25, 2019	Professional Development Day	NO SCHOOL
Nov 7, 2019	Fundraiser pick-up	2:30-6:00 p.m. ?????
Nov 1, 2019	First Quarter Ends- Fall Fun Night & Dance	TBD
Nov 4, 2019	Teacher Workday	NO SCHOOL
Nov 14, 2019	Parent/Teacher Conferences-Team	3:00-6:30 p.m.
Nov 18, 2019	Parent/Teacher Conferences-Team	3:00-6:30 p.m.
Nov 20, 2019	Parent/Teacher Conferences-Team	3:00-6:00 p.m.
Nov 26, 2019	Parent/Teacher Conferences - Team (Release– 1:10 p.m.)	1:40-5:40 p.m. Altered Sch.
Nov 27, 2019	Thanksgiving Recess Secondary	NO SCHOOL
Nov 28, 2019	Thanksgiving Day	NO SCHOOL
Nov 29, 2019	Thanksgiving Recess	NO SCHOOL
Dec. 23-Jan. 1	Winter Recess	NO SCHOOL
Jan 2, 2020	Return from Winter Recess	Back to School
Jan 17, 2020	Second Quarter Ends	5:00p-7:00p
Jan 20, 2020	Teacher Workday	NO SCHOOL
Jan 10, 2020	Family Movie Night	7:00 PM
Jan 27, 2020	5th Grade Parent Meetings	8:30a, 5:00p or 6:00p
Feb 15, 2020	Student Council: Winter Fun Night	TBD
Feb 28, 2020	Professional Development Day	NO SCHOOL
Mar 2, 2020	Parent/Teacher Conferences – Team (Dismissal 1:10 p.m.)	1:40-5:40 p.m.
Mar 5, 2020	Parent/Teacher Conferences - Team	3:00-6:00 p.m.
Mar 19, 2020	Third Quarter Ends	
Mar 20, 2020	Teacher Workday	NO SCHOOL
March 23-27, 2020	Spring Recess	NO SCHOOL
Apr 10, 2020	No School	NO SCHOOL
May 4, 2020	Snow Day Make-up	NO SCHOOL
May 25, 2020	Memorial Day	NO SCHOOL
May 31, 2020	Student Council: 7th grade Farewell Dance	TBD
Jun 5, 2020	Last day of school/end of Fourth Quarter	Field Trips

Check Calendars & Morning Announcements on the website for after-school club meetings & the Facebook page for more updates!

MS Concert Dates

TENTATIVE MS Concert/Activity Dates 19-20

August 12-15	Band Jump Start	8:30a-3:00p
August 20-23	Band Kick Start	8:30a-2:00p
	Strings Jump Start	8:30a-2:00p
November 18	6th gr Choir Concert	7:00p @ SH
November 21	7th gr Choir Concert	7:00p MS
December 3	6th & 7th gr Strings	6:00p & 7:00p
December 5	Beginning Band Concert	6:00p & 7:30p
December 10	7th & 8th gr Band Concert	6:00p & 7:30p at the SH
December 16 & 17	Holiday Ensemble Tours	During the day
MS Variety Show	1 day and 1 night perf.	
January 16	7th & 8th gr Strings	7:00p
January 27	5th gr Parent Mtg & Instr. MP testing	
February 11	MS Solo Festival (Band & Strings only?)	3:00p - 5:00pm
TBD (2/22?)	District Solo Ensemble Festival	8:00a - 4:00pm
February 24	6th gr Choir Concert	7:00p @ SH
February 27	7th gr Choir Concert	7:00p at MS
March 10	Beginning Band Concert	6:00 p
	7th gr Band Concert	7:30 p
March 12	6th gr Strings Concert	6:00p (7p poss add later)
April 4??	Imagine???	5:00p-7:00p
May 8	Jazz Blow Out	7:00p SH Theater
May 11	Beg/7th gr Band Concert	7:00p
May 12	Beg/7th gr Band Concert	7:00p
May 14	6th & 7th Strings combined	6:00p
May 18	6th gr Choir Concert	7:00p @ HS
May 19	6th & 7th String combined	6:00p
May 21	7th gr Choir Concert	7:00p at MS

D.C.Everest Middle School Clubs and Extracurricular Activities

Club	Advisor	Type
6-8 Drama/Musical 2 yrs	Wendy Vesper, Scott Atkinson	Music
Adventure Club	Lona Cummings	Academic
Anime Club	Paul Froom	Academic
Battle of the Books	Tammy Sivertson	Academic
Be Amazing	Josh Wood	Academic
Boys & Girls Club	Alexis	Academic
Chess & Checkers Club	Erik Beitzel	Academic
Dungeons & Dragons	Jeremy Yonker, Nick Ramcheck	Academic
F.C.A.	Tammy Sivertson, Jenni Saari	Athletic
Fishing Club	Steve Treankler, Cory Heckel, Faye Angeloni	Academic
Forensics	Kara Blank	Academic
Gaming Club	Lucas Rase	Academic
Garden Club	Jamie Betry	Academic
Green Team	Tammy Koenig, Mike Wendorf, Kristi Hawk	Academic
History Bowl	Julie Klinner, Michael Beyer	Academic
Homework Club	Vicki Oboikovitz	Academic
Junior Optimist Club	Lex Kirschling	Academic
Knitting & Crochet Club	Lex Kirschling, Jaymi Hughes, Leah Fisher	Academic
Ski & Snowboard Club	Melissa Murphy, Lori Laporte	Academic
Student Council	Cori Soukup, Jaymi Hughes	Academic
Undertale	Kara Blank	Academic
Variety Show	Julie Burgess	Music
Yearbook	Cori Soukup	Academic

Student Grading and Assessment

Our school and District have been working to ensure our assessment of student learning is both aligned with and reports on essential learning targets.

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

The following principles guide our District-wide efforts:

1. Grades reflect a student's knowledge and present level of performance.
2. Grades are based on a variety of assessments that measure student achievement.
3. Assessment is equivalent within courses, departments, and grade levels.
4. Grades clearly communicate information that enhances the partnership among parents, students and teachers and are meant to provide feedback about student achievement.
5. While non-academic factors are highly valued and contribute to student achievement. They will be communicated separately.
6. Accommodations are made as needed to help students achieve targeted outcomes.

Grading Codes

A = The student has demonstrated mastery beyond the learning goal/standard.

A/B = The student has exceeded proficiency of the learning goal/standard.

B = The student consistently shows thorough understanding or proficiency of the learning goal/standard.

B/C = Student has a better than simple understanding, but does not have proficiency.

C = The student shows simple understanding and is below the expected level of proficiency.

LP = Learning in Progress. The student does not understand the learning goal/standard.

NE = Not enough Evidence. Student has not produced enough work or evidence for grading.

How can I find out how my student is doing or what assignments they are missing?

Starting at the middle school we are beginning to prepare our students to succeed in high school, college and the workplace. A large part of this is taking responsibility for their work and actions. Students will receive a responsibility grade. Much of this is based on students taking the responsibility to work with the teacher on past, current and future assignments, turning in assignments on time and doing the work required in each class period.

Canvas

Your student's grades can be found on Canvas. Information about how to access Canvas will be sent by your child's teacher in fall. Canvas is our Learning Management System (LMS); much like how PowerSchool Learning was used. Teachers will use Canvas for communication, placing assignments on the calendar, course curriculum content and grading of standards.

ELT/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 ELT doc. You will receive an email to your designated email if your child is placed on the ELT doc. You may also ask your student to show you their ELT doc at anytime. Students who do not have missing work or an intervention during WIN time, will treat WIN as a study hall.

Planner

Students are given a planner to use each year. They should take the responsibility to update the planner daily in each class with current and upcoming assignments and completed assignments.

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 and student's attendance. You may create an account by logging onto the district web page and going to the Infinite Campus link under the For Families tab.

Contact Your Child's Teacher

Parents are also welcomed and encouraged to contact their student's teachers for an update on progress. You may call them at school and if they are not teaching a class they can talk or they will call back when they are free. You may also email them.

What I Need Time(WIN) & High Interest Day Purposes

- Primary purpose is academic enrichment, intervention, or positive behavior lessons.
- Secondary purposes include additional academic opportunities, social/emotional skill building, and house activity.
- Students who are not assigned to a WIN will use WIN time as a study hall.

Attendance Policy and Procedures

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!

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 once at school or connect with our school counselors.
- Help your pre-teen stay engaged. Find out if your child feels engaged in his/her classes and feels comfortable with other students. Talk to teachers/school counselors if you notice sudden changes in behavior.
- Stay on top of academic progress (through Canvas) 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.

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. Beyond that a written excuse from a medical professional is required to avoid truancy.

Attendance Procedure and Regulations

Not only is regular school attendance required by law, it is 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.

Report all absences by telephoning or emailing the D.C. Everest Middle School Attendance Office. The District voicemail is accessible 24 hours a day, 7 days a week.

1. Dial 715-241-9700--Enter extension 1 for the Attendance Office
2. Or you can email mid-attendance@dce.k12.wi.us

Parents who cannot call the school must send a note or email 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.

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 in order for an absence to be marked as excused.

School Work Following Student Absence

An excused absence allows for makeup privileges. After such an absence, a student is expected to see his/her teachers and 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 work missed. Students are responsible for being an active participant in ensuring they communicate with teachers the need to make up work due to this circumstance.

Parent/Guardian Request for Homework

Parents are encouraged to make contact with school regarding homework when your child has missed school to find out about missed work or have your child access Canvas to get the homework assignments missed.

Students Leaving School Early

Students who wish to leave school early for any reason during school hours, such as dental appointments, emergency doctor appointments, etc. must check out through the main office.

1. Early dismissals will only be given if a student has a written permission note from a parent or guardian.
2. No student is to leave their classroom or the building unless he/she has a "Permit to Leave" slip and has checked through the main office or the Health Room. This includes all students who become ill at school. Students who are ill should go to the Health Room and then they will receive a pass to leave school once their parent is notified.

Parents are asked to communicate with the office for student pick ups, appointments or illness by phone or note by student. Students may use their personal phones before and after school and in between classes. This will allow us to contact teachers, students and/or Health Room for student information and possible early pick up.

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 was not notified (Unexcused Absence-UN). The parent must notify the attendance secretary, assistant principal or teacher of the legal cause of such absence by the parent or guardian of the absent student. Student tardies to class can also count as unexcused absences. 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 will be considered a habitual truant if she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. The school may request

all absence past this point be excused with a doctor's note, request for court appearance or other documentation requested by the school so we are best able to help assist the student in getting to school so he/she can be successful.

Truancy cases will be first referred to Weston Municipal Court. The Assistant Principal will ensure that appropriate school personnel have worked with the student and parent(s) to assist in helping ensure student can come to school.

If truancy continues and student attendance does not improve each case will be looked at and may be referred to Marathon County Truancy court and is then referred to the District Attorney.

Students Who Are Late/Tardy to School

Being on time to class is another important factor in academic achievement and life skills. The time that a student misses from class is instructional time lost. Those minutes add up to a day or days missed.

Students 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.

POLICY: Students may be tardy two times in a quarter without a consequence. A student's' third tardy will warrant an intervention, which will be entered by the teacher in Infinite Campus. Any subsequent tardies after the fifth tardy will require a consequence each time until the end of the quarter. Students will start over with zero tardies at the beginning of each quarter. Student's tardies will be recorded for each individual period. The office will handle tardies by working with the student and student services to see if there is an issue in getting to class on time and/or issuing lunch detention after five tardies.

Please let students know that during a detention the student should be quiet, cooperative, on time, and cannot use electronic devices. If any of these procedures are not followed by the student an additional detention may be issued.

PROCEDURE:

First and Second 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, no consequence.

Third Tardy and subsequent tardies:

Record the tardy in Infinite Campus and talk with the student and parent. This could be done by email, phone or letter, etc. Notify the parent the child is being issued a consequence which may include a 30 minute detention in the classroom before or after school for repeated tardies. The third tardy and beyond per class, per quarter should be entered in IC as a Behavioral Incident that was managed by the teacher. Confirm a date and time with the parent via one of the methods above which will be recorded in Infinite Campus. Chronic tardy cases (five or more in one class for the same quarter) will be referred to the office for additional consequences.

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 viable reason or is not with a staff member will be considered wilfully not attending class, or skipping. A student skipping all or a large portion of a class is considered an unexcused absence for that hour.

If the Student Skips 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 in the classroom. 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 assign a lunch detention(s) as a consequence for skipping twice.

Additional Information

Staff will use their judgement 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.

Student Expectations

Student Core Values

D.C. Everest Middle School will be a responsible and respectful learning environment for every student when we all work together to emphasize respect, productivity, and responsibility. Student conduct that exemplifies this behavior is guaranteed success at D.C. Everest Middle School.

The following are our core values:

- Respectful
- Responsible
- Productive

Codes of Conduct

Student Dress Guidelines:

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.

Examples of **prohibited** dress include:

- Bare midriffs or 'crop tops'--all shirts must have shoulder straps
- Clothing that exposes cleavage
- 'See through' clothing
- Clothing that contains pictures and or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, drugs / drug use, or gangs
- Symbols, styles or attire associated with intimidation, violence, drugs / drug use, or gangs
 - This includes bandanas worn on any part of the body
- Exposed undergarments
- Head coverings that are not of a religious or traditional ethnic attire worn in the building
 - Baseball caps, hats, bandanas or hoods worn on the head

- (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
- Shorts or skirts that do not completely cover the buttocks.
- Earbuds, earphones, headphones, etc. may only be used with permission of staff

Consequences:

Students will be asked to change their dress apparel if it is disruptive or of an unhealthy/unsafe nature. Students who refuse to change their dress should be sent to the office. A second or repeated violation of this policy may result in disciplinary action.

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.

Backpacks/Bags

For safety purposes, students may NOT carry backpacks or string bags unless with the permission of the Assistant Principal, Dean of Students or Principal. Binders & Trapper Keepers are permitted.

Smoking/Vaping and Tobacco Use

Possession, use and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens, juuls) are prohibited.

Students (under 14 years of age) 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.

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 and may result in a recommendation for expulsion on any subsequent offense. In the event that a student is caught in the act of distributing or selling a controlled substance, the offender may be recommended to the Board of Education for expulsion on his/her first offense.

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 term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health

and safety of persons. Weapons include, but are not limited to, firearms (including but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

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

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

Policy exceptions include:

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

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.

943.13, Wis. Stats.

948.605, Wis. Stats

Student Consequences for Inappropriate Behavior

Restorative Practices

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

Progressive Discipline

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

In-School Suspension (ISS) and Out of-School Suspension (OSS)

When an offense is deemed unsafe or impedes the learning of others a student may be given an in-school or out-of-school suspension.

Participation in After School Activities

Dances, clubs and fun nights are a privilege for students to attend. Any student who has a behavior offense that is 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/Physically Aggression.

Noon Hour Regulations

Please review the following items with your students during the first week of school:

1. All students should stay at school throughout the noon hour unless they bring a signed statement from parents that they will be leaving with them for lunch. Only students with permission from the office will be allowed to leave with them for lunch. Parents will pick up their children from the main office.
2. All students will go outside during recess or may go to the IMC with a pass from the IMC staff. Students are expected to dress appropriately for the weather each day: 20-40 degrees (w/wind chill)=COAT or SWEATSHIRT, NO SHORTS (UNTIL TEMPS ARE ABOVE 32 DEGREES) and 0-20 degrees (w/wind chill)=COAT
3. Students are not allowed to call in orders for delivery of food without permission from the principal or assistant principal in advance.

Lockers

Hall lockers are provided for a student's convenience at no cost. The hall locker assigned to a student is the property of the D.C. Everest School District. Students shall not be allowed to secure their lockers in any way whatsoever, other than the locking mechanism provided by the school. 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.

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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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.

Gaggle

The district has a content monitoring service called Gaggle. Gaggle monitor all student accounts and devices that are district owned and supervised for concerning or inappropriate content on student used district servers, accounts and devices.

Personal Communication Devices

Student use of electronic communication devices, including but not limited to cell phones, personal tablets or other devices, on school premises are subject to restricted use during the school day. **Students may use their personal device before the start of school, at their lockers between periods and after school.**

The use may not in any way:

- A. Disrupt the educational process for themselves or others
- B. Endanger the health or safety of the student or others
- C. Infringe upon the rights of others at school
- D. Involve illegal or prohibited conduct
- E. Cause them to be tardy to class

At no time may cellphones or other electronic communication devices be used to take, record or transfer photographs or video images of a person without staff permission and at no time in school locker rooms, restrooms or other private areas. The District shall not be responsible for the security or safety of electronic communication devices that students choose to bring to school.

Nothing within this policy shall be construed to limit a student's ability to possess and use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or Section 504 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. Students will be notified annually of this policy through registration materials and/or student handbooks.

Bullying and Harassment Procedures

"Bullying" is characterized by: a real or perceived imbalance of power (with the person or group doing the bullying having more power than the person being bullied); an intent to harm; is repetitive and consistent behavior; the student who is bullied has difficulty defending himself/herself. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, intelligence, religion, size, and economic status.

It may include, but is not limited to psychological and emotional bullying, verbal bullying, cyber bullying, physical bullying, and sexual harassment. Students who engage in any act of physical, verbal, sexual, cyber or

racial bullying at school, at a school function, or in connection to any activity sponsored by the District, or while en route to or from school are subject to disciplinary action in accordance with the Students Rights and Responsibilities. Consequences may include, but are not limited to learning packets, in-school suspension, parent phone call, parent meeting, lunch containment, out-of-school suspension, or police referrals. Students are prohibited from retaliating against those who report incidents of bullying or who assist in an investigation. Students and others who retaliate shall be subject to discipline.

Conflict

There will be times where students are in conflict. This is where two or more students do not get along, argue with each other or each is engaged in the conflict with the other. These situations will be treated as student conflict and not bullying. In these cases we may assist the students in dealing with these situations utilizing our student services department.

Please see School Board Policy 5517.01-Bullying. <http://www.neola.com/dceverest-wi/>

Harassment

“Harassment” includes, but is not limited to, an act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws.

Harassment is prohibited by Policy 5517- Student Harassment <http://www.neola.com/dceverest-wi/>

Student Hazing

“Hazing is defined 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”.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 <http://www.neola.com/dceverest-wi/>

Complaint Procedures

Any student that believes he/she has been or is the victim of bullying, harassment or hazing should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying, harassment or hazing behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying, harassment or hazing are required to report these acts to the building principal or assistant principal, or the Superintendent. Reports of bullying, harassment or hazing may be made verbally or in writing and may be made confidentially. All such reports, whether, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate these policies shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying, harassment or hazing shall interview the victim(s) of the alleged events and collect whatever other information is necessary to determine the facts and

the seriousness of the report. If, during an investigation of a reported act of bullying, harassment or hazing in accordance with these Policies, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted bullying, harassment or hazing based on sex (transgender 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, the principal will report the act of bullying, harassment or hazing to one of the Compliance officers who shall assume responsibility to investigate the allegation in accordance with Anti-Harassment- [Policy 5517](#) , Anti-Bullying [Policy 5517.01](#), Anti-Hazing [Policy 5516](#).

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

DISTRICT/STATE TESTING: Each year, D.C. Everest District administers standardized and criterion performance tests to middle school 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.

Everest Systems of Support



D. C. EVEREST MIDDLE SCHOOL

9302 Schofield Avenue, Weston, WI 54476
(715) 241-9700 FAX: (715) 241-9697

Gina Lehman, Principal
gilehman@dce.k12.wi.us

Fritz Lehrke, Asst. Principal
flehrke@dce.k12.wi.us

Dear Parents/Guardians:

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 interventions 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 require additional academic or behavioral support and identifying those who would benefit from higher-reasoning academic programs. By conducting these screenings, we can utilize data to identify students in need of more specialized academic or behavior intervention and provide assistance and preventative measures as early as possible. We also can identify students with higher reasoning skills and talent potential and provide them with the opportunity to participate in the Gifted and Talented Magnet program, or enroll in options such as Honors, Advanced Placement or Dual Enrollment courses.

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 STAR (grades 1-10) is used in math and reading to help determine where students might have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-6) focuses on identifying students who may benefit from behavioral supports.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports that is linked directly to data. This initiative will ensure that 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 having your child be opted out of any of the screening processes.

Sincerely,

Gina Lehman, Principal
gilehman@dce.k12.wi.us

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: Kimberly Hall, Director of Human Resources, 6300 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1225, khall@voice.k12.wi.us; or Jack Stoskopi, Assistant Superintendent, 6300 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1243, jstoskopi@dce.k12.wi.us.

School Counseling/Student Services

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

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

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

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

- Give them tips on how to study and take tests
- Give general information of the educational preparation needed for 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 Lunch/Breakfast

Application forms and instructions for Free or Reduced priced lunch/breakfast benefits are available online at the [DCE Nutrition Services website](#). Applications 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 in to 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 <https://www.dce.k12.wi.us/Page/736>.

A student lunch account is set up with a PIN (Personal Identification Number) assigned. Parents are asked to make payments, preferably with checks, to their child's lunch account to create a credit for 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 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 www.dce.k12.wi.us. There is a convenience fee for online payments.

- Each student inputs a PIN into a computerized register at mealtime. The cost of their meal for 2019-2020 (\$1.95 at the middle school and includes milk) is deducted from their lunch account. School breakfast is served each day school is in session unless there is a late start at a cost of \$1.30 each. There is no charge for breakfast for students receiving free or reduced priced meal benefits. For those students eligible for reduced price lunch meals, the cost is \$.40. (Prices may change each school year) Ala carte items are also available.

- Students who carry their lunch to school may purchase milk for \$.40 per 8 oz. carton. Skim white milk, 1% white milk, and chocolate skim milk are available on a daily basis. The cost of this milk will also be deducted from the school lunch account. Students available for free meals, receive free milk with their school breakfast and lunch. Free milk is not available for students who bring a cold lunch but it is available for purchase for \$.40.
- ALA carte items are available daily in the lunchroom. The choices may include juices, cookies, ice cream novelties, bottled water, and additional entrees. The cost of these items is deducted from the student's lunch account. Students must have money in their lunch account in order to purchase ala carte items. If you would prefer your child only have access to the school meals, please contact the Nutrition Services office. 715-241-9700 x 2407.

Students are reminded in the lunch line when their lunch account balance is getting low. The school District also utilizes School Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. If there is not a sufficient balance in the school lunch account, one lunch will be served to the student. The parent is expected to reimburse the school District for the cost of this lunch. If payment is not received by the following day, the student will be served a light lunch. 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 www.dce.k12.wi.us and follow the "Departments" link to "School Nutrition" link to enroll.

Any balance, positive or negative, in a student lunch account at the end of the school year is carried over into the next year. If a student leaves the District, a refund will be made for an amount over \$5.00 that is in the lunch account at the parent's request.

The school lunch menu is available to students online during daily morning announcements, at <http://dce.nutrislice.com/menu/> and <https://www.dce.k12.wi.us/Page/1265>. Menus are also printed in the Wausau Daily Herald; announced daily on several local radio stations.

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

Health Room and Health Information

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 students. **Students who feel they need to go home due to an illness must allow the health assistant to make initial contact with the parent.** A student should not make initial contact with a parent to be picked up from school for medical reasons. This includes texting. This practice ensures quality medical care for our students and accurate attendance of all our students.

Medication at School

The purpose of the medication procedure is to keep your child 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:

1. Parent-Physician Consent Forms (available in the main office, health room or [online](#))
 - A. Over-The-Counter Medications
 - Parent/Guardian signature is required for over-the-counter medications
 - A physician's signature is required if the dose needed of the OTC medication is more than the recommendations listed on the label.
 - A physician's signature is required if the medication is not appropriate for your child's age
 - B. Prescription Medications
 - Parent and physician signatures are required for all prescription medication
 - Complete a new consent form when the dose of the medication is changed and/or discontinued
 - Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.
2. Medication Bottles and Labeling- Prescription medication MUST be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name
 - Name of medication
 - Time to give medication and dose to give
 - Physician's name
 - Date medication was dispensed by pharmacy
 - OTC medication must be in the original container or single dose package
 - Staff cannot give any medication sent in a plastic bag or envelope
 - Medication will not be given to your child if the bottle is incorrectly labeled.
3. Handling and Storage of Medication at School- Medications are stored in the original labeled Pharmacy container and in a locked cabinet.
 - Parents and/or guardians must pick up all unused, discontinued or outdated medications.
 - Parents and/or guardians must pick up all medication at the end of the school year
 - Any unclaimed medication will be disposed of at the end of the school year
4. Special Considerations- Epipens and Inhalers

Students can self-carry emergency medications - Epi-pens, inhalers and glucagon- to treat a life-threatening health condition. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.
5. General Safety Considerations
 - Bring your child's medication to the health office
 - Send only limited quantities of medication to school

Immunization Requirements

2019-2020

The Wisconsin state immunization requirements for **2019-2020** school year are listed below.
Students need the listed vaccinations by September 3, 2019.

WISCONSIN STATE LAW (HSS 144.03) REQUIREMENTS - Number of Doses

Age/Grade	DTaP/DTP	Polio	MMR	Hepatitis B	Varicella	Tdap
Pre K - 4K	4	3	1	3	1	-
Grades K - 5	4	4	2	3	2	-
Grades 6 - 12	4	4	2	3	2	1

DTP/DtaP/DT Vaccine: Your child must have received one dose *after* the 4th birthday. IF your child received all four doses before the 4th birthday, a 5th dose *is required* before Kindergarten.

Tdap Vaccine: One dose of the vaccine is required for students in grades 6 through 12

If your child received the Td/Tdap vaccine within 5 years of entering grades 6-12 the vaccine is not required.

Tdap vaccine protects your child from pertussis or whooping cough.

MMR Vaccine: Two doses are required for students in grades K through 12. Your child must have received the 1st dose of MMR vaccine on or after the first birthday and the 2nd dose before starting kindergarten.

Varicella or Chickenpox Vaccine: Two doses OR a history of chickenpox is required grades K through 12.

If your child had chickenpox, see step 2 on the waiver form.

No vaccination needed.

Tell the school health aide that your child had chickenpox and the year.

Hepatitis B: Three doses are required for all students grades K through 12.

Waivers: Parents 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 form is on the District website at www.dce.k12.wi.us.

What do parents need to do?

Call your students medical provider if you are unsure that their immunizations are up to date

Schedule appointments to receive the immunization needed

Sign a waiver indicating what vaccines you do not want your student to have

Report the dates of the immunizations and/or history of chickenpox to the school health assistant.

Please contact Kelly Zibton, MS Health Assistant at 715-241-9700 ext. 2023 with questions.

Nondiscrimination and Access to Equal Educational Opportunity

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:

Kimberly Hall, Director of Human Resources 6300 Alderson St. Weston, WI 54476
715-359-4221, ext 1225 khall@dce.k12.wi.us

OR

Jack Stoskopf, Assistant Superintendent 6300 Alderson St, Weston, WI 54476
715-359-4221, ext. 1243 jstoskopf@dce.k12.wi.us

Directory Information

The D.C. Everest Area School District, pursuant to the Family Educational Rights and Privacy Act and State Statute 118.125(1)(d) and (2)(j) has designated the following as Directory Information (see School Board Policy 8330 [online](#) or attached):

Student’s name; participation in officially recognized activities and sports; weights and heights of members of athletic teams, student’s photograph; the most recent previous educational agency or institution attended by the student; degrees and awards received and graduation year.

Directory information may be disclosed to any person unless any parent, legal guardian, guardian ad litem, or eligible student informs the District that all or any part of the directory information may not be released without the prior consent of the parent, legal guardian, guardian ad litem, or eligible student.

At the Middle School, it means that if you request for us to not disclose this information your student cannot be photographed individually and identified. Class and House activities can not include pictures of your student where he/she would be able to be individually identified by face or name. This also applies to pictures in our yearbook, our digital monitors and in any type of digital project that could be made public on our website and/or Facebook pages. Please call the DCEMS Principal’s Secretary to add your child to this list or change your student’s status or if you have any further questions. 715-241-9700 x2021.

D.C. Everest Area School Partial List of Policies

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

- Policy 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>

- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2414 Human Growth and Development
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGU33FB968>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBNP95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGY3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5600 Student Discipline
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK93F97303CB>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>
- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>

EVERGREEN ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

2019-2020 SCHOOL YEAR



"Where expectations soar!"

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:

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1225
khall@dce.k12.wi.us

Jack Stoskopf
Assistant Superintendent
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1243
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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 ever-changing global society.

TABLE OF CONTENTS

EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

DISTRICT MISSION STATEMENT

A LETTER TO PARENTS 5

A LETTER TO STUDENTS 5

EVERGREEN MISSION STATEMENT 6

BUILDING PHILOSOPHY 6

STAFF DEVELOPMENT DAYS 7

PARENT TEACHER CONFERENCE DATES 7

THE SCHOOL DAY 7

RELATED ARTS INSTRUCTION 7

ATTENDANCE PROCEDURES

ATTENDANCE 8

STUDENTS WHO ARE TARDY 8

STUDENTS LEAVING SCHOOL EARLY 8

CHANGES FOR STUDENT PICK-UP DURING THE DAY 8

STUDENT ARRIVAL AND DISMISSAL 8

PRE-ARRANGED ABSENCE 9

FOOD SERVICE

SCHOOL MEAL PROGRAM 10

PAYMENTS 10

FREE AND REDUCED 10

MENUS 10

BREAKFAST PROGRAM 10

WISCONSIN MORNING MILK PROGRAM 10

LUNCH PROGRAM 10

FIELD TRIP BAG LUNCH MEAL DEAL 10

NUT FREE POLICY 11

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL 12

MEDICATION AT SCHOOL 13

HEARING AND VISION SCREENING PROGRAMS 14

GENERAL INFORMATION/POLICIES

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES 15

CHANGE OF ADDRESS 15

DANGEROUS TOYS/WEAPONS 15

DISTRICT/STATE TESTING 15

DRESSING AND GROOMING 16

DRUG/ALCOHOL ABUSE	16
ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME	16
EMERGENCY MEETING LOCATIONS	16
EVEREST SYSTEM OF SUPPORT (ESS)	16
FIELD TRIPS/EDUCATIONAL STUDY	16
5 TH GRADE RESIDENT CAMP EXPERIENCE	17
FIRE, TORNADO, AND LOCKDOWN DRILLS	17
FLOWERS OR BALLOONS, PARTY INVITATIONS	17
GYM SHOES	17
HOMEWORK POLICY	18
INCLEMENT WEATHER	18
INSURANCE	18
IPADS & TEXTBOOKS	18
LIBRARY BOOKS ARE AVAILABLE	18
LIFE EDUCATION	18
LOST AND FOUND/LABELING OF CLOTHING	19
MANDATED REPORTING OF CHILD NEGLECT OR ABUSE	19
NEWSLETTER	19
NON-CUSTODIAL PARENT MAILINGS	19
PARENT-TEACHER CONFERENCES	19
PARENT VOLUNTEERS	19
PARENTING CLASSES	19
PARKING/STUDEN DROP OFF SITE	20
PERSONAL CHECKS	20
PETS VISITING SCHOOL	20
PTO	20
RECESS	20
SCHOOL COUNSELING SERVICES	20
SCHOOL PICTURES	21
SCHOOL SOCIAL WORKERS	21
SCREENERS	21
SMOKE-FREE ENVIRONMENT	21
SOFT DRINKS	22
STUDENTN DIRECTORY INFORMATION	22
TECHNOLOGY AND ACCEPTABLE USE	22
TELEPHONE	23
VISITING SCHOOL	23
GENERAL PUPIL CONDUCT (PBIS)	24
GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE	25
TRANSPORTATION POLICY	
SCHOOL BUS ROUTES	26
ALTERNATE PICK UP AND DROP OFF LOCATIONS	26
DISTRICT POLICIES FOR ELEMENTARY HANDBOOK	27-28

A LETTER TO PARENT

Welcome to Evergreen Elementary School. We are looking forward to our association with you and your child(ren). For some of you, this is a continuation of our association, for others this is the beginning of a new experience.

The purpose of this handbook is to familiarize you with the organization and operation of our school. Hopefully, it will answer some of your questions and give you an overview of our program, operation, and goals. Feel free at any time, however, to contact the school with a question, problem, or comment. We are always happy to hear from you.

A LETTER TO STUDENTS

Many of you are beginning your school experience while others are continuing your elementary education. Your teachers and principal will do their best to make this an interesting and rewarding year. Learning should be exciting and we hope you will find your school experience exciting, enjoyable, and of value to you.

A successful school needs many people who will take their job seriously and perform duties in the best possible way. Teachers are important to a school--so are principals, secretaries, cooks, bus drivers and many other school workers; however, the most important people in any school are the boys and girls themselves. That's you. Your job is beyond any doubt the most important of all. You will enjoy school and feel proud to belong to your school if you have a good understanding of your responsibilities. What are your responsibilities?

Become acquainted with the rules of your school. If you don't understand a rule, don't be afraid to ask your teacher or principal for an explanation. The rules we have are to protect your rights and freedom.

Make good use of your time at school. You will have time to ask questions, use the IMC, try things on your own, and spend time with your friends. You will "run out of time" and perhaps be confused and unhappy because you didn't use your time in a good way.

Work hard at getting along with other children. It may not be hard to get along with your neighborhood friends, but our school group consists of hundreds of children--not three or four. You may find it hard at times to "get along" with some other children who don't want to cooperate. Your teacher will help you as much as possible, but try to be patient and understanding. The best teacher for children with problems is to see your good behavior as an example to follow. In order to have friends, you must first be a friend.

There are many of you who will be able to read this school handbook by yourselves. We urge you to take the time to do so. For those of you who are just learning to read, perhaps Mom and Dad can read to you the sections of the book that are most important to you.

Good Luck and Have a Wonderful School Year!

EVERGREEN MISSION STATEMENT

Evergreen Elementary is dedicated to providing each student with meaningful experiences in a safe environment that enhances a life-long love of learning and promotes a positive self-concept.

We believe...

- ...the education of our children is a partnership of home, school, and community.
- ...in engaging each child with challenging and enthusiastic instruction.
- ...individualized instruction fosters life-long learning.
- ...all individuals need a positive, safe, nurturing environment to become successful and caring citizens.

BUILDING PHILOSOPHY

The Evergreen Elementary School Program is based upon the premise that children have a wide range of abilities, needs, and interests. Our intent is to help each child attain their highest potential academically and socially by providing appropriate learning experiences to meet their needs. The support of parents and the cooperation of students are essential for the attainment of this goal.

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 2019-20 school year:**

- October 25, 2019: No School for Students
- November 4, 2019: No School for Students
- January 20, 2020: No School for Students
- February 28, 2020: No School for Students
- March 20, 2020: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2019-20 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 17, 2019	Thursday	4:00 pm – 8:00 pm
October 22, 2019	Tuesday	4:00 pm – 8:00 pm
October 24, 2019 (Noon Dismissal for Students)	Thursday	12:30 – 4:00 pm
SECOND SEMESTER		
February 25, 2020	Tuesday	4:00 pm – 8:00 pm
February 27, 2020	Thursday	9:00 am – 7:00 pm (No School for Students)

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT

INSTRUCTIONAL TIME WITH SPECIALIST

Art	Grades K-5, 60 minutes/week
Music	Grades K-5, 60 minutes/week
Physical Education	Grades K-5, 60 minutes/week, plus 30 minutes of teacher taught PE
Guidance	Grades K-5, 60 minutes/month
Library	In-class support & book check-out

ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school (715) 359-6591, 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 3:15 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 Evergreen School.

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 3 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.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, **715-359-6591**, press 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.

FOOD SERVICES

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 2019-2020				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.30	\$1.80	\$3.50
Weekly	\$2.00	\$6.50	\$9.00	\$17.50
Monthly (20 days)	\$8.00	\$26.00	\$36.00	\$70.00
Quarterly (45 days)	\$18.00	\$58.50	\$81.00	\$157.50
Semester (90 days)	\$36.00	\$117.00	\$162.00	\$315.00
Reduced Costs:	\$0	\$0	\$0.40/day	

PAYMENTS:

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 morning break for \$0.40 per 8 oz carton. If a student is determined to be eligible for Free & Reduced Price Meals, then milk is also free during morning break.

LUNCH PROGRAM:

There are two main meals offered each day. Students in grades 1-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

FIELD TRIP BAG LUNCH MEAL DEAL:

Students may order a bag lunch from the Food Service program when there is an activity that takes them out of the building over the lunch period. All lunches must be ordered in advance. The lunch may be purchased for the

cost of a meal and will be charged to the student's lunch account. If a student is determined to be eligible for Free & Reduced Price Meals, then the meal will be charged accordingly.

NUT FREE POLICY

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

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

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

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

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 product 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 make a decision about sending your student to school.

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children 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, virus, 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 child 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.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. 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 to pick the student up and administer a 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. For this reason, notification home and/or to the local health department is not necessary.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form. Parents are responsible to obtain the signatures needed from the physician.

1. Parent signature is required for over-the-counter medications (OTC).
 - *A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.*
 - *A physician's signature is required if the medication is not appropriate for your child's age.*
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. ***Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.***
5. Medication consent form is on the district web site at [Parent-Physician Medication Consent Form](#)
6. ***Narcotic medications cannot be given to your child at school.***

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication **must** be in the original container or single dose package.
3. ***Staff cannot give any medication sent in a plastic bag or an envelope.***
4. ***Medication will not be given to your child if the bottle is incorrectly labeled.***

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life- threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

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 K-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 this section:

- Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not a registered nurse on site at all times.
- Each D.C. Everest Elementary 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.

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

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

Kindergarten, 1st, and 2nd grade students will participate in Phonological Awareness Literacy Screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

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

DRESSING AND GROOMING

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

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport. **Evergreen** students will be bused to the **Northland Lutheran High School**. The building administrator at the Northland Lutheran High School will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

FIELD TRIPS/EDUCATIONAL STUDY

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

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

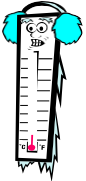
All students should have athletic shoes for physical education activities.

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 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. DC 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.

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>.

When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

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, a number of 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 monthly newsletter the *“Evergreen Events”* is posted on [Evergreen’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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor’s badge. If you are interested in volunteering, please contact your child’s teacher or office staff. We appreciate any help you can give us.

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 **Evergreen** needs to be a safe place.

- Please note the area designated for buses only.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- 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 **Evergreen** 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 on the **2nd Tuesday of each month in the Evergreen IMC.** Check **Evergreen's** calendar for the dates and times.

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.

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

SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, **Melissa Meyer, at 715-359-6591, ext. 5226.**

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 picture 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 our school social worker, **TBA**.

SCREENERS

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

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

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

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

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

SMOKE-FREE ENVIRONMENT

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



SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

According 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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass.** Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. 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.

DISCIPLINE

Highlights of this 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 amount student, parent, teacher, and principal.

GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE



Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

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 Supervisor of Administrative Services. **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.

Transportation Policy

Highlights of this section:

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

District Policies for Elementary Handbooks

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 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBNP95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGYP3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>

- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
- Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>
- Policy 8500 Food Services
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
- Policy 8510 Wellness <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>

Administrative Guideline 8600 School Bus Rider Rules

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

HATLEY ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK
2019-2020 SCHOOL YEAR



The Soaring Hawks



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:

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Director of Human Resources
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1225
khalld@dce.k12.wi.us

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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.

TABLE OF CONTENTS

WELCOME TO HATLEY ELEMENTARY SCHOOL	6
STAFF DEVELOPMENT DAYS	7
PARENT-TEACHER CONFERENCE DATES	7
THE SCHOOL DAY	7
RELATED ARTS INSTRUCTION	7
HATLEY'S LEARNING ENVIRONMENT	8
<i>IN THE CLASSROOM</i>	<i>8</i>
<i>IN COMMON AREAS</i>	<i>8</i>
<i>ON THE PLAYGROUND/OUTSIDE</i>	<i>8</i>
HATLEY BUILDING MAP	9
ATTENDANCE PROCEDURES	10
<i>ATTENDANCE</i>	<i>10</i>
<i>STUDENTS WHO ARE TARDY</i>	<i>10</i>
<i>STUDENTS LEAVING SCHOOL EARLY</i>	<i>10</i>
<i>CHANGES FOR STUDENT PICK-UP DURING THE DAY</i>	<i>10</i>
<i>STUDENT ARRIVAL AND DISMISSAL</i>	<i>10</i>
<i>PRE-ARRANGED ABSENCE</i>	<i>10</i>
FOOD SERVICES	11
<i>SCHOOL MEAL PROGRAM</i>	<i>11</i>
<i>PAYMENTS</i>	<i>11</i>
<i>FREE AND REDUCED</i>	<i>11</i>
<i>MENUS</i>	<i>12</i>
<i>BREAKFAST PROGRAM</i>	<i>12</i>
<i>WISCONSIN MORNING MILK PROGRAM</i>	<i>12</i>
<i>LUNCH PROGRAM</i>	<i>12</i>
<i>FIELD TRIP BAG LUNCH MEAL DEAL</i>	<i>12</i>
<i>NUT FREE POLICY</i>	<i>12</i>
HEALTH SERVICES	13
<i>WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS</i>	<i>13</i>
<i>MEDICATION AT SCHOOL</i>	<i>14</i>
<i>HEARING AND VISION SCREENING PROGRAMS</i>	<i>15</i>
GENERAL INFORMATION/POLICIES	16
<i>BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES</i>	<i>16</i>
<i>CHANGE OF ADDRESS</i>	<i>16</i>

<i>DANGEROUS TOYS/WEAPONS</i>	16
<i>DISTRICT/STATE TESTING</i>	16
<i>DRESSING AND GROOMING</i>	16
<i>DRUG/ALCOHOL ABUSE</i>	17
<i>ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME</i>	17
<i>EMERGENCY MEETING LOCATIONS</i>	17
<i>EVEREST SYSTEM OF SUPPORT (ESS)</i>	17
<i>FIELD TRIPS/EDUCATIONAL STUDY</i>	17
<i>5th GRADE RESIDENT CAMP EXPERIENCE</i>	17
<i>FIRE, TORNADO, AND LOCKDOWN DRILLS</i>	18
<i>FLOWERS OR BALLOONS, PARTY INVITATIONS</i>	18
<i>GYM SHOES</i>	18
<i>HOMEWORK POLICY</i>	18
<i>INCLEMENT WEATHER</i>	19
<i>INSURANCE</i>	19
<i>IPADS & TEXTBOOKS</i>	19
<i>LIBRARY BOOKS ARE AVAILABLE</i>	19
<i>LIFE EDUCATION</i>	19
<i>LOST AND FOUND/LABELING OF CLOTHING</i>	19
<i>MANDATED REPORTING OF CHILD NEGLECT OR ABUSE</i>	20
<i>NEWSLETTER</i>	20
<i>NON-CUSTODIAL PARENT MAILINGS</i>	20
<i>PARENT-TEACHER CONFERENCES</i>	20
<i>PARENT VOLUNTEERS</i>	20
<i>PARENTING CLASSES</i>	20
<i>PARKING/STUDENT DROP OFF SITE</i>	20
<i>PERSONAL CHECKS</i>	21
<i>PETS VISITING SCHOOL</i>	21
<i>PTO</i>	21
<i>RECESS</i>	21
<i>SCHOOL COUNSELING SERVICES</i>	21
<i>SCHOOL PICTURES</i>	21
<i>SCHOOL SOCIAL WORKERS</i>	21
<i>SCREENERS</i>	22
<i>SMOKE-FREE ENVIRONMENT</i>	22
<i>SOFT DRINKS</i>	22
<i>STUDENT DIRECTORY INFORMATION</i>	22

<i>TECHNOLOGY AND ACCEPTABLE USE</i>	23
<i>TELEPHONE</i>	23
<i>VISITING SCHOOL</i>	23
GENERAL PUPIL CONDUCT (PBIS)	24
GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE	25
TRANSPORTATION POLICY	26
<i>SCHOOL BUS ROUTES</i>	26
<i>ALTERNATE PICK UP AND DROP OFF LOCATIONS</i>	26
DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS	27

WELCOME TO HATLEY ELEMENTARY SCHOOL

This handbook provides guidance and insight into procedures at Hatley Elementary School. More importantly, you will find information about many of the exciting experiences your child(ren) will have throughout a school year at Hatley. Our school serves approximately 100 students in kindergarten through fifth grade. Teachers and staff members work very hard to provide programming that meets a variety of needs (learning, emotional, physical, speech, etc.).

We believe that all students can learn and that a variety of instructional strategies are necessary for a child to acquire and apply information learned. Hatley teachers identify ways in which each child learns best, and they are dedicated to personalizing activities that meet unique needs. In addition, Hatley teachers use technology as a learning tool.

Hatley's staff is committed to educating the whole child. We promote wellness for students, staff, and the community and recognize the importance of social-emotional learning. The atmosphere and climate at Hatley is focused on growth, both in personal and academic endeavors.

In addition to time spent with our grade-level classroom teachers, students receive instruction in many other areas from certified personnel. They have two 30-minute periods per week of music and physical education experiences. A third physical education period is provided by the classroom teacher. Students also receive 60 minutes of art instruction once per week. All students will visit the IMC/library 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.

During the course of the year, we will invite you to events and activities at Hatley Elementary School. We hope you will find the time to see our facilities and staff members in action. All Hatley staff members strive to be child-centered and work diligently to provide the positive atmosphere that is needed to stimulate student success. We are here to serve and provide for your child.

We look forward to collaborating with you!

Mrs. Lisa Braun
Hatley Elementary School Principal
715-446-3336 ext. 5722
lbrown@dce.k12.wi.us

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 2019-20 school year:

- October 25, 2019: No School for Students
- November 4, 2019: No School for Students
- January 20, 2020: No School for Students
- February 28, 2020: No School for Students
- March 20, 2020: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2019-2020 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 17, 2019	Thursday	4:00 pm – 8:00 pm
October 22, 2019	Tuesday	4:00 pm – 8:00 pm
October 24, 2019 (Noon Dismissal for Students)	Thursday	12:30 – 4:00 pm
SECOND SEMESTER		
February 25, 2020	Tuesday	4:00 pm – 8:00 pm
February 27, 2020	Thursday	9:00 am – 7:00 pm (No School for Students)

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT

INSTRUCTIONAL TIME WITH SPECIALIST

Art	Grades K-5, 60 minutes/week
Music	Grades K-5, 60 minutes/week
Physical Education	Grades K-5, 60 minutes/week, plus 30 minutes of teacher taught PE
Guidance	Grades K-5, 60 minutes/month
Library	In-class support & book check-out

HATLEY'S LEARNING ENVIRONMENT

Hatley students have a right to learn and feel safe at school. Our teachers do their best to provide an environment in which students are comfortable and can succeed. Students help create this positive culture, too! Let's make respectful decisions together.

IN THE CLASSROOM

The following guidelines are important when students are making decisions in the classroom:

- Respect the space, property, and rights of others.
- Participate in an appropriate way.
- Come to school ready to learn!
- Be cooperative by following directions.

IN COMMON AREAS

The following guidelines are important when students are making decisions in locations such as the bathroom, hallway, gym, etc.:

- Respect the space, property, and rights of others.
- Be cooperative by following directions.
- Use voice volume that matches the environment (quiet in bathroom, quiet in hallway when other classes are working, talking volume during lunch, etc.).

ON THE PLAYGROUND/OUTSIDE

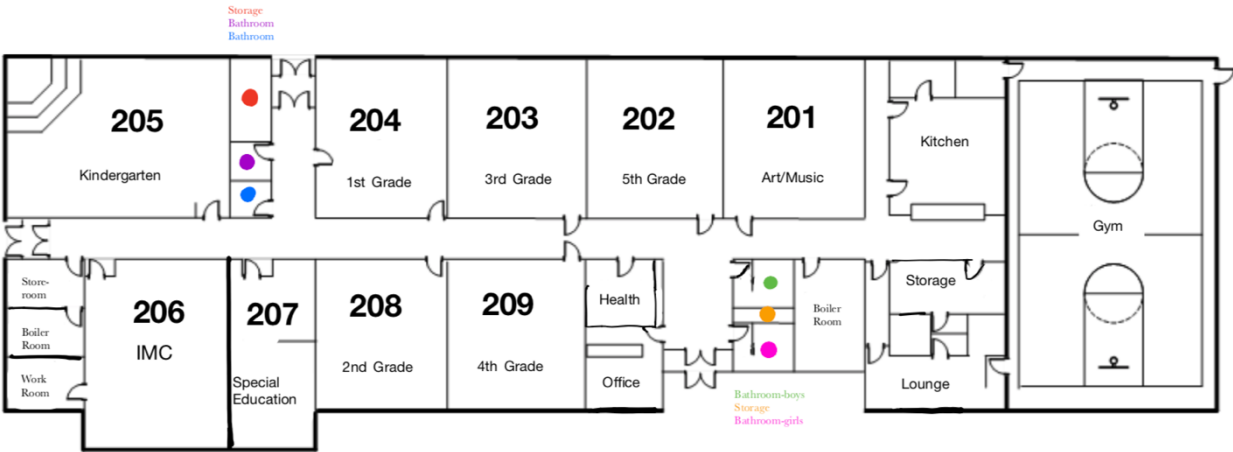
The following guidelines are important when students are making decisions on the playground:

- Play must be safe and not cause danger for others.
- Play must be fair. Demonstrate good sportsmanship.
- Students must respect others and their property.
- Stay within the boundaries that a supervisor advises.
- Use equipment for its intended purpose.
- Be cooperative by following directions.

Some additional considerations during winter are as follows:

- When snow is present, students should have winter gear (snow pants, boots, jackets, mittens/gloves, hat/headband).
- Snow should not be thrown or kicked.
- Go "feet first" if using a sliding hill.
- If there are icy patches on the playground, avoid walking on them.
- Equipment with metal bars and climbing structures are off-limits when weather requires boots and mittens/gloves (too slippery for safe use).

HATLEY BUILDING MAP



Hatley Elementary School
 417 Emmonsville Road
 Hatley, WI 54440-9769
 715-446-3336

Scale 1" = 30' 0"



Updated August 2018

ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school (715)446-3336, 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 8:25 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 8:25 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 Hatley School.

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 3 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.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, (715)446-3336, press 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.

FOOD SERVICES

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 2019-2020				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.30	\$1.80	\$3.50
Weekly	\$2.00	\$6.50	\$9.00	\$17.50
Monthly (20 days)	\$8.00	\$26.00	\$36.00	\$70.00
Quarterly (45 days)	\$18.00	\$58.50	\$81.00	\$157.50
Semester (90 days)	\$36.00	\$117.00	\$162.00	\$315.00
Reduced Costs:	\$0	\$0	\$0.40/day	

PAYMENTS

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 morning break for \$0.40 per 8 oz carton. If a student is determined to be eligible for Free & Reduced Price Meals, then milk is also free during morning break.

LUNCH PROGRAM

There are two main meals offered each day. Students in grades 1-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

FIELD TRIP BAG LUNCH MEAL DEAL

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

NUT FREE POLICY

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

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

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

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

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 product 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 make a decision about sending your student to school.

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children 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, virus, 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 child 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.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. 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 to pick the student up and administer a 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. For this reason, notification home and/or to the local health department is not necessary.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form.

1. Parent signature is required for over-the-counter medications (OTC).
 - *A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.*
 - *A physician's signature is required if the medication is not appropriate for your child's age.*
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. *Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.*
5. Medication consent form is on the district web site at [Parent-Physician Medication Consent Form](#)
6. *Narcotic medications cannot be given to your child at school.*

Medication Bottles and Labeling

1. Prescription medication MUST be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication must be in the original container or single dose package.
3. *Staff cannot give any medication sent in a plastic bag or an envelope.*
4. *Medication will not be given to your child if the bottle is incorrectly labeled.*

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life- threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

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 K-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.

HEALTH SERVICES *Highlights of this section:*

- Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not a registered nurse on site at all times.
- Each D.C. Everest Elementary 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.

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

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

Kindergarten, 1st, and 2nd grade students will participate in Phonological Awareness Literacy Screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

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

DRESSING AND GROOMING

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

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport. Hatley students will be bused to St. Florian's Church/School or Hatley Public Library. The building administrator at St. Florian's Church/School or Hatley Public Library will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

FIELD TRIPS/EDUCATIONAL STUDY

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

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>.

When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

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, a number of 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 "*Hatley Hawk*" is posted on [Hatley'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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor's badge. If you are interested in volunteering, please contact your child's teacher or office staff. We appreciate any help you can give us.

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 Hatley needs to be a safe place.

- Please note the area designated for buses from 3-4 pm.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- 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 or bookkeeping, please make all checks payable to the Hatley 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 one Thursday each month in the Hatley IMC.

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.

Since students will be out in cold weather, parents are asked to help their 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, coats, mittens, snow pants, and boots during winter.

SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Dawn Schueller, at 715-446-3336, ext. 5721.

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 picture 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 our school social worker, Amy Stack, at 715-446-3336, ext 5721.

SCREENERS

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

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

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

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

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

SMOKE-FREE ENVIRONMENT

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



SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

According 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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass. Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. 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.

DISCIPLINE

Highlights of this 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.

GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE



Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

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 Supervisor of Administrative Services. 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.

Transportation Policy *Highlights of this section:*

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

DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS

- 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 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBNP95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGY3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>
- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
- Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>

- Policy 8500 Food Services <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
- Policy 8510 Wellness <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>

Administrative Guideline 8600 School Bus Rider Rules

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

Mountain Bay Elementary

Parent & Student Handbook

2019-2020 School Year



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:

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1225
khall@dce.k12.wi.us

Jack Stoskopf
Assistant Superintendent
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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 ever-changing global society.

TABLE OF CONTENTS

EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS	2
WELCOME TO MOUNTAIN BAY ELEMENTARY SCHOOL	5
STAFF DEVELOPMENT DAYS	6
PARENT-TEACHER CONFERENCE DATES	6
THE SCHOOL DAY	6
RELATED ARTS INSTRUCTION	6
ATTENDANCE PROCEDURES	7
ATTENDANCE	7
STUDENTS WHO ARE TARDY	7
STUDENTS LEAVING SCHOOL EARLY	7
CHANGES FOR STUDENT PICK-UP DURING THE DAY	7
STUDENT ARRIVAL AND DISMISSAL	7
PRE-ARRANGED ABSENCE	8
FOOD SERVICES	9
SCHOOL MEAL PROGRAM	9
PAYMENTS	9
FREE AND REDUCED	9
MENUS	9
BREAKFAST PROGRAM	9
WISCONSIN MORNING MILK PROGRAM	9
LUNCH PROGRAM	9
FIELD TRIP BAG LUNCH MEAL DEAL	9
NUT FREE POLICY	10
HEALTH SERVICES	11
WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS	11
MEDICATION AT SCHOOL	12
HEARING AND VISION SCREENING PROGRAMS	13
GENERAL INFORMATION/POLICIES	14
BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES	14
CHANGE OF ADDRESS	14
DANGEROUS TOYS/WEAPONS	14
DISTRICT/STATE TESTING	14
DRESSING AND GROOMING	15
DRUG/ALCOHOL ABUSE	15
ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME	15
EMERGENCY MEETING LOCATIONS	15
EVEREST SYSTEM OF SUPPORT (ESS)	15
FIELD TRIPS/EDUCATIONAL STUDY	15
5 th GRADE RESIDENT CAMP EXPERIENCE	16

FIRE, TORNADO, AND LOCKDOWN DRILLS	16
FLOWERS OR BALLOONS, PARTY INVITATIONS	16
GYM SHOES	16
HOMEWORK POLICY	17
INCLEMENT WEATHER	17
INSURANCE	17
IPADS & TEXTBOOKS	17
LIBRARY BOOKS ARE AVAILABLE	17
LIFE EDUCATION	17
LOST AND FOUND/LABELING OF CLOTHING	18
MANDATED REPORTING OF CHILD NEGLECT OR ABUSE	18
NEWSLETTER	18
NON-CUSTODIAL PARENT MAILINGS	18
PARENT-TEACHER CONFERENCES	18
PARENT VOLUNTEERS	18
PARENTING CLASSES	18
PARKING/STUDENT DROP OFF SITE	19
PERSONAL CHECKS	19
PETS VISITING SCHOOL	19
PTO	19
RECESS	19
SCHOOL COUNSELING SERVICES	19
SCHOOL PICTURES	20
SCHOOL SOCIAL WORKERS	20
SCREENERS	20
SMOKE-FREE ENVIRONMENT	20
SOFT DRINKS	21
STUDENT DIRECTORY INFORMATION	21
TECHNOLOGY AND ACCEPTABLE USE	21
TELEPHONE	22
VISITING SCHOOL	22
GENERAL PUPIL CONDUCT (PBIS)	23
GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE	24
TRANSPORTATION POLICY	25
SCHOOL BUS ROUTES	25
ALTERNATE PICK UP AND DROP OFF LOCATIONS	25
DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS	26

WELCOME TO MOUNTAIN BAY ELEMENTARY SCHOOL

Welcome to Mountain Bay Elementary! We are excited to start a new school year and look forward to working together to ensure your child gets the best education possible. We are providing this handbook to you as a guide and road map to a successful school year. Please take the time to review the handbook with your son/daughter and feel free to contact us with any questions you may have. We strive to keep you informed and hope that you will take an active role in your child's education here at Mountain Bay. When we partner with each other, it truly provides the best support system for your student.

Mountain Bay Elementary was built in 2006. We have two playgrounds, one for our kindergarten through 2nd grade students and a second playground for our 3rd grade through 5th grade students. This gives our primary and intermediate levels each their own play areas and provides all of our students the opportunity to learn through play. We are committed to developing well-rounded children and serving our students in any way that we can. Your child will receive music, art, guidance, physical education, and library instruction each week. A school counselor is also available for individual, group, and classroom counseling. Mountain Bay also has special education programs for students with a variety of learning needs (learning, emotional, physical, speech, etc.).

Your child will be assigned to a homeroom classroom; however, many of our grade levels also follow a team teaching concept in our building, so your child may receive instruction from a variety of certified teachers. Team teaching enables us to provide instruction that meets your child's learning style, target instruction for your child's strengths and/or weaknesses, modify instruction to increase success for your child, and gives us the ability to best utilize each teacher's expertise to maximize learning for your child. We believe that all students can be successful learning and that a variety of instructional strategies are necessary to meet the individual needs of each child. Therefore, we use a variety of strategies for mathematics instruction, we incorporate a "hands-on" science approach, and integrate writing across the curriculum. In addition, Mountain Bay uses technology as a learning tool. iPads are an integral part of your child's learning experience and he/she will gain many computer literate skills, as well as, use this technology in his/her day-to-day learning.

The elementary school day runs from 8:45 am – 3:40 pm. Students can begin arriving at school at 8:20 a.m. each morning, at which time they can either go to breakfast or to recess until the first bell rings at 8:40 a.m. Students are expected to be in their classrooms and ready to go no later than 8:45 a.m. Your child's safety is our number one concern. This is where we need your help! Please make sure to drive slowly and carefully through our parking lot. If you drop off your child in the morning, please make sure they are exiting the vehicle on the passenger side of the car at the designated curb area located in front of our main entrance. Students should not be dropped off in the parking lot. At dismissal, please park your vehicle and come into the building to pick up your child so that no students are walking into our busy parking lot without an adult. Please do not park your vehicle and leave it unattended at the front curb or in the bus loop during drop off or pick up times.

Mountain Bay's staff is committed to educating the whole child. This year, we will continue to promote healthy eating habits and active lifestyles for our students and staff. We will also continue to teach students the importance of teamwork and social skills, and will reinforce appropriate use of these skills. Our classroom and playground rules follow our core values of always being safe, responsible, on task, and respectful. Our teachers will review building expectations with students during the first week of school. Our building culture focuses on the positive, we accomplish this by recognizing students for their academic and behavioral success. We recognize positive behaviors with STAR cards, star student lunches, and other recognitions throughout the school year. Special programs throughout the year will focus on drug/alcohol education, character education, life education, environmental issues, and the importance of education. In addition, the school tries to incorporate a variety of motivating activities that create excitement such as: Read Across America week, track and field days, fine arts enrichment programs, and other learning assemblies. The teaching staff is very child centered and works diligently to provide the positive atmosphere that is needed to inspire and generate student success. We are here to work with you and dedicated to providing your child with the best education possible.

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 2019-20 school year:**

October 25, 2019: No School for Students
November 4, 2019: No School for Students
January 20, 2020: No School for Students
February 28, 2020: No School for Students
March 20, 2020: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2019-20 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 17, 2019	Thursday	4:00 pm – 8:00 pm
October 22, 2019	Tuesday	4:00 pm – 8:00 pm
October 24, 2019 (Noon Dismissal for Students)	Thursday	12:30 pm – 4:00 pm
SECOND SEMESTER		
February 25, 2020	Tuesday	4:00 pm – 8:00 pm
February 27, 2020	Thursday	9:00 am – 7:00 pm (No School for Students)

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT

INSTRUCTIONAL TIME WITH SPECIALIST

Art	Grades K-5, 60 minutes/week
Music	Grades K-5, 60 minutes/week
Physical Education	Grades K-5, 60 minutes/week, plus 30 minutes of teacher taught PE
Guidance	Grades K-5, 60 minutes/month
Library	In-class support & book check-out

ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school (715-355-0302, 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 3:15 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 Mountain Bay School.

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 3 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.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, 715-355-0302, press 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.

FOOD SERVICES

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 2019-2020				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.30	\$1.80	\$3.50
Weekly	\$2.00	\$6.50	\$9.00	\$17.50
Monthly (20 days)	\$8.00	\$26.00	\$36.00	\$70.00
Quarterly (45 days)	\$18.00	\$58.50	\$81.00	\$157.50
Semester (90 days)	\$36.00	\$117.00	\$162.00	\$315.00
Reduced Costs:	\$0	\$0	\$0.40/day	

PAYMENTS:

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 morning break for \$0.40 per 8 oz carton. If a student is determined to be eligible for Free & Reduced Price Meals, then milk is also free during morning break.

LUNCH PROGRAM:

There are two main meals offered each day. Students in grades 2-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

FIELD TRIP BAG LUNCH MEAL DEAL:

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

NUT FREE POLICY

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

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

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

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

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 product 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 make a decision about sending your student to school.

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children 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, virus, 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 child 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.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. 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 to pick the student up and administer a 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. For this reason, notification home and/or to the local health department is not necessary.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form. Parents are responsible to obtain the signatures needed from the physician.

1. Parent signature is required for over-the-counter medications (OTC).
 - *A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.*
 - *A physician's signature is required if the medication is not appropriate for your child's age.*
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. **Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.**
5. Medication consent form is on the district web site at [Parent-Physician Medication Consent Form](#)
6. **Narcotic medications cannot be given to your child at school.**

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication **must** be in the original container or single dose package.
3. **Staff cannot give any medication sent in a plastic bag or an envelope.**
4. **Medication will not be given to your child if the bottle is incorrectly labeled.**

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life- threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

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 K-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 this section:

- Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not a registered nurse on site at all times.
- Each D.C. Everest Elementary 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.

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

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

Kindergarten, 1st, and 2nd grade students will participate in Phonological Awareness Literacy Screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

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

DRESSING AND GROOMING

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

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Mountain Bay students will walk to the D.C. Everest Middle School. The building administrator at the Middle School will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

FIELD TRIPS/EDUCATIONAL STUDY

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

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

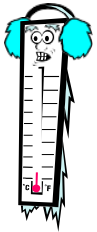
All students should have athletic shoes for physical education activities.

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 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.

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>.

When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

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, a number of 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 monthly newsletter is posted on Mountain Bay's webpage: www.dce.k12.wi.us/mountainbay. 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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor's badge. If you are interested in volunteering, please contact your child's teacher or office staff. We appreciate any help you can give us.

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 Mountain Bay needs to be a safe place.

- Please note the area designated for buses only from 8-9 am and again from 3-4 pm.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- 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 Mountain Bay 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 on the 1st Monday of each month in the Mountain Bay multi-purpose room. Check Mountain Bay's calendar for the dates and times.

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.



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

SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Dawn Schueller, at 715-355-0302, ext. 5826.

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 picture 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 our school social worker, Corinna Woldt, at ext. 5882.

SCREENERS

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

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

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

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

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

SMOKE-FREE ENVIRONMENT

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



SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

According 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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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 voicemail message.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass.** Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. 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.

DISCIPLINE

Highlights of this 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.



GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE

Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

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 Supervisor of Administrative Services. **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.

Transportation Policy

Highlights of this section:

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

DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS

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 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BCNK7F4AE362>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBNP95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AYKL8U54E3FE>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T4EQ716246>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGYP3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BCNK7S4AE382>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58SB56968A9>
- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>

- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
- Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>
- Policy 8500 Food Services
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
- Policy 8510 Wellness
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B35QXZ6B82BD>

Administrative Guideline 8600 School Bus Rider Rules

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

Parent and Student Handbook

2019-20 School Year

Riverside Elementary School



**Where students,
staff, and parents
“Put Their Best
Foot Forward!”**



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:

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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 ever-changing global society.

WELCOME TO THE RIVERSIDE ELEMENTARY SCHOOL	5
STAFF DEVELOPMENT DAYS	7
PARENT-TEACHER CONFERENCE DATES	7
THE SCHOOL DAY	7
RELATED ARTS INSTRUCTION	7
GENERAL PUPIL CONDUCT (PBIS)	8
CLASSROOM PLAN	8
BATHROOMS	9
HALLS	9
CAFETERIA	9
PLAYGROUND PLAN	10
RIVERSIDE ELEMENTARY PBIS MATRIX	13
RIVERSIDE BUILDING MAP	14
ATTENDANCE PROCEDURES	15
ATTENDANCE	15
STUDENTS WHO ARE TARDY	15
STUDENTS LEAVING SCHOOL EARLY	15
CHANGES FOR STUDENT PICK-UP DURING THE DAY	15
STUDENT ARRIVAL AND DISMISSAL	15
PRE-ARRANGED ABSENCE	16
FOOD SERVICES	17
SCHOOL MEAL PROGRAM	17
PAYMENTS	17
FREE AND REDUCED	17
MENUS	17
BREAKFAST PROGRAM	17
WISCONSIN MORNING MILK PROGRAM	17
LUNCH PROGRAM	17
FIELD TRIP BAG LUNCH MEAL DEAL	17
NUT FREE POLICY	18
HEALTH SERVICES	19
WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS	19
MEDICATION AT SCHOOL	20
HEARING AND VISION SCREENING PROGRAM	21
GENERAL INFORMATION/POLICIES	22
BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES	22
CHANGE OF ADDRESS	22
DANGEROUS TOYS/WEAPONS	22
DISTRICT/STATE TESTING	22
DRESSING AND GROOMING	23
DRUG/ALCOHOL ABUSE	23
ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME	23
EMERGENCY MEETING LOCATIONS	23
EVEREST SYSTEM OF SUPPORT (ESS)	23
FIELD TRIPS/EDUCATIONAL STUDY	23
5 th GRADE RESIDENT CAMP EXPERIENCE	24
FIRE, TORNADO, AND LOCKDOWN DRILLS	24
FLOWERS OR BALLOONS, PARTY INVITATIONS	24
GYM SHOES	24
HOMEWORK POLICY	25
INCLEMENT WEATHER	25

INSURANCE _____	25
IPADS & TEXTBOOKS _____	25
LIBRARY BOOKS ARE AVAILABLE _____	25
LIFE EDUCATION _____	25
LOST AND FOUND/LABELING OF CLOTHING _____	26
MANDATED REPORTING OF CHILD NEGLECT OR ABUSE _____	26
NEWSLETTER _____	26
NON-CUSTODIAL PARENT MAILINGS _____	26
PARENT-TEACHER CONFERENCES _____	26
PARENT VOLUNTEERS _____	26
PARENTING CLASSES _____	26
PARKING/STUDENT DROP OFF SITE _____	27
PERSONAL CHECKS _____	27
PETS VISITING SCHOOL _____	27
PTO _____	27
RECESS _____	27
SCHOOL COUNSELING SERVICES _____	27
SCHOOL PICTURES _____	28
SCHOOL SOCIAL WORKERS _____	28
SCREENERS _____	28
SMOKE-FREE ENVIRONMENT _____	28
SOFT DRINKS _____	29
STUDENT DIRECTORY INFORMATION _____	29
TECHNOLOGY AND ACCEPTABLE USE _____	29
TELEPHONE _____	30
VISITING SCHOOL _____	30
GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE _____	31
TRANSPORTATION POLICY _____	32
DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS _____	33

WELCOME TO THE RIVERSIDE ELEMENTARY SCHOOL

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

Riverside Elementary was built in 1979 and in 1990 a six-room addition was added. The playground is divided into a primary (kindergarten - grade 2) and an intermediate (grade 3 - grade 5) unit. This organization allows for effective use of the 10 acres and provides all students with opportunities to learn through play.

In April of 2018, the voters in the D.C. Everest School District approved a \$59.8 million Future Ready referendum. The referendum provides the funding needed to address district-wide improvements, which will include the following updates to Riverside Elementary School:

- Relocate Main Entrance - Improve Security and Expand Office Space
- Add New Cafetorium (Cafeteria/Multi-Use Space)
- Upgrade Special Education Spaces
- Improve Building Accessibility and Update Fire Alarms
- Update Exterior Walls
- Complete Overdue Maintenance

Riverside's current enrollment is approximately 520 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:

<u>Unit 1:</u>	Kindergarten—Mrs. Cornish, Mrs. Stead, Mrs. Strehlow 1 st Grade—Mrs. M. Baumann, Mrs. Dennis, Mrs. Jablonski, Mrs. Wendorf
<u>Unit 2:</u>	2 nd Grade—Mrs. S. Bauman, Mrs. King, Miss Wegner, 3 rd Grade—Mrs. Fritsche, Mrs. Gauger, Mrs. Jacobs
<u>Unit 3:</u>	2 nd & 3 rd Grade Challenge: Mrs. Schwan & Mrs. Reimer 4 th Grade—Mr. Lekie, Mr. Podeweltz, Miss Thompson
<u>Unit 4:</u>	4 th & 5 th Grade Challenge: Mrs. Rosewicz & Mrs. Lorge 5 th Grade: Mr. Aleckson, Mrs. Berry, Mr. Hughes

Your child will be assigned to a classroom. As Riverside employs the team teaching concept, your child may receive instruction from a variety of certified teachers. These practices will help to enable us to:

- provide learning to meet your child's learning style
- target instruction to meet your child's strengths/weaknesses
- create activities that are interesting to your child
- modify instruction to increase success for your child
- use a teacher's expertise to maximize learning for your child

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

Riverside's staff is 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. Ask your child about the Bruno Bucks Program and our other special recognition opportunities.

The D.C. Everest District employs specialists to assist the schools in developing the **total child**. Certified personnel provide music, art, guidance, physical education, and library 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 guidance counselor is also available for individual, group, and classroom counseling.

Riverside has been a very progressive elementary school, incorporating a variety of social, technological and environmental measures as part of the students' education. We are committed to sound innovations and practices that will prepare your child for the future. **Special programs** throughout the year will focus on drug/alcohol education, character education, life education, environmental issues, and the importance of education. 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, 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)!

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 2019-20 school year:**

- October 25, 2019: No School for Students
- November 4, 2019: No School for Students
- January 20, 2020: No School for Students
- February 28, 2020: No School for Students
- March 20, 2020: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2019-2020 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 17, 2019	Thursday	4:00 pm – 8:00 pm
October 22, 2019	Tuesday	4:00 pm – 8:00 pm
October 24, 2019 (Noon Dismissal for Students)	Thursday	12:30 – 4:00 pm
SECOND SEMESTER		
February 25, 2020	Tuesday	4:00 pm – 8:00 pm
February 27, 2020	Thursday	9:00 am – 7:00 pm (No School for Students)

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT

INSTRUCTIONAL TIME WITH SPECIALIST

Art	Grades K-5, 60 minutes/week
Music	Grades K-5, 60 minutes/week
Physical Education	Grades K-5, 60 minutes/week, plus 30 minutes of teacher taught PE
Guidance	Grades K-5, 60 minutes/month
Library	In-class support & book check-out

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. 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.

DISCIPLINE

Highlights of this 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.

CLASSROOM PLAN

PHILOSOPHY: All students can behave appropriately and all students have a right to learn. Furthermore, the teacher has the right to teach and students must follow a set of rules to establish an effective learning environment. The following procedure applies to all homerooms, including music, art, and physical education.

RULES Students will:

- 1) Respect other people and their property.
- 2) Raise their hand and wait to be called on.
- 3) Come to class prepared to learn and use class time to learn
- 4) Keep hands, feet, and other objects to themselves.
- 5) Follow directions.
- 6) Be cooperative.
- 7) Respect the rights of others to learn.

POSSIBLE CONSEQUENCES When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to serving lunch detention, removal to the principal's office and communication with the child's parent.

INSIDE THE BUILDING CONDUCT

PHILOSOPHY: Students are expected to follow some basic rules while inside the building during instructional or non-instructional times.

BATHROOMS

RULES Students will:

- 1) Use inside voices
- 2) Respect others' privacy.
- 3) Keep hands, feet, and objects to themselves
- 4) Not participate in horseplay
- 5) Use the facilities and return to class promptly
- 6) Maintain cleanliness

POSSIBLE CONSEQUENCES: When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to serving an inside recess, removal to the principal's office and communication with the child's parent.

HALLS

RULES Students will:

- 1) Keep hands, feet, and objects to themselves
- 2) Respect the property of others
- 3) Walk and keep to the right
- 4) Use inside voices
- 5) Take the shortest route
- 6) Be respectful in words and actions

POSSIBLE CONSEQUENCES: When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to serving an inside recess, removal to the principal's office and communication with the child's parent.

CAFETERIA

PHILOSOPHY: At Riverside, we will provide for an efficient and orderly lunchroom so that students may enjoy their lunch.

RULES Students will:

- 1) Use nice manners
- 2) Make healthy choices and only eat their food
- 3) Remain seated and raise hand to be dismissed
- 4) Use quiet voices
- 5) Keep hands, feet, and other objects to themselves
- 6) Respect others and their space
- 7) Stop talking once the signal is given by the supervisor
- 8) Maintain a clean area

POSSIBLE CONSEQUENCES: When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to sitting at a different table, removal to the principal's office and communication with the child's parent.

PLAYGROUND PLAN

PHILOSOPHY: All students need intermittent opportunity to release energy, engage in appropriate play, and develop social skills with other children. Furthermore, research indicates that students learn faster and remember more if they have frequent periods of exercise and fresh air. To accomplish these goals, all students will be assigned outdoor recesses.

The playground is a very exciting and active area for all students. To insure the safety and welfare of all students, three general rules are communicated frequently to all students:

1. Play must be safe and not cause danger for others
2. Students cannot interfere with the play of other students and must play fairly
3. Students must respect others and their property

RULES:

1. **Students are to stay within the playground boundaries.** Kindergarten through second grade students will stay on the primary playground, third through fifth grade students will stay on the intermediate playground. Students should not enter the building during recess times without a playground supervisor's permission.
2. **Use all equipment for its intended purpose.** There are specific balls to be used for basketball, football, funnel ball, soccer, kickball and dodgeball. Jump ropes cannot be used to tie each other up or to play "horse" games, and should not be tied together. If a student chooses to bring a ball/toy from home, it is understood that it must be shared and it could be lost or damaged. Items brought from home that are lost or damaged will not be replaced by the school. No balls should be thrown at the building.
3. **Demonstrate good sportsmanship** at all times, in all activities. Refrain from name calling, excessive celebrations, grabbing balls or equipment away from other students, and fighting over balls.
4. **Use designated areas on the blacktop.**
***Primary playground:**
Jump rope, four-square and hopscotch should be played on the blacktop away from the basketball courts and funnel ball courts. Refrain from running through those areas to stay safe.
5. **Follow the expectations for each activity. For all activities, good sportsmanship is required.**

***Football** on the **Primary** playground is two hand touch. Rough play, shoving and tackling are not allowed. Players must play in the designated area. Stay on the team that you join, unless an adult supervisor asks you to change. Do not fight over the ball or grab a ball away from another player.

***Football** on the **Intermediate** playground is by grade level on a designated field. Only **flag** football is played during recess, with a maximum of 8 on each team. Flags cannot be saved from one recess to another, and cannot be saved for friends. First come, first served. Teams should be split fairly, not by gender, ability or home room. All players should have the opportunity to play QB or run the ball each recess. Play is to stop if the ball/player goes out of bounds. Tackling and shoving are not allowed.

***Soccer** on the **primary** playground may be played in the designated area. Rough play, shoving and tackling are not permitted. Teams are to be split fairly, not by gender or ability.

***Soccer** may be played on the **intermediate** playground by grades 3-5. The number of players is not limited, however, may be capped by a playground supervisor if it gets to be too many. Teams are to be split fairly, not by gender, ability, or home room. Nets are not to be moved. Play is to stop if ball goes out of bounds. Kicking legs out from under each other, shoving and tackling are not allowed.

***Kickball** is only played by Grades 3-5 during recess times. Teams are to be split fairly, not by gender, ability or grade level. To throw a player out, ball must be thrown below the head. No stealing bases.

***Basketball** - There are basketball hoops on both the **primary** and **intermediate** playgrounds. Hoops should be shared. Students are encouraged to play inclusive games such as lightning, shoot around or horse. Teams are to be split fairly, not by gender, ability or grade level. Shoving and pushing are not allowed.

***Dodgeball** - is only played on the Intermediate Playground. 5th grade will use the dodgeball court by the basketball court, and 3rd/4th will use the main court. Teams are to be split fairly, not by gender, ability, or grade level. Only the foam dodgeball ball may be used to play. When you are on the inside (a dodger): If the hits you, you are out. If you catch the ball, you are safe. When you are on the outside (a thrower): throw the ball below the shoulders of the intended target. If a dodger ducks to avoid a throw and gets hit in the head, they are out. If a thrower throws the ball and hits a dodger in the head intentionally, the thrower will be removed from the game by an adult supervisor. Throwers are to stay behind line when throwing. Teams switch out when all players in the middle are out. Players cannot be caught back in.

Four-Square: Rules may be established in the beginning of the year with an adult supervisor, by the students who are interested in playing. Rules will be posted once established.

Tag: Tag should be played off blacktop, play structures and away from swings. "Tagging" must be done with one hand. No pushing or tripping. Zombie tag, color tag, etc. are ok if all that are playing are in agreement of the rules.

6. General:

Primary and Intermediate Playgrounds:

Swings: sit on bottom. Do not stand, twist, or jump off swings. Swing back and forth only, not side to side. Students may not push each other.

Slides: sit on bottom, feet first only. Do not crawl up the slides. Wait for the person in front of you before going down. One at a time down the slide.

Sandbox: Keep sand inside sandbox. Share toys with others. No throwing sand.

Bars (spiders, firepole, horizontal bars): Be aware of others around you. Take turns. All metal bar equipment is closed when the weather gets cold.

Monkey Bars: One at a time on the monkey bars. Go in the direction of the superstructure. Monkey bars are closed when weather gets cold.

In addition: Throwing sticks, wood chips, rocks, dirt, sand, snow, ice, snowballs is prohibited.

7. At the end of Recess:

*Pick up all equipment and head for door as soon as bell rings.

*Line up quickly and quietly, keeping hands and feet to yourself.

*Return equipment to equipment cart.

*Enter building quickly and quietly and not interfere with other classes that may be Session. 0-voices in the hallways.

IN ADDITION, FOR WINTER:

Students are encouraged to follow the guidelines to wear appropriate clothing for the weather. Once the snow falls, this includes mittens, hats, snow pants, boots, jackets. All students will go out for all recesses provided the wind chill or temperature is not below zero. If a student does not have the above items, they will stand in a designated area of the blacktop. This area may change due to drainage, an adult supervisor will determine where the area will be on a daily basis if needed.

***Snow stays on the ground** unless building a snowman or snow fort. No throwing snow.

***Forts, Snowmen and Snow structures:** Can be worked on by any one. They should not be disassembled or knocked down by anyone. Snow belongs to everyone.

***Snow hills:** When sliding down snow hills, go feet first on your bottom (no rolling). Go one at a time. Wait for the person in front of you to get out of the way. Go around to the side of the hill to get back to the top. Do not dig tunnels to crawl through the snow hills, and no jumping off hills.

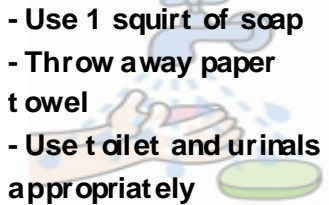



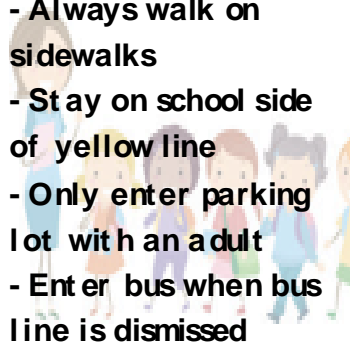
***Ice patches** on the blacktop and in the field are off limits. Stay away from the downspouts on the building, do not kick the ice out of them.

***All metal bars and structures** are off limits once the temperature drops below 40 degrees.

***No flag football in winter.** The remainder of the sports may be played as long as the court/fields are not icy.

POSSIBLE CONSEQUENCES for Non-Compliance of any Playground Expectation:

1. **Non-compliance of the above playground expectations** will result in the student shadowing an adult supervisor or standing by the wall at recess time for an appropriate amount of time. Students should be respectful to adult supervisors.
2. **Repeat non-compliance of playground expectations** will result in loss of the right to use that equipment or play that activity for an appropriate amount of time. Classroom teacher will be informed.
3. **Fighting, intentional harming of another student, destruction of property, or chronic non-compliance with rules will result in being sent to the principal. Consequences for these infractions may include loss of recess, loss of privileges and/or possible suspension.**

Expectation	Hallway	Bathroom	Riverside Cafe	Playground	Arrival and Departure
Be Productive	Make eye contact and quietly wave while walking quickly	Quickly and quietly take care of your business and return to class	Start eating right away	<ul style="list-style-type: none"> - Go outside right away - Be a problem solver - Follow adult directions the 1st time they are given 	Walk to destination
Be Responsible	Keep hands to self	<ul style="list-style-type: none"> - Use 1 squirt of soap - Throw away paper towel - Use toilet and urinals appropriately 	<ul style="list-style-type: none"> - Eat your own food - Remain seated - Clean up garbage 	<ul style="list-style-type: none"> - Follow game rules - Clean up equipment - Wear appropriate clothing 	<ul style="list-style-type: none"> - Keep iPad in backpack - Keep backpack and body to self - Walk quietly and wait patiently in bus line
Be Respectful	Use a ZERO voice 	<ul style="list-style-type: none"> - Honor others privacy - Keep hands and body to self - Use voice level 1 	<ul style="list-style-type: none"> - Allow anyone to sit with you - Talk in a voice level 1 	<ul style="list-style-type: none"> - Include everyone in games - Have good sportsmanship - Use kind words 	<ul style="list-style-type: none"> - Use kind words and actions - Follow directions of adults and patrols
Be Safe	<ul style="list-style-type: none"> - Walk on the right side of the hallway - Use both hands to carry all materials - iPad should remain closed 	<ul style="list-style-type: none"> - Wash hands - Report any issues to an adult 	<ul style="list-style-type: none"> - Walk quietly in line - Keep two hands on the tray - Keep the line moving 	<ul style="list-style-type: none"> - Play kindly so that no one gets hurt 	<ul style="list-style-type: none"> - Always walk on sidewalks - Stay on school side of yellow line - Only enter parking lot with an adult - Enter bus when bus line is dismissed 

RIVERSIDE BUILDING MAP



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 3:15 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 8:25 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 8:25 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 School.

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 3 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.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, 715-359-2417, press 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.

FOOD SERVICES

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 2019-2020				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.30	\$1.80	\$3.50
Weekly	\$2.00	\$6.50	\$9.00	\$17.50
Monthly (20 days)	\$8.00	\$26.00	\$36.00	\$70.00
Quarterly (45 days)	\$18.00	\$58.50	\$81.00	\$157.50
Semester (90 days)	\$36.00	\$117.00	\$162.00	\$315.00
Reduced Costs:	\$0	\$0	\$0.40/day	

PAYMENTS

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 morning break for \$0.40 per 8 oz carton. If a student is determined to be eligible for Free & Reduced Price Meals, then milk is also free during morning break.

LUNCH PROGRAM

There are two main meals offered each day. Students in grades 1-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

FIELD TRIP BAG LUNCH MEAL DEAL

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

NUT FREE POLICY

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

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

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

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

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 product 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 make a decision about sending your student to school.

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children 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, virus, 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 child 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.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. 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 to pick the student up and administer a 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. For this reason, notification home and/or to the local health department is not necessary.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form. Parents are responsible to obtain the signatures needed from the physician.

1. Parent signature is required for over-the-counter medications (OTC).
 - *A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.*
 - *A physician's signature is required if the medication is not appropriate for your child's age.*
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. **Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.**
5. Medication consent form is on the district web site at [Parent-Physician Medication Consent Form](#)
6. **Narcotic medications cannot be given to your child at school.**

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication **must** be in the original container or single dose package.
3. **Staff cannot give any medication sent in a plastic bag or an envelope.**
4. **Medication will not be given to your child if the bottle is incorrectly labeled.**

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life- threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAM

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 K-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 this section:

- Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not a registered nurse on site at all times.
- Each D.C. Everest Elementary 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.

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

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

Kindergarten, 1st, and 2nd grade students will participate in Phonological Awareness Literacy Screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

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

DRESSING AND GROOMING

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

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport. Riverside students will be bused to the D.C. Everest Middle School. The building administrator at the Middle School will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

FIELD TRIPS/EDUCATIONAL STUDY

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

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

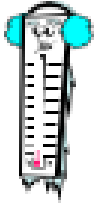
All students should have athletic shoes for physical education activities.

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 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. DC 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.

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>. When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

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, a number of 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 monthly 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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor's badge. If you are interested in volunteering, please contact your child's teacher or office staff. We appreciate any help you can give us.

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 only from 8-9 am and again from 3-4 pm.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- 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 on the 2nd Monday of each month in the Riverside IMC. Check Riverside's calendar for the dates and times.

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.

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



SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Roxie Brecke, at 715-359-2417, ext. 5326.

SCHOOL PICTURES

In the fall, a professional photographer will visit the school to take student pictures. All students will have their pictures taken, even if they do not intend to purchase a picture 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 our school social worker, Sara Welsh, at 715.359.2417.

SCREENERS

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

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

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

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

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

SMOKE-FREE ENVIRONMENT

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



SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

According 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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass.** Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.



GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE

Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

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 Supervisor of Administrative Services. **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.

Transportation Policy

Highlights of this section:

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

DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS

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.

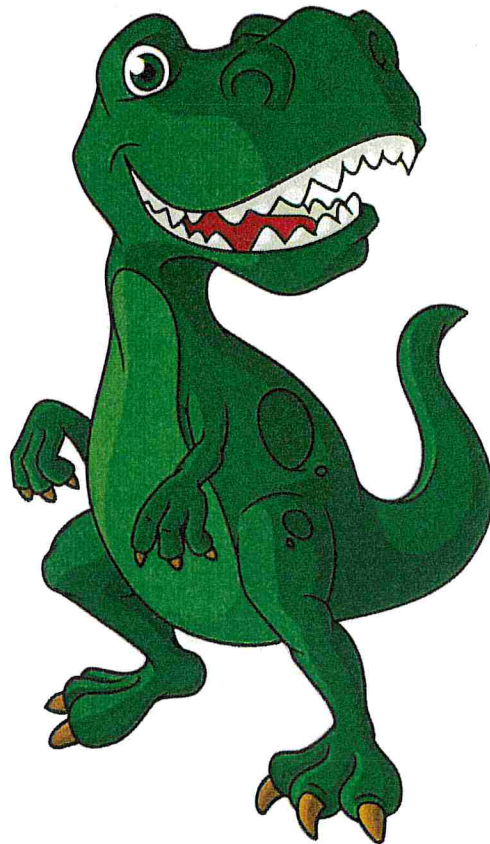
- Policy 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBNP95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGYP3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>

- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
- Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>
- Policy 8500 Food Services
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
- Policy 8510 Wellness <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>

Administrative Guideline 8600 School Bus Rider Rules

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

ROTHSCHILD ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK
2019-2020 SCHOOL YEAR



**“School on a Hill with High Expectations”
#RothschildROCKs**

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.

Rena Sabey, Principal

Phone: 715-359-3186

Fax: 715-355-3723

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:

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1225
khall@dce.k12.wi.us

Jack Stoskopf
Assistant Superintendent
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1243
jstoskopf@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 ever-changing global society.



TABLE OF CONTENTS

EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS	2
DISTRICT MISSION STATEMENT	2
WELCOME TO ROTHCHILD ELEMENTARY SCHOOL	5
2019-2020 CALENDAR DATES	7
STAFF DEVELOPMENT DAYS	7
PARENT-TEACHER CONFERENCE DATES	7
THE SCHOOL DAY	7
RELATED ARTS INSTRUCTION	7
INSTRUCTIONAL TIME WITH SPECIALIST	7
MORNING PROCEDURES AT ROTHCHILD ELEMENTARY	8
END OF DAY PROCEDURES AT ROTHCHILD ELEMENTARY	9
YOUR ROTHCHILD P.TO.	10
GENERAL PUPIL CONDUCT (PBIS)	11
ROTHCHILD ROCK BEHAVIOR EXPECTATIONS	12
BULLYING	13
ROTHCHILD BEHAVIOR MATRIX	14
ATTENDANCE PROCEDURES	15
ATTENDANCE	15
STUDENTS WHO ARE TARDY	15
STUDENTS LEAVING SCHOOL EARLY	15
CHANGES FOR STUDENT PICK-UP DURING THE DAY	15
STUDENT ARRIVAL AND DISMISSAL	15
PRE-ARRANGED ABSENCE	16
FOOD SERVICES	17
SCHOOL MEAL PROGRAM, PAYMENTS, FREE & REDUCED, MENUS, BREAKFAST PROGRAM, WISCONSIN MORNING MILK PROGRAM, LUNCH PROGRAM, FIELD TRIP BAG LUNCH MEAL DEAL	
NUT FREE POLICY	18
HEALTH SERVICES	19
WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS	19
MEDICATION AT SCHOOL	20
VISION AND HEARING SCREENING PROGRAMS	21
GENERAL INFORMATION/POLICIES	22
BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES	22
CHANGE OF ADDRESS	22
DANGEROUS TOYS/WEAPONS	22
DISTRICT/STATE TESTING	22
DRESSING AND GROOMING	23
DRUG/ALCOHOL ABUSE	23
ELECTRONIC DEVICES, TOYS & ITEMS FROM HOME	23
EMERGENCY MEETING LOCATIONS	23
EVEREST SYSTEM OF SUPPORT (ESS)	23
FIELD TRIPS/EDUCATIONAL STUDY	23
5 TH GRADE RESIDENT CAMP EXPERIENCE	24

FIRE, TORNADO, AND LOCKDOWN DRILLS	24
FLOWERS OR BALLOONS, PARTY INVITATIONS	24
GUIDANCE SERVICES	24
GYM SHOES	24
HOMEWORK POLICY	25
INCLEMENT WEATHER	25
INSURANCE	25
IPADS & TEXTBOOKS	25
LIBRARY BOOKS ARE AVAILABLE	25
LIFE EDUCATION	25
LOST AND FOUND/LABELING OF CLOTHING	26
MANDATED REPORTING OF CHILD NEGLECT OR ABUSE	26
NEWSLETTER	26
NON-CUSTODIAL PARENT MAILINGS	26
PARENT/TEACHER CONFERENCES	26
PARENT VOLUNTEERS	26
PARENTING CLASSES	26
PARKING/STUDENT DROP OFF SITE	27
PERSONAL CHECKS	27
PETS VISITING SCHOOL	27
PTO	27
RECESS	27
SCHOOL COUNSELING SERVICES	27
SCHOOL PICTURES	28
SCHOOL SOCIAL WORKERS	28
SCREENERS	28
SMOKE-FREE ENVIRONMENT	28
SOFT DRINKS	29
STUDENT DIRECTORY INFORMATION	29
TECHNOLOGY AND ACCEPTABLE USE	29
TELEPHONE	30
VISITING SCHOOL	30
GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE	31
TRANSPORTATION POLICY	32
SCHOOL BUS ROUTES	32
ALTERNATE PICK UP AND DROP OFF LOCATIONS	32
DISTRICT POLICIES	33
TWIN OAKS MAP	35



Welcome to Rothschild Elementary School

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

Rothschild's current enrollment is approximately 400 students. Rothschild holds regular education classrooms and special education programs for students with a variety of learning needs (learning, emotional, physical, speech, etc.).

Your child will be assigned to a classroom. As Rothschild 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
- use a teacher's expertise to maximize learning for your child

The elementary **school day** runs from 8:45 AM- 3:40 PM. Approximately 330 minutes of direct instruction constitute the instructional day. Rothschild focuses a vast majority of the school day on basic education. Of the total number of minutes per day, approximately 120-150 minutes are spent on literacy, 75-90 minutes on math, and 45-60 minutes on social studies and science. The remainder of the school day/week consists of: physical education, wellness, art, music, library, guidance, and computer literacy. Rothschild believes 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 National Council of Mathematics Teachers direction for mathematics instruction, incorporates a "hands-on" science approach, and integrates writing across the curriculum. In addition, Rothschild uses technology as a learning tool. iPads are integral in your child's learning experience and he/she will gain many computer literate skills as well as use this technology in his/her day-to-day learning.

Rothschild's staff is committed to educating the whole child. Rothschild uses a character education program. Students will be taught character education and social skill traits. Some examples of these are: following rules, how to listen, how to avoid peer pressure (social skills), self-discipline/perseverance (character trait) and staying on task. Students will not only be taught the specifics of these skills, but will be reinforced for their appropriate use of the skills. We also recognize students for their academic and behavioral success. Because of our commitment to students, the atmosphere and climate at Rothschild is focused on the positive.

The D.C. Everest District employs specialists to assist the schools in developing the **total child**. Certified personnel provide music, art, guidance, physical education, and library 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 nonprint materials that are available. A guidance counselor is available for individual, group, and classroom counseling.

Rothschild 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 the importance of education. In addition, the school tries to incorporate a variety of stimulating activities that create excitement such as: National Library Week, Track and Field Days, 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 ROTHSCHILD ELEMENTARY SCHOOL AND PLEDGE TO YOU WE WILL DO OUR BEST TO EDUCATE YOUR CHILD(REN)!

Amazing
things
happen here

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 2019-20 school year:**

DAY/MONTH
October 25, 2019: No School for Students
November 4, 2019: No School for Students
January 20, 2020: No School for Students
February 28, 2020: No School for Students
March 20, 2020: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2019-20 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 17, 2019	Thursday	4:00 pm – 8:00 pm
October 22, 2019	Tuesday	4:00 pm – 8:00 pm
October 24, 2019 (Noon Dismissal for Students)	Thursday	12:40 – 4:00 pm
SECOND SEMESTER		
February 25, 2020	Tuesday	4:00 pm – 8:00 pm
February 27, 2020	Thursday	9:00 am – 7:00 pm

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT

Art
Music
Physical Education
Guidance
Library

INSTRUCTIONAL TIME WITH SPECIALIST

Grades K-5, 60 minutes/week
Grades K-5, 60 minutes/week
Grades K-5, 60 minutes/week, plus 30 minutes of teacher taught PE
Grades K-5, 60 minutes/month
In-class support & book check-out

MORNING PROCEDURES AT ROTHSCHILD ELEMENTARY

Students may be dropped off beginning at 8:15AM. Students are tardy if they arrive through the front doors after 8:45AM. The **tardy is excused** when a parent/guardian calls with an excuse for lateness or if a parent when checking in the office BY 9:15AM accompanies the student.

Parents/Guardians wishing to drop-off children **without leaving their vehicle** are asked to do so by pulling in front of the coned section of the student drop-off area off of First Street.

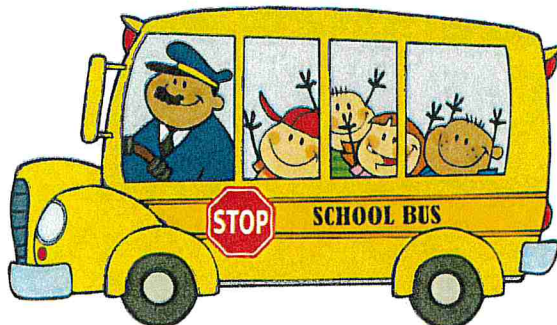
- Parents/Guardians should PULL FORWARD as far as possible (leaving no gap between your vehicle and the vehicle directly ahead) and come to a complete stop before asking children to exit vehicle.
- All cars in coned section may have students exit at one time.
- ALL children should exit vehicles on the passenger's side (RIGHT side) toward the cones so that they DO NOT cross traffic.

If parent/guardian would like to **enter school with child**, please use the visitor parking on First Street. Please NEVER leave your vehicle running when not attended.

Please do not block the Handicap Only parking area.

Please do not drop students off on First Street and have them walk to the front doors unattended. We do not have crossing guards to assist in their safety crossing traffic.

Per D.C. Everest District's School Board Policy 7440.01, the School Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school busses.



END OF THE DAY PROCEDURES AT ROTHSCHILD ELEMENTARY

The elementary school day in the DC Everest Area School District is from 8:45am-3:40pm. Our doors at Rothschild Elementary open at 8:15am. Before school, supervised recess will be from 8:15-8:35am. Students are tardy for school if they are not in their classrooms by 8:45am. To ensure that we maximize our minutes of instruction, students will be dismissed from their classrooms at 3:40 pm. In our effort for the utmost safety of our children and to decrease distraction to the classrooms, the following protocol will be followed:

- Students are assigned one main way that they're to go home every day. This way may be to ride the bus, walk, or get picked up by the parents. Any change from this plan requires a note or phone call from the parents allowing these changes. Students are not allowed to change their way home when they tell us, "Dad said I could tonight." We must have notification from parents/guardians. Parents/guardians may also be asked for a monthly schedule listing where students go if they travel to multiple homes after school.
- The main entrance of the school will not unlock until 3:35pm. If adults arrive before that time to pick up students, please kindly wait outside.
- Once the doors unlock, adults are asked to please wait in the lobby area **behind** the second set of doors. Please refrain from going in the hallways where classes are in session or performing their end-of-the-day procedures.
- End-of-day pickup in is in the lobby.
- If you don't have a badge, all parents/guardians must fill out a parent pick-up slip to ensure that students are released to authorized adults. If someone other than a parent/guardian is picking up a student, written parent/guardian permission must be given.
- All walkers will continue exiting out the south doors. All bus students will exit out the west entrance.
- On the rare occasion a student needs to leave prior to 3:40pm, proper notification ahead of time is greatly appreciated. Please ring the bell at the front door for verification and to sign out your student.

End of Day Pickup in Lobby: As in the past, we ask all parents/guardians picking up their children at the end of the day to sign them out at the podium in the lobby. We are offering a badge to parents/guardians that frequently pick up their child/children after school. Parents/guardians should wait in the lobby to meet up with their child. We often get large numbers of parents/guardians at this time, and permitting adults to roam about the building is not a safe security practice. If it is necessary for you to access other parts of the school, you will be asked to sign in and get a visitor's badge.



YOUR ROTHSCHILD P.T.O.

The Parent-Teacher Organization (PTO) is a vital part of education at Rothschild School. Parent/Guardians work with teachers to help our children receive the best education possible.

The PTO has done so much for our school. Yearly, they have provided a theater experience for every student grades K-5. They have also funded numerous technology needs, including the yearly subscription of a school-wide E-reader. They have supported PBIS, our after-school clubs, American Education Week, and track and field events. They have provided additional playground equipment and supplies. The PTO has also enhanced the atmosphere of the school by funding numerous landscaping projects. They help pay for bussing for the majority of our field trips and also provide funds to each teacher so they may purchase materials for special projects. Our PTO ROCKS!

The Rothschild PTO is made up of four main elected officers: President, Vice President, Secretary, and Treasurer. These officers are chosen in early May. Assisting the officers are parent representatives.

PTO Officers for the 2019-20 school year are:

President: Candy Koch
Vice President: Amanda Schnae
Secretary: Unfilled
Treasurer: Sean Strahota
Co-Treasurer: Cara Drolshagen
Parent Coordinator: Amanda Therrian

- Our **PRESIDENT** is responsible for setting the agenda and facilitating quarterly meetings. They also coordinate the fall fundraiser. They organize staff appreciation treats and conference meals. They also help coordinate the “painless” fundraising done at the school such as Box Tops, Soup Labels, and Milk Caps.
- Our **VICE PRESIDENT** takes care of everything dealing with our annual spring event and raffle. The carnival was designed to create a bond between school, community, and family and has been a tremendous success. They also recruit a parent volunteer coordinator.
- Our **SECRETARY** takes minutes at our meetings and communicates them with the families and staff at Rothschild Elementary.
- Our **TREASURER** reconciles and reports all financial transactions of PTO and leads the annual budget development process in August.
- The **PARENT VOLUNTEER COORDINATOR** sends home a sign up for parents/guardians to assist in many volunteer opportunities or provide donations for events.

Any Rothschild parent is welcome to join our PTO. Even though the officers are elected in May, you may join at any time throughout the year. All parents are encouraged to attend our monthly meetings. We discuss various funding issues at these meetings, report out building goals, and do some overall planning for special events. Quarterly meetings usually last only 1- 1-½ hours. One of the best ways to show your children that you truly care about their education is to become involved at their school. Rothschild PTO is a great way to get involved.

PTO 2019-2020 MEETING DATES

6:00-7:00 p.m. in the IMC

Monday, August 5 – Officers’ Meeting
Monday, September 9
Monday, November 11
Monday, January 13
Monday, February 10
Monday, March 9
Monday, April 6
Monday, May 11

OUR PTO works because of YOU.....PLEASE JOIN US.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. 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.

DISCIPLINE

Highlights of this section:

- General School-wide rules are:
 1. Follow directions, rules, and procedures.
 2. Keep hands, feet, and objects to self.
 3. Be prepared for classes and activities.
 4. Speak and act respectfully.
 5. Be considerate of others' learning.
 6. Be responsible with school and others' property.
 7. 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 with student, parent, teacher and principal.

Rothschild Elementary has a positive school atmosphere that enhances individual learning. To maintain this atmosphere, students must follow the following four core values (ROCK) at all times:

- R is for Responsible.
- O is for On-Task
- C is for Caring and Respectful
- K is for Keep it Safe

Please refer to the attached Rothschild Behavior Matrix (pg. 14) which identifies specific core value expectations in different locations within the school.

How we run our safe school:

1. Staff will treat you with respect, so you will know how to treat us.
2. Feel free to do anything that doesn't cause a problem for you or anyone else.
3. If you cause a problem, we will ask you to solve it.
4. If you can't solve the problem, or choose not to, we will do something.
5. What we do, will depend on the special person, and the special situation.
6. If you feel something is unfair, whisper to a staff member, "I'm not sure that's fair," and we will talk.

Severe Clause: Students will be referred to principal/pupil services if:

- A child physically hurts another child.
- A child deliberately destroys property.
- A child refuses to solve a problem.
- A child is harassing another child.
- A child threatens another child.

BULLYING

Any employee who has knowledge of conduct in violation of Policy 5517.01 is required to immediately report his/her concerns. Any student or third party who has knowledge of conduct in violation of Policy 5517.01 and believes s/he has been a victim of aggressive behavior in violation of Policy 5517.01 should immediately report his/her concerns. All complaints will be promptly investigated in accordance with the following procedures:

Any claims of bullying shall be presented to the building principal or assistant principal. Students may also report their concerns to teachers or student service staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Bullying is defined as when someone **continues** to be mean to someone else with **intent to cause harm**. The person it is happening to has not been able to stop it. It is unfair and **one-sided**. Conflict is two-sided regardless of who started the incident.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Rothschild Behavior Matrix

<i>Rothschild Expectations</i>	Bathroom Voice Level: 0-1	Playground Voice Level: 0-4	Lunchroom Voice Level: 0-2	Hallway Voice Level: 0	Digital Citizenship Voice Level:	Bus Voice Level: 0-1	Assemblies Voice Level: 0-3	Before/After School Voice Level: 0-1
<i>Responsible</i>	-Go -Flush -Wash -Toss -Leave	Report emergencies to recess staff Dress for weather What you take out, you bring in Line up quickly	Grab what you need Pick up after yourself Clean up spills Put utensils in bin Throw away trash	Keep hallway clean Put away your things	Bring i-Pad daily fully charged Know your passwords Use good netiquette Use good netsmartz	Pick up after yourself Be on time Report emergencies to your driver	Participate Follow teacher directions	Sit with body basics in grade level spot Put backpacks by classroom and walk outside Exit using <u>assigned</u> door only
<i>On-task</i>	Be quick Be quiet	Recharge	Feed your belly Feed your brain	Dress/undress quickly and quietly	Use it as a tool Use as directed	Pick up/drop off where assigned	Share with others	Use your time wisely
<i>Caring and Respectful</i>	Respect others privacy	Be a good sport Take turns Include everyone Be kind	Stay seated Raise your hand Wait for dismissal Be kind	Respect other's things	Use kind words Carry it like you love it	Listen to the bus driver Use kind words Respect property	Eyes and ears on speaker Show appropriate appreciation	Obey crossing guards and supervisors Be kind
<i>Keep it Safe</i>	Feet on floor Water in sink Wash hands	Use equipment safely Keep hands, feet, body to self	Walk Keep hands, feet, body to self	<u>Walk</u> on right Keep hands, feet, body to self	Keep your passwords private Store in a safe place Surf safely	Stay seated Keep aisle clear Body parts Inside bus Keep hands, feet, body to self	Stay seated Keep hands, feet, body to self	Use sidewalk Stay in supervised areas Walk hands-free

ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school (715-359-3186, 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 8:15 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 8:15 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 Rothschild School.

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 3 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.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, 715-359-3186, press 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.



FOOD SERVICES

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 2019-2020				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.30	\$1.80	\$3.50
Weekly	\$2.00	\$6.50	\$9.00	\$17.50
Monthly (20 days)	\$8.00	\$26.00	\$36.00	\$70.00
Quarterly (45 days)	\$18.00	\$58.50	\$81.00	\$157.50
Semester (90 days)	\$36.00	\$117.00	\$162.00	\$315.00
Reduced Costs:	\$0	\$0	\$0.40/day	

PAYMENTS:

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 morning break for \$0.40 per 8 oz carton. If a student is determined to be eligible for Free & Reduced Price Meals, then milk is also free during morning break.

LUNCH PROGRAM:

There are two main meals offered each day. Students in grades 1-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

FIELD TRIP BAG LUNCH MEAL DEAL:

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



NUT FREE POLICY

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

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

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

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

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 product 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 make a decision about sending your student to school.

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children 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, virus, 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 child 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.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. 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 to pick the student up and administer a 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. For this reason, notification home and/or to the local health department is not necessary.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form.

Parents are responsible to obtain the signatures needed from the physician.

1. Parent signature is required for over-the-counter medications (OTC).
 - A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.
 - A physician's signature is required if the medication is not appropriate for your child's age.
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. **Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.**
5. Medication consent form is on the district web site at [Parent-Physician Medication Consent Form](#)
6. **Narcotic medications cannot be given to your child at school.**

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication **must** be in the original container or single dose package.
3. **Staff cannot give any medication sent in a plastic bag or an envelope.**
4. **Medication will not be given to your child if the bottle is incorrectly labeled.**

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life- threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

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 K-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 this section:

- Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not a registered nurse on site at all times.
- Each D.C. Everest Elementary 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.

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

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

Kindergarten, 1st, and 2nd grade students will participate in Phonological Awareness Literacy Screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

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

DRESSING AND GROOMING

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

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport. Rothschild students will be bused to the D.C. Everest Junior High School. The building administrator at the Junior High School will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

FIELD TRIPS/EDUCATIONAL STUDY

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



5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>.

When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

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, a number of 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 monthly newsletter "The Top of the Hill" is posted on [Rothschild'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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor's badge. If you are interested in volunteering, please contact your child's teacher or office staff. We appreciate any help you can give us.

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 Rothschild needs to be a safe place.

- Please note the area designated for buses only from 8-9 am and again from 3-4 pm.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- 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 Rothschild 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 on the second Monday of the month in the Rothschild IMC. Check Rothschild's calendar for the dates and times.

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.



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

SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Debbie Chapman, at 715-359-3186, ext. 5426.

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 picture 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 our school social worker, Amy Stack at 715-359-3186, ext. 5882.

SCREENERS

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

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

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

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

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

SMOKE-FREE ENVIRONMENT

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



SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

According 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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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.

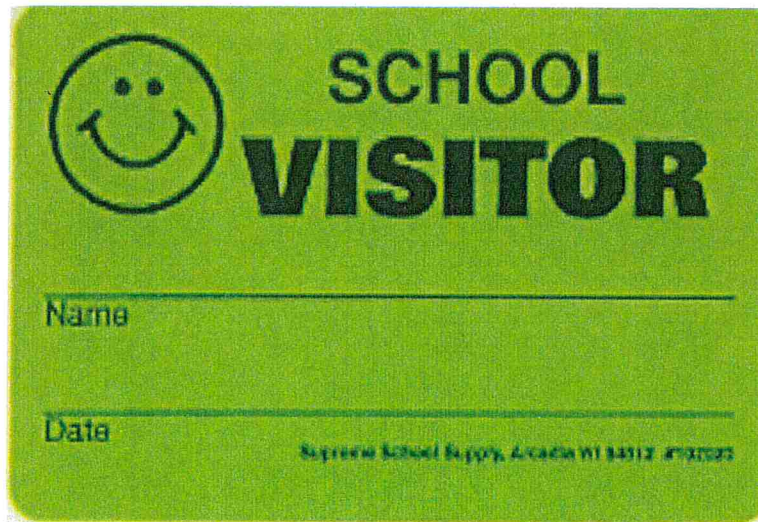
TELEPHONE

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.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass.** Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.



GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE



Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

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 Supervisor of Administrative Services. **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.

Transportation Policy

Highlights of this section:

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

District Policies for Elementary Handbooks

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.

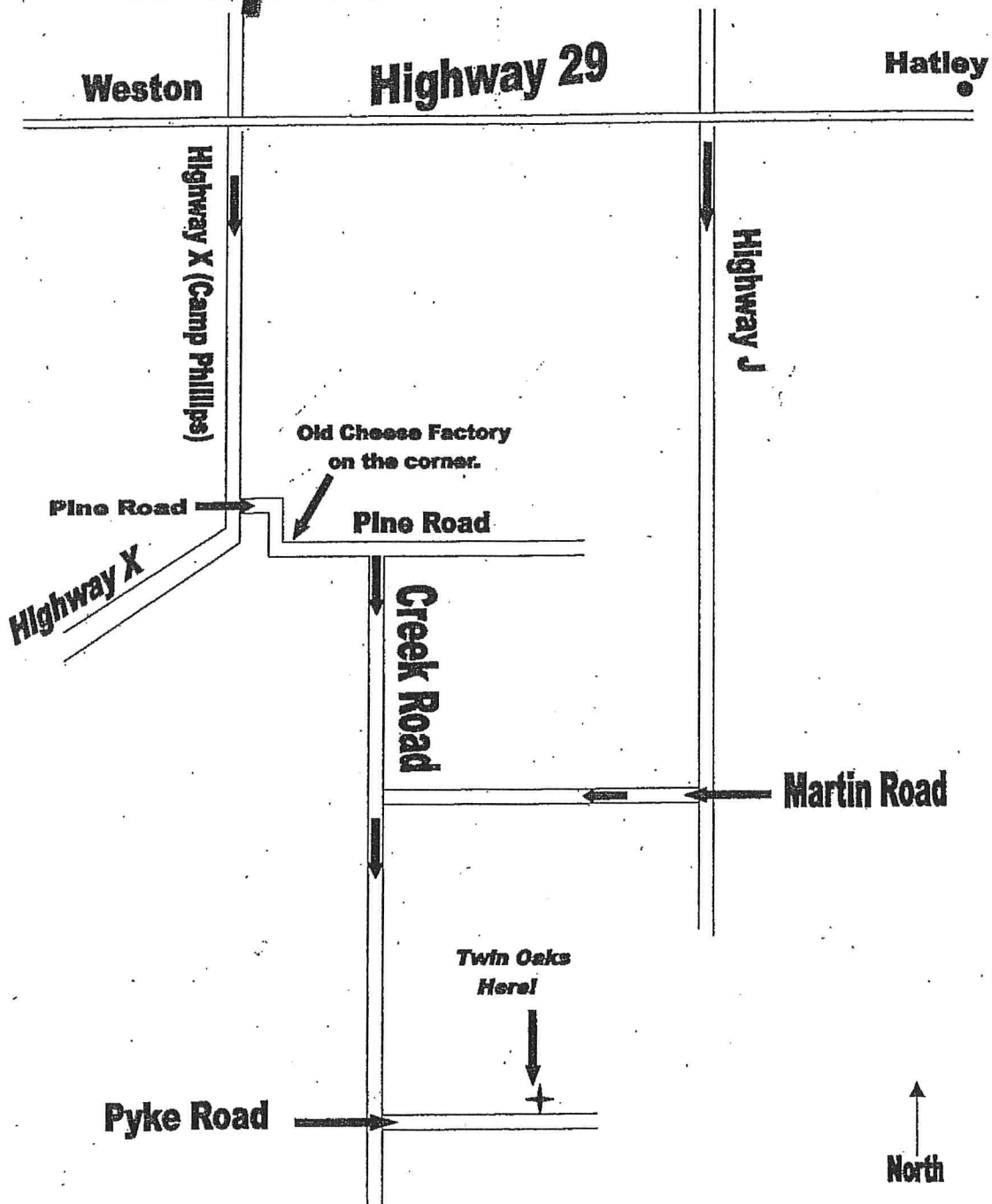
- Policy 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBPN95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGYP3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>

- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
- Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>
- Policy 8500 Food Services
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
- Policy 8510 Wellness <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>

Administrative Guideline 8600 School Bus Rider Rules

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

Map to Twin Oaks



WESTON ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

2019-2020 SCHOOL YEAR



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:

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1225
khall@dce.k12.wi.us

Jack Stoskopf
Assistant Superintendent
6300 Alderson Street
Weston WI 54476
715-359-4221 Ext 1243
jstoskopf@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 ever-changing global society.

TABLE OF CONTENTS

WELCOME TO WESTON ELEMENTARY SCHOOL.....	5
STAFF DEVELOPMENT DAYS.....	7
PARENT-TEACHER CONFERENCE DATES.....	7
THE SCHOOL DAY.....	7
RELATED ARTS INSTRUCTION.....	7
STUDENT BEHAVIOR MANAGEMENT PROCESS.....	8
WESTON ELEMENTARY MINOR AND MAJOR BEHAVIORS.....	9
WESTON BUILDING MAP.....	11
ATTENDANCE PROCEDURES.....	12
ATTENDANCE.....	12
STUDENTS WHO ARE TARDY.....	12
STUDENTS LEAVING SCHOOL EARLY.....	12
CHANGES FOR STUDENT DISMISSAL DURING THE DAY.....	12
STUDENT ARRIVAL AND DISMISSAL.....	12
PRE-ARRANGED ABSENCE.....	13
FOOD SERVICES.....	13
SCHOOL MEAL PROGRAM.....	13
NUT FREE POLICY.....	14
HEALTH SERVICES.....	15
MEDICATION AT SCHOOL.....	16
HEARING AND VISION SCREENING PROGRAMS.....	17
GENERAL INFORMATION/POLICIES.....	18
BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES.....	18
CHANGE OF ADDRESS.....	18
DANGEROUS TOYS/WEAPONS.....	18
DISTRICT/STATE TESTING.....	18
DRESSING AND GROOMING.....	19
DRUG/ALCOHOL ABUSE.....	19
ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME.....	19
EMERGENCY MEETING LOCATIONS.....	19
EVEREST SYSTEM OF SUPPORT (ESS).....	19
FIELD TRIPS/EDUCATIONAL STUDY.....	20
5 th GRADE RESIDENT CAMP EXPERIENCE.....	20
FIRE, TORNADO, AND LOCKDOWN DRILLS.....	20
FLOWERS OR BALLOONS, PARTY INVITATIONS.....	20
GYM SHOES.....	21
HOMEWORK POLICY.....	21
INCLEMENT WEATHER.....	21
INSURANCE.....	21
IPADS & TEXTBOOKS.....	21
LIBRARY BOOKS ARE AVAILABLE.....	21
LIFE EDUCATION.....	21
LOST AND FOUND/LABELING OF CLOTHING.....	22
MANDATED REPORTING OF CHILD NEGLECT OR ABUSE.....	22
NEWSLETTER.....	22
NON-CUSTODIAL PARENT MAILINGS.....	22
PARENT-TEACHER CONFERENCES.....	22
PARENT VOLUNTEERS.....	22
PARENTING CLASSES.....	22
PARKING/STUDENT DROP OFF SITE.....	23
PERSONAL CHECKS.....	23
PETS VISITING SCHOOL.....	23
PTO.....	23
RECESS.....	23

SCHOOL COUNSELING SERVICES	23
SCHOOL PICTURES	24
SCHOOL SOCIAL WORKERS.....	24
SCREENERS.....	24
SMOKE-FREE ENVIRONMENT	24
SOFT DRINKS	25
STUDENT DIRECTORY INFORMATION	25
TECHNOLOGY AND ACCEPTABLE USE	25
TELEPHONE	25
VISITING SCHOOL.....	26
<i>GENERAL PUPIL CONDUCT (PBIS)</i>	26
BULLYING	27
<i>GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE</i>	28
<i>TRANSPORTATION POLICY.....</i>	29
SCHOOL BUS ROUTES.....	29
ALTERNATE PICK UP AND DROP OFF LOCATIONS.....	29
<i>DISTRICT POLICIES.....</i>	30

WELCOME TO WESTON ELEMENTARY SCHOOL

Hopefully this handbook will provide you with the guidance and insight into the educational benefits and policies at Weston 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 Weston.

Weston Elementary was built in 1963 and in 1990 an addition was added. The playground is divided into a primary (kindergarten - grade 2) and an intermediate (grade 3 - grade 5) unit. This organization allows for effective use of the area and provides all students with opportunities to learn through play.

Weston's current enrollment is approximately 530 students. Weston holds a variety of district specific programs, and special education programs for students with a variety of learning needs (learning, emotional, physical, speech, etc.).

Your child will be assigned to a classroom. As Weston 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
- use a teacher's expertise to maximize learning for your child

The elementary **school day** runs from 8:45 am – 3:40 pm. Students are expected to be at school no later than 8:45 am. We believe that all students can learn and that a variety of instructional strategies is 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, Weston uses technology as a learning tool. Computers are integral in your child's learning experience and he/she will gain many computer literate skills as well as use this technology in his/her day-to-day learning

Weston's staff is committed to educating the whole child. This year, Weston will continue promoting wellness for students, staff, and the community. We will be encouraging healthy eating and increasing physical activity. We will also 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 Weston is focused on the positive. Ask your child about the PAWS slips and our other special recognition opportunities.

The D.C. Everest District employs specialists to assist the schools in developing the **total child**. Certified personnel provide music, art, guidance, physical education, and library 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.

Weston 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 the importance of education. In addition, the school tries to incorporate a variety of stimulating activities that create excitement such as: National Library Week, track and field days, 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.

STEAM

Weston Elementary is becoming a STEAM school! STEAM stands for **Science, Technology, Engineering, Art, and Math**. We have been collaborating and experimenting this summer as a school to give us tools and ideas of how to implement the ideas of STEAM in our school. Your student will have a makers time each week as part of specials. Makerspace will be a time for your student to create and experiment in a very hands-on way. We will also focus on project based learning, exploration, and creativity, as much as we can. This is a great opportunity for your student to explore and learn in an environment that promotes learning of all kinds. We want to give opportunities to all students to learn in a way that suits them best. **STEAM** doesn't only focus on classroom learning but fostering a love of learning that will last a lifetime. We want our students to become independent, creative, learners who know how to collaborate and use what they learn in their future endeavors.

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

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

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 2019-20 school year:**

- October 25, 2019: No School for Students
- November 4, 2019: No School for Students
- January 20, 2020: No School for Students
- February 28, 2020: No School for Students
- March 20, 2020: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2019-20 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 17, 2019	Thursday	4:20 pm – 8:00 pm
October 22, 2019	Tuesday	4:20 pm – 8:00 pm
October 24, 2019 (Noon Dismissal for Students)	Thursday	12:40 – 4:00 pm
SECOND SEMESTER		
February 25, 2020	Tuesday	4:20 pm – 8:00 pm
February 27, 2020 (No School for Students)	Thursday	9:00 am – 7:00 pm

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

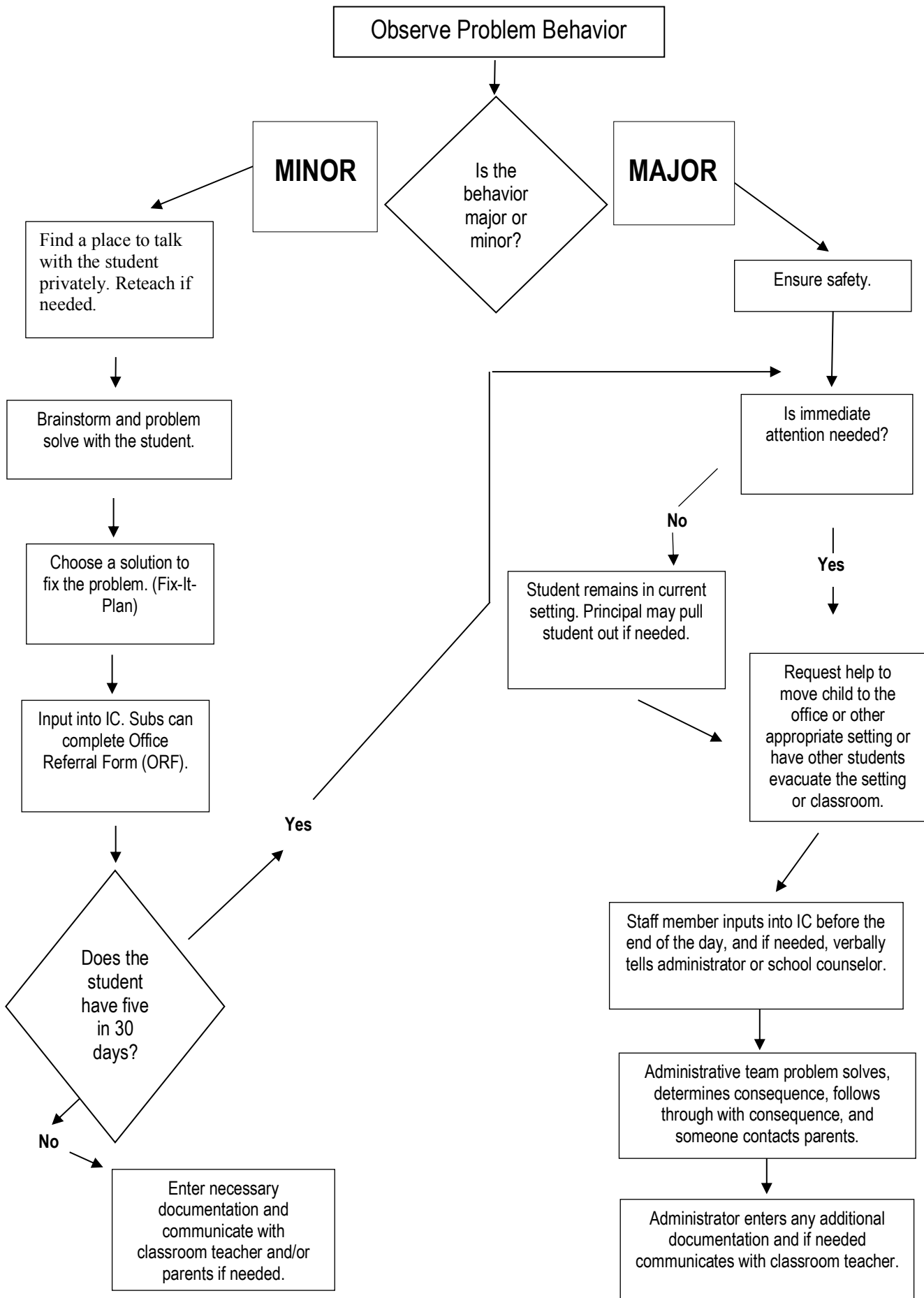
SUBJECT

- Art
- Music
- Physical Education
- Guidance
- Library

INSTRUCTIONAL TIME WITH SPECIALIST

- Grades K-5, 60 minutes/week
- Grades K-5, 60 minutes/week
- Grades K-5, 60 minutes/week, plus an additional 30 minutes of teacher-taught PE
- Grades K-5, 90 minutes/month
- In-class support & book check-out

STUDENT BEHAVIOR MANAGEMENT PROCESS



WESTON ELEMENTARY MINOR AND MAJOR BEHAVIORS

Minor	Major
Disruption: Low-intensity but inappropriate disruption. More likely to respond to redirections or a classroom intervention step.	Disruption: Causes a noted disruption for majority of class time. Chronic or sustained loud talk, yelling, out-of-seat behavior, extremely language, and intervention steps have been tried.
Defiance/Insubordination: Infrequent or low-intensity failure to respond to adult request more likely to respond to redirection or intervention steps.	Defiance/Insubordination: Chronic or high-intensity refusal to follow directions or challenge to authority that persist despite redirection and intervention steps.
Disrespect: Brief or low intensity inappropriate language or gestures toward adults or peers, talking back, interrupting, or instigating conflict.	Disrespect: Sustained or high-intensity inappropriate language or gestures toward adults or peers, talking back, interrupting, or instigating conflict.
Conflict: Infrequent or low-intensity disagreement or argument between two or more people in which none have power over another.	Bullying: Chronic deliberate use of words or actions to cause fear, humiliation, or harm and involving an imbalance of power.
Inappropriate Language: Low-intensity or infrequent inappropriate language not directed at another person.	Abusive Language/Profanity: High-intensity or chronic inappropriate language directed at another person.
Inappropriate Contact--Physical: Intentional physical contact that does not result in hurting of others or physical contact that results in hurting but was not done intentionally (two kids running bump heads). Includes unwanted/inappropriate shows of affection (hugging/kissing).	Physical Aggression/Fighting: Deliberate hurting or threat to do so or intentional touching that results in hurting. Includes hitting, kicking, pushing, pinching, throwing objects etc.
	Inappropriate Contact-Sexual: Any intentional contact with another person, physical or otherwise, that is sexual in nature. Includes hugging, kissing, touching, and use of words or images.
Dishonesty-Academic: Low level, infrequent effort to obtain credit for work in a dishonest manner.	Dishonesty-Academic: High level or frequent cheating on exam, intentional plagiarism, forgery, or other misrepresentation of one's work.
Dishonesty-Non-Academic: Low intensity or infrequent lying to adults or peers	Dishonesty-Non-Academic: Frequent or high intensity lying to adults or peers.
Theft: minor items like pencils, erasers, etc.	Theft: Chronic small value items like pencils, erasers, or stealing major items like books, electronics, etc.
Dress Code: Infrequent inappropriate clothing in coverage or message.	
Safety Violation: Behaving in a way that may cause harm to self, others or property.	Chronic or Major Safety Violation: Intentional unsafe behavior that results in injury to self or others.
Minor Property Damage: Damage is rectifiable by student.	Chronic/Major Property Damage: Damage not rectifiable by student.
Attendance: Not reporting to class in a timely manner or leaving room for extended periods less than 10 minutes.	Attendance: Not reporting to class or leaving class for extended periods greater than 10 minutes. Truancy issues with attendance.
Leaving Without Permission: Leaves room without permission.	Leaving Without Permission: Chronically leaves room or school without permission.
Misuse of Technology: Failure to follow Appropriate Use of Technology agreement.	Chronic/Severe Misuse of Technology: failure to follow Appropriate Use of Technology Agreement
Vandalism: Non-permanent damage of school items. Writing with pencil on desk, wall, etc...	Vandalism: Intentional permanent damage of school items. Breaks windows, chair, or other items at school.

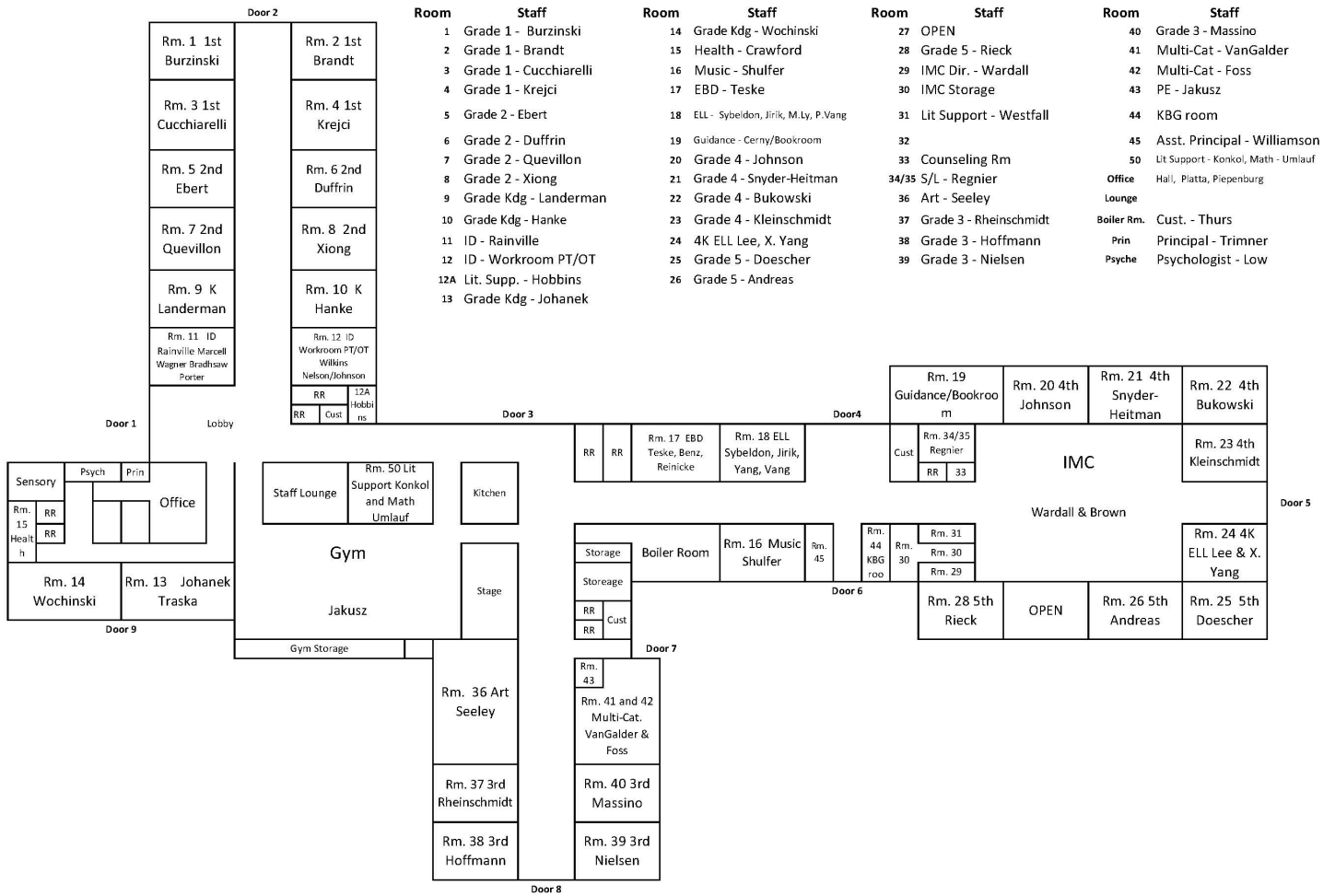
Weston Elementary School Expectations

	Classroom	Hallway	Bathroom	Recess/ Playground	Assembly/ Field Trip	Bus	Lunchroom	Digital Citizenship
Be Productive	<ol style="list-style-type: none"> 1. Do your best work at all times. 2. Follow adult directions the first time. 3. Allow others to do their best work and thinking. 4. Participate in classroom activities. 5. Hands & feet to self. 6. Transition quickly. 	<ol style="list-style-type: none"> 1. Use line basics. 2. Go where you need to go. 3. Walk on the right side of the hallway, facing forward. 	<ol style="list-style-type: none"> 1. Go. 2. Flush. 3. Wash hands with soap and water. 4. Leave. 	<ol style="list-style-type: none"> 1. Go outside promptly. 2. Use Weston game rules when playing. 3. Line up quietly when bell rings or whistle blows. 4. Enter building quietly, in single file line. 5. Follow adult directions the first time. 	<ol style="list-style-type: none"> 1. Use body basics. 2. Listen, participate and follow directions. 3. Stay together. 4. Enter and exit quietly with walking feet. 	<ol style="list-style-type: none"> 1. No food or drink. 2. Keep aisle clear. 3. Stay in seat, facing forward. 4. Use body basics. 5. Silence near train tracks. 6. Keep hands, head, and objects inside the bus. 	<ol style="list-style-type: none"> 1. Walk. 2. Take what you need. 3. Take what you touch. 4. Only eat your food. 5. Hands & feet to self. 	<ol style="list-style-type: none"> 1. Charge your iPad fully before coming to school each day. 2. Use the correct apps to get work done. 3. Avoid email unless you have permission. 4. Use headphones to limit distraction of others.
Be Respectful	<ol style="list-style-type: none"> 1. Raise hand. 2. Take turns. 3. Treat others the way you want to be treated. 4. Use kind words and tone of voice. 5. Show a positive attitude. 	<ol style="list-style-type: none"> 1. Quiet voices. 2. Hands & feet to self. 3. Treat others the way you want to be treated. 	<ol style="list-style-type: none"> 1. Respect people's privacy. 2. Flush toilet. 3. Leave lights on. 	<ol style="list-style-type: none"> 1. Include others in play activities. 2. Use kind words and tone of voice. 3. Use hands & feet appropriately. 4. Practice good sportsmanship. 	<ol style="list-style-type: none"> 1. Eyes forward. 2. Clap and laugh at appropriate times. 	<ol style="list-style-type: none"> 1. Follow rules of the bus driver. 2. Use kind words and tone of voice. 	<ol style="list-style-type: none"> 1. Follow directions given by an adult. 2. Raise hand quietly when ready to leave. 3. Use manners. 4. Welcome and accept others. 5. Use kind words and tone of voice. 	<ol style="list-style-type: none"> 1. Get permission from others before you take pictures or video of them. 2. Follow teachers' directions for iPad use. 3. Use settings that are helpful to learning. 4. Remember the district is the owner of your iPad.
Be Responsible	<ol style="list-style-type: none"> 1. Follow class rules. 2. Come to class prepared. 3. Accept consequences. 4. Keep work space and supplies organized. 5. Be a good role model for others to follow. 6. Report serious problems to a trusted adult. 	<ol style="list-style-type: none"> 1. Stay together. 2. Pick up trash. 3. Keep cubbies clean and organized. 4. Keep hallways clear of objects. 	<ol style="list-style-type: none"> 1. Report problems to an adult. 2. Keep water and soap in the sink. 3. Put used paper towel in garbage can. 	<ol style="list-style-type: none"> 1. Use equipment appropriately. 2. Accept consequences for actions. 3. Return equipment when done or at end of recess. 4. Stay in assigned area. 5. Dress for the weather. 6. Things on the ground stay on the ground. 	<ol style="list-style-type: none"> 1. Be on time. 2. Follow directions given by an adult. 	<ol style="list-style-type: none"> 1. Report problems to driver. 2. Be at bus stop on time. 3. Pick up trash. 4. Be a good role model for others to follow. 	<ol style="list-style-type: none"> 1. Stay at your table. 2. Report problems to an adult. 3. Clean up your space and return tray properly. 	<ol style="list-style-type: none"> 1. Close iPad when walking. 2. Keep your iPad in your backpack before & after school. 3. Keep food & drinks away from the iPad. 4. Carry the iPad with two clean hands. 5. Leave the iPad in its case. 6. Let a teacher know if there is a problem with your iPad, case, or charging cord. 7. Keep your password private.
Voice Level	Use voice level as instructed.	0-1	0-1	0-4	0-2	0-2	0-2	Use voice level as instructed.

Body Basics	Line Basics
<ol style="list-style-type: none"> 1. Sit up tall in your space. 2. Look at your speaker. 3. Voices off. 4. Quiet hands and feet. 5. Listening ears. 	<ol style="list-style-type: none"> 1. Face forward. 2. Hands at your sides. 3. Quiet voices. 4. Quiet, walking feet.

WESTON BUILDING MAP

Weston Elementary Room Assignments



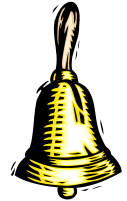
ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school (715-359-4181, 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 DISMISSAL 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 3:15 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 8:25 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 8:15 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 Weston School.

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 3 or more days, parents should complete a Pre-Arranged Absence Notification form 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. Copies are available in the school office.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, 715-359-4181, press 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.

FOOD SERVICES

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 2019-2020				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.30	\$1.80	\$3.50
Weekly	\$2.00	\$6.50	\$9.00	\$17.50
Monthly (20 days)	\$8.00	\$26.00	\$36.00	\$70.00
Quarterly (45 days)	\$18.00	\$58.50	\$81.00	\$157.50
Semester (90 days)	\$36.00	\$117.00	\$162.00	\$315.00
Reduced Costs:	\$0	\$0	\$0.40/day	

PAYMENTS

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 morning break for \$0.40 per 8 oz carton. If a student is determined to be eligible for Free & Reduced Price Meals, then milk is also free during morning break.

LUNCH PROGRAM

There are two main meals offered each day. Students in grades 1-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

FIELD TRIP BAG LUNCH MEAL DEAL

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

NUT FREE POLICY

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

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

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

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

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 product 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 make a decision about sending your student to school.

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

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

- Antibiotics should be used for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. 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 to pick the student up and administer a 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. For this reason, notification home and/or to the local health department is not necessary.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form. Parents are responsible to obtain the signatures needed from the physician.

1. Parent signature is required for over-the-counter medications (OTC).
 - *A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.*
 - *A physician's signature is required if the medication is not appropriate for your child's age.*
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. ***Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.***
5. Medication consent form is on the district web site at [Parent-Physician Medication Consent Form](#)
6. ***Narcotic medications cannot be given to your child at school.***

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication **must** be in the original container or single dose package.
3. ***Staff cannot give any medication sent in a plastic bag or an envelope.***

4. *Medication will not be given to your child if the bottle is incorrectly labeled.*

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self-carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life-threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

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 K-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.

Health Services

Highlights of this section:

- Three registered nurses employed by the D.C. Everest School District supervise the delivery of health services. There is not a registered nurse on site at all times.
- Each D.C. Everest Elementary 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.

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

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

Kindergarten, 1st, and 2nd grade students will participate in Phonological Awareness Literacy Screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

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

DRESSING AND GROOMING

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

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport. Weston students will be bused to the IDEA Charter School. The building administrator at the IDEA Charter School will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

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

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

FIELD TRIPS/EDUCATIONAL STUDY

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

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or at school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>.

When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

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, a number of 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 quarterly newsletter the “Weston Union” is posted on Weston’s webpage: www.dce.k12.wi.us/Domain/16. 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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor’s badge. If you are interested in volunteering, please contact your child’s teacher or office staff. We appreciate any help you can give us.

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 Weston needs to be a safe place.

- Please note the area designated for buses only.
- Parents are to use the designated area when dropping off their child(ren) in the morning (front circle drive).
- 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 Weston 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 on the 2nd Tuesday of each month in the Weston IMC. Check Weston's calendar for the dates and times.

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.



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

SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Cassie Cerny, at 715-359-4181 ext. 5644.

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 picture 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 our school social worker, Lisa Morgan at 715-846-2034.

SCREENERS

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

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

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

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

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

SMOKE-FREE ENVIRONMENT

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



SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

According 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 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.

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 provided iPad case is \$30, a power block \$12, a charging cable is \$6. 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.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass.** Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. 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.

DISCIPLINE

Highlights of this 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.

BULLYING

Any employee who has knowledge of conduct in violation of Policy 5517.01 is required to immediately report his/her concerns. Any student or third party who has knowledge of conduct in violation of Policy 5517.01 and believes s/he has been a victim of aggressive behavior in violation of Policy 5517.01 should immediately report his/her concerns. All complaints will be promptly investigated in accordance with the following procedures:

Any claims of bullying shall be presented to the building principal or assistant principal. Students may also report their concerns to teachers or student service staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Bullying is defined as when someone **continues** to be mean to someone else with **intent to cause harm**. The person it is happening to has not been able to stop it. It is unfair and **one-sided**. Conflict is two-sided regardless of who started the incident.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE



Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

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 Supervisor of Administrative Services. **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.

Transportation Policy

Highlights of this section:

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

DISTRICT POLICIES

District Policies for Elementary Handbooks

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 2240 Controversial Issues in the Classroom
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B2UQQ86973A3>
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AWQ2YZ811EDB>
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AQJREQ6DACEE>
- Policy 2261.02 Title 1 – Parents’ Right to Know
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGTR3FB95E>
- Policy 2270 Religion in the Curriculum
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9ZUQZ7B741A>
- Policy 2340 Field and other District-Sponsored Trips
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AVK2Y37F4271>
- Policy 2416 Student Privacy
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ARBPN95F22D6>
- Policy 5136 Personal Communication Devices
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AUXMLE5B4FE2>
- Policy 5200 Attendance
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YP7N5F3B67>
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 5410 Promotion, Placement, and Retention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B32QR667EEE1>
- Policy 5500 Student Code of Classroom Conduct
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92VG718686>
- Policy 5511 Dress and Grooming
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AK92WF71ACEE>
- Policy 5512 Use of Tobacco and Nicotine by Students
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 5516 Student Hazing
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTGY3FBA0D>
- Policy 5517 Student Anti-Harassment
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGPXF62B8CD>
- Policy 5517.01 Bullying
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>
- Policy 5530 Drug Prevention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B58LYX57A830>
- Policy 5771 Search and Seizure
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=APMQYF679AD5>
- Policy 5772 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ATBUN775E214>

- Policy 7217 Weapons
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH2F3FBA45>
- Policy 7540.03 Student Technology Acceptable Use and Safety
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASSGQQ44F05C>
- Policy 8330 Student Records
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>
- Policy 8390 Animals on District Property
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=ASGJ5E49D4F0>
- Policy 8410 School Safety and Crisis Intervention
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=AGTH3S3FBA70>
- Policy 8462 Child Abuse and Neglect
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=BC27C977FC69>
- Policy 8500 Food Services
<http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B4YNWE5BE852>
- Policy 8510 Wellness <http://go.boarddocs.com/wi/dcea/Board.nsf/goto?open&id=B9T39V6F122B>

Administrative Guideline 8600 School Bus Rider Rules

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



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

1213 - STUDENT SUPERVISION AND WELFARE

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

An administrator, who is found to have had sexual contact with any student, ~~including a student age sixteen (16) or older~~, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

~~Each It is the responsibility of the Superintendent to~~ District administrator shall maintain the following a standards of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. An administrator shall report immediately any accident or safety hazard about which she/he is informed or detects to his/her supervisor, as well as to other authorities or District staff members as may be required by established policies and procedures. ~~Each administrator shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.~~
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. An administrator should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. Each administrator shall inform the Principal of any accident or detected safety hazards.
- E. Each administrator shall inform the Principal of any knowledge of threats of violence by students.
- F. An administrator shall not send students on any personal errands.
- G. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons.

- H. ~~If a student comes to an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the administrator may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~
- I. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- J. ~~An administrator, other than the Superintendent, shall not transport students in a private vehicle without approval.~~
- K. A student shall not be required to perform work or services that may be detrimental to his/her health.
- L. Administrators are discouraged from engaging students in social media and online networking media except for appropriate academic, extra-curricular, and/or professional uses only.
- M. Administrators are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums.

Since mMost information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws. a~~Any~~ administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse ~~(see Policy 8330)~~.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Ellen Suckow on June 18, 2019



Book	Policy Manual
Section	First Reading by Board
Title	NON-RENEWAL, RESIGNATION, AND TERMINATION - REVISED
Code	po3140
Status	First Reading
Adopted	May 25, 2016

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

~~TERMINATION AND NON-RENEWAL~~

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

Full-Time Teachers

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

A. Non-Renewal

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

Teacher contracts may be ~~terminated or~~ non-renewed upon a majority vote of the full membership of the Board.

B. Termination

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

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

C. Resignation

A full-time teacher may resign from his/her position only upon approval of a majority of the full membership of the Board. The Superintendent may negotiate terms of resignation with such a teacher as appropriate and present those

terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary. A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

~~All employees are at will employees who may be terminated or whose contracts may be non-renewed for any reason provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the Superintendent intends to recommend the non-renewal of a teacher's contract, he or she shall comply with applicable statutory non-renewal procedures. No teacher may be terminated or non-renewed solely on the basis of the results of mandatory student examinations. Any decision to terminate a staff member's employment contract shall be subject to review consistent with the grievance procedure in Policy 3340 – Grievance Procedure.~~

Part-Time Teachers

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

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

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

Administrators

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

A. Statutory Administrators

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

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

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

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

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

B. Administrators with Contracts including Provisions Governing Termination

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

C. Administrative Personnel with no Contractual or Statutory Coverage

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

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

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

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

RESIGNATION

~~A professional staff member may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without approval by the Board.~~

~~An administrator, other than a business manager, principal, or assistant principal, may resign by filing a written resignation with the Superintendent.~~

~~A resignation, once submitted and accepted by the Board, may not then be rescinded without approval of the Board. The District Business Manager, Principal, and any assistant principals employed by the District, as well as any other administrator employed pursuant to a contract governed by section 118.24, Wis. Stats. may resign employment with the District in accordance with the terms of his/her contract. A resignation, once submitted and accepted by the Board, may not be rescinded without further action by the Board.~~

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Legal 118.22, Wis. Stats.
 118.24, Wis. Stats.

Cross References ag3140 - RESIGNATION

Last Modified by Ellen Suckow on June 10, 2019



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT SUPERVISION AND WELFARE - Revised
Code	po3213
Status	First Reading
Adopted	May 25, 2016

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members ~~because of their proximity to students~~ are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the ~~School~~ Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student, ~~including a student age sixteen (16) or older~~, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

~~It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of~~ Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor, as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. ~~Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.~~
- D. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- E. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- F. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.
- G. Each professional staff member shall immediately report to the principal any knowledge of threats of violence by students.
- H. A professional staff member shall not send students on any personal errands.

- I. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- J. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- K. ~~If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~
- L. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- M. A student shall not be required to perform work or services that may be detrimental to his/her health.
- N. Staff members are discouraged from engaging students in social media and online networking media, ~~such as Facebook, Twitter, MySpace, etc.~~ except for appropriate academic, extra-curricular, and/or professional uses only.
- O. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, such as YouTube without permission of the administration.

~~Most~~ Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, ~~Any a~~ staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse ~~(see Policy 8330).~~

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

Cross References ag3213 - LIABILITY OF STAFF FOR STUDENT WELFARE

Last Modified by Ellen Suckow on June 20, 2019



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT SUPERVISION AND WELFARE - Revised
Code	po4213
Status	First Reading
Adopted	May 25, 2016

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the ~~School~~ Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student, ~~including a student age sixteen (16) or older~~, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

~~It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of~~ Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. Each support staff member shall report immediately to the principal any accident or safety hazard s/he detects.
- D. Each support staff member shall immediately report to the principal knowledge of threats of violence by students.
- E. A support staff member shall not send students on any personal errands.
- F. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. ~~If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~
- H. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- I. A support staff member shall not transport students in a private vehicle without the approval of the principal.
- J. A student shall not be required to perform work or services that may be detrimental to his/her health.
- K. Staff members are discouraged from engaging students in social media and online networking media, ~~such as Facebook, Twitter, MySpace, etc.~~ except for appropriate academic, extra-curricular, and/or professional uses only.
- L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, ~~such as YouTube~~ without the permission of administration.

~~Most~~ Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, ~~any~~ staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse ~~(see Policy 8330)~~.

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

Cross References ag4213 - LIABILITY OF STAFF FOR STUDENT WELFARE

Last Modified by Ellen Suckow on June 20, 2019



Book	Policy Manual
Section	First Reading by Board
Title	IMMUNIZATIONS - NEW
Code	po5320
Status	First Reading

5320 - Immunizations

The Board requires immunization for all students, grades 4K -12, according to the provisions outlined in the Wisconsin Department of Health Services (DHS) and the Wisconsin State Statute Chapter DHS 144 Immunization of Students.

Parents and/or guardians need to submit a written immunization record when they enroll their student at school or within the following two weeks as outlined in 5111AG. The immunization dates can be supplied on either the Student Immunization Record or an electronic immunization record such as a printout from the Wisconsin Immunization Registry (WIR). Parents are asked for their permission to share their child's immunization information between the school and a third party database as outlined in the enrollment process.

Within 30 days of admission, parents of students in grades 4K -12 who are new to the district and/or transferring into the district, are required to provide written documentation that their student has received -

- At least the first dose of each vaccine(s) required for the student's particular grade and are on schedule to receive subsequent doses at the appropriate time intervals according to the DHS; or sign a written waiver of those requirements no later than the 30th day of school.
- The second dose of each vaccine required for the student's particular grade and are on schedule to receive subsequent doses at the appropriate time intervals according to the DHS or submit a written waiver for those requirements no later than the 90th day of school.
- The final vaccine dose(s) for the student's particular grade according to the DHS; or sign a written waiver or submit a signed waiver within 30 days of following school year.

The parent will receive written notification on the 15th and 25th day of school if their student does not comply with the state immunization requirements. The notification includes a list of missing immunization(s), options for compliance, as outlined by the DHS, and possible exclusion from school on the 30th day for failure to comply with the written request.

The District may exclude any student who does not provide a written or electronic immunization record within 30 days after the date on which the student is enrolled or admitted as outlined per DHS and state statutes. Starting on the 31st school day, the district must exclude noncompliant students in grades 5K through grade 5, if the district's compliance level from the previous school year was less than 99%. Exclusion is optional for grades 6 - 12 and for districts that met the 99% compliance level in the previous year. A student cannot be excluded for more than 10 consecutive school days.

Immunizations can be waived for personal conviction, religious, or medical and/or health reasons. Students with signed waivers are compliant with the Wisconsin State Immunization Law. However, those students may be subject to exclusion, at the direction of the local health department, from school in the event of an outbreak of a disease against which they are not fully immunized.

Parents who choose to waive an immunization are required to sign a waiver listing the dates (month, day, and year) of all the vaccines their student has already received, including the names of the vaccines being waived and reasons that they are being waived. Medical/health waivers require a physician signature stating the reasons the vaccine is contraindicated. The signed waiver is kept with the student's immunization record in the health file. A refusal of vaccination or declination from a physician's office does not constitute a waiver. Waivers are null and void when the

vaccine is received and/or when the state vaccine requirements are changed. The health aide should review all student waivers each year, removing waivers if a vaccine was obtained.

Each school will keep a copy of the student's immunization record for the duration of enrollment within the district. The student's immunization record is kept with the health file for the appropriate duration of time after graduation.

The parent is given a copy of the student's immunization record when a student withdraws from school. Immunization records will be transferred to a new school, if requested by the admitting school or the parent within 10 days of the request.

The district may only release the names of students who are not in compliance and/or have signed waivers to the local health department upon request during an outbreak of a specific disease(s).

Each year schools must submit a report to the local health department of the aggregate compliance data for each school on or before the 40th day of school. School districts cannot share the names of students who are non-compliant with the local health department. Each school will generate a noncompliance roster with the student's names and keep it on file at school.

The district will follow the Wisconsin School Immunization Requirements for each school year as prepared by the Department of Health Services at <https://www.dhs.wisconsin.gov/immunization/reqs.htm>.

Legal WI Administrative Code Chapter DHS 144
 120.12(16), 252.04 Wis. Stats.

Last Modified by Ellen Suckow on June 18, 2019



Book	Policy Manual
Section	First Reading by Board
Title	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING - REVISED
Code	po7440.01
Status	First Reading
Adopted	May 25, 2016

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The ~~School~~ Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses.

The Superintendent or designee is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms). ~~or in individual classrooms during instructional times. Administrators are authorized to carry and use portable video cameras when responding to incidents.~~

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools. In cases approved by the Superintendent, camera surveillance may be used for investigatory purposes without staff, student, or public notice, if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not ~~place use~~ video surveillance/electronic monitoring equipment for the purpose of ~~to~~ obtaining information for ~~the purpose of~~ routine staff appraisal/evaluation or monitoring; ~~however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.~~

~~Recordings that capture of students may be student records and as such will be treated as confidential subject to the Board's public records and student records policies. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.~~

Retention, Secure Storage, Access to and Disposal of Video Recordings

~~The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within **seven (7) to thirty (30)** days of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after **seven (7) to thirty (30)** days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken.~~

~~Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings.~~

~~All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.~~

~~Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.~~

~~Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.~~

~~Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule.~~

~~Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).~~

~~The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within five (5) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after fourteen (14) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.~~

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded taped for educational or research purposes. Authorized video recording taping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

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Legal

19.31 – 19.39, 118.125 Wis. Stats.

FERPA 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Last Modified by Ellen Suckow on June 10, 2019

May 20, 2019

Dear D.C. Everest School Board,

Thank you for the lovely evening of celebration and the Chamber gift certificates. I feel very fortunate to have been a part of the D.C. Everest School District for the past 34 years.

Through the years, I have always felt respected and supported. In addition to the school board, my colleagues, school administrators, and district administrators have been instrumental in helping me work to do my best. The DCE staff and our Everest families have added a dimension to my life that I will never forget — and, most importantly — of course — I am grateful to the students I have had the privilege to teach.

I have always been proud to be a teacher in the D.C. Everest School District. I will deeply miss my job — and that is a good thing!

Again, thank you.

Sincerely,
Mary Beth Kulaf

Dear Dr. Gilmore and
Everyone at DCE including
School Board,

Thank you for the
acknowledgement of my
retirement at the beautiful
recognition dinner. I
was honored to be a part
of it.

Teaching in the DC Everest
District has been a huge
part of my life. I will
always be proud to have
been part of the teaching
staff here! I will ^{miss} it, the
co-workers and most of

all the students! They made such a difference in my life - and I hope to have done the same for them! 😊

Thank you for the chamber gift certificates! I will use them to get something special in honor of my retirement! ♡

Thank you for supporting my career and for all the opportunities that helped me grow as a teacher and a leader. In your D.C. quest always be the best. Good Luck!
Sincerely, Jamie Heilmann



D.C. Everest Area Schools

↓

D.C. Everest School Board

Thank you for the lovely recognition dinner! It was a beautiful evening celebrating all the wonderful people that have devoted so much of our lives to children!

Also thank you for the very generous Wausau Chamber gift cert. So thoughtful!

Thanks again!

Sue Allen

DC Everest School District -

Thank you for the beautiful plant. Not sure if you knew - but our plant included a little ladybug on a stick. The ladybug is said to bring good fortune + prosperity and leads to a vibrant and colorful life as well as influencing people to living life to the fullest. A good inspiration to us, as we begin the healing process. On behalf of the Schuette family - Thank you.

*To thank you for your
kindness
and sympathy
at a time
when it was
deeply appreciated.*

*The family of
Gerald Walter Schuette
May the Lord bless you!
The Schuette Family
#SchuetteStrong*

Thank you
for the Plant
It was much
appreciated!

*Words cannot express the feeling in our heart.
Thank you for being with us
during this difficult time.
Your thoughts, prayers and words of sympathy
will always be remembered.*

*The family of
Clarence Soczka*



D.C. Everest School Violence Drill Report

School Name: Evergreen Elementary Number of Students Present: 484
Date of School Violence Drill: 5-31-19 Number of Staff Present: 58

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

lockdown

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

N/A

3. What could be changed to increase staff and/or student preparedness?

increased frequency

Submitted by:

Rock Koepke
Principal

Kristine Oplue
Superintendent

6-11-19
Date

6-12-19
Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

Date

- Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.
- The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.
- Please submit this form electronically to Ellen Suckow (esuckow@dce.k12.wi.us) for School Board approval.



D.C. Everest School Violence Drill Report

School Name: Hayley Elementary Number of Students Present: 101
Date of School Violence Drill: 5/31/19 Number of Staff Present: 13

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

lockdown

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

None needed

3. What could be changed to increase staff and/or student preparedness?

- continued review & reflection
- updates when new staff members join team

Submitted by:

Rissa Brown
Principal

5/31/19
Date

Kristine Greene
Superintendent

6/3/19
Date

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School Board President

Date

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- Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

12/18/18



D.C. Everest School Violence Drill Report

School Name: Mountain Bay Number of Students Present: 370
Date of School Violence Drill: 5/29/19 Number of Staff Present: 45

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Hard lock-down.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

I believe the plan we have in place is strong. The information, the plan and procedures have been well thought out and put into an easy, ~~to~~ format to access.
and efficient

3. What could be changed to increase staff and/or student preparedness?

The biggest challenge is to keep the procedures in the forefront. When the procedures are left to sit for an extended period they tend to be forgotten, then when something happens, people do not think clearly. We talk about procedures periodically throughout the year

Submitted by: to help alleviate this.

[Signature]
Principal

6/7/19
Date

[Signature]
Superintendent

6/11/19
Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

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D.C. Everest School Violence Drill Report

School Name: Riverside Elementary Number of Students Present: 512
Date of School Violence Drill: 5/29/19 Number of Staff Present: 32

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
Unwelcomed visitor and lockdown procedures

2. Should any improvements be made to the school safety plan, and if so, what should be changed?
Continue to get feedback from Elementary schools on how to best share information with young students.

3. What could be changed to increase staff and/or student preparedness?
Complete drill at beginning of the school year

Submitted by:

Kevin Kampmann

Principal

Kristine Oplune

Superintendent

5/31/19

Date

6/4/19

Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

Date

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12/18/18



D.C. Everest School Violence Drill Report

School Name: Rothschild Elementary Number of Students Present: 397
Date of School Violence Drill: 5-29-19 Number of Staff Present: 53

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Student discussion held regarding lockdown practice.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

No suggestions by staff or principal for improvements.

3. What could be changed to increase staff and/or student preparedness?

Monthly discussion with students; quarterly practice with staff only.

Submitted by:

Rena Sabey
Principal

5-29-19
Date

Kurtine Opiume
Superintendent

5-29-19
Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

5-29-19
Date

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D.C. Everest School Violence Drill Report

School Name: Weston Elementary Number of Students Present: 520
Date of School Violence Drill: May 29, 2019 Number of Staff Present: 70

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

hard lock down review with students in classrooms.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

NA

3. What could be changed to increase staff and/or student preparedness?

NA

Submitted by: *[Signature]*
Principal

5/31/19
Date

[Signature]
Superintendent

6/4/19
Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

Date

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D.C. Everest School Violence Drill Report

School Name: Idea/Odyssey Number of Students Present: 101

Date of School Violence Drill: 06/05/2019 Number of Staff Present: 10

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
Hard Lockdown

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

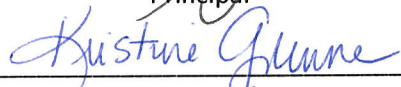
Because of the open spaces in both schools, we have kids go to the warehouse, as they did during the real lockdown. There are very few enclosed spaces to hide.

3. What could be changed to increase staff and/or student preparedness?

Do drills twice a year

Submitted by:


Principal


Superintendent

6/11/19
Date

6/12/19
Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

Date

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12/18/18



D.C. Everest School Violence Drill Report

School Name: DC Everest Middle School Number of Students Present: 847
Date of School Violence Drill: 5/20/19 Number of Staff Present: 90

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

hard lockdown, soft lockdown, security watch

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

need security for sliding glass doors in A104 & B104

3. What could be changed to increase staff and/or student preparedness?

Conduct another drill in September

Submitted by:

Gina Lehman
Principal

6-5-19
Date

Kurtis A. Glue
Superintendent

6-7-19
Date

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School Board President

Date

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D.C. Everest School Violence Drill Report

School Name: D.C. Everest Junior High Number of Students Present: 828

Date of School Violence Drill: 04/24/2019 Number of Staff Present: 100

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
During our homeroom period, we discussed our protocols for both a soft and a hard lockdown.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

The safety plan for our building and district was revised in the fall of 2018. No further changes are required at this point.

3. What could be changed to increase staff and/or student preparedness?

It is critical to continue to discuss expectations and practices for security concerns and situations.

Submitted by:

Jason McFarlane

Principal

Superintendent

06/03/2019

Date

06/03/2019

Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

06/03/2019

Date

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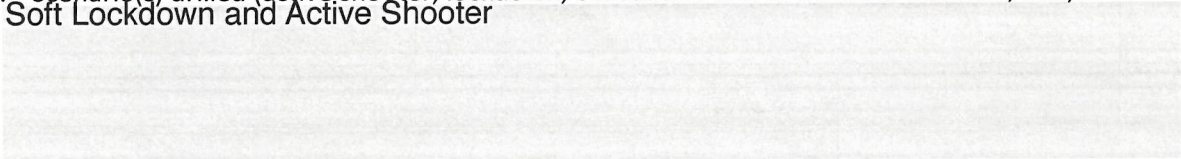
12/18/18



D.C. Everest School Violence Drill Report

School Name: Senior High School Number of Students Present: 1158
Date of School Violence Drill: 5/22/19 Number of Staff Present: 145

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
Soft Lockdown and Active Shooter



2. Should any improvements be made to the school safety plan, and if so, what should be changed?
Feedback was generally good about the process developed by the safety committee. Teachers and students alike engaged in conversation and found them to be useful and helpful.

3. What could be changed to increase staff and/or student preparedness?
Continued conversation about the scenarios and what if situations. We need to continue to talk with staff and students about what they would do in the event of a serious situation.

Submitted by:

M. J. [Signature]
Principal

Kurtue [Signature]
Superintendent

6/6/19
Date

6/11/19
Date

This written evaluation was reviewed by the School Board as indicated by the signature below:

School Board President

Date

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