

# **D.C. Everest Junior High**

## **2023-2024 Student Handbook**

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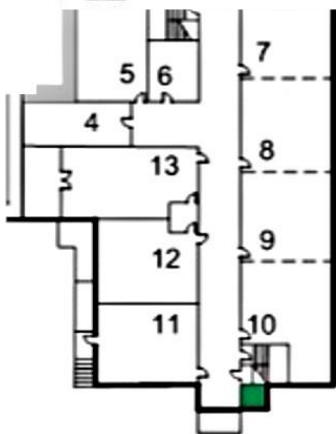
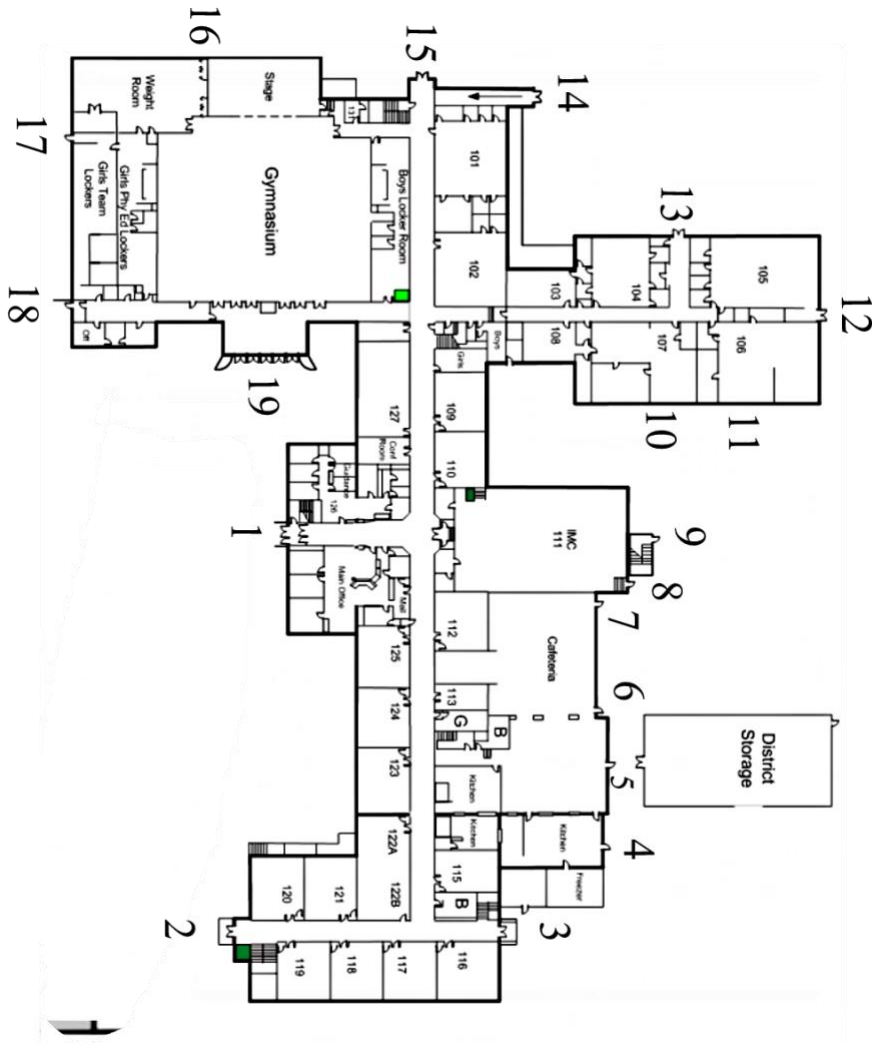


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MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH BASEMENT 1



## D.C. Everest 2023-2024 Calendar

Board approved 1/24/2023

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
19						

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Plus one "floating" New Teacher day						
3						

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
LABOR DAY						
19						

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
19						

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Q1 44						
THANKSGIVING						
19						

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
CHRISTMAS AND NEW YEAR'S EVE						
Winter Break						
15						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Q2 - 44, S1-88						
NEW YEAR'S DAY						
MLK DAY, Jan. 15						
20						

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
19/20						

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Spring Break						
EASTER - March 31						
Q3 43 16						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
20						

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
MEMORIAL DAY						
Q4 41, S2 84						
21						

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- New Teacher Days
- No School for Students - Teacher Work Days
- First and Last Days for Students
- No School for Students - Teacher PD Day
- Elementary Only - No School for Parent/Teacher Conferences
- Elementary Only Early Release for Parent/Teacher Conf.
- X

 Last Day of Quarter
- X

 Last Day of Semester
- No School for Everyone
- Senior High Graduation
- Snow Make-Up Day

Q1	44	Q3	43
Q2	44	Q4	40/41
S1	88		83/84

172 Student days (170.5 Elem)

## D.C. EVEREST JUNIOR HIGH 2023-2024 CALENDAR DATES

DATE	DAY	TIME	EVENT
8/15/23-8/17/23	Tue-Thu		New Teacher Days
8/22/23-8/24/23	Tue-Thu		Teacher Work Days
8/17/23	Thu	7:30AM-9:00AM 6:00PM-7:30PM	8th grade/New Student Orientation
8/22/23	Tue	9:30AM- 12:30PM	Orientation/Open House
8/29/23	Tue		First Day of School
9/1/23,9/4/23	Fri, Mon	NO SCHOOL	Labor Day
10/2/23	Mon	NO SCHOOL	Teacher Work Day
10/4/23	Wed		8th Grade Heavy Metals Tour 9th Grade Engineering Tomorrow
10/18/23	Wed		Adventure Day
10/25/23	Wed	3:30PM-8:00PM	Parent/Teacher Conferences
10/26/23	Thu	NO SCHOOL	Teacher Professional Development
10/27/23	Fri	NO SCHOOL	Fall Holiday
11/2/23	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
11/3/23	Fri		End of 1st Quarter
11/22/23-11/24/23	Wed-Fri	NO SCHOOL	Thanksgiving Break
12/22/23-1/1/24		NO SCHOOL	Winter Break
1/15/24	Mon	NO SCHOOL	No School
1/19/24	Mon		End of Semester
1/22/24	Mon	NO SCHOOL	Teacher Work Day
2/7/24	Wed		History Day
2/15/24	Thu	3:30PM-8:00PM	Parent/Teacher Conferences
2/16/24	Fri	NO SCHOOL	Teacher Professional Development
2/22/24	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
3/1/24-3/3/24	Fri-Sun		Evercon
3/14/24	Thu		Pie Day Assembly
3/22/24	Fri		End of 3rd Quarter
3/25/24-4/1/24		NO SCHOOL	Spring Break
4/9/24-4/11/24	Tue-Thu		State Testing
4/19/24	Fri	NO SCHOOL	Teacher Work Day
5/8/24	Wed		Adventure Day
5/10/24	Fri		Snow Make-Up Day
5/15/24	Wed		Civil War Day 7TH Grade Transition Day
5/21/24-5/23/24	Tue-Thu		Rivers Trip - 8th grade Science classes
5/27/24	Mon	NO SCHOOL	Memorial Day
5/31/24	Fri		Last Day of School
6/3/24	Mon		Teacher Work Day

**BUILDING HOURS / DAILY TIME SCHEDULE** - The Junior High opens to students at 7:00 a.m. From 7:00-7:20 students are to use the IMC or cafeteria. Then, 7:20-7:40 students can walk the halls or seek out staff for assistance.

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:

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



# D.C. EVEREST JUNIOR HIGH

## CLUBS & ACTIVITIES

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
<b>ABC – Advanced Book Club</b>	Book club for freshmen who love to read and discuss high-level books and plays. Freshmen who are considering taking Honors and AP English at the senior High are perfect for ABC! The club will run during Semester 2. We will read and discuss three books (during ELT), and freshmen must read/discuss all three to meet the academic letter criteria. The club is limited to twenty students.	TBD
<b>Chamber Singers</b>	Choral Ensemble selected by audition – rehearse for performances.	Mr. Ulrich <a href="mailto:julrich@dce.k12.wi.us">julrich@dce.k12.wi.us</a>
<b>Chess Club</b>	Spend time learning and playing chess. Each meeting will include a mini lesson and time enjoying the game of chess together. Open to 8 <sup>th</sup> & 9 <sup>th</sup> grades students.	Mr. Stuebs <a href="mailto:jstuebs@dce.k12.wi.us">jstuebs@dce.k12.wi.us</a>
<b>Creative Writing Club</b>	Brings together students that love to write and/or appreciate the art of writing. Create and share your work. Listen to and read work of your peers.	Mrs. Searing <a href="mailto:rsearing@dce.k12.wi.us">rsearing@dce.k12.wi.us</a>
<b>Culture Club</b>		Mrs. Heidi Kolodziej <a href="mailto:hkolodziej@dce.k12.wi.us">hkolodziej@dce.k12.wi.us</a>
<b>DECA</b>	A marketing & business club developing emerging leaders. Join today, lead tomorrow.	Mrs. Jodi Peterson <a href="mailto:jpeterson@dce.k12.wi.us">jpeterson@dce.k12.wi.us</a>
<b>Drama</b>	Acting, stage crew, make-up, sound, lighting and prompting (\$10 fee).	Mrs. Vesper <a href="mailto:wvesper@dce.k12.wi.us">wvesper@dce.k12.wi.us</a>
<b>EIP – Early Intervention Program</b>	Early Intervention Program encourages education after high school run by the Department of Public Instruction.	See Student Services
<b>FCA – Fellowship of Christian Athletes</b>	A student led club for kids to come together, share their faith, reach out to others, and improve our community. You don't need to be an athlete to participate!	Mr. Stuebs <a href="mailto:jstuebs@dce.k12.wi.us">jstuebs@dce.k12.wi.us</a>
<b>FFA – Future Framers of America</b>	FFA is a dynamic extracurricular student youth organization for students interested in careers connected to agriculture that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.	Mr. Glynn <a href="mailto:jglynn@dce.k12.wi.us">jglynn@dce.k12.wi.us</a>
<b>Forensics</b>	Forensics provides opportunities to practice and compete in public speaking contests. Individual and group categories are available. Sign up begins in December, and forensics rehearsals begin in January. (\$10 fee)	Mrs. Moua <a href="mailto:mmoua@dce.k12.wi.us">mmoua@dce.k12.wi.us</a> Mrs. Searing <a href="mailto:rsearing@dce.k12.wi.us">rsearing@dce.k12.wi.us</a>
<b>Gaming Club</b>	The D.C. Everest Gaming Club is a unique club (grades 8-12) which is dedicated to the practice and preservation of organized gaming of all types. Some of the many types of gaming include: board gaming, role playing, card playing, strategy-based gaming, etc. The Club is also the unofficial Anime Club of the district. Additionally, the club has approximately 400+ games, which are available for checkout by any club member. The club also has officers and other leadership positions, which actively participate in running the club throughout the school year and summer.	Mr. Ammon <a href="mailto:cammon@dce.k12.wi.us">cammon@dce.k12.wi.us</a> Mr. Burish <a href="mailto:bburish@dce.k12.wi.us">bburish@dce.k12.wi.us</a>
<b>Gay-Straight Alliance (GSA) Club</b>	The Gay-Straight Alliance (GSA) works to create a school community where all students feel welcome and supported, regardless of their sexual orientation or identity. Our goals are to have fun, learn, and support each other.	Mrs. Morgan <a href="mailto:lmorgan@dce.k12.wi.us">lmorgan@dce.k12.wi.us</a> Mrs. Searing <a href="mailto:rsearing@dce.k12.wi.us">rsearing@dce.k12.wi.us</a>
<b>German Club</b>		Mrs. Heidi Kolodziej <a href="mailto:hkolodziej@dce.k12.wi.us">hkolodziej@dce.k12.wi.us</a>
<b>Jazz Band</b>	Any current 8 <sup>th</sup> or 9 <sup>th</sup> grade band student may join.	Mr. Burish <a href="mailto:bburish@dce.k12.wi.us">bburish@dce.k12.wi.us</a>
<b>Men's Choir</b>	Open to all junior high male singers for rehearsal and performances.	Mr. Ulrich <a href="mailto:julrich@dce.k12.wi.us">julrich@dce.k12.wi.us</a>
<b>Nation Junior Honor Society</b>	Leadership, service citizenship, character, and academics determine membership.	Mrs. Pederson <a href="mailto:tpederson@dce.k12.wi.us">tpederson@dce.k12.wi.us</a> Mrs. Lauersdorf <a href="mailto:elauersdorf@dce.k12.wi.us">elauersdorf@dce.k12.wi.us</a>
<b>Outdoor Club</b>	Promotes activities related to hunting, fishing, and camping including safety instruction, ice fishing tournament, and jig making.	Mr. Fuehrer <a href="mailto:rfuehrer@dce.k12.wi.us">rfuehrer@dce.k12.wi.us</a> Mr. Fitzsimmons <a href="mailto:lfitzsimmons@dce.k12.wi.us">lfitzsimmons@dce.k12.wi.us</a>
<b>Sherpas</b>	Sherpas are our guides for new students at the junior high. Sherpa's must have a B average or higher, no discipline referrals, and currently in good academic standing.	Mrs. Pederson <a href="mailto:tpederson@dce.k12.wi.us">tpederson@dce.k12.wi.us</a> Mrs. Schultz <a href="mailto:sschultz@dce.k12.wi.us">sschultz@dce.k12.wi.us</a>
<b>Sk/Snowboard Club</b>	For the beginner, intermediate, and advanced skier or snowboarder. Students may enroll in lessons through the ski hill.	Mr. Hahn <a href="mailto:nhahn@dce.k12.wi.us">nhahn@dce.k12.wi.us</a>
<b>Strings Elite</b>	Students will prepare performance repertoire that will be performed for community events and organizations.	Ms. Johnson <a href="mailto:ajohnson@dce.k12.wi.us">ajohnson@dce.k12.wi.us</a>
<b>Student Council</b>	Promote student responsibility, develop leadership and school spirit, and take part in worthwhile projects. Students will also gain an initial understanding of student government.	TBD
<b>Unified Pals</b>	Students of all abilities come together to promote social inclusion through play and learning where respect and acceptance are the norm.	Mrs. Wistrom <a href="mailto:lwistrom@dce.k12.wi.us">lwistrom@dce.k12.wi.us</a> Mr. Tretter <a href="mailto:ttretter@dce.k12.wi.us">ttretter@dce.k12.wi.us</a>
<b>Woodturning Club</b>	Learn how to turn and make wooden pens to donate to the Never Forgotten Honor Flights Veterans. For every 3 pens you make for the vets, you get to make one for yourself. Any 8 <sup>th</sup> or 9 <sup>th</sup> grader is welcome to join.	Mrs. Heise <a href="mailto:sheise@dce.k12.wi.us">sheise@dce.k12.wi.us</a>
<b>Yearbook Club</b>	Yearbook Club is a group that gives students experience in print media publishing, camera basics, computer layout design, and creative writing. Students will collaborate to create a yearbook that captures the memories of our school year.	Ms. Clark <a href="mailto:jclark@dce.k12.wi.us">jclark@dce.k12.wi.us</a>



# JUNIOR HIGH INTERSCHOLASTIC SPORTS

<b>FALL SPORTS (SEPT-NOV)</b>	<b>BOYS/GIRLS</b>	<b>GRADE(S)</b>
Cross Country	Boys/Girls	6-7-8
Cross Country	Boys/Girls	9
Dance Team	Girls	6-8
Dance Team	Girls	9
Football	Boys	7-8-9
Golf	Girls	9
Soccer	Boys	7-8
Soccer	Boys	9
Swimming	Girls	6-7-8
Swimming	Girls	9
Tennis	Girls	9
Volleyball	Girls	7-8-9
<b>WINTER SPORTS (NOV-MARCH)</b>	<b>BOYS/GIRLS</b>	<b>GRADE(S)</b>
Basketball	Boys/Girls	9
Curling	Boys/Girls	9
Dance Team	Girls	6-8
Dance Team	Girls	9
Hockey	Boys	9
Ski/Snowboard	Boys/Girls	9
Swimming	Boys	6-7-8
Swimming	Boys	9
Wrestling	Boys	6-7-8
Wrestling	Boys	9
<b>WINTER SPORTS (OCT-DEC)</b>	<b>BOYS/GIRLS</b>	<b>GRADE(S)</b>
Basketball	Boys	7-8
<b>WINTER SPORTS (JAN-FEB)</b>	<b>BOYS/GIRLS</b>	<b>GRADE(S)</b>
Basketball	Girls	7-8
<b>SPRING SPORTS (MARCH-JUNE)</b>	<b>BOYS/GIRLS</b>	<b>GRADE(S)</b>
Baseball	Boys	9
Golf	Boys	9
Lacrosse	Boys/Girls	9
Softball	Girls	8-9
Soccer	Girls	7-8
Soccer	Girls	9
Tennis	Boys	9
Track	Boys/Girls	6-7-8
Track	Boys/Girls	9

**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.

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

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

#### **ACADEMIC RESOURCES -**

- Extended Learning Time (ELT) 8<sup>th</sup> Period Daily
- Before and after school
- Classroom teachers
- School counselors
- IMC (Library)
- SmartMusic – available in the music rooms

**ADD/DROP POLICY** - All course selections are considered final except in the case of inappropriate placement. Changes based on inappropriate placement 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 except for the physical and alternate-year cards. Parents will have the ability to scan and upload the physical and alternate-year cards. If physical and alternate-year cards are not uploaded electronically, a hard copy needs to be turned into the Athletic Office. 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. 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 students 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 7:40 a.m. on the first day of their return to school. A doctor's excuse may be requested if a student has repeated absences. Note: Administration reserves the right to make all final attendance decisions.

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

- A student has written permission from a parent.
- The student has a valid reason for leaving which is acceptable to the school.
- The student has requested a "Permit to Leave School" before 7:35 a.m.

Students may be excused for such activities as deer hunting, church retreats, college visits, and family vacations when the Permit to Leave School Anticipated Absence form has been signed by a parent, a student's teachers, and returned to the attendance office prior to the absence. Parents may excuse their children 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 their 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, they 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.

**Fieldtrip Attendance** – All incentive and/or field trip attendance may not be allowed if all homework is not turned in within 1-2 weeks prior to the trip date. All students must be in good academic and behavioral standing. It is the discretion of the administration to make all final decisions.

**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.

**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 IMC during the school day. Students will be allowed to carry materials and books into the school at the beginning of the school day and out of the school at the end of the day in backpacks, bags, or purses. At all other times, backpacks, bags, or purses are to be in the student's street locker. On an individual basis only, students with special circumstances may be allowed to take their backpacks to class. Exceptions require the permission of the building principal or an assistant principal.

**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/) ( <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 their responsibilities.

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

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

**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.
- Clothing should always completely cover the torso from just below the neckline to mid-thigh. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, tank tops of any kind, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.
- Except for approved religious/medical purposes, head coverings including hats/caps may not be worn 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, hoods, head coverings and/or jackets during the school day unless administrative approval has been granted. Exceptions will be made for special activities. Headwear must be removed before entering the building.
- Students are not allowed to wear or carry flags.

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

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

**ELECTRONIC COMMUNICATION DEVICES (ECD) POLICY** - Student use of electronic communication devices, including but not limited to cell phones, personal tablets or other devices, on school premises are subject to limited use during the school day. Students may use these devices before the start of the school day, at their lockers between class periods, during the lunch periods and after school. During class periods, these devices are to remain in student lockers.

The devices will **not** be used to:

- Compromise the academic integrity of assignments, activities and assessments
- Humiliate, embarrass, threaten or cyberbully others
- Endanger the health or safety of self or others
- Infringe upon the rights of others at school
- Participate in illegal or prohibited conduct

At no time may the devices be used to take, record or transfer audio/photographs or video images of an individual(s) in classrooms, school locker rooms, restrooms, private areas or anywhere on school grounds. The posting of audio/video and photographs in the areas listed above to social networking sites and apps is also prohibited.

\*The district may use videotaping, audiotaping or other means of recording students as a facet of instruction for enhancing student learning, to assist in providing a safe and secure learning environment or to inform the public about the educational environment and activities in the district. For district purposes, "videotaping" includes any means of recording students including photographs.

Nothing within the policy shall be construed to limit a student's ability to possess and use an electronic device in a

manner that functions as assistive technology necessary for a student's education and that is required under an individualized educational plan (IEP) or Section 504.

The district shall **not** be responsible for the security or safety of ECDs that students choose to bring to school. Consequences for misuse are outlined under student conduct in the student handbook located on the D.C. Everest Junior High School website. In addition, all offenses will result in the immediate confiscation of the device.

**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)** - Extended learning time is designed to provide all students with greater "LEARNING" opportunities and additional support that is timely, targeted, and may be a directive. Every student will have total access to all of their academic teachers daily during the school day. Students, staff, and administration will work together to provide enrichment opportunities, early academic interventions or strategies, and improve homework completion. ELT will also target opportunities for kids to participate in activities/clubs beyond the regular academic scope.

**FLOWERS & BALLOONS** - No flowers or balloons will be delivered to students during the school day. Please do not have these items delivered to the school. D.C. Everest buildings are latex free environments.

**HALLWAY CONDUCT** - The hallways of the Junior High are a great place for students to demonstrate behaviors that are productive, responsible, and respectful. Successful students are always respectful in the hallways. They use "inside" voices. They throw garbage in appropriately marked containers. They stay to the right when walking the hallways and stairs to a new destination. Successful students use the most direct route from one class to another; however, if they choose to "hang out" they move to the outside edge of hallway, near the lockers, so that they are not obstructing others. Successful students avoid bullying and physical contact with other students; and are polite and apologetic if they accidentally bump them. Students staying in the building past 3:05 p.m., to attend an activity or meet with a teacher, must be supervised. Allowing access to the building for anyone, except through the Main Office, is prohibited. Students who do not monitor their hallway behavior will be subject to discipline.

**HALL PASSES** - Students must have an individual staff issued hall pass to be in the halls or bathrooms during class periods. Group passes are not allowed. Students will have a 4-minute passing time to go directly to their designated location. Students are not allowed to go to other locations than prescribed on the original pass. If a student leaves their original sign out location, they must report back to the original sign out location (study hall, homeroom etc.) to go to other locations as approved by staff. Students wanting to see a specific teacher must have a pre-signed pass from the teacher whom the student wishes to see.

**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** – Students in need of any medical care should report to the health room with permission of a staff member. The health assistant, with input from the student, will determine if a parent/guardian will be contacted or should pick the student up from school, depending on the illness of the student. Students who feel they need to go home due to an illness must allow the health assistant to make initial with the parent/guardian. A student should not make initial contact by personal phone to be picked up by from school for medical reasons. This practice ensures quality medical care and accurate attendance records for all students.

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

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

**Immunization Requirements** – The Wisconsin state immunization requirements for 2023-2024 school year are listed below. Students need the listed vaccinations by the first day of school.

Age/Grade	DTP/DTaP/DT	Polio	MMR	Hepatitis B	Vercella	Tddap
Grades K-6	4	4	2	3	2	-
Grades 7-12	4	4	2	3	2	1

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

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

Please contact the JRH Health Office at 715-359-0511 ext. 3023 if you have further questions or concerns.

**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 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.

**INSUBORDINATION** - Definition of insubordination - Repeated failure to respond to the reasonable request of an adult, talking back to an adult, and/or socially rude interaction with an adult. The student's behavior is causing an interruption in a class or activity. This may include talking loudly, yelling, screaming, noise with materials and/or sustained out of seat behavior.

The difference between this and gross misconduct can be a fine line, so students should always comply with directives from all D.C. Everest Junior High staff members (administrators, teaching/support staff, custodial, and our guest teachers) and avoid repeating inappropriate behavior.

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

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

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

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

- 1<sup>st</sup> incident: A \$50 deductible and a review of iPad care and expectations with administration to receive a new iPad.
- 2<sup>nd</sup> incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only. Duration to be determined by administration.
- 3<sup>rd</sup> 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 always has access to all lockers. Students shall not be allowed to secure their lockers in any way whatsoever, other than the locking mechanism provided by the school. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger. If the building administration has reasonable suspicion a student may be in possession of stolen property or any item posing a safety concern for others, cigarettes or other tobacco products, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may be asked to empty their pockets, book bags, backpacks, purses, etc.

Students are given the combination to a locker the first day of school. To be sure belongings are safe keep the combination a secret. Do not share your locker or combinations with other students.

Students are encouraged not to bring valuable items to school to be stored in any locker. The school will not be responsible for lost or stolen items. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. No one is allowed to decorate the exterior of a student locker at any time. However, students may decorate the inside of their lockers appropriately. Decorations may not be disruptive, provocative, revealing,

profane, vulgar, offensive or obscene, endanger the health and safety of a student or others, or disrupt the learning environment.

**LOCKER ROOM PRIVACY** - The D.C. Everest School District observes measures to protect the privacy rights of individuals using school locker rooms. This includes:

- No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time.
- No Electronic Communication Devices (ECD's) or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

**LOSS OF PRIVILEGES (LOP)** - What is a LOP? A LOP is a loss of hallway and/or LC privileges to all other locations on school grounds. What might be some reason a student would receive a LOP?

- Bullying
- Safety concerns
- Not reporting to pass locations
- Using more than allotted passing time
- Skipping classes
- Forging teacher passes

**LOST AND FOUND** - The lost and found box is in the 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, students should get in a line and wait patiently without cutting in front of others. Please move through the serving area as quickly as possible and avoid physical contact with others at all times both in the lunchroom and outside. If anyone is sitting alone, invite them to sit at your table. Students should always respect other's food and space. Keep all food and objects to yourself, tray, and table. Once you are done with your meal, every student at the table should check their area including their table and floor around them and pick up any trash and dump it into the garbage regardless of whose trash it is. All students are required to dump all trays and clean their areas 5 minutes prior to dismissal. It is the responsibility of each student sitting at the table to maintain a clean area. Once you dump your garbage, return to the table, or go outside. If you remain inside, you must remain seated until dismissed by a staff member. Once dismissed, exit the lunchroom in an orderly fashion. If you go outside, you will be required to line up single file on designated lines on the ground and enter the building in an orderly fashion. Finally, please respect and follow lunchroom staff directives. Students are allowed to purchase and consume food and drink in the commons area only.

Possible Lunch Room Discipline:

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

**PETS / ANIMALS** - No pets or animals will be allowed in the building or on school grounds unless prior permission is obtained from the building principal or an assistant principal. Do not request permission unless the pet or animal is directly related to one of your projects or lessons.

**PHYSICAL AGGRESSION/FIGHTING** - Disputes between students need to be handled by reporting the dispute to a school staff member. Physical aggression/fighting is extremely disruptive. Consequences will be applied as noted in School Conduct if it is determined a student has been physically aggressive toward another student or if a student must be restrained in order to prevent harm to another student. Physical aggression will be defined as any physically violent contact with another student or group of students regardless of who initiated it, in which a student intentionally inflicts or attempts to inflict bodily harm on another person. Disputes between students leading to assault will be dealt with as indicated in the Student Conduct section. The definition we use for assault is:

- An act done with intent to cause fear of immediate bodily harm or death.
- The intentional infliction of or attempt to inflict bodily harm upon another.
- The threat to do bodily harm to another with present ability to carry out the threat.

**PLEDGE OF ALLEGIANCE** - During announcements each day, students will recite the Pledge of Allegiance. No student shall be compelled against his/her objection or those of his/her parent or guardian to recite the pledge.

**POSTERS** - Permission to put up any posters at D.C. Everest must be obtained from the principal. Posters should pertain to D.C. Everest activities and be of appropriate size, material, and subject matter. After principal approval, all posters should be posted to the Information Centers. No posters or signs will be allowed that promote any type of external business or commercial activity.

**PROFANITY/LANGUAGE/DISRESPECT** - The student delivers verbal messages or non-verbal gestures that include profanity, swearing, cursing, coarse language, dirty words, vulgar language, inappropriate language or using words in an inappropriate way directed at an adult in the school. Verbal messages of this type that are about, or directed to an adult, will not be tolerated and will require immediate referral to an administrator.

- Profanity towards an adult, first offense: Directed study or (OSS) Out of school suspension.
- Profanity towards an adult, second offense: 1–3-day OSS,
- Profanity towards an adult, third offense: 3-day OSS, Re-entry meeting with parent, administrator, and Student Services.

**PUBLIC 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 to ensure a study hall each semester. All class credits in 9<sup>th</sup> grade will go on their high school transcripts and will be factored into their grade point average (GPA). The grade point average a student attains in ninth grade will be used in the accumulative grade point average for grades nine through twelve.

**SATURDAY DETENTION** - Saturday detentions will be held from 8:00 - 10:00 a.m. Students assigned will be required to follow specific rules and do schoolwork under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in Directed Study, out of school suspension, or an additional Saturday detention.

**SCHOOL SPONSORED TRIPS** - It is a privilege for students of DCE JH to attend school sponsored trips. Student behavior is a direct reflection of our school's image. Therefore, all misbehavior will be handled in accordance with student conduct, possible consequences per this document. Upon notification of a school sponsored trip, administration and school staff reserve the right to revoke a student's privilege(s) to attend trip(s) if they are not in good academic and or behavioral standing prior to the trip. Advanced notice of a child not being able to attend the trip will be communicated prior to the event to the child and parent, or guardian. The school and transportation rules and regulations will apply to any trip under school sponsorship. Students will respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

**SEXUAL HARASSMENT** - Sexual harassment is not allowed at D.C. Everest Junior High. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- Verbal, written/graphic harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate patting or pinching.
- Intentional brushing against the individual's body.
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's education status.
- Any unwelcome touching of a sexual nature.
- Unwelcome discussion, which is sexual in nature.

**SMOKING / TOBACCO USE** - Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited. Possession, use, or distribution of tobacco products or paraphernalia on school property is always prohibited. Offenses for smoking or possession of tobacco products will accumulate during grades 8-9. This means a student does not start over each year with a first offense.

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

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

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. If the 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.

**STUDY HALLS** - The purpose of study hall is to provide a quiet place to study with an academic intent. Students must come to study hall with all homework or reading materials and prepared to work. Sign outs are minimal and only if necessary. To maintain a quiet study environment, the following rules have been established:

- Students must be seated and silent when the bell rings. No signing out will take place until it is quiet.
- Students must be productive with homework, reading, or studying.
- Students may be permitted to work together quietly with study hall supervisor permission only. If students are not quiet, they will have to return to their original seats.
- Personal music devices with ear bud headphones only are permitted.
- Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be

used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.

- When signing out of the study hall, there is a maximum passing time of **4 minutes**. You must report directly to pass locations.
- Pre-issued passes are required for the Learning Center, resource rooms, and teachers' rooms.
- Study hall supervisors may issue a pass for a resource room on a limited basis.

Students not in good academic standing may be assigned to resource rooms or locations without electronic device or sign-out privileges.

**SURVEILLANCE CAMERAS** - The D.C. Everest School District has great concern for the safety of all students and public on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices are used in the Junior High.

**TARDINESS** - Late arrival to school - Parents should inform the attendance secretary if the student is going to be late to school (see excused absences). Students who are tardy to school beyond 10 minutes should report to 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:

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Warning
- 3<sup>rd</sup> Offense: Warning
- 4<sup>th</sup> Offense: 30 min. detention & parent notification
- 5<sup>th</sup> Offense: Saturday Detention
- 6<sup>th</sup> Offense: 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 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, pocketknives, 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.

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## D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson (715) 571-1774 <a href="mailto:jdickerson@dce.k12.wi.us">jdickerson@dce.k12.wi.us</a>	Treasurer	2025
Katie Felch (715) 212-2265 <a href="mailto:kfelch@dce.k12.wi.us">kfelch@dce.k12.wi.us</a>	President	2024
Shannon Grabko (715) 551-9406 <a href="mailto:bkrueger@dce.k12.wi.us">bkrueger@dce.k12.wi.us</a>	Member	2025
Lindsey Lewitzke (715) 581-5871 <a href="mailto:llewitzke@dce.k12.wi.us">llewitzke@dce.k12.wi.us</a>	Vice President	2025
Corina Norrbom (715) 870-2252 <a href="mailto:cnorrbom@dce.k12.wi.us">cnorrbom@dce.k12.wi.us</a>	Member	2023
Larry A. Schaefer (715) 359-7374 <a href="mailto:lschaefer@dce.k12.wi.us">lschaefer@dce.k12.wi.us</a>	Member	2024
Yee Leng Xiong (715) 348-6214 <a href="mailto:yxiong@dce.k12.wi.us">yxiong@dce.k12.wi.us</a>	Clerk	2023

**STUDENT DIRECTORY DATA** – As part of its Directory Data Notice, and in compliance with specific federal Acts and state Statutes, the D.C. Everest Area School Board is required to define specific student information as “directory information”. At D.C. Everest, directory information includes:

- Student name
- Student photograph(s)
- Officially recognized sport and activities the student participates in
- Student height and weight if a member of an athletic team
- Graduation date
- Degrees and awards received

If families prefer the above-noted student information not be shared, they must inform the District – in writing – which of the directory information items they refuse to permit the District to designate as “Directory Data” for their student. For example, if a parent/guardian decides photos of their student should not be released, then the student’s photo will not appear in the yearbook, in team photos, in photos shared on social media and with the media, etc. The Board defines “personally identifiable information” in its Directory Data Notice. (For a complete list of the “personally identifiable information” data, view the [DCE Directory Data Notice online](#)).

The District is required to release specific personally identifiable information – the name, address, and telephone listing of a student – upon request from a military recruiter or institutions of higher education without prior written parental/guardian consent unless parents request in writing that their student’s name, address and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent. This specific request must be submitted to the Student Services Secretary.

The above-noted written requests should be submitted to the Student Services secretary.

The complete [D.C. Everest Directory Data Notice is available online](#).

**NON-DISCRIMINATION NOTICE:** The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student programs and activities.

The following staff are designated to receive inquiries regarding the non-discrimination policies:

Sarah Trimner  
Director of Talent & Culture  
6100 Alderson Street  
Weston, WI 54476  
(715) 359-4221, ext. 1225  
[stimmner@dce.k12.wi.us](mailto:stimmner@dce.k12.wi.us)

Jack Stoskopf  
Interim Assistant Superintendent Operations  
6100 Alderson Street  
Weston, WI 54476  
(715) 359-4221, ext. 1243  
[jstoskopf@dce.k12.wi.us](mailto:jstoskopf@dce.k12.wi.us)

**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, IMC, or [school website](#).

## DISTRICT POLICIES

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

- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents’ Right to Know
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District sponsored trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Allergies
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment

- Policy 5517.01 Bullying
  - Policy 5530 Drug Prevention
  - Policy 5771 Search and Seizure
  - Policy 5772 Weapons
  - Policy 7217 Weapons
  - Policy 7440.01 Video Surveillance and Electronic Monitoring
  - Policy 7540.03 Student Technology Acceptable Use and Safety
  - Policy 8330 Student Records
  - Policy 8390 Animals on District Property
  - Policy 8410 School Safety and Crisis Intervention
  - Policy 8462 Child Abuse and Neglect
  - Policy 8500 Food Services
  - Policy 8510 Wellness
  - Policy 8550 School Nutrition
  - Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms
  - Administrative Guideline 5430 Laude Program
  - Administrative Guideline 8600B School Bus Rider Rules
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- **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 provided on the locker. The school is not responsible for lost or stolen items. Students may not hang anything on the outside of the locker unless it is approved by a teacher or administrator.





