



SUBSTITUTE HANDBOOK 2023-2024

for Guest Teachers & Substitute Assistants



Welcome to the D.C. Everest School District!

We are happy you have chosen to work with our district as a Guest Teacher and/or Substitute Assistant.

The work we ask you to do can be demanding but rewarding, and the calls may come at the last minute, but if you love variety and flexibility, you will truly enjoy subbing for us!

The goal of this Handbook is to provide you with general information. If you have any general questions, please contact the Talent & Culture Department. For school-specific questions, please contact the building Administrative Assistant.

D.C. EVEREST SCHOOL BOARD

2023-2024 School Board Members

Joshua Dickerson 715-571-1774 jdickerson@dce.k12.wi.us	Treasurer Term ends 2025
Katie Felch 715-212-2265 kfelch@dce.k12.wi.us	Member Term ends 2024
Shannon Grabko 715-551-9406 sgrabko@dce.k12.wi.us	Clerk Term ends 2025
Lindsey Lewitzke 715-581-5871 llewitzke@dce.k12.wi.us	President Term ends 2025
Corina Norrbom 715-881-1816 cnorrbom@dce.k12.wi.us	Member Term ends 2026
Larry Schaefer 715-359-7374 lschaefer@dce.k12.wi.us	Member Term ends 2024
Yee Leng Xiong 715-348-6214 yxiong@dce.k12.wi.us	Vice President Term ends 2026

Regular School Board meetings are held at the Administration Building, Rita Kasten Conference Rooms, 6100 Alderson Street, Weston, WI 54476.

ADMINISTRATION BUILDING

6100 Alderson Street
Weston, Wisconsin 54476
Phone Number: 715-359-4221

Superintendent's Office

Casey J. Nye Superintendent of Schools
Ellen Suckow Executive Assistant to the Superintendent
Michelle Rothmeyer Coordinator of Communications

Learning

Jeff Lindell Assistant Superintendent of Learning
Gloria Degner Admin. Asst. to Asst. Superintendent of Learning
Rachel Koss EC/4K Principal
Gina Lehman Director of Student Services
Heather McMillan-Hehir Admin. Asst. to Director of Student Services
Erin Jacobson Mental Health Navigator
Kristen Spiegel Berg Family Engagement Coordinator
Kelly Thompson Director of Curriculum, Literacy, Assessment, & EL
Rachel Rentmeester Admin. Asst. to Curriculum and Learning Dept.
Lisa Braun ESS Coordinator
Julie Weller Director of Special Education
Jamie Jablonski Admin. Asst. to Director of Special Education
Andrew Low Lead School Psychologist/Behavioral Specialist
Xia Yang Hmong Parent Partner

Operations

Jack Stoskopf Asst. Superintendent of Operations
Andrea Lerch Admin. Asst. to Asst. Superintendent of Operations
Gary Gadke Accounting Supervisor
Pam Knowles Senior Payroll Specialist
Angela Garske Payroll Clerk
Brady Mesenberg Director of Technology
Tracy Ravey Admin. Asst. to Director of Technology
Christopher Nichols Finance Supervisor
Tracey Blaser Accounts Payable Clerk
Dawn Schroeder Accounting Specialist
Sarah Trimner Director of Talent & Culture
Kristy Eder Talent Coordinator
Cindy Hall Employment Specialist
Riana Mefferd Benefits Specialist
Ann Ziegler Receptionist/Buildings & Grounds Admin. Asst.

Other District-Level Directors

Laticia Baudhuin Director of School Nutrition
Jason Jablonski Director of Buildings and Grounds
Aaron Mull Director of Community Services & Special Projects

SCHOOL INFORMATION

EVERGREEN ELEMENTARY

Rick Koepke, Principal
Kristel Marquardt, Admin. Asst.
1610 Pine Road, Rothschild, WI 54474
Phone: 715-359-6591

MOUNTAIN BAY ELEMENTARY

Matthew Schult, Principal
Jocelyn Barwick, Admin. Asst.
8602 Schofield Avenue, Weston, WI 54476
Phone: 715-355-0302

ROTHSCHILD ELEMENTARY

Rena Sabey, Principal
Laurie Cook, Admin. Asst.
810 First St., Rothschild, WI 54474
Phone: 715-359-3186

D. C. EVEREST MIDDLE SCHOOL

Kathryn Wollersheim, Principal
Fritz Lehrke, Asst. Principal
Jamie Salzman, Dean of Students
Betsy Hart, Admin. Asst.
9302 Schofield Avenue, Weston, WI 54476
Phone: 715-241-9700

D. C. EVEREST SENIOR HIGH

Michael Raether, Principal
Todd Bohm, Asst. Principal
Dallas Rennie, Asst. Principal
William Franklin, Dean of Students
Dawn Seehafer, Admin. Asst.
6500 Alderson St., Weston, WI 54476
Phone: 715-359-6561

HATLEY ELEMENTARY

Scot Abel, Principal
Tammy Fischer, Dean of Students
Meghan Postelnik, Admin. Asst.
417 Emmonsville Road, Hatley, WI 54440
Phone: 715-446-3336

RIVERSIDE ELEMENTARY

Kevin Kampmann, Principal
Jessica Krautkramer, Admin. Asst.
166543 River Road, Ringle, WI 54471
Phone: 715-359-2417

WESTON ELEMENTARY

Kelly Ziegelbauer, Principal
Melinda Cartledge, Dean of Students
Alexandra Sinkula, Admin. Asst.
5200 Camp Phillips Road, Weston, WI 54476
Phone: 715-359-4181

D. C. EVEREST JUNIOR HIGH

Jason McFarlane, Principal
Scott Gremminger, Asst. Principal
Derek Micke, Dean of Students
Lisa Becker, Admin. Asst.
1000 Machmueller St., Schofield, WI 54476
Phone: 715-359-0511

IDEA SCHOOL/ODYSSEY ELEMENTARY

Jason McFarlane, Idea Administrative Liaison
Kelly Thompson, Odyssey Administrative Liaison
Alicia Herrera, Admin. Asst.
4704 Camp Phillips Road, Weston, WI 54476
Phone: 715-359-1040

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.
- Last Day of Quarter
- 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)

ITEMS OF INTEREST

Absence Excuses (Elementary)

Some students may bring an excuse slip to you, signed by a parent. All excuses should be handed in to the office.

Additional Assignments

Be sure to check with the principal or team leader (depending on which school you are in) to determine if the teacher you are replacing has an assignment other than classroom duty. This additional assignment could be study hall, recess duty, lunch duty, resource room, or a field trip. These duties become your duties unless other arrangements have been made. When you substitute for more than one (1) teacher at the Senior High School, be sure to get a schedule of all duties from the assistant principal or the main office secretary.

Anaphylaxis

It is the policy of the District to provide a safe environment for all students, including students with a known, anaphylactic allergy. The District works with students, parents/guardians, and medical practitioners to minimize the risk of exposure and to provide a positive educational environment for students with an anaphylaxis. Therefore, removing nut containing ingredients and latex from the classroom environment is encouraged at all grade levels.

Alternate Lunch (Elementary)

When completing your morning attendance on a sub attendance roster which is provided by the administrative assistant in the front office, please also include the lunch count. Please get a total number of students who are eating regular hot lunch for the current day (see menu provided by the teacher - 1st choice listed for that day) and place that on the line "Today's Regular." See the menu for the following day's alternate lunch option (on the menu the regular option is listed first and if there is an alternate it will have an OR between the two options). Please ask the class which students would like the alternate choice for the following day and put that number on the line "Tomorrow's Alternate." Alternate lunches are usually an option for students in grades 2-5, though that may be slightly different at each school. If no alternate is available for that grade, the secretary should mark that accordingly. Ask the students who would like breakfast the following morning - again on the menu but you need to look at the following date on the calendar and put that number on the "Tomorrow's Breakfast" line. If you have any questions, please ask the administrative assistant in the front office.

Attendance Records

Be sure to take attendance in keeping with the policy of the building. Attendance is taken both in the morning and the afternoon at the elementary level, and per class period at the secondary level. If you have questions about when to take attendance, or how to report it, ask another teacher or an administrator.

Bullying

All school staff members and school officials who observe or become aware of acts of bullying in violation of Policy 5517.01 are required to report these acts to the building principal or assistant principal, or the Superintendent. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, 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.

Class Lists

A class list will be provided to the Guest Teacher with the appropriate information to carry out their assignment.

Class Schedules

You should find the class schedule on the teacher's desk or posted prominently near the door. Please do your best to keep to the schedule.

Crisis Situations

All schools have a safety/crisis plans prominently displayed in each classroom. Please review these procedures and ask a teacher or administrator clarifying questions (or to report that a plan is not available). Classroom doors should remain locked at all times.

Employee Benefits

Because D.C. Everest does not use a staffing company to hire our substitutes, all substitutes are considered district employees and could be eligible for the following benefits:

Wisconsin Retirement System (WRS)

- Any employee reported to have worked over 880 hours in a rolling 12 month period will be automatically enrolled in the WRS.
- Once enrolled, you will never be unenrolled as long as you continue working.
- For 2023, the contribution rate is set at 6.8% of your income; the District also matches this contribution rate. For 2024, the contribution rate is set at 6.9% of your income; the District also matches this contribution rate.

Life Insurance

- Once enrolled in the WRS, you will be eligible for Life Insurance.
- One times your annual gross income of coverage can be provided at no cost to you, and you will have the option of purchasing additional units.
- This is a group term life policy that allows you to enroll in coverage up to five times your annual gross income with the option of spouse/dependent coverage.

403(b) Tax Sheltered Annuities (TSA)

- You have the option of opening a TSA account with an approved vendor to save and/or invest before-tax and/or after-tax dollars for retirement via payroll deductions.
- Contact Talent & Culture for the list of approved vendors.

457 Wisconsin Deferred Compensation Plan (WDC)

- WDC gives you the option to save and invest before-tax and/or after-tax dollars for retirement via payroll deductions.
- Learn more on the WDC website: <https://wdc457.empower-retirement.com>

Any questions regarding these benefits can be sent to Riana Mefferd, Benefits Specialist, at rmefferd@dce.k12.wi.us.

Employee ID Badges

All substitutes will be issued employee ID badges. You are required to wear them whenever you are working on district property. If you do not have an employee ID badge or if you lose it, contact the

Technology Department ASAP. Substitutes may use their employee ID badge as their free pass to home sports events (excludes tournaments and playoffs).

End of Day Procedures

Leave a note for the teacher/assistant explaining what was covered, problems, etc. Straighten up the room. Check out in the main office and sign out on the Substitute Sheet with your accurate start and end times for the day.

Fire Drill

Every room in the district will have directions for a fire drill posted near the door or at the front of the room. Look for these directions. Each principal will provide the specific information for all emergency procedures. State Law requires that at least one fire drill be held each month; it could happen when you are in the building.

Grades

Under normal circumstances you will not be required to give students a grade for a grading period. Should you substitute long-term, please check with the principal about grading policies and requirements. Long-term Guest Teachers should grade student work by following the procedures and policies of the district, department, and teacher.

Hours of Duty

Below is the normal workday for Guest Teachers. Guest Teachers may have hours somewhat different depending on duties, etc. Guest teachers may be allowed to leave the building when work is completed. (This would include responsibilities such as information to regular teacher about how the day went, grading information, etc.) All Guest Teachers are now paid on a half day (4.5 hours) or full day (8 hours) basis.

The student day is:

Senior High	7:28 to 2:40
Junior High	7:40 to 2:58
Middle School	7:20 to 2:32
Odyssey	7:40 to 2:40
IDEA School	7:45 to 2:35
Hatley	8:45 to 3:40
Evergreen	8:45 to 3:40
Mountain Bay	8:45 to 3:40
Riverside	8:45 to 3:40
Rothschild	8:45 to 3:40
Weston	8:45 to 3:40

The Guest Teacher day is:

7:00 to 3:00
7:15 to 3:15
6:50 to 2:50
7:20 to 3:20
7:20 to 3:20
8:00 to 4:00
8:00 to 4:00
8:00 to 4:00
8:00 to 4:00
8:00 to 4:00
8:00 to 4:00

For Substitute Assistants, the scheduled workday will vary by assignment and can be found in the absence information in Frontline.

Late Reporting Times

If school is scheduled to start later than normal for any reason, substitutes are to report to work at the specified time. Substitutes should listen to and watch the local news/media outlets for information regarding late starts. For example, if it is related to inclement weather and there is a two-hour delay, then the substitute should report two hours later than the original scheduled start time. If the substitute

is scheduled for a partial day, the substitute should contact the main office to determine your report time.

Lesson Plan

All teachers should have lesson plans available to the Guest Teacher. Many have their lesson plans uploaded into Frontline but should also have a copy available on the desk. If you are unable to find them, please ask in the office. These plans should be written clearly enough so that you can teach them, using whatever teachers' guides (or direction books) are available. If the plans are not available, or you are unable to follow them, please see the principal or another teacher.

Liability

Substitutes, like all full-time and part-time teachers, are liable for whatever happens to students. The district carries liability insurance to cover all of its employees. However, in no way does this insurance excuse you from personal negligence or improper conduct. State law is very specific in requiring districts to supervise all children at all times and to provide a "safe place" for the children entrusted to its care. We ask your help in carrying out this charge.

Licensing

All Guest Teachers are required to be appropriately licensed by the Wisconsin Department of Instruction (DPI). Please send the Talent & Culture Department a copy of your Teacher License and/or Substitute Teacher License.

Directions on how to access a PDF copy of your license certificate:

To verify all license data is correct and to print your personalized certificate, please log into ELO at <https://elo.wieducatorlicensing.org/>. Once you have logged in, go to the "Manage Your Existing License(s)" section of the Quick Start Menu and find "Print License Certificate" in the drop-down menu. Note, if you have more than one license, you will need to "Print License Certificate" for each separate one. WI DPI highly recommends you retain a copy of each current license certificate for your own records since it is not possible to print an expired license.

Email the PDF(s) as an attachment(s) to Kristy Eder at keder@dce.k12.wi.us. If you are unable to save the PDF and email it, please print a copy and send it to the Administration Building.

Lunch Time

Each substitute that works a full day is entitled to one-half hour of duty-free time to eat lunch. Review the schedule, lesson plans, or check with the principal to determine when your lunchtime is scheduled. Each administrative assistant will offer short-term substitutes a complimentary school lunch ticket (good for that day only) for one free adult school lunch. At the elementary level, please let the administrative assistant know your option of Choice 1 or Choice 2 to assist in food planning for the day. Ala Carte items are not included or in place of this ticket.

Mandated Reporting of Child Abuse or Neglect

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. The CPS Intake number is 715-261-7556. Please document that you made the call and notify the principal and/or school counselor.

Money

It may be necessary for you to collect money from the students for any one of a host of reasons. Please do not leave money in the room! At your first opportunity, count the money and turn it in to the main office. The administrative assistant will secure it for you.

No-Substitute Required

In the event that a Guest Teacher reports for work at a building to substitute for a position that does not require a substitute (ex. Frontline error), the Guest Teacher will either be: 1) assigned to a different substitute position in the building or different building, or 2) issued substitute teacher pay for a maximum of a half day for that particular substitute assignment, and release for that day of work.

Non-Instructional Duties

All teachers may have non-instructional duties, which may be before, after, or during school hours. Be sure to find out about these and report to these duties.

Pay

Short-Term Guest Teacher Pay

Each Guest Teacher will be paid on a half day (4.5 hours) or full day (8 hours) basis and the principal will determine the workday assignment of each Guest Teacher. The workday assignment of each Guest Teacher may include, but is not limited to, the following activities: supervising lunch, study hall, detention, recess, etc. Each Guest Teacher will be expected to fill the responsibilities of the regular teacher.

2023-2024 Short-Term Rate:

Half day - \$70

Full day - \$140

Long-Term Guest Teacher Pay

A Guest Teacher becomes a "Long-Term Substitute" when they continue to teach in the same position or assignment for more than five consecutive full days. When this occurs, they will be paid the long-term rate beginning with the sixth day of the assignment. The long-term Guest Teacher will receive a "Long-Term Substitute Agreement" and sign in and out daily in the school office. The principal is responsible for entering the long-term substitute request into the online system when applicable.

A Guest Teacher also becomes a long-term substitute when Talent & Culture knows in advance that they are being called upon for long-term duty (five or more days) and will be expected to fill the responsibilities of the regular teacher. When this occurs, they will be paid the long-term rate beginning with the first day of the assignment. The long-term Guest Teacher will receive a "Long-Term Substitute Agreement" and sign in and out daily in the school office. The principal is responsible for entering the long-term substitute request into the online system when applicable.

A long-term Guest Teacher who is working when parent conferences are scheduled and is requested by the principal to attend conferences outside of the regular school day, is expected to work this time as part of the Long-Term Substitute Agreement. The long-term Guest Teacher will be paid an hourly rate for the additional hours outside of the regular school day.

2023-2024 Long-Term Rate:

Half day - \$116

Full day - \$232

Short-Term Substitute Assistant Pay

Each Substitute Assistant will be paid on an hourly basis. Each Substitute Assistant will be expected to fill the responsibilities of the regular assistant.

23-24 Short-Term Rate:

Regular Education/English Learner Assistant - \$14.50 per hour

Special Education Assistant - \$16.50 per hour

Long-Term Substitute Assistant Pay

A Substitute Assistant becomes a “Long-Term Substitute” when they continue to work in the same position or assignment for more than five consecutive full days. When this occurs, they will be paid the long-term rate beginning with the sixth day of employment. The long-term Substitute Assistant will then receive a “Long-Term Substitute Agreement” and sign in and out daily in the school office. The principal is responsible for entering the long-term substitute request into the online system when applicable.

A Substitute Assistant also becomes a long-term substitute when Talent & Culture knows in advance that they are being called upon for long-term duty (five or more days) and will be expected to fill the responsibilities of the regular assistant. When this occurs, they will be paid the long-term rate beginning with the first day of the assignment. The long-term Substitute Assistant will receive a “Long-Term Substitute Agreement” and sign in and out daily in the school office. The principal is responsible for entering the long-term substitute request into the online system when applicable.

23-24 Long-Term Rate:

Regular Education/English Learner Assistant - \$16.00 per hour

Special Education Assistant - \$17.50 per hour

If you have any questions regarding your pay, please contact the Payroll Department at extension 1320 (Pamela Knowles) or 1246 (Angela Garske). Substitutes are paid biweekly (two weeks in arrears).

For the 2023-2024 pay periods, see page 14.

Principal

The principal in each building is there to help you. Any problems you have with your assignment should be called to their attention immediately.

Be sure to check in and sign the substitute sign-in sheet in the main office when you arrive. This will give the administrative assistant a chance to give you keys, technology device, special instructions, or tips you may need before you start to work.

Be sure to check out with the main office and sign the substitute sign-out sheet at the end of the day. Leave the keys, technology device, and any information that the regular teacher/assistant may need for the next day.

Please convey any concerns you have about your assignment to the principal. They are one of the few contacts between you and the district. If things are not going well, we want to know. We want you to be happy and satisfied when you are working for us.

Printing

Short-term substitutes do not have printing access. If you need something printed, please ask the administrative assistant to print it for you. Long-term substitutes will have printing access tied to their employee ID badge.

Related Arts, Elementary

All elementary classrooms are served by additional teachers in art, music, library, guidance, and physical education. Check your daily schedule to determine the time when these teachers will be in your room. You do not need to remain in the classroom when the related arts teachers are there. Oftentimes it will be necessary for you to escort your students to/from the gym, music room, art room, etc. Please be careful to return to the room promptly, so that you are there when the related arts teacher is ready to leave. They have very tight schedules and cannot be expected to wait for you to return.

School Closings

If school is called off for any reason prior to reporting time, substitutes are not to report to work and will not be paid. Substitutes should listen to and watch the local news/media outlets for information regarding school closures.

School Counselor's Role, Elementary

All elementary schools are served by a School Counselor. The School Counselor may be scheduled to work with your students on a day when you are substituting. Sometimes this work involves the entire class, other times it may involve only a small group. If a student makes a statement of harm to self, call the main office or School Counselor immediately. Do not leave the student unattended.

Students with special needs

Some of our students receive services from Special Education teachers and/or assistants. Please make sure to help the students keep their scheduled appointments. Many times this will be in the teacher's notes. If you have questions, please ask the building principal or administrative assistant.

Staff Injury

As a District employee, you are required to report all accidents or injuries that you sustain while in the course of your employment. It is required that you report any injuries to your designated supervisor by the end of the day on which the injury occurred. It is required that staff members injured on the job must promptly complete an accident report form. Your safety is our primary responsibility, and the District wants to make every effort to make sure that its staff receives proper medical attention, if necessary. The failure to report an injury on the day that it occurs will subject the District to increased cost in our Workers Compensation Program. Safety is everyone's responsibility and being accountable to report injuries or accidents is mandatory. If you are injured on the job, be certain to discuss the incident with the principal so that the required documentation can be completed.

Student Illness

Students who become ill during the day are to be sent to the Health Assistant in the building. If you are unsure whether a Health Assistant is available, send the student to the main office with a note or phone call. You may want to send another student to accompany the ill student. You should not leave your classroom unattended unless it is absolutely necessary. Please remember it is better to be on the safe side.

Student Injury

Any injury to a student under your care should be handled as though it were an illness (above). You should not move a student that may have a head or back injury, or a suspected broken bone. In these cases, contact the Health Assistant or main office immediately. In the case of any injury, no matter how minor, be sure to report by phone call to the Health Room and/or main office.

Student Safety

The school is legally responsible for providing the safety of the students. No student should be left in any location without adequate supervision. For example, students should not be allowed to remain in the classroom or in the IMC without supervision while the teacher eats lunch in another location. Employees are responsible for supervision of the halls. Employees should be present in the hall or doorway while students are entering and leaving. All transitions of students should be supervised.

Student Discipline

Teacher effectiveness and purposeful, well-planned activities are prerequisites to good discipline. Most students will exhibit appropriate behavior when they perceive the teacher is competent, consistent, fair, and supportive of school policies. The following guidelines should contribute to effective discipline:

- A) Establish fair, workable, consistent, and educationally productive procedures by which the classroom and other areas of learning will operate, based on an analysis of the program, the maturity level of the students, and their needs, abilities, and interests.
- B) Plan and conduct learning activities that contribute to accomplishing specified objectives and goals, stimulate and encourage application of thought, and require the active participation of the students. Students should be provided with engaging opportunities to process and apply the information.
- C) Help set the tone for good discipline by modeling the behaviors expected of students.
- D) Inform students of the high expectations regarding discipline and persist in their fulfillment.
- E) Initiate parental conduct where appropriate and necessary.
- F) Support District and building administrators in disciplinary matters and avoid undermining the supervisory guidelines.

Technology

Some teachers utilize digital resources in their class lessons. If the teacher's lesson plans include digital resources and you need assistance, please check with the administrative assistant in the main office first. You may then need to check with the IMC Specialist or another teacher.

Time Called

We use an absence management system called Frontline. The computer will call starting at 5:00 am and will continue calling until all jobs are filled or approximately 12:00 pm. The computer will again start calling at 3:00 pm through 10:00 pm to fill upcoming jobs. It is highly recommended that you log in or call into Frontline to check on job availability and not wait for the computer to call. If you have questions regarding Frontline, please email Cindy Hall at chall@dce.k12.wi.us.

Tornado Drill

Each school will provide specific information for all tornado procedures.

PAY PERIOD DATES		PAYDATE
Beginning	Ending	
6/18/23	7/1/23	7/14/23
7/2/23	7/15/23	7/28/23
7/16/23	7/29/23	8/11/23
7/30/23	8/12/23	8/25/23
8/13/23	8/26/23	9/8/23
8/27/23	9/9/23	9/22/23
9/10/23	9/23/23	10/6/23
9/24/23	10/7/23	10/20/23
10/8/23	10/21/23	11/3/23
10/22/23	11/4/23	11/17/23
11/5/23	11/18/23	12/1/23
11/19/23	12/2/23	12/15/23
12/3/23	12/16/23	12/29/23
12/17/23	12/30/23	1/12/24
12/31/23	1/13/24	1/26/24
1/14/24	1/27/24	2/9/24
1/28/24	2/10/24	2/23/24
2/11/24	2/24/24	3/8/24
2/25/24	3/9/24	3/22/24
3/10/24	3/23/24	4/5/24
3/24/24	4/6/24	4/19/24
4/7/24	4/20/24	5/3/24
4/21/24	5/4/24	5/17/24
5/5/24	5/18/24	5/31/24
5/19/24	6/1/24	6/14/24
6/2/24	6/15/24	6/28/24
6/16/24	6/29/24	7/12/24
6/30/24	7/13/24	7/26/24
7/14/24	7/27/24	8/9/24
7/28/24	8/10/24	8/23/24
8/11/24	8/24/24	9/6/24
8/25/24	9/7/24	9/20/24
9/8/24	9/21/24	10/4/24
9/22/24	10/5/24	10/18/24
10/6/24	10/19/24	11/1/24
10/20/24	11/2/24	11/15/24
11/3/24	11/16/24	11/29/24
11/17/24	11/30/24	12/13/24
12/1/24	12/14/24	12/27/24
12/15/24	12/28/24	1/10/25

DC Everest pays all employees by ELECTRONIC **DEPOSIT** only.
Paystubs can be found by logging into **SKYWARD "EMPLOYEE ACCESS"**

PAYROLL CONTACTS:
715-359-4221

PAM KNOWLES
Ext#1320

ANGELA GARSKE
Ext#1246

APPLICABLE DISTRICT POLICIES

(Updated 10/31/2023)

Please refer to district policies and administrative guidelines as needed on the district website <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221 ext. 1220.

Policy	Title	Summary Information
1422/3122/4122	Nondiscrimination and Equal Employment Opportunity	The Board does not discriminate in the employment of any staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities. Compliance officers are: Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1225, sttrimner@dce.k12.wi.us and Jack Stoskopf, Assistant Superintendent, Operations, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1243, jstoskopf@dce.K12.wi.us
1630.01/3430.01/4430.01	FMLA	A copy of this policy is available upon request of a staff member.
1662/3362/4362	Employee Anti-Harassment	The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.
2240/3310/2270	Controversial Issues in the Classroom / Employee Expression in Noninstructional Settings/ Religion in the Curriculum	The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. The Board acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the professional staff member's expression must be balanced against the interests of this District. As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no School Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 and AG 8800A and AG 8800B. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the principal and Superintendent.
2260	Nondiscrimination and Access to Equal Educational Opportunity	Statements of equal educational opportunity for all students in the District. District Compliance officers are: Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1225, sttrimner@dce.k12.wi.us and Jack Stoskopf, Assistant Superintendent, Operations, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1243, jstoskopf@dce.K12.wi.us .
3122.01/4122.01	Drug-Free Workplace	The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain a drug-free workplace.
3217/ 4217	Weapons	The School Board prohibits professional and support staff members 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 without the permission of the Superintendent.
5350/ ag5350	Suicide Prevention Resources	All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of mental health issues or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

5517	Student Anti-Harassment	It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. District Compliance officers are: Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1327, jlindell@dce.k12.wi.us and Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1351, gilehman@dce.k12.wi.us
5517.01	Bullying	The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.
5772	Weapons	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.
5870	Student Production of Goods and Services	It is the policy of the School Board that students may produce goods and services for nonprofit community organizations or groups during school hours or in school activities only to the extent that such production furthers the educational development of those students. Care must be exercised by the administration in interpreting this policy to avoid exploitation of the students. Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No district staff may take steps to claim intellectual property rights relative to any work product created by students, except as expressly approved by the Superintendent and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work.
5830 - Elementary/MS only	Student Fundraising	If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fund-raising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
5830/8510/5830F	Student Fundraising	The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools. For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fund-raisers by student clubs and organizations that involve the sale, to students, of food and/or beverage items that will be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fund-raising exceptions per school year when foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fund-raisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. No restrictions are placed on the sale of food/beverage items sold outside of the school day. Duration of these fundraisers may not exceed two (2) weeks. Organizations/Groups must submit the district fundraising form prior to sales.
6605 & ag6605 & Form 5830F	Crowdfunding	This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific

		<p>classroom, grade level, department, school, or curricular or extra-curricular activity. For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.</p> <p>Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.</p>
7440.01	Video Surveillance and Electronic Monitoring	The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Annual notification to staff of the use of video surveillance/electronic monitoring systems in their schools shall be done through the Staff Handbook.
7530.02	Staff Use of Personal Communication Devices	Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees may not use a PCD in a way that might reasonable create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Staff are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCD. Cellular/wireless communications, including text messages, instant messages, and emails sent/or received by a public employee using his/her PCD may constitute public records, if the content of the message concerns District business or an educational record if the content includes personally identifiable information about a student.
8462	Child Abuse and Neglect	The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency. Employees shall also notify the building level administrator or the Superintendent.