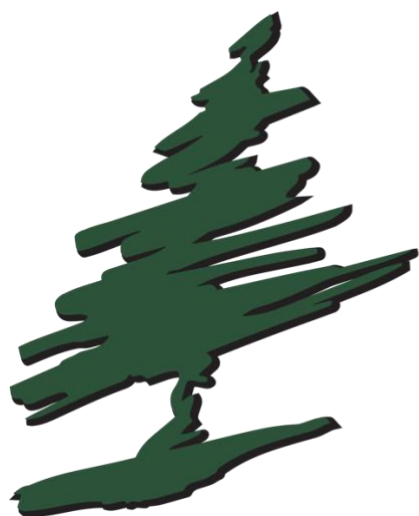


D.C. Everest Junior High School

Student Handbook 2024-2025



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

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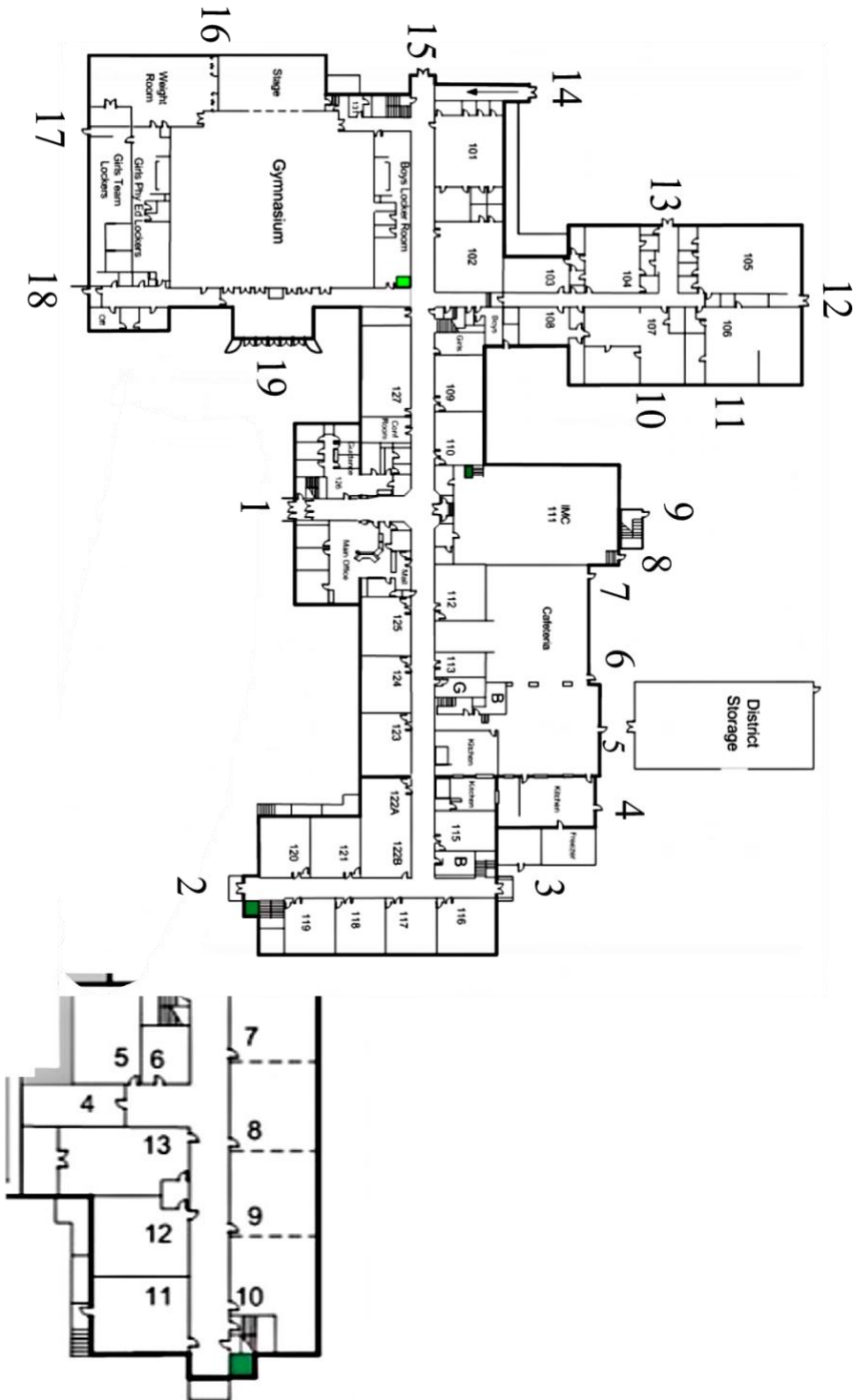
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MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



2024-2025 CALENDAR

2024-2025 DCE Calendar

AUGUST '24						
S	M	T	W	Th	F	S
				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

12-23, 26, 30 Teachers work 2 half day increments in-person during these days

27-29 Teacher Work Days

FEBRUARY '25						
S	M	T	W	Th	F	S
						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	

20 No School for All Students
Elementary: P/T Conferences
Secondary: student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day

21 Teacher PD Day

SEPTEMBER '24						
S	M	T	W	Th	F	S
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					

2 No School – Labor Day
 3 First Day of School

No School for Elementary: teachers WIN Planning, screener review
Secondary: Student Independent Learning Day - teachers ½ vertical teaming & 1/2 work day

MARCH '25						
S	M	T	W	Th	F	S
						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					

★ Last Day of Third Quarter

21 No School for All Students

Elementary: ½ work and ½ PD day.
Secondary: Grading Day

24-28 Spring Break

OCTOBER '24						
S	M	T	W	Th	F	S
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		

24 No School - Teacher PD Day
 25 No School

APRIL '25						
S	M	T	W	Th	F	S
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			

18 – No School – Good Friday

NOVEMBER '24						
S	M	T	W	Th	F	S
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

★ Last Day of First Quarter

4 No School for All students
Elementary: P/T Conferences
Secondary: Quarter grading day

27-29 Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
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

26 No School - Memorial Day

28 Graduation

DECEMBER '24						
S	M	T	W	Th	F	S
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				

23-Jan. 1 Winter Break

JUNE '25						
S	M	T	W	Th	F	S
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					

5 Students' last day unless need for snow make-up day
 5 Snow Make-Up Day if needed

7 Last day for teachers if no snow make-up day

9 Last day for teachers if snow make-up day needed

JANUARY '25						
S	M	T	W	Th	F	S
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	

1 Last day of winter break

★ Last day of S1 (12 days)

20 No School - M.L. King Day- Teacher Work Day – grading

Teacher Days: Semester One 91 Semester Two 93 Total 184
 Student Days: Semester One 84 (Elem) 85 (Sec.)
 Semester Two 88 (Elem) 89 (Sec.)
 Student days Total 172 (Elem) 174 (Sec.)

Note for Support Staff:
 Sept. 30 and Feb. 20 will be work days (examples vector and other PD options)

1/25/2024

SCHEDULES

D.C. EVEREST JUNIOR HIGH 2024-2025 CALENDAR DATES			
DATE	DAY	TIME	EVENT
8/21/24	Wed	7:30AM-9:00AM 6:00PM-7:30PM	8th grade/New Student Orientation
8/27/24	Tue	9:00AM-12:00PM	Orientation/Open House
9/2/24	Mon	NO SCHOOL	Labor Day
9/3/24	Tue		First Day of School
9/30/24	Mon	Independent Learning Day	Teacher Work Day/Vertical Teaming
10/2/24	Wed		8th Grade Heavy Metals Tour
10/9/24	Wed		Marathon County Kids Vote
10/23/24	Wed	3:30PM-8:00PM	Parent/Teacher Conferences
10/24/24	Thu	NO SCHOOL	Teacher Professional Development
10/25/24	Fri	NO SCHOOL	Fall Holiday
11/4/24	Mon	NO SCHOOL	End of 1st Quarter/Teacher Work Day
11/7/24	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
11/27/24-11/29/24	Wed-Fri	NO SCHOOL	Thanksgiving Break
12/23/24-1/1/25		NO SCHOOL	Winter Break
1/17/25	Fri		End of Semester
1/20/25	Mon	NO SCHOOL	Teacher Work Day
2/12/25	Wed		History Day
2/14/05		11:30am-3:00PM	Winterfest
2/20/25	Thu	3:30PM-8:00PM	Parent/Teacher Conferences
2/20/24	Thu	Independent Learning Day	Teacher Work Day/Vertical Teaming
2/21/24	Fri	NO SCHOOL	Teacher Professional Development
2/23/25-2/27/25	Sun-Thu		AP Gov Washington DC/Philadelphia Trip
2/28/25-3/2/25	Fri-Sun		Evercon
3/6/25	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
3/14/25	Friday		Pie Day Assembly
3/21/25-3/28/25		NO SCHOOL	Spring Break
4/7/25	Mon		State Testing
4/18/25	Fri	NO SCHOOL	Spring Holiday
5/7/25	Wed		Adventure Day
5/14/25	Wed		Civil War Day
5/26/25	Mon	NO SCHOOL	Memorial Day
5/27/25-5/29/25	Tue-Thu		Rivers Trip - 8th grade Science classes
6/5/25	Thu		Last Day of School

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

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.

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) 8th 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 must scan and upload the physical and alternate-year cards. The athletics registration page can be accessed at the following web address: <https://dceeverest-ar.rschooltoday.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 PROCEDURES

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

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

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

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

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

BACKPACKS, PURSES, BAGS

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 AND/OR HARASSMENT

BULLYING (po5517.01)

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

particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

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

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

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

HARASSMENT (po5517)

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

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

3. has the effect of substantially disrupting the orderly operation of a school.

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

Examples are:

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

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

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

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

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

ADDRESSING BULLYING AN/OR HARASSMENT

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

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

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

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.

CLUBS AND ACTIVITIES

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

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

DAMAGING SCHOOL PROPERTY

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

DETENTIONS

Teachers may refer incidents of misbehavior, excessive tardiness, etc., to an assistant principal or may administer detentions to students themselves. A detention assigned for misbehavior during a regularly assigned class (or study period) will be served with the teacher who assigns the detention. Office detentions will be served after school from 3:00-3:30 (4:00pm for a double detention) in room 125, or in the morning as arranged by the teacher. Skipping an assigned detention may result in a double detention. Skipping a double detention, may result in Directed Study.

Students must serve a detention on the assigned day unless a note from a parent or a phone call from a parent is received by the appropriate teacher or an assistant principal prior to 1:30 p.m. on the day the detention is to be served. Detentions are to be served on the scheduled date regardless of the student's extracurricular commitments. Any students who are late for their assigned detention will be assigned an additional detention.

DRESS GUIDELINES

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

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered lewd, vulgar, obscene, or plainly offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Clothing should always completely cover the torso from just below the neckline to mid-thigh. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, tank tops of any kind, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.
- Except for approved religious/medical purposes, head coverings including hats/caps may not be worn during school hours.
- Outerwear must cover underwear.
- No pajamas or slippers – except during spirit week on PJ Day.
- Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements.
- Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).
- Sunglasses are not to be worn at any time covering one's eyes or face. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
- Students may not wear hats, caps, bandanas, hoods, head coverings and/or jackets during the school day unless administrative approval has been granted. Exceptions will be made for special activities. Headwear must be removed before entering the building.
- Students are not allowed to wear or carry flags.

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.

ELECTRONIC COMMUNICATION DEVICES (ECD) POLICY

Student use of electronic communication devices, including but not limited to cell phones, personal tablets or other devices, on school premises are subject to limited use during the school day. Students may use these devices before the start of the school day, at their lockers between class periods, during the lunch periods and after school. During class periods, these devices are to remain in student lockers. The devices will not be used to:

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

- Participate in illegal or prohibited conduct

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

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

Nothing within the policy shall be construed to limit a student’s ability to possess and use an electronic device in a manner that functions as assistive technology necessary for a student’s education and that is required under an individualized educational plan (IEP) or Section 504.

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

- 1st Violation: Student pick up at the end of the school day.
- 2nd Violation: Parent must pick up the device from the office.
- 3rd+ Violation: Parent must pick up and student will be required to turn the device into the office for the school for at least 2 days.

ELECTRONIC HOMEWORK/GRADES

The D.C. Everest School District uses a program called Infinite Campus to record all student information. Parents and students have individual logins for this program. All student grades and demographic information will be in this system.

EXTENDED LEARNING TIME (ELT)

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

FLOWERS & BALLOONS

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

HALLWAY CONDUCT

The hallways of the Junior High are a great place for students to demonstrate behaviors that are productive, responsible, and respectful. Successful students are always respectful in the hallways. They use “inside” voices. They throw garbage in appropriately marked containers. They stay to the right when walking the hallways and stairs to a new destination. Successful students use the most direct route from one class to another; however, if they choose to “hang out” they move to the outside edge of hallway, near the lockers, so that they are not obstructing others. Successful students avoid bullying and physical contact with other students; and are polite and apologetic if they accidentally bump them.

Students staying in the building past 3:05 p.m., to attend an activity or meet with a teacher, must be supervised. Allowing access to the building for anyone, except through the Main Office, is prohibited. Students who do not monitor their hallway behavior will be subject to discipline.

HALL PASSES

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

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

FEVER

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

If your student has a temperature of 100.5 degrees or more, they will be sent home.

Your student can return to school when he/she is fever free for 24 hours without the use of a fever reducing medication.

Call your doctor if the fever continues for more than a few days.

VOMITING

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

A student who is vomiting needs to stay home until he/she is symptom free for 24 hours.

Call your doctor if the vomiting continues more than 24 hours, and/or your child is not drinking fluids.

Your student should be able to eat and drink without vomiting before they return to school.

DIARRHEA

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

Notify your doctor if the diarrhea is frequent or accompanied by fever, rash, or general weakness lasting more than 24 hours.

A student with diarrhea needs to stay home until he/she is symptom free for 48 hours.

If the diarrhea is associated with illness, your student should not have diarrhea when they return to school.

RASHES

A rash may be the first sign of an illness.

A doctor should evaluate the skin rash before you send your student to school.

Your student will be sent home if they have a rash that is spreading, open and cannot be covered.

Your student may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your student may be at school.

COUGHS AND COLDS

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

Your student will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.

Students may stay at school and/or return to school providing they do not have a fever, nasal drainage is minimal and coughing is less frequent.

PINK EYE

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

Symptoms are red watery eyes, swelling of the upper and/or lower eyelid, and/or yellow drainage.

Your student will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.

Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.

STREP THROAT

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

LICE

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

HEALTH ROOM

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

MEDICATIONS AT SCHOOL

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

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

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

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

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

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

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

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

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

HOMEWORK

Experience has taught us students cannot reach their full potential without devoting some time to homework. It is our expectation students will spend time above and beyond the regular classroom setting to meet their educational objectives.

Students have a responsibility to complete assignments by the due dates. Students should not put off long-range assignments until the night before. Each student must learn to manage time to make the most of the educational opportunities available.

Wednesday nights have been set aside as family activity night. Families are encouraged to be involved in activities in the community or in their homes on Wednesday night. No homework will be assigned for Wednesday night. Major tests will not be given on Thursday. The only exceptions to this rule are the Advance Placement (AP) classes.

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.

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

STUDENT EXPECTATIONS FOR IPAD USE

- I will only use my iPad for learning in ways that are appropriate/educationally focused and follow the direction of my teacher and DC Everest School District Acceptable Use Policy.
- I will take responsibility for learning to use my iPad and apps and will use it for personal learning.
- I understand that statement number 1 applies to usage of the iPad at all times and places, in school and outside of school.
- I will follow my teacher, or principal's judgement as to appropriateness of an application, and understand they may ask me to discontinue use of an application that is not appropriate.
- If I have misplaced, lost, broken, or think my iPad has been stolen I will report it to my teacher, or other staff member immediately. I understand that the sooner I report it the better chance I have to get it back. I may be asked to file a police report if the device has actually been stolen or vandalized.
- I understand that managing Apple IDs is the shared responsibility of the student and the family. My parent(s)/guardian(s) should have access to my Apple ID username and password and be able to monitor my activity as needed.
- I understand there is no expectations of privacy. My iPad is subject to inspection and monitoring at any time without notice and remains the property of the DC Everest School District.
- I will take good care of my iPad, know where it is at all times, and arrive at school each day with my iPad fully charged and ready for learning.
- I will never leave my iPad unattended nor loan it out to other individuals.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad, attempt any repairs or modify the operating system.

- I will protect my iPad by only carrying it in the case provided. I will not remove my iPad from the case by provided by DC Everest unless I am using another case that has been approved for use by my building principal.
- I will not place decorations (such as stickers, markers, etc.) on my iPad. I may decorate or personalize the case, provided the markings are appropriate for school.
- I will not remove or deface any identifying marks or stickers that are on the iPad when I receive it.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.
- I will follow the stipulations set forth in the Student Handbook, Acceptable Use Policy, and expectations set forth by my school for iPad Use.

Students who withdraw, are suspended or expelled, or terminate enrollment at DCE for any reason must return their school iPad with cables and accessories on the date of termination. Failure to do so, may result in full replacement costs.

LOCKERS

Combination street lockers are provided for students' convenience at no cost. The street locker assigned to a student is the property of the D.C. Everest School District. All lockers are subject to search at any time. The school shall maintain a passkey to all lockers, so the school always has access to all lockers. Students shall not be allowed to secure their lockers in any way whatsoever, other than the locking mechanism provided by the school. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger. If the building administration has reasonable suspicion a student may be in possession of stolen property or any item posing a safety concern for others, cigarettes or other tobacco products, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may be asked to empty their pockets, book bags, backpacks, purses, etc.

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

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

LOCKER ROOM PRIVACY

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

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

LOSS OF PRIVILEGES (LOP)

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

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

LOST AND FOUND

The lost and found box is in the IMC. If anything is found in or around school, it should be taken to the lost and found so the owner may have the opportunity to claim it. The school cannot be held responsible for lost, misplaced, or stolen personal property. Students must be careful in keeping their belongings in the proper places at all times.

LUNCHROOM

In order to maximize students' valuable lunch time and allow lunchroom staff to effectively clean and prepare the lunchroom for two different lunch periods, it is important that all students cooperate and comply with lunchroom procedures.

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

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

PETS/ANIMALS

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

PHYSICAL AGGRESSION/FIGHTING

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

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

PLEDGE OF ALLEGIANCE

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

POSTERS

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

PROFANITY/LANGUAGE/DISRESPECT

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

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

PUBLIC DISPLAYS OF AFFECTION

Public display of affection is defined as physically demonstrating affection for another person. The following are prohibited and include, but are not limited to:

- Kissing.
- Sitting on another's lap.
- Affectionate hugging.
- Holding hands.

Consequences are listed under "Student Conduct."

REASSESSMENT

The process to retake a summative (end of unit) exam is called reassessment. Any time a student scores below seventy percent (70%) on a summative assessment it is mandatory for him or her to be reassessed. Prior to being reassessed, a teacher will notify the student of minimum requirements they must complete before being reassessed. Examples of these tasks may include meeting with the teacher or other school-provided tutor, completing unfinished assignments or additional assignments, and establishing a timeline for additional work and the reassessment to be completed. The grade a student earns on the reassessment will replace the grade from the initial assessment, higher or lower.

When students score seventy percent (70%) or higher on a summative assessment, taking a reassessment is at the discretion of the teacher, unless there are extenuating circumstances. When students in AP or Honors classes score seventy percent (70%) or lower on a summative assessment, they may only take two reassessments per semester. Reassessments in Honors beyond these two are left to teacher discretion. If a student has special circumstances, they should refer to the process posted across the building.

REQUIRED CREDITS

Students are required to take courses totaling at least 6.5 credits, but no more than 7 credits to ensure a study hall each semester. All class credits in 9th grade will go on their high school transcripts and will be factored into their grade point average (GPA). The grade point average a student attains in ninth grade will be used in the accumulative grade point average for grades nine through twelve.

SATURDAY DETENTION

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

SCHOOL SPONSORED TRIPS

It is a privilege for students of DCE JH to attend school sponsored trips. Student behavior is a direct reflection of our school's image. Therefore, all misbehavior will be handled in accordance with student conduct, possible consequences per this document. Upon notification of a school sponsored trip, administration and school staff reserve the right to revoke a student's privilege(s) to attend trip(s) if they are not in good academic and or behavioral standing prior to the trip. Advanced notice of a child not being able to attend the trip will be communicated prior to the event to the child.

and parent, or guardian. The school and transportation rules and regulations will apply to any trip under school sponsorship. Students will respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

SCREENERS

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

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

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

- The universal screening tool FastBridge (grades 8-9) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-60 minutes.
- The Bloomsights screening tool (grades 8-9) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

SEXUAL HARASSMENT

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

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

SMOKING/TOBACCO/ALCOHOL USE

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

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

SPORTSMANSHIP

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

STUDENT COMPLAINTS

The school board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for, and appropriate appeal procedures implemented. For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. If the complaint is determined to be harassment the procedures described in Policy 5517, Student Anti-Harassment, should be implemented. The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

STUDENT CONDUCT & DISCIPLINE

Our school's highest priority is to provide an orderly and safe school environment for students and staff. These rules in this section are in effect:

- Before, during, and after school hours.
- On school property, the school bus, or any other approved vehicle used to transport students.
- At school functions on campus or events held at other locations off school grounds.

The following list identifies some examples of unacceptable acts interfering with the mission or operation of the school or the safety and welfare of students and staff. Breaking these rules will lead to disciplinary action or consequences listed below, up to and including expulsion:

- Possession, use and/or transmission (including being under the influence and possession of look-alike substances) of any narcotic drug, hallucinogenic drug, inhalant, toxic substances, intoxicating beverage, any paraphernalia associated with such controlled substances, or the unauthorized use of prescription drugs.
- Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
- Possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon: weapon means a knife; firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; destructive explosives, any incendiary device including lighters or look-a-likes, and/or

the threatened intent or intent to cause an explosion; or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such.

- A student who commits a weapons infraction will be immediately suspended from school.
- The expulsion process may be immediately initiated.
- Violations including but are not limited to: verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; bullying/cyberbullying, racial harassment; harassment on the basis of disability; sexual harassment/violence; indecent exposure; hazing.
- Violations against property, including tampering with unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others (even though such an act was accidental or a result of poor judgment;) vandalism; trespassing; arson; theft or robbery; possession of stolen property;
- Violations of school procedures or acts disruptive to the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarms, activation of stink bombs, and unauthorized access to school data.
- Violation of school bus or transportation rules.
- Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
- Dress code violations.
- Electronic Communication Device and technology violations.
- Cheating of any kind will not be tolerated. Cheating will result in consequences established by the teacher involved and the student's parents will be contacted.
- Behavior significantly disrupting the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
- Behavior that endangers the pupil or surrounding persons, including school district employees, or the property of the school.
- Criminal activity.
- Violation of other school rules, policies, or procedures.
- Snowballing on or near the campus is strictly prohibited.
- Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
- Skateboards or rollerblades may not be used on school district property. Failure to follow this rule will result in the skateboard/rollerblades being confiscated, and a parent will have to pick them up.

Possible Consequences: Disciplinary action or consequences for these offenses may include, but are not limited to:

- Student conference.
- Parent contact.
- Directed study.
- Out of school suspension.
- Detention.
- Removal from class.
- Loss of hallway passing privileges (LOP).
- Suspension from extracurricular activities.
- Referral to Collaborative Support Team.
- A.M. Containment / lunch containment
- Schedule restrictions or changes.
- Saturday detention.

- Referral to police or other law enforcement agency.
- Expulsion or exclusion from school.

When determining an appropriate action, the administrator will consider the extent of the disruption to the safety of an individual, a group, or to the disruption of the learning environment in the school.

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

STUDENT EXPRESSION

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

STUDY HALLS

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

- Students must be seated and silent when the bell rings. No signing out will take place until it is quiet.
- Students must be productive with homework, reading, or studying.
- Students may be permitted to work together quietly with study hall supervisor permission only. If students are not quiet, they will have to return to their original seats.
- Personal music devices with ear bud headphones only are permitted.
- Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.
- When signing out of the study hall, there is a maximum passing time of 4 minutes. You must report directly to pass locations.
- Pre-issued passes are required for the Learning Center, resource rooms, and teachers' rooms.
- Study hall supervisors may issue a pass for a resource room on a limited basis.

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

SURVEILLANCE CAMERAS

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

TARDINESS

Late arrival to school - Parents should inform the attendance secretary if the student is going to be late to school (see excused absences). Students who are tardy to school beyond 10 minutes should report to the Main Office. Unexcused students may be assigned consequences if the tardiness is excessive. Tardiness is considered truancy on the part of the child and will be brought to the attention of the child's parent or guardian.

Late arrival to class – Students will have 4 minutes of passing time between classes. Students arriving after the bell has rung will be marked tardy by the teacher.

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

- 1st Offense: Warning
- 2nd Offense: Warning
- 3rd Offense: Warning
- 4th Offense: 30 min. detention and parent notification
- 5th Offense: Saturday Detention
- 6th Offense: Saturday Detention and referral to principal

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

TECHNOLOGY AND ACCEPTABLE USE

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

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

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

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

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

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

TRANSFER TO ANOTHER DISTRICT

All students withdrawing from our school district should follow this departure process:

- At least two days prior, parents should send a note with student or email the Student Services office, including the last day of attendance, name of new school, and next address if moving.
- The student will obtain withdrawal forms for student and parents to complete prior to the last day.
- Parent completes the Student Withdrawal Form and emails/returns it to school. The form will be kept on file.
- Student takes the Withdrawal Slip to checkout with classroom teachers, IMC personnel, Office/Athletic Secretaries, and returns all materials belonging to the school.
- After the locker is cleaned out, the student returns the technology and completed form to Student Services.

Arrangements for any refunds will be made once the locker is inspected and all books and technology have been returned. Any items left in the locker will be donated.

Students are enrolled at DCE until they register at their new school and will be counted absent if not in attendance. Once the new school contacts Student Services, the student's records will be released to them, and the student will be unenrolled from DCE.

TRUANCY

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. The building principal or his designee shall enforce the attendance policies.

Students are expected to be in school. Illness of a pupil of up to five days per semester is a normal circumstance where excused absence occurs. Students who have absences due to illness beyond five days per semester may be required to submit a doctor's excuse. Absences for which a written statement by a physician or other authority as listed in State Statute 118.15(3)(a) is required but not presented within 48 hours will become unexcused. Habitual unexcused absences will be referred to the principal or his designee.

Principals will require a satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. Principals or their designees will attempt to call home or workplace of parents who have not notified the school of their child's absence. The principal or designee may use their discretion to determine if the absence is excused or unexcused.

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

WEAPONS POLICY

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

- All firearms, loaded, unloaded, working, or not working.
- Other firearms of all types, including pellet, BB, stun, splat, starter pistols, and/or look-a-likes, or replica firearms which include facsimile or toy versions of firearms and reasonably appear to be a firearm.
- Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, pocketknives, box-cutters/utility knives, hunting knives, daggers, swords, razors.
- Artificial knuckles or similar objects designed to be worn over or inside the fist or knuckles.
- Blackjacks, clubs, throwing stars, martial arts devices.
- Explosives and/or similar devices and/or the threatened intent to cause an explosion.
- Poisons, chemicals, combustible or flammable liquids, or substances capable of causing bodily harm.
- Slingshots, bows, and arrows.
- Chemical irritant i.e., pepper spray, mace.
- Any other device or instrument used to intimidate, threaten, or inflict bodily harm or fear.

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

WORK FOLLOWING STUDENT ABSENCE

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

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson 715-571-1774 jdickerson@dce.k12.wi.us	Treasurer	2025
Katie Felch 715-212-2265 kfelch@dce.k12.wi.us	Member	2027
Shannon Grabko 715-551-9406 bkrueger@dce.k12.wi.us	Clerk	2025
Lindsey Lewitzke 715-581-5871 llewitzke@dce.k12.wi.us	President	2025
Vacant	Member	xxxx
Larry A. Schaefer 715-359-7374 lschaefer@dce.k12.wi.us	Member	2027
Yee Leng Xiong (715) 348-6214 yxiong@dce.k12.wi.us	Vice President	2026

GREENHECK TURNER COMMUNITY CENTER

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

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

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

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

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

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

Family programming includes:

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

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

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

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

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 St, Weston, WI 54476
(715) 359-4221, ext. 1225, trimner@dce.k12.wi.us

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

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 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 1662 Employee Anti-Harassment
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2264 Nondiscrimination on the Basis of Sex in Educational Programs or Activities.
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities (Prior to August 1, 2024)
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect

- Policy 8500 Food Services
- Policy 8531 Free and Reduced-Price Meals
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms
- Administrative Guideline 5430 Laude Program
- Administrative Guideline 8600B School Bus Rider Rules

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

OTHER IMPORTANT POLICIES

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

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

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

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

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

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

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

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

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

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

A. Curriculum Content

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

B. Student Access

- a. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
- b. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.

C. Student Evaluation

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

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

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

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

The Superintendent or designee shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the district but do not receive public education. In addition, s/he shall establish procedures to identify students who are

Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

D.C. Everest Discrimination Statement (<https://www.dce.k12.wi.us/Non-Discrimination>)

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

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

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

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

A. Cov Ntawv Kawm

1. Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom txawm yog muaj los sis muaj cov ntaub ntawv ntshais, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntshais kawm uas tsis siv lus Askiv

B. Kev Pab Cuam Ntawm Cov Tub Ntshais Kawm

1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntshais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauj lwm, kev ua sis, cov chaw kawm, lossis kev xyau ua hauj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntsub ntxaug raws li lub rooj tsam xwm txoj cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg

C. Kev Ntsuam Xyuas Ntawm Tub Ntshais Kawm

1. Saib kom paub tseeb tias cov ntawv xeeb, cov txheeb txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuam kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuam raug txiav txim, yuav tsis txawv thiab muaj kev ncaj ncees ntawm Cov Uas Muaj Cai Tiv Thaiv.

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfw m los ntawm Tsoomfw Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj ncees rau tej lus nug thiab kev tsis txaus siab txog kev ntsub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act

of 1973 (as amended). Cov cai no kuj muab rau cov tub ntxhais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

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

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

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

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

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

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

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

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

- A. Contenido curricular
 - 1. Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana; Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;
- B. Acceso de estudiantes
 - 1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;
 - 2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.

C. Evaluación del Estudiante

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

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

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

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

Kelley Strike, Assistant Superintendent of Operations
6100 Alderson St, Weston, WI 54476
(715) 359-4221, ext. 1243, kstrike@dce.k12.wi.us

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

