# Riverside Elementary School

PARENT AND STUDENT HANDBOOK

2026-2027 SCHOOL YEAR




Where Students, Parents, and Staff “PUT THEIR BEST FOOT FORWARD”

#TheBlueJayWay

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## WELCOME



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

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

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

Thank you for your continued support and partnership.

Warm regards,

Kevin Kampmann
Principal
Riverside Elementary

# SCHOOL YEAR CALENDAR

Approved 1/14/26

D.C. Everest Area SCHOOL DISTRICT

## Academic Calendar

### 2026-2027

**The D.C. Everest School District allotted four "built-in" snow days for the 2026-27 school year. If we exceed the four built-in snow days, and students cannot attend school in person due to inclement weather, students will learn from home as a virtual learning day (snow days number 5 & 6). If we were to reach a 7th snow day, our team will need to identify a solution to ensure we meet the required minutes set forth by the WI Department of Public Instruction.**

**August**

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | ◇25 | 26 | 27 | 28 |
| 31 | | | | |

**September**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | ●4 |
| ●7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

**October**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| ●5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | ✸27 | □28 | ✸29 | ●30 |

**November**

| M | T | W | T | F |
|---|---|---|---|---|
| ●2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | ●25 | ●26 | ●27 |
| 30 | | | | |

**December**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | ●23 | ●24 | ●25 |
| ●28 | ●29 | ●30 | ●31 | |

### 2027

**January**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | | ●1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | □15 |
| ●18 | ◇19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

**February**

| M | T | W | T | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | ✸16 | 17 | ✸18 | ●19 |
| ●22 | 23 | 24 | 25 | 26 |

**March**

| M | T | W | T | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | **5** |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | □18 | ●19 |
| ●22 | ●23 | ●24 | ●25 | ●26 |
| 29 | 30 | 31 | | |

**April**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | ●23 |
| 26 | 27 | 28 | 29 | 30 |

**May**

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | ●26 | 27 | 28 |
| ●31 | | | | |

**June**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | □3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

◇ Semester Begins
● No School for All Students
□ Last Day of Quarter/Semester
✸ Elementary Parent/Teacher Conferences
● Graduation

4K will have off November 23-24 for parent/teacher conferences.
4K will have off March 11-12 for parent/teacher conferences.

| | |
|---|---|
| **August** | |
| 25 | First day of school/Semester begins |
| **September** | |
| 4-7 | Labor Day - no school |
| **October** | |
| 5 | No school |
| 27 & 29 | Elementary Parent/Teacher Conf. |
| 28 | End of first quarter |
| 29-30 | No school |
| **November** | |
| 2 | No school |
| 25 - 27 | Thanksgiving break |
| **December** | |
| 23 - Jan 1 | Winter break |
| **January** | |
| 4 | School begins |
| 15 | Last day of first semester |
| 18 | Martin Luther King Jr. Day - no scho |
| 19 | First day of second semester |
| **February** | |
| 16 & 18 | Elementary Parent/Teacher Conf. |
| 18-22 | No school |
| **March** | |
| 18 | End of third quarter |
| 19-26 | Spring Break |
| **April** | |
| 23 | No school |
| **May** | |
| 26 | Senior High graduation |
| 31 | Memorial Day - no school |
| **June** | |
| 3 | Last day for students |

## STAFF DEVELOPMENT DAYS

Please note that during the school year, there will be days when there will be no school for students to give teachers time for staff development, long-range planning or to work on special building projects. Please note the following staff development dates for the 2026-2027 school year:
October 5, 2026, November 2, 2026, January 18, 2027, February 22, 2027, March 19, 2027

## QUARTER DATES FOR 2026-2027 SCHOOL YEAR

October 28, 2026, January 15, 2027, March 18, 2027, June 3, 2027

## THE SCHOOL DAY

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

## RELATED ARTS INSTRUCTION

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

## RIVERSIDE'S LEARNING ENVIRONMENT

Riverside's current enrollment is approximately 430 students. Riverside holds a variety of district specific programs, i.e., the district's Advanced Learner/Challenge program for students in grades 2-5, and special education programs for students with a variety of learning needs (learning, emotional, physical, speech, etc.).

**Riverside is organized into Units:**

Unit 1:

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

Unit 2:

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

Unit 3:

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

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

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

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

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

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

**As what we do, "WE DO FOR CHILDREN."**

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

# ATTENDANCE PROCEDURES

## ATTENDANCE

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

## STUDENTS WHO ARE TARDY

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

## STUDENTS LEAVING SCHOOL EARLY

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

## CHANGES FOR STUDENT PICK-UP DURING THE DAY

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

## STUDENT ARRIVAL AND DISMISSAL

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

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

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

responsible for supervising their play or for accidents. If parents need before-school care for their child, Everest Adventure Care provides this program at Riverside.

### PRE-ARRANGED ABSENCE

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

**Highlights of the Attendance Section:**

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

For more information, please see policy 5200 that can be found at https://go.neola.com/dcea-wi. or is available in the school office.

## SCHOOL NUTRITION

### SCHOOL MEAL PROGRAM

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

**Elementary Meal Prices 2026-2027**

| | Milk (Snack Break or Cold Lunch Milk) | Breakfast | Lunch | Milk, Breakfast, & Lunch |
|---|---|---|---|---|
| Daily | $.50 | $1.70 | $2.50 | $4.70 |
| Weekly | $2.50 | $8.50 | $12.50 | $23.50 |
| Monthly (20 days) | $10.00 | $34.00 | $50.00 | $94.00 |
| Quarterly (45 days) | $22.50 | $76.50 | $112.50 | $211.50 |
| Semester (90 days) | $45.00 | $153.00 | $225.00 | $423.00 |
| Reduced Costs: | $0 | $0 | $.40 | |

### MEAL PAYMENTS

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

### FREE AND REDUCED

Free and Reduced Meal Applications will be distributed through Infinite Campus this year. Paper copies will also be available at each school and on our district website. If you think your family

might qualify for this benefit, please fill out an application. A new application must be completed each school year. We only need one form per household, even if your students attend multiple D.C. Everest Schools. Applications may be submitted at any time during the school year. All information is kept confidential.

## MENUS

A printed school breakfast and lunch menu is sent home monthly. Check Nutrislice for our interactive online menus at www.dce.nutrislice.com.

## BREAKFAST PROGRAM

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

## WISCONSIN MORNING MILK PROGRAM

Milk is offered every day during a snack break for $0.50 per 8 oz carton. If a student is determined to be eligible for Free & Reduced-Price Meals, then milk is also free during snack break.

## FIELD TRIP BAG LUNCH MEAL DEAL

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

## NUT FREE POLICY

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

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

To reduce the risk of exposure for physician diagnosed anaphylactic food allergies, it is recommended that products containing nuts are consumed in the cafeteria. If nut containing products are eaten, hand washing with soap and water is recommended prior to returning to a classroom environment or playground. Items for snack break should not contain nuts as they cannot be consumed in the classroom.

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

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

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

## HEALTH SERVICES

### WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

**Fever**

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

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

**Vomiting**

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

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

**Diarrhea**

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

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

**Rashes**

A rash may be the first sign of an illness.

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

**Coughs and Colds**

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

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

**Pink Eye**

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

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

- Your student will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.
- Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.

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

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

## HEALTH ROOM

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

## MEDICATIONS AT SCHOOL

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

School Medication Consent Forms are available in the main office, health room, or online. A new medication consent form must be completed each school year or when the dose of the medication is changed and/or discontinued.
Staff cannot give any medication sent in a plastic bag or envelope.

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

        - Time to give medication and dose needed
        - Physician's name
        - Date medication was dispensed
    - OTC Medications must be in the original container or single dose unit package. Write your student's name on the container.
- Handling and Storage of Medication at School
    - Medications are stored in the original labeled pharmacy container and in a locked cabinet.
    - During the school year, parent/guardian is called to pick up all unused, discontinued, or outdated medications.
    - At the end of the school year, parent/guardian must pick up all medication.
    - Any unclaimed medication will be disposed of at the end of the school year.
- Special Considerations
    - Emergency Medications - Students are allowed to self-carry emergency medications with physician's authorization. Emergency medications must be labeled as outlined above. Parent/guardian must complete the appropriate form even if your student self-carries the medication. All students who receive an emergency medication will be taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
    - Stock Medication - Students in grades 8-12 can take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- 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 2026-2027 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 SCREEENING PROGRAMS

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

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

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

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

**Highlights of the Health Services Section:**

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

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

## GENERAL INFORMATION/POLICIES

### BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES

Students who walk, ride a bicycle, or skate to school will be dismissed at the end of the day after all buses have left. Students who ride bicycles to school are to always practice good safety habits.

Helmets should be worn. Bicycles are to be walked to and from the bicycle rack area and off school grounds. Violation of this rule may result in the loss of the privilege of bringing a bicycle to school. The school is not responsible for the damage or theft of bicycles.

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

## BULLYING AND/OR HARASSMENT

**BULLYING (po5517.01)**
Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

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

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

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

**HARRASSMENT (po5517)**
Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student, or group of students, based on one or more of the student’s Protected Class (gender status, change of sex, or gender

identity, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws) that:

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

Harassment also includes "hate speech" directed against a student, or group of students—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples are:
making statements that promote violence toward a racial or ethnic group.
drawing, displaying, or posting images or symbols of prejudice.

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

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

Words or concepts, even when directed at one's own identity group, can still perpetuate harm and reinforce negative stereotypes. Therefore, students are expected to use language that is universally acceptable and appropriate both within and outside their own groups.
It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

More information can be found on our website at https://www.dce.k12.wi.us/district-info/district-notices or in Policy 5517 – Student Anti-Harassment at: https://go.neola.com/dcea-wi 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:
Gina Lehman, Director of Student Services, 6100 Alderson Street, Weston, WI 54476, gilehman@dce.k12.wi.us, 715-359-4221, ext. 1351.

Dr. Jeff Lindell, Assistant Superintendent of Learning, 6100 Alderson Street, Weston, WI 54476, jlindell@dce.k12.wi.us, 715-359-4221, ext. 1327

## CELL PHONES AND PERSONAL COMMUNICATION DEVICES

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

## CHANGE OF ADDRESS

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

## DANGEROUS TOYS/WEAPONS

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

## DRESSING AND GROOMING

We rely on parents to see that their children are properly dressed for school each day. Students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety, and honesty. To promote a positive learning environment, presenting a bodily appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or obscene, or which endangers the health and safety of the student or others is prohibited. In addition, garments that publicize tobacco use, alcohol, drugs, do not fully cover torso or low-cut shorts are not acceptable.

## DRUG/ALCOHOL ABUSE

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

## ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

## EMERGENCY MEETING LOCATIONS

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

## EVEREST SYSTEM OF SUPPORT & ASSESSMENTS

The D.C. Everest School District continues to create academic and social-emotional support

systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted instruction and intervention based upon the data-driven results of universal screening tools.

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

**Universal Screening Tools:**

- The universal screening tool aimswebPlus includes assessments (grades K-5) for math and reading to help determine where students might have gaps in knowledge and skills and need assistance. The assessments are administered in fall, winter, and spring. In the area of literacy for grades K-3, aimswebPlus is the universal screening tool required in Wisconsin as a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success.
- aimswebPlus universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- The 7 Mindsets *Insights* Assessment will be administered to students in grades 1-5. *Insights* helps measure student perceptions across the seven mindsets—Everything is Possible, Passion First, We Are Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now—with results highlighting growth areas for individual students, classes, and our building. The assessment is administered two to three times per year.

**Wisconsin State Assessment System:**

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

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

## FIELD TRIPS/EDUCATIONAL STUDY

Trips are used to enhance the study of many concepts or units. Whenever your child is going on a trip, a notice will be sent home. Your child will not be permitted to go unless a parent or legal

guardian has signed the "consent form" granting permission for the child to participate in all study trips. This form is sent home each fall and is kept on file throughout the school year. (See appendix for D.C. Everest Board Policy 2340.)

## 5th GRADE RESIDENT CAMP EXPERIENCE

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

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

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

## FIRE, TORNADO, AND LOCKDOWN DRILLS

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

## FLOWERS OR BALLOONS, PARTY INVITATIONS

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

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

## GYM SHOES

All students should have athletic shoes for physical education activities.

## HOMEWORK POLICY

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

## INCLEMENT WEATHER

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

## IPADS & TEXTBOOKS

All iPads, textbooks and workbooks needed for the education of your child will be furnished by the school district. These and all other school property are to be handled with extreme care by the students to ensure long use. Any property that is damaged through misuse or carelessness by a student will be replaced by that student at his/her expense. Please see technology section of this handbook for applicable iPad fees.

## LIBRARY BOOKS ARE AVAILABLE

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

## LIFE EDUCATION

Life Education is a special program for fourth and fifth grade students that discusses how the human body grows and changes during puberty. Each year, parents of fourth and fifth grade students receive a complete outline of the Life Education Curriculum before their child enters the unit of study. Parents can contact the school counselor if they wish to preview videos or review the curriculum.

## LOST AND FOUND/LABELING OF CLOTHING

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

## MANDATED REPORTING OF CHILD NEGLECT OR ABUSE

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

## NEWSLETTER

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

## NON-CUSTODIAL PARENT MAILINGS

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

## PARENT-TEACHER CONFERENCES

Formal conferences will be held twice each year, in the fall and in the spring, to permit teachers and parents to discuss a student's progress in school. Parents will receive an e-mail with details for each of their children and will need to schedule their preferred date and time, by selecting a 15-minute, in-person conference for each child. Since it is important for a teacher and parents to communicate with one another, the school annually sets a goal of 100% parent participation at conferences.

**2026-2027 Conference Dates**

| | | |
|---|---|---|
| Tuesday October 27, 2026 | 4:30-7:30 | Elementary evening PT conferences |
| Thursday October 29, 2026 | 11:30-7:30 | No School- Late start for Elem. Teachers- PT Conf., Secondary Grading Day |
| Tuesday February 16, 2027 | 4:30-7:30 | Elementary evening PT conferences |
| Thursday February 18, 2027 | 11:30-7:30 | No School- Late start for Elem. Teachers- PT Conf., Secondary Work Day |

## PARENT VOLUNTEERS

**DCE EVERERGEEN VOLUNTEER PROGRAM**

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

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

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

## PARENTING CLASSES

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

## PARKING/STUDENT DROP OFF SITE

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

- Please note the area designated for buses from 3:20-4:00 pm.
- Parents are to use the designated areas and procedures when dropping off and picking up their child(ren).
- Remember that students cannot walk across the parking lot without an adult.

## PERSONAL CHECKS

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

## PETS VISITING SCHOOL

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

## PTO

Research shows that strong parent-teacher relationships aid in the growth and development of children. The school offers many opportunities for parent/guardian involvement. The PTO invites parents/guardians to participate in programs, raises funds, and provides an avenue for parents and teachers to work and socialize with each other. Parents are encouraged to attend PTO meetings and help with special projects whenever possible. PTO meetings are generally held at 4:00 on the 2nd Monday of each month in the Riverside Conference Room with a virtual option to attend via Webex. Webex links will be in the monthly newsletter.

## RECESS

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

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

**Outdoor Recess/Classes and Weather Safety Guidelines**

All children are expected to participate in school recess. Recess will be held indoors on days when inclement weather poses a threat to student health, in alignment with Wisconsin DPI recommendations.

- Cold Weather: Recess will be held indoors when the temperature and wind chill combined is below 0°F. Students should come to school dressed appropriately for winter conditions, including a hat, coat, mittens, snow pants, and boots. In most cases, students will be sent

outside in the outerwear they wore to school. Exceptions are made only during extreme weather changes or when a physician's note is provided.

- Heat Index: When the heat index reaches 90°F or higher, outdoor recess may be limited or moved indoors.
- Air Quality: The district uses AirNow.gov as the official source for real-time air quality updates. When the Air Quality Index (AQI) reaches 151 or higher (Red Zone), health aides will connect with families of elementary students or speak directly with secondary students who have known respiratory conditions to determine the safest course of action. When the AQI reaches 201 or higher (Purple Zone), all students will remain indoors.

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

**Air Quality Level Information**

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

## SCHOOL COUNSELING SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Counselor, Sara Tatro, at 715-359-2417, ext. 5326.

## SCHOOL PICTURES

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

## SCHOOL SOCIAL WORKERS

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

## SCHOOL SUPPLIES for 2026-2027

To support student learning, families are asked to provide the following school supplies listed below for their child's grade level. School supply lists are also available on the school's website and in the main office before the start of each school year. Students are asked to wear tennis shoes on their scheduled gym days please note this does not need to be a designated pair of shoes just for gym.

**Kindergarten**

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Box
- 5 - Glue Sticks
- 2 - Crayons (24 ct. each) – Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)

**1st Grade**

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Box
- 5 - Glue Sticks
- 2 - Crayons (24 ct. each) – Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)

**2nd Grade**

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Box
- 5- Glue Sticks
- 2 - Crayons (24 ct. each) – Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)

**3rd Grade**

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Pouch
- 5 - Glue Sticks
- 1 - Crayons (24 ct.) Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)

- 1 - Composition Notebook

**4th Grade**

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Pouch
- 5 - Glue Sticks
- 1 - Crayons (24 ct.) Crayola preferred
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)
- 1 - Composition Notebook

**5th Grade**

- 1 - Backpack
- 1 - Art Shirt (old big t-shirt)
- 1 - Pencil Pouch
- 5 - Glue Sticks
- 1 - Colored Pencils (12 ct.)
- 2 - Pencils (12 ct. each) Ticonderoga preferred
- 1 - Markers (10 ct.)
- 1 - Dry Erase, Black, Chisel Tip Markers (4 ct.) EXPO preferred
- 4 - Two Pocket Plastic Folders with Prongs (1 Each: Red, Yellow, Blue, Green)
- 2 - Wide Ruled Spiral Notebooks (1 Each: Blue, Green)
- 1 - Composition Notebook

If obtaining school supplies presents a financial hardship, please contact the school's social worker for assistance. We are committed to ensuring that every student has the materials they need to be successful. All requests will be handled confidentially.

## SMOKE-FREE ENVIRONMENT

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

## SOFT DRINKS

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

## STUDENT DIRECTORY INFORMATION

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

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

## TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being

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

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

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

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

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

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

## TELEPHONE

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

## VISITORS AT SCHOOL

For purposes of this procedural directive: A "visitor" means an unpaid person who attends a district sponsored event or activity. As part of D.C. Everest Board Policy 8410 school safety plan,

all doors to the school are locked during the school day. Visitors will need to press a call button located near the center of the front doors to enter the building. All visitors are required to register in the school office.

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

## GENERAL PUPIL CONDUCT

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

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

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

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

**Highlights of the Discipline Section:**

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

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

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

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

## GREENHECK TURNER COMMUNITY CENTER

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

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

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

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

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

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

Family programming includes:

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

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

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

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

# TRANSPORTATION POLICY

## SCHOOL BUS ROUTES

Prior to the opening of school in the fall, Lamers Bus Lines will mail each student notification of the route the student will ride throughout the school year. Parents should review the information sent by the bus contractor and help their child determine the appropriate bus stop. During the first few days of school, routes may be altered. If a child boards the wrong bus during the first few days, he or she will be taken home at the end of the driver's run.

## ALTERNATE PICK UP AND DROP OFF LOCATIONS

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

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

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

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

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

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

**Highlights of the Transportation Policy Section:**

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

# NOTICES - ELEMENTARY

## Pupil Non-Discrimination

It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes).

The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the district's efforts to comply with the applicable Federal and State laws and regulations, including the district's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing.

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

**Compliance Offices**

Gina Lehman
Director of Student Services
6100 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1351
gilehman@dce.k12.wi.us

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

The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability. All reports regarding discrimination or harassment are taken seriously, treated fairly, and promptly and thoroughly investigated, in accordance with the district's grievance procedures.

**Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities**

The D.C. Everest Area School District is Committed to providing equal educational and employment opportunities. The district does not discriminate on the basis of sex, including gender or gender identity, in any of its programs or activities, applications for admission, or employment, as required by Title IX and its regulations. Any complaint of sexual harassment or other sex-based discrimination will be taken seriously, treated fairly, and promptly and thoroughly investigated in accordance with **Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**.

Upon receipt of a complaint of sex discrimination, the District will investigate the complaint, undertake an objective evaluation of all relevant evidence, and make a determination of responsibility within 90 days. Any inquiries regarding filing a complaint, the applicability of Title IX, or the Title IX grievance procedures may be communicated to the District's Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education's Office for Civil Rights, or both. The Following individuals are designated as the District's Title IX Coordinators.

**Title IX Coordinators**

Gina Lehman
Director of Student Services 6100 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1351
gilehman@dce.k12.wi.us

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

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

**Access to School Employee Discipline Records Pursuant to 2025 Wisconsin Act 57**

In accordance with Wis. Stat. § 118.07(6)(b) and the Wisconsin Public Records Law (Subchapter II of Chapter 19), the D.C. Everest Area School District hereby notifies parents and guardians of their right to access certain records regarding school employee discipline.

**1. Right to Access Records** Under the Wisconsin Public Records Law, any person has the right to request and inspect public records maintained by the District. This includes records related to the discipline of school employees, subject to certain legal limitations and the "balancing test" (where the public's interest in disclosure is weighed against the interest in non-disclosure).

**2. Limitations and Confidentiality** Please be advised that while disciplinary records are generally accessible once an investigation has concluded, certain information may be redacted or withheld as required by law, including:

- Records related to a **current investigation** into possible employee misconduct (until the investigation is finalized).
- Information that would identify a student (protected under FERPA and state pupil record laws).
- Personal identifying information such as home addresses, social security numbers, or private medical information.

**3. Employee Notification Rights** Per Wis. Stat. § 19.356, before the District releases records regarding an investigation into employee discipline or a possible violation of law/policy, the District may be required to notify the employee. This notice allows the employee a specific period to seek a court order to restrain the release of the records or only the right to augment the records, depending on the category of the employee under the records law.

**4. How to Make a Request** Requests for records should be directed to the District's Records Custodian:

- **Name/Title:** [Insert Name of Custodian, e.g., District Administrator]
- **Address:** [Insert Office Address]
- **Email/Phone:** [Insert Contact Info]

The District will respond to all requests as soon as practicable and without delay. Standard fees for the actual, necessary, and direct costs of duplication and location may apply and prepayment of estimated costs may be required if they exceed $50.

**Directory Data Notice**

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

## DISTRICT POLICIES

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

- Policy 1422 Nondiscrimination and Equal Employment Opportunity
- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents' Right to Know
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs
- Policy 2270 Religion in the Curriculum
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Material Centers
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Allergies
- Policy 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- Policy 5411 Third Grade Promotion and Retention: At-Risk Students
- Policy 5500 Student Code of Classroom Conduct
- Policy 5505 Academic Honesty

- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7540.03 Student Technology Acceptable Use and Safety - 2025 Wisconsin Act 42 requirement
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect
- Policy 8500 School Nutrition Policy 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- Policy 8600 Transportation
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Camera's & Other Recording Devices in Locker Rooms

Administrative Guideline 8600B School Bus Rider Rules

## OTHER IMPORTANT POLICIES

**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.neola.com/dcea-wi.or they are available in the school office.

**Meal Charge Policy:** Policy 8500 at https://go.neola.com/dcea-wi. 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.neola.com/dcea-wi. or is available in the school office."

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

CAMPUS CRIME STOPPERS PROGRAM

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

The program is simple and safe. Students who have information about drugs, alcohol, or weapons on school property, or at school sponsored events, are encouraged to report the information. Along with

theft/vandalism, threats, sexting, missing persons, suspicious activity and any other crimes. The recommended procedure is for students who observe this type of contraband to seek out a trusted school official or the School Liaison Officer to report the information. The person receiving the information is required to keep the student's identity confidential. School staff understand the importance of **not revealing the student's identity to anyone**.

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

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

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

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

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