



Substitute Handbook 2026-2027

for Guest Teachers & Substitute Assistants



Welcome to the D.C. Everest School District!

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

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

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

D.C. Everest School Board Members

Jennifer Douck jdouck@dce.k12.wi.us	Member Term ends 2029
Katie Felch kfelch@dce.k12.wi.us	Vice President Term ends 2027
Shannon Grabko sgrabko@dce.k12.wi.us	President Term ends 2028
Lindsey Lewitzke llewitzke@dce.k12.wi.us	Member Term ends 2028
Ben Bliven bbliven@dce.k12.wi.us	Clerk Term ends 2028
Larry Schaefer lschaefer@dce.k12.wi.us	Member Term ends 2027
Yee Leng Xiong yxiong@dce.k12.wi.us	Treasurer Term ends 2029

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

Administration Building

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

Superintendent's Office

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

Learning

Jeff Lindell Assistant Superintendent of Learning
Krystena Kunze Admin. Asst. to Asst. Superintendent of Learning
Rachel Koss EC/4K Principal & Odyssey Administrative Liason
Gina Lehman Director of Student Services
Heather McMillan-Hehir Admin. Asst. to Director of Student Services
Erin Jacobson Mental Health Navigator
Michael Raether Director of Teaching and Learning
Rachel Rentmeester Admin. Asst. to Director of Teaching and Learning
Lisa Braun ESS Coordinator
Julie Weller Director of Special Education
Jamie Jablonski Admin. Asst. to Director of Special Education
Andrew Low Assistant Director of Special Education
Xia Yang Hmong Parent Partner

Operations

Kelley Strike Assistant Superintendent of Operations
Gary Gadke Accounting Supervisor
Christopher Nichols Director of Finance
Dawn Schroeder Accounting Specialist
Pam Knowles Senior Payroll Specialist
Shebra Elliott Payroll/Accounts Payable Specialist
Brady Mesenberg Director of Technology
Tracy Ravey Admin. Asst. to Director of Technology
Sarah Trimner Director of Talent & Culture
Kristy Eder Talent Coordinator
Cindy Hall Employment Specialist
Ann Ziegler Receptionist/Buildings & Grounds Admin. Asst.
Laticia Baudhuin Director of School Nutrition
Andrea Lerch Admin. Asst. to School Nutrition Dept.
Jason Jablonski Director of Buildings and Grounds
Aaron Mull Director of Community Services & Special Projects

School Information

Evergreen Elementary

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

Mountain Bay Elementary

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

Rothschild Elementary

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

D.C. Everest Middle School

Phillip Tubbs, Principal
Derek Micke, Asst. Principal
Jamie Boodle, Dean of Students
Betsy Hart, Admin. Asst.
9302 Schofield Avenue, Weston, WI 54476
Phone: 715-241-9700

D.C. Everest Senior High

Dallas Rennie, Principal
Luke Stachovak, Asst. Principal
Michael Krohn, Asst. Principal
Brittany Sepnafski, Dean of Students
Dawn Seehafer, Admin. Asst.
6500 Alderson St., Weston, WI 54476
Phone: 715-359-6561

Hatley Elementary

Scot Abel, Principal
Katie Shulfer, Dean of Students
Alicia Herrera, Admin. Asst.
417 Emmons ville Road, Hatley, WI 54440
Phone: 715-446-3336

Riverside Elementary

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

Weston Elementary

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

D.C. Everest Junior High

Jason McFarlane, Principal
Scott Gremminger, Asst. Principal
Erin Lauersdorf, Dean of Students
Peg Piepenburg, Admin. Asst.
1000 Machmueller St., Schofield, WI 54476
Phone: 715-359-0511

Idea School/Odyssey Elementary

Jason McFarlane, Idea Administrative Liaison
Rachel Koss, Odyssey Administrative Liaison
Jamie Hillskotter, Admin. Asst.
4704 Camp Phillips Road, Weston, WI 54476
Phone: 715-359-1040



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	

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 school
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

Items of Interest

Absence Excuses (Elementary)

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

Additional Assignments

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

Anaphylaxis

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

Attendance Records/Lunch Count

Be sure to take attendance in keeping with the policy of the building. Attendance is taken both in the morning and the afternoon at the elementary level, and per class period at the secondary level. If you have questions about when to take attendance, or how to report it, ask another teacher or an administrator. At the elementary level, you will also need to include the student lunch count for that day and the breakfast count for the following day during morning attendance. Please follow building procedures for reporting these counts accurately.

Bullying

All school staff members and school officials who observe or become aware of acts of bullying in violation of Policy 5517.01 are required to report these acts to the building principal or assistant principal, or the Superintendent. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Class Lists

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

Class Schedules

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

Crisis Situations

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

Employee Benefits

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

Wisconsin Retirement System (WRS)

- Any employee reported to have worked over 880 hours in a rolling 12-month period will be automatically enrolled in the WRS.
- Once enrolled, you will never be unenrolled as long as you continue working.
- For calendar year 2026, the contribution rate is set at 7.2% of your income; the District also matches this contribution rate. For calendar year 2027, the contribution rate is set at 7.25% of your income; the District also matches this contribution rate.

Life Insurance

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

403(b) Tax Sheltered Annuities (TSA)

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

457 Wisconsin Deferred Compensation Plan (WDC)

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

Any questions regarding these benefits can be directed to the Talent & Culture department.

Employee ID Badges

All substitutes will be issued an employee ID badge. You are required to wear the badge whenever you are working on district property. If you do not have an employee ID badge or if you lose it, contact the Technology Department ASAP. Substitutes may use their employee ID badge as their free pass to home sports events (excludes tournaments and playoffs).

End of Day Procedures

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

Fire Drill

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

Grades

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

Hours of Duty

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

The student day is:

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

The Guest Teacher day is:

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

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

Late Reporting Times

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

Lesson Plans

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

Liability

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

Licensing

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

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

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

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

All Substitutes who work as Special Education Assistant Substitutes must also be licensed by the Wisconsin Department of Instruction (DPI). If you are interested in being a Special Education Assistant Substitute and do not hold a valid DPI license, please reach out to Cindy Hall at chall@dce.k12.wi.us to discuss how to become licensed.

Lunch Time

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

Mandated Reporting of Child Abuse or Neglect

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. If you need to make a report, please contact the building principal so they can support you in making the call. If the principal is unavailable, you may contact the school counselor. The CPS Intake number is 715-261-7556.

Money

It may be necessary for you to collect money from the students for any one of a host of reasons.

Please do not leave money in the room! At your first opportunity, count the money and turn it in to the main office. The administrative assistant will secure it for you.

No-Substitute Required

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

Non-Instructional Duties

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

Pay

Short-Term Guest Teacher Pay

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

Long-Term Guest Teacher Pay

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

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

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

Guest Teacher Pay Rates

Exempt Substitutes			
<i>These positions are not subject to Board-approved annual increases</i>			
Job Title	Rate	Time Tracking	Rate Type
Guest Teacher	\$72 half-day	Frontline	Short-Term
Guest Teacher	\$118 half-day	Frontline	Long-Term
Guest Teacher	\$144 full day	Frontline	Short-Term
Guest Teacher	\$236 full day	Frontline	Long-Term
Parent/Teacher Conferences	\$29.00	Yellow Timesheet	Hourly

Short-Term Substitute Assistant Pay

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

Long-Term Substitute Assistant Pay

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

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

Substitute Assistant Pay Rates

Non-Exempt Substitutes			
<i>These positions are not subject to Board-approved annual increases</i>			
Job Title	Hourly	Time Tracking	Rate Type
School Nutrition	\$15.00	True Time	N/A
Education/EL Assistant		Frontline	Short-Term
Custodian		True Time	N/A
Education/EL Assistant	\$16.00	Frontline	Long-Term
Health Assistant		Frontline	Short-Term
Special Education Assistant	\$16.50	Frontline	Short-Term
Special Education Assistant	\$17.50	Frontline	Long-Term
Health Assistant		Frontline	Long-Term
Always an Evergreen Guest Teacher	\$20.00	True Time	N/A
Educational Interpreter	\$30.00	White Timesheet	N/A

Substitute Stipends

Guest Teachers and Substitute Assistants are eligible for a one-time stipend for their total of non-long-term days worked each semester. Retired D.C. Everest teachers are also eligible for a one-time stipend of \$10 per day worked. Substitute stipends will be paid at the end of each semester. The stipends will only be paid to Guest Teachers and Substitute Assistants actively employed on the last day of the semester in which they are eligible for one or both stipends.

Days Worked	Guest Teacher Stipend	Substitute Assistant Stipend
10 or less	\$0	\$0
11-19	\$150	\$75
20-29	\$300	\$150
30-39	\$450	\$225

40-49	\$600	\$300
50-59	\$750	\$375
60-69	\$900	\$450
70-79	\$1,050	\$525
80 or more	\$1,200	\$600

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

For the 2026-2027 pay periods, see page 15.

Principal

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

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

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

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

Printing

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

Related Arts, Elementary

All elementary classrooms are served by additional teachers in art, music, library, guidance, and physical education. Check your daily schedule to determine the time and location of these classes. In some instances, these classes may occur in the regular classroom (you do not need to remain in the classroom if this is the case); most often it will be necessary for you to escort your students to/from the gym, music room, art room, etc. Please be prompt in dropping off/picking up students from these classes and/or returning to the regular classroom. The related arts teachers have very tight schedules they must adhere to, and your promptness helps them stay on schedule.

School Closings

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

School Counselor's Role, Elementary

All elementary schools are served by a School Counselor. The School Counselor may be scheduled to work with your students on a day when you are substituting. Sometimes this work involves the

entire class, other times it may involve only a small group. If a student makes a statement of harm to self, call the main office or School Counselor immediately. Do not leave the student unattended.

Students With Special Needs

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

Staff Injury

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

Student Illness

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

Student Injury

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

Student Safety

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

Student Discipline

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

- A) Follow the established classroom routines, procedures, and rules to ensure consistency is maintained.
- B) Plan and conduct learning activities that contribute to accomplishing specified objectives and goals, stimulate and encourage application of thought, and require the active participation of

the students. Students should be provided with engaging opportunities to process and apply the information.

- C) Help set the tone for good discipline by modeling the behaviors expected of students.
- D) Inform students of the high expectations regarding discipline and persist in their fulfillment.
- E) Initiate parental contact where appropriate and necessary.
- F) Support District and building administrators in disciplinary matters and avoid undermining the supervisory guidelines.

Technology

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

Time Called

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

Tornado Drill

Each school will provide specific information for all tornado procedures.

Travel Compensation

If you are required to travel between locations in the course of your daily schedule, you are eligible to submit a mileage reimbursement form. This only includes the travel once you arrive at one building and then travel to another location prior to the end of your workday. Any travel to or from a building at the start or end of the workday is not considered travel that will be compensated. Please contact Cindy Hall at chall@dce.k12.wi.us for a reimbursement form to submit when this occurs.

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

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

PAYROLL CONTACTS:

715-359-4221

PAM KNOWLES

Ext#1320

SHEBRA ELLIOTT

Ext#1246

Applicable District Policies

(Updated 8/20/2026)

The District is required to notify employees of the following policies on an annual basis. Staff may request a copy of any of these policies at any time.

All District policies and administrative guidelines can be found on the district website:

<https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

Policy Number	Policy Title/Information
1422, 3122, 4122	Nondiscrimination and Equal Employment Opportunity The Board does not discriminate in the employment of staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities. District Compliance Officers The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs'). Sarah Trimner Director of Talent and Culture 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1225 sttrimner@dce.K12.wi.us Kelley Strike, Assistant Superintendent of Operations 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1243 kstrike@dce.K12.wi.us Legal citations: Title II, 28 C.F.R. 35.106
1422.02, 3122.02, 4122.02	Nondiscrimination Based on Genetic Information of the Employee All District requests for health-related information will be accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. District Compliance Officers The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs').

	Sarah Trimner Director of Talent and Culture 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1225 strimner@dce.K12.wi.us Kelley Strike, Assistant Superintendent of Operations 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1243 kstrike@dce.K12.wi.us Legal citations: 42 U.S.C. 2000ff, 29 C.F.R. Part 1635
1630.01, 3430.01, 4430.01	Family & Medical Leave of Absence (“FMLA”) Legal citations: Wis. Stat. 103.10(14), 29 U.S.C. 2601, 29 C.F.R. 825
1662, 3362, 4362	Employee Anti-Harassment
2266	Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) NOTICE IS HEREBY GIVEN 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. Legal citations: Title IX, 34 C.F.R. 106.9
2260, 2260.01	Nondiscrimination and Access to Equal Educational Opportunity Section 504/ADA Prohibition Against Discrimination Based on Disability NOTICE IS HEREBY GIVEN 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. COMPLIANCE OFFICERS 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. Legal citations: Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, PI 9.05
3217, 4217, 5772, 7217	Weapons on School Grounds or at School Events Legal citations: Wis. Stats. 120.13, 948.605, 948.61
5350, ag5350	Student Suicide Prevention, Intervention, and Postvention Teachers must annually be informed of the resources available from the DPI. These are found at: https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/2025 - 26 Suicide Prevention Annual Model Notice.pdf
5330	Administration of Medication/Emergency Care
5517	Student Anti-Harassment
5517.01	Bullying The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.
6700	Fair Labor Standards Act (FLSA) Legal citations: Wis. Stat. 104.1, 29 U.S.C. 201, 29 C.F.R. Part 541
8315, ag8315	Information Management The Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule" in Policy 8310 – Public Records. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in Policy 8310. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve

	that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form under the requirements of Policy 8310. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination. Legal citation: F.R.C.P. 34, 37(f)
5505	Academic Honesty The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner. All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.