D.C. Everest Junior High School
Student Handbook 2026-2027

DC EVEREST
Junior
HIGH

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WELCOME

Welcome to D.C. Everest Junior High School!

We are excited to partner with you for a successful and rewarding school year. At D.C. Everest Junior High, our mission is to foster a safe, healthy, and positive school environment where every student feels a sense of pride and belonging.

Creating such a climate is a shared effort – one that involves students, families, and staff working together. Through clear expectations, positive relationships, and consistent support, we strive to help every student grow academically, socially, and emotionally.

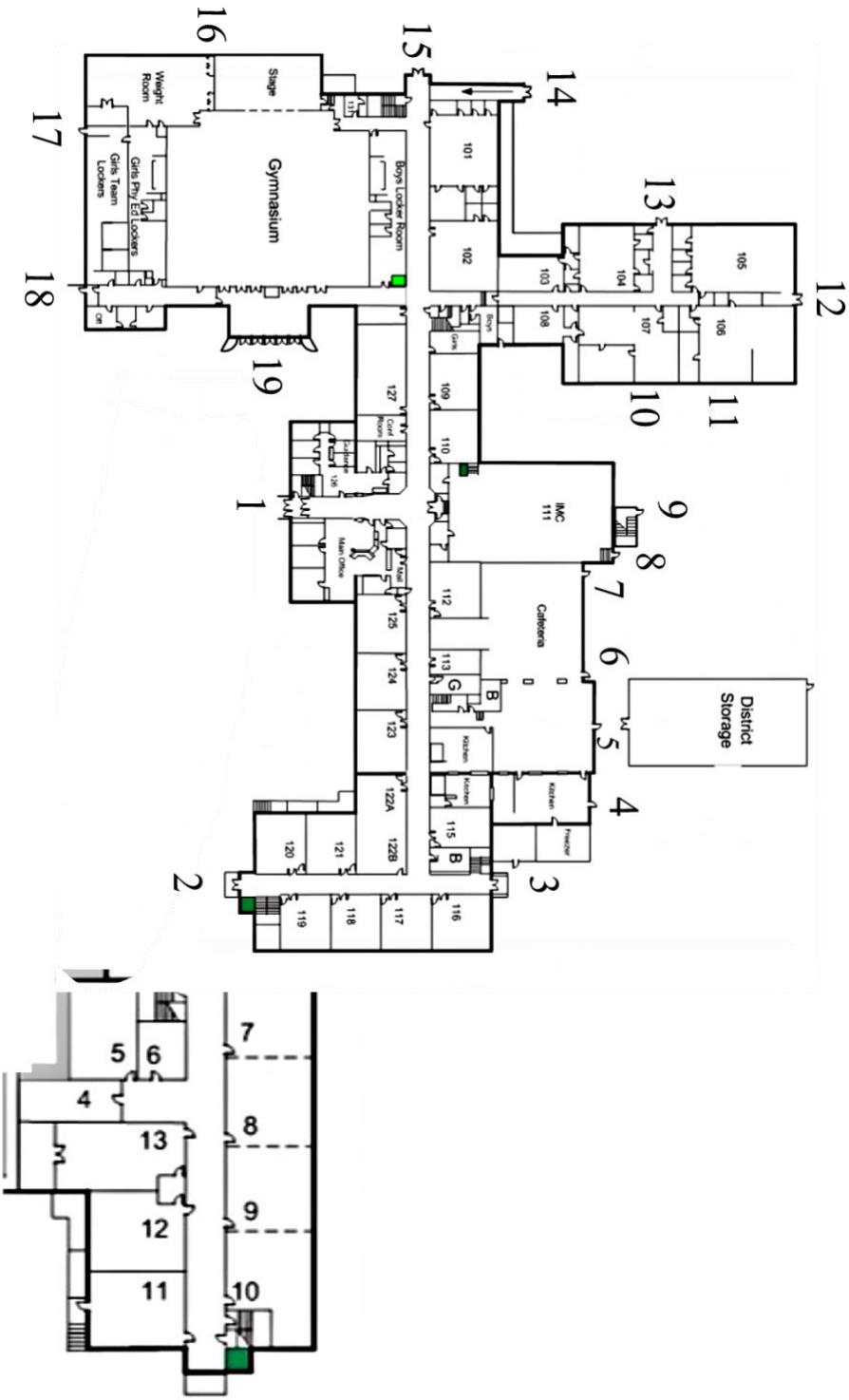
Our core values – Be Respectful, Be Responsible, Be Productive – guide behavior and decision-making in all school settings. We encourage you to be an active participant in supporting these values at home and in school, helping us build a community that students are proud of.

Together, we can make D.C. Everest Junior High a great place to learn, lead, and grow.

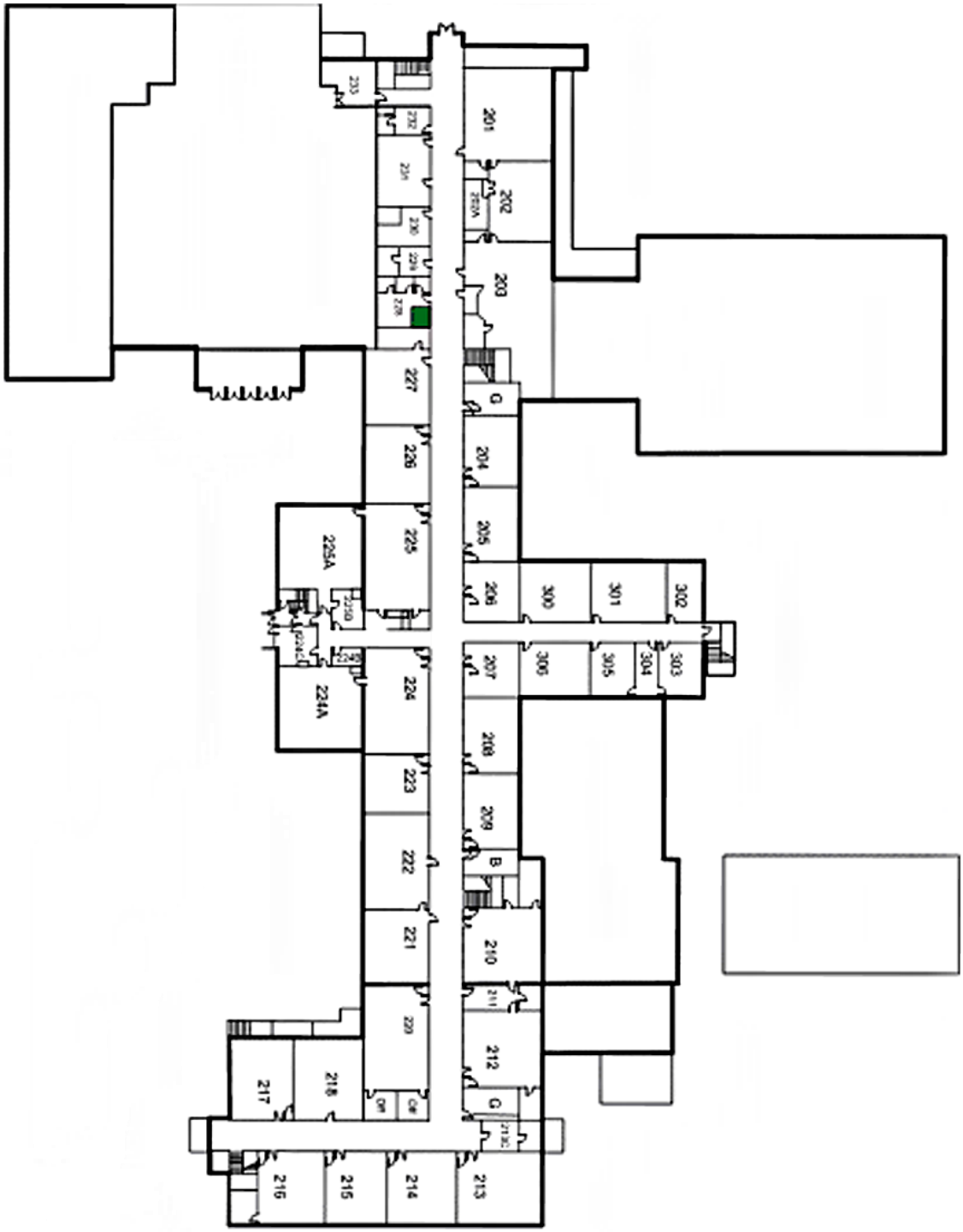
Jason McFarlane
Principal

MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH SECOND FLOOR



2026-2027 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

SCHEDULES

2026–2027 JUNIOR HIGH CALENDAR

August 2026

- **Wednesday, August 19** (1:00–6:00 p.m.) – Orientation/Open House
- **Tuesday, August 25** – First Day of School (8th Grade Only)
- **Wednesday, August 26** – First Day of School (8th & 9th Grade)
- **Friday, August 28** – Photo Day

September 2026

- **Friday, September 4** – No School (Labor Day Holiday)
- **Monday, September 7** – No School (Labor Day Holiday)

October 2026

- **Friday, October 2** – Homecoming Football Game
- **Monday, October 5** – Independent Learning Day / Teacher Work Day / Vertical Teaming
- **Wednesday, October 7** – 8th Grade Heavy Metals Tour
- **Wednesday, October 28** (3:30–7:00 p.m.) – Parent/Teacher Conferences
- **Thursday, October 29** – No School (End of Quarter 1 / Teacher Work Day)
- **Friday, October 30** – No School (Fall Break)

November 2026

- **Monday, November 2** – No School (Professional Development Day)
- **Thursday, November 5** (3:30–7:00 p.m.) – Parent/Teacher Conferences
- **Wednesday–Friday, November 25–27** – No School (Thanksgiving Break)

December 2026

- **December 23 – January 1** – No School (Winter Break)

January 2027

- **Friday, January 15** – End of Semester 1
- **Monday, January 18** – No School (Teacher Work Day)
- **Thursday, January 21** (1:00–3:00 p.m.) – Basketball Assembly
- **Friday, January 22** (11:30 a.m.–3:00 p.m.) – Winterfest

February 2027

- **Wednesday, February 10** – History Day
- **Wednesday, February 17** (3:30–7:00 p.m.) – Parent/Teacher Conferences
- **Friday, February 19** – No School (Teacher Work Day / Vertical Teaming)
- **Monday, February 22** – No School (Teacher Professional Development)
- **Monday–Thursday, February 22–25** – AP Government Washington, D.C. Trip
- **Thursday, February 25** (3:30–7:00 p.m.) – Parent/Teacher Conferences

March 2027

- **Friday, March 12** – Pi Day Assembly
- **Thursday, March 18** – End of Quarter 3
- **Friday, March 19** – No School (Teacher Work Day)
- **Monday–Friday, March 22–26** – No School (Spring Break)

April 2027

- **Monday–Friday, April 5–9** – State Testing
- **Friday, April 23** – No School

May 2027

- **Monday–Friday, May 3–7** – AP Testing
- **Wednesday, May 5** – Adventure Day
- **Wednesday, May 12** – Civil War Day
- **Thursday, May 13** – Six Flags Trip
- **Friday–Sunday, May 14–16** – Evercon
- **Tuesday–Thursday, May 25–27** – Rivers Trip (8th Grade Science Classes)
- **Monday, May 31** – No School (Memorial Day)

June 2027

- **Thursday, June 3** – Last Day of School
- **Friday, June 4** – Teacher Work Day

JUNIOR HIGH DAILY BELL SCHEDULES

Monday Advisory Schedule

- **Period 1:** 7:40–8:28 a.m.
- **Period 2:** 8:32–9:19 a.m.
- **Period 3:** 9:23–10:10 a.m.
- **Advisory:** 10:14–10:34 a.m.
- **Period 4:** 10:38–11:25 a.m.
- **Period 5**

  Students with A Lunch
  - Lunch: 11:25–11:55 a.m.
  - Class: 11:59 a.m.–12:46 p.m.

  Students with B Lunch
  - Class: 11:25 a.m.–12:12 p.m.
  - Lunch: 12:16–12:46 p.m.
  - **Period 6:** 12:46–1:33 p.m.
  - **Period 7:** 1:37–2:24 p.m.
  - **ELT:** 2:28–2:58 p.m.

Tuesday–Friday Schedule

- **Period 1:** 7:40–8:33 a.m.
- **Period 2:** 8:37–9:25 a.m.
- **Period 3:** 9:29–10:17 a.m.
- **Period 4:** 10:21–11:09 a.m.
- **Period 5**

  Students with A Lunch
  - Lunch: 11:09–11:42 a.m.
  - Class: 11:46 a.m.–12:34 p.m.

  Students with B Lunch
  - Class: 11:09–11:57 a.m.
  - Lunch: 12:01–12:34 p.m.
  - **Period 6:** 12:34–1:22 p.m.
  - **Period 7:** 1:26–2:14 p.m.
  - **ELT:** 2:18–2:58 p.m.

ACADEMIC RECOGNITION

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

Eighth and ninth grade students may participate in the National Junior Honor Society (NJHS). To be eligible for membership consideration, students must be in the first semester of eighth or ninth grade and receive and maintain an accumulative GPA of 3.5 or higher for the previous 2 semesters. Eligible students will be mailed an interest letter in September and must attend a meeting to receive next step information. The Faculty Council will evaluate these forms and consider leadership, service, citizenship, and character to determine membership. More information on NJHS may be obtained from the advisor.

ACADEMIC RESOURCES

- Extended Learning Time (ELT) 8th Period Daily
- Before and after school support
- After school homework club
- Classroom teachers
- School counselors
- IMC (Library)
- SmartMusic – available in the music rooms

ADD/DROP POLICY

All course selections are considered final except in the case of inappropriate placement. Changes based on inappropriate placement are made with teacher and parent approval pending class availability during the first week of the semester.

ATHLETICS

Students will need to do the following prior to the first day of practice to be eligible to participate in athletics in grades eight and nine:

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade reporting period.
- Eighth grade students pay no fee for each sport. Ninth grade user fees will vary by sport. All students from financially challenged families may apply for a waiver from the fee.
- Student athletes must:
    - Register online – Infinite Campus – Activity – Sports Registration
    - Upload a current physical during registration.
    - Complete concussion test if needed for your sport with sports trainer.

All athletic forms are to be completed online. Parents must scan and upload the physical in Infinite Campus. The athletics registration page can be accessed at the parent portal for Infinite Campus.

W.I.A.A. Physical Examination Card

Physical examinations taken after April 1 are good for the following two school years. Physical examinations taken before April 1 are good for the remainder of the school year.

ATTENDANCE PROCEDURES

Consistent school attendance is an important part of student success – both academically and socially. While we understand that absences are sometimes unavoidable, being present at school as regularly as possible helps students stay connected, engaged, and on track with their learning.

Each day in class provides valuable experiences that are hard to replicate outside of the classroom – whether it's participating in class discussions, working with peers, or receiving real-time support from teachers. Developing strong attendance habits early helps build a strong foundation for future success.

Whenever possible, we encourage families to schedule doctor, dental, and other professional appointments outside of school hours. We recognize that this isn't always feasible and appreciate your efforts to prioritize school time when you can.

The following are considered excused absences:

- Illness
- Family emergencies
- Medical or dental appointments
- Other valid professional appointments
- Pre-approved school activities

Students are generally excused for two hours for routine medical or dental visits. A verification slip from the medical or professional office may be requested to confirm the appointment. If a student is absent due to illness, please call the Attendance Office at 715-359-0511 ext. 3404. This line has 24-hour voicemail for your convenience.

If a message is not left, students are required to bring a written parent excuse note to the Attendance Office before 7:40am on the day they return to school. In some cases of repeated absences, a doctor's note may be requested.

If your student needs to leave school early, they must check in at the office to receive a "Permission to Leave School" slip. Early dismissals will be granted if:

- The school receives written or verbal permission from a parent/guardian
- The reason for leaving is valid and acceptable to the school
- The request for a permit to leave is made before 7:35am that day

Some absences – such as deer hunting, church retreats, college visits, or family vacations – can be excused if a Permit to Leave School (Anticipated Absence) form is completed in advance. This form must be signed by a parent/guardian and the student's teachers. Return the form to the Attendance Office before the absence occurs.

Under family leave regulations, parents may excuse their students for up to ten days per school year. We ask that families notify the school at least 24 hours in advance when planning these absences.

If you have questions or need support regarding attendance, please don't hesitate to contact us. We're here to help, and we value our partnership with you in supporting your child's success.

Please Note: Final decisions regarding attendance are made by the school administration.

LEAVING SCHOOL DURING THE DAY
To support student safety, D.C. Everest Junior High maintains a closed campus policy, meaning students are expected to remain on school grounds for the entire school day, including the lunch period. Leaving campus without prior approval is considered unexcused.

If a student needs to leave during the school day – for an appointment or another approved reason – they must first sign out at the Main Office. We appreciate your help in ensuring students follow this procedure to help us maintain a safe and secure learning environment.

ILLNESS AT SCHOOL
If a student feels unwell during the school day, they should ask their teacher for a pass to visit the Health Office. Students should avoid going to the Health Office between classes unless it is an emergency.

Our health aide will assess the student's condition and, if needed, contact a parent/guardian to discuss the next steps. For safety and accountability, students should not contact a parent for pickup until the health aide has given authorization to leave. Prior permission is required before any student leaves school due to illness.

FIELD TRIP ATTENDANCE
Participation in field trips and incentive events is a privilege based on academic and behavioral standing. Students may be ineligible to attend if:

- Homework is not completed and turned in within 1-2 weeks prior to the trip.
- There are ongoing concerns about behavior and academic performance.

Final decisions regarding field trip participation is made at the discretion of the school administration. If you have questions, we encourage you to reach out in advance.

UNEXCUSED ABSENCES
We understand that occasional challenges may arise, but the following are considered unexcused absences:

- Oversleeping
- Missing the bus
- Personal business (non-emergency)
- Car troubles
- Skipping class
- Leaving school without an approved Permit to Leave School from the office or Health Room

If a student accumulates three or more unexcused absences in a semester, the school may initiate truancy counseling or abatement procedures. A fifth unexcused absence may result in a referral to Marathon County Truancy Court.

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.

BACKPACKS, PURSES, BAGS

To help maintain a safe, clean, and healthy learning environment, students are not permitted to carry backpacks, large bags, or purses into classrooms, study halls, or the IMC during the school day.

Students are welcome to use backpacks or bags to bring materials into the building at the start of the school day and to take them home at the end of the day. During school hours, these items should be stored in the student's hallway locker.

We understand that some students may have unique circumstances that require special consideration. In these cases, students may request an exception. Any exception must be approved by the building principal or an assistant principal on an individual basis.

We appreciate your support in helping us create a safe and organized school environment for all students.

BICYCLES

Bicycles must be kept in the bike racks. Bikes will not be allowed in any other place on campus. We highly recommend you purchase a bicycle lock and keep your bike locked during school hours.

BULLYING AND/OR HARASSMENT

At D.C. Everest Junior High, we believe every student deserves to feel safe, respected, and supported. We take bullying and harassment seriously and are committed to working in partnership with families to foster a positive school climate where all students can thrive.

WHAT IS BULLYING?

Bullying is intentional behavior – verbal, physical, emotional, or digital – that causes harm, fear, or intimidation. It often involves a real or perceived imbalance of power and can have a lasting impact on a student's well-being. Bullying may be repeated or a single significant act.

Forms of bullying may include:

- Physical: Hitting, pushing, damaging belongings
- Verbal: Name-calling, teasing, threats
- Social/Emotional: Rumor spreading, exclusion
- Cyberbullying: Harmful messages or posts online or through text

Sometimes, students may have conflicts or disagreements. When both students have equal power and a desire to resolve the issue, these situations are considered student conflict, not bullying. In such cases, our staff and student services team will help students work toward resolution.

WHAT IS HARRASSMENT?

Harassment includes any threatening, insulting, or dehumanizing behavior – verbal, physical, or digital – based on a student's protected characteristics (e.g., race, gender, religion, disability, sexual orientation). Harassment can cause fear, impact academic success, or disrupt the learning environment.

This includes "hate speech" or the use of offensive language, gestures, or images – even when not directed at a specific person. While individuals within identity groups may sometimes use familiar or reclaimed language, students are expected to use respectful and appropriate language in all school settings.

REPORTING & RESPONSES

We encourage all members of the school community – students, families, and staff – to report any concerns of bullying or harassment. Reports can be made verbally or in writing to any trusted adult or school employee.

All reports will be taken seriously and thoroughly investigated. If bullying or harassment is confirmed, we will take immediate action to:

- Stop the behavior
- Prevent it from happening again
- Support those affected

Students engaging in bullying or harassment may face disciplinary action, up to and including expulsion.

LET'S WORK TOGETHER

Creating a safe and inclusive environment is a shared responsibility. By staying connected and communicating openly, we can ensure that every student feels seen, supported, and valued.

For more details, please review:

- Board Policy 5517 – Student Anti-Harassment https://go.neola.com/dcea-wi.
- Additional Notices: www.dce.k12.wi.us/district-info/district-notices

District Compliance Officers

- Gina Lehman, Director of Student Services – gilehman@dce.k12.wi.us - 715-359-4221 ext. 1351
- Dr. Jeff Lindell, Assistance Superintendent of Learning – jlindell@dce.k12.wi.us - 715-359-4221 ext. 1327

BUS RIDER RULES

Our students are transported to and from school daily by school bus, and on occasion they are transported to athletic events or field trips. Student safety is a prime concern, and students themselves have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern; it is dangerous and cannot be tolerated. Misconduct may result in suspension or expulsion from the bus. All student consequences are subject to disciplinary action as per student conduct consequences. The driver shall maintain order among passengers being transported and shall report misconduct. Passengers shall comply with any lawful order given by the driver while carrying out their responsibilities.

BUS ROUTE CHANGES

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

CANINE SEARCHES

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

CLUBS AND ACTIVITIES

Co-curricular and extracurricular clubs and activities provide students with opportunities to explore their interests outside of the classroom, compete with their peers, hone their academic/career/life skills, serve their community, and develop leadership and collaborative skills. Get the most up-to-date list of Clubs and Activities on our website (https://juniorhigh.dce.k12.wi.us/activities-athletics-clubs/clubs-activities?tag_id=11.)

DAMAGING SCHOOL PROPERTY

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

DETENTIONS

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

Students must serve a detention on the assigned day unless a note from a parent or a phone call from a parent is received by the appropriate teacher or an assistant principal prior to 1:30 p.m. on the day the detention is to be served.

Detentions are to be served on the scheduled date regardless of the student's extracurricular commitments. Any students who are late for their assigned detention will be assigned an additional detention.

DRESS GUIDELINES

At D.C. Everest Junior High, we value our students' individuality and support their ability to express themselves through personal style. We also have a responsibility to maintain a safe, respectful, and distraction-free learning environment for everyone. Our dress code is designed to strike a balance between these goals.

We ask families to partner with us in helping students make clothing choices that support a positive school climate. The following guidelines are intended to provide clarity.

GENERAL EXPECTATIONS

- Clothing, jewelry, and accessories may not display images, language, or symbols that are lewd, vulgar, obscene, offensive, or promote drugs, alcohol, tobacco, violence or hate.
- Items that could be used as weapons, including certain chains or spiked accessories, are not allowed.
- Clothing must fully cover the torso from just below the neckline to mid-thigh. Bare midriffs or visible cleavage are not permitted.
- Crop tops, tube tops, halter tops, tank tops, and sleeveless basketball jerseys are not allowed unless layered with a non-transparent outer or under shirt.
- Undergarments must remain covered at all times.
- Pajamas and slippers may only be worn on special occasions, such as designated Spirit Week PJ Day.

HEADWEAR & ACCESSORIES

- Hats, caps, hoods, bandanas, and other head coverings may not be worn during the school day unless approved for religious or medical reasons.
- Sunglasses may not be worn inside the building unless medically required with documentation.
- Students may not wear or carry flags as clothing or accessories during the school day.

CLEANLINESS & SAFETY

- Students are expected to come to school clean, neat, and dressed in a way that supports hygiene and safety.

SCHOOL EVENTS

- Students attending after-school functions (e.g., dances, concerts) are expected to follow the spirit of the dress code. Exceptions may be made for formal events such as prom or themed activities.

ENFORCEMENT & PARTNERSHIP

We recognize that parents and guardians play a key role in helping students meet dress expectations. When dress code concerns arise, students will be:

- Promptly and respectfully notified
- Asked to change or adjust their attire
- Given the option to call home or borrow school-provided clothing if needed

If a student is unable or unwilling to make necessary changes, they may be asked to wait in a supervised space until a resolution is reached. Refusal to follow staff directions may result in an office referral.

We thank you for supporting our efforts to promote a learning environment that respects all students while maintaining clear expectations for dress and appearance.

ELECTRONIC COMMUNICATION DEVICES (ECD) POLICY

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

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

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

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

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

The district shall not be responsible for the security or safety of ECDs that students choose to bring to school. Consequences for misuse are outlined under student conduct in the student handbook located on

the D.C. Everest Junior High School website. In addition, all offenses will result in the immediate confiscation of the device.

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

ELECTRONIC HOMEWORK/GRADES

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

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 Honors, Advanced Placement, or Dual Enrollment programs as 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 FastBridge is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-60 minutes.
- The 7 Mindsets *Insights* Assessment 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:

- Wisconsin Forward Exam will be administered to all students in grade 8 in spring. The Wisconsin Forward Exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards in English language arts (ELA), math, science, and social studies. These standards outline what students should know and be able to do in order to be college and career ready.
- PreACT Secure will be administered to all students in grade 9 in spring. Through collaboration between the ACT organization and Wisconsin's Department of Public Instruction, PreACT measures what students have learned through the Wisconsin Academic Standards in the areas of English, Reading, Mathematics, and Science.

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.

EXTENDED LEARNING TIME (ELT)

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

FLOWERS & BALLOONS

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

HALLWAY CONDUCT

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

HALL PASSES

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

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

FEVER

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

- If your student has a temperature of 100.4 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 are able to take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The Stock medication consent form is available in the main office, health room, or online. A new stock medication consent form must be completed each school year.
- General Safety Considerations
    - Bring your student's medication to the health office.
    - Send only limited quantities of medication to school.
    - No medication will be given to your student without your written consent.

IMMUNIZATION REQUIREMENTS

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

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

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

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

Contact the school health assistant with questions.

HEARING AND VISION 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.

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

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

OUTDOOR CLASSES AND WEATHER SAFETY GUIDELINES

Outdoor classes will be held indoors on days when inclement weather poses a threat to student health, in alignment with Wisconsin DPI recommendations.

- Cold Weather: Classes 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 classes 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	Classes held indoors for all students

ACADEMIC EXPECTATIONS

2026-2027 JUNIOR HIGH GRADING NON-NEGOTIABLES

At the D.C. Everest Junior High School, we believe in the philosophy of standards-based grading and the idea that students learn at different rates and through different experiences. Our staff is committed to supporting all students as they work toward mastery of essential learning standards. We will provide instruction, feedback, opportunities for growth, and additional support to help students learn at an appropriate pace.

At the same time, academic success requires student ownership and accountability. Students are expected to attend class regularly, participate actively, complete learning activities and assignments, meet deadlines, and communicate with teachers when support is needed. These expectations are not only important for success in junior high, but also help students develop the responsibility, perseverance, time management, and work habits necessary for success in high school, the workplace, and beyond.

Our goal is to create a learning environment that balances support with accountability so that every student is prepared academically and personally for future opportunities.
As a result, the following expectations will be in place starting at the beginning of the 2026-2027 school year:

- All work will be due according to timelines established by each teacher and will be based on the needs of the course content. In some classes, students may be expected to submit all work by the end of a specific unit of study, while other classes may require all work to be completed by the end of a quarter. Teachers will clearly communicate these expectations in their course syllabi and post the information on their Canvas page(s). Once grading for a unit or quarter has closed, any missing work not submitted by the established deadline will be recorded as a zero.
- If a student needs to complete a reassessment opportunity, they must first discuss the request with their teacher(s). Teachers will expect all necessary coursework and practice related to the reassessment to be completed prior to the reassessment taking place.

Students will generally be provided a one-week window to complete reassessments unless extenuating circumstances exist.

- Students will be given two reassessment opportunities each quarter for all summative assessments and or projects.

The expectations above will be consistent across all departments but may vary slightly from department to department. Staff will discuss the information above with students, will post the information on their syllabi and Canvas pages. Our staff will always be able to adjust as their professional judgement deems necessary.

HOMEWORK

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

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

ACADEMIC HONESTY POLICY

Over the past several years, artificial intelligence (AI) has become a growing topic of conversation among students and staff. While AI offers many positive and innovative applications for students, it is important to establish clear expectations for its use. Beginning with the 2025-2026 school year, the following policy will be implemented. Our goal is to educate students on the appropriate and ethical use of AI, as well as to clearly define what constitutes academic dishonesty.

Academic honesty means being honest in your schoolwork in a way that doesn't break the rules of fairness and integrity. This includes things like cheating on tests, copying someone else's work and claiming it as your own (plagiarism), using AI tools in ways your teacher hasn't approved, or giving false information—such as making up data or sources. These actions are all attempts to gain an unfair advantage and are not allowed in a learning environment.

Generative AI tools—like ChatGPT, DALL·E, and Photomath—can be helpful, but only when used in the right way and with teacher permission. Misusing these tools is also considered academic dishonesty. See table below for allowed and not allowed AI tool use:

ALLOWED WITH INSTRUCTOR CONSENT

- Brainstorming, developing, and refining your own ideas.
- Fine tuning your research questions.
- Searching for reliable information related to your topic.
- Drafting an outline to help organize your thoughts.
- Reviewing grammar and writing style using appropriate tools that do not alter or rewrite your original content

NOT ALLOWED

- Using AI to complete tasks that are meant to reflect your own thinking, such as discussion posts, group work, or assignments submitted through platforms like Canvas, Zoom, or Webex.
- Having AI generate a draft of a writing assignment.
- Using AI to write any part of your assignment, including sentences, paragraphs, or full essays.

DCE Junior High will strictly enforce the following expectations:

- Students are responsible for making sure any information they submit from an AI tool is accurate, follows copyright laws, and does not include false, biased, or inappropriate content.
- If AI tools are used, students must clearly show that properly citing the source—such as in MLA or APA format—to follow school academic honesty policies.
- If a student is unsure whether a certain use of AI is allowed, always ask a teacher before submitting your work.

Teachers will follow the protocol below if any student has been found to be academically dishonest within the duration of the current school year:

First Offense:

- The teacher will talk with the student about the academically dishonest assignment.
- The originally submitted assignment/assessment will receive a zero.
- The student will be allowed to redo the assignment/assessment for up to full credit.
- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty First Offense."

Second Offense:

- The teacher will talk with the student about the academically dishonest assignment/assessment.
- The student will earn a zero grade in Canvas. The student will have the opportunity to redo an assessment for a grade up to a 5/10 in Canvas.
- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty Second Offense."
- The student will conference with an administrator and will be issued a school consequence.
- The student will be referred to the athletic/activities director for violating the athletic/activities code of conduct.

Third Offense:

- The teacher will talk with the student about the academically dishonest assignment/assessment.
- The student will earn a zero grade in Canvas and will not be allowed to redo the assignment/assessment for credit.
- The staff member will inform the student's parent(s) or guardian(s) and will write a major referral in Infinite Campus as "Academic Dishonesty Third Offense."
- The student will conference with the teacher, parent(s), and administrator and will be issued a school consequence.
- The student will be referred to the athletic/activities director for violating the athletic/activities code of conduct.

*Subsequent offenses will be handled directly by administration.

INSUBORDINATION

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

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

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

INVESTIGATIONS

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

iPADS

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

Students causing deliberate and/or malicious damage to their iPads will be responsible for paying for the entire repair or replacement of the iPad. Administration will determine the intent of the damage to be reckless or intentional.

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

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

STUDENT EXPECTATIONS FOR IPAD USE

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

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

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

LOCKERS

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

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

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

LOCKER ROOM PRIVACY

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

- No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time.
- No Electronic Communication Devices (ECD's) or other devices that can be used to record or transfer images may be used in the locker room at any time.

- No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

LOSS OF PRIVILEGES (LOP)

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

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

LOST AND FOUND

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

LUNCHROOM

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

When the students' lunch period bell rings, students should briefly stop by their lockers and walk immediately to the lunchroom. Upon arriving to the lunchroom, students should get in a line and wait patiently without cutting in front of others. Please move through the serving area as quickly as possible and avoid physical contact with others at all times both in the lunchroom and outside. If anyone is sitting alone, invite them to sit at your table. Students should always respect other's food and space. Keep all food and objects to yourself, tray, and table. Once you are done with your meal, every student at the table should check their area including their table and floor around them and pick up any trash and dump it into the garbage regardless of whose trash it is. All students are required to dump all trays and clean their areas. It is the responsibility of each student sitting at the table to maintain a clean area. Once you dump your garbage, return to the table, or go outside. If you remain inside, you must remain seated until dismissed by a staff member. Once dismissed, exit the lunchroom in an orderly fashion. If you go outside, you will be required to enter the building in an orderly fashion. Finally, please respect and follow lunchroom staff directives. Students are allowed to purchase and consume food and drink in the commons area only. Students may have a parent or guardian drop off food for them during the school day. However, food deliveries from third-party services are not permitted.

Possible Lunchroom Discipline:

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

PETS/ANIMALS

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

PHYSICAL AGGRESSION/FIGHTING

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

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

PLEDGE OF ALLEGIANCE

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

POSTERS

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

PROFANITY/LANGUAGE/DISRESPECT

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

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

PUBLIC DISPLAYS OF AFFECTION

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

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

Consequences are listed under "Student Conduct."

REASSESSMENT

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

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

REQUIRED CREDITS

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

SATURDAY DETENTION

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

SCHOOL SPONSORED TRIPS

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

SEXUAL HARASSMENT

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

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

SMOKING/TOBACCO/ALCOHOL USE

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

For more information, please see policies 5500, 5512 and 5530 that can be found at https://go.neola.com/dcea-wi. or is available in the school office.

SPORTSMANSHIP

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

STUDENT COMPLAINTS

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

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. If the complaint is determined to be harassment the procedures described in Policy 5517, Student Anti-Harassment, should be implemented.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

STUDENT CONDUCT & DISCIPLINE

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

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

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

- Possession, use and/or transmission (including being under the influence and possession of look-alike substances) of any narcotic drug, hallucinogenic drug, inhalant, toxic substances, intoxicating beverage, any paraphernalia associated with such controlled substances, or the unauthorized use of prescription drugs.
- Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
- Possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon: weapon means a knife; firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; destructive explosives, any incendiary device including lighters or look-a-likes, and/or the threatened intent or intent to cause an explosion; or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such.
    - A student who commits a weapons infraction will be immediately suspended from school.
    - The expulsion process may be immediately initiated.
- Violations including but are not limited to: verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; bullying/cyberbullying, racial harassment; harassment on the basis of disability; sexual harassment/violence; indecent exposure; hazing.
- Violations against property, including tampering with unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others (even though such an act was accidental or a result of poor judgment;) vandalism; trespassing; arson; theft or robbery; possession of stolen property;
- Violations of school procedures or acts disruptive to the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarms, activation of stink bombs, and unauthorized access to school data.
- Violation of school bus or transportation rules.
- Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
- Dress code violations.
- Electronic Communication Device and technology violations.
- Cheating of any kind will not be tolerated. Cheating will result in consequences established by the teacher involved and the student's parents will be contacted.
- Behavior significantly disrupting the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
- Behavior that endangers the pupil or surrounding persons, including school district employees, or the property of the school.
- Criminal activity.

- Violation of other school rules, policies, or procedures.
- Snowballing on or near the campus is strictly prohibited.
- Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
- Skateboards or rollerblades may not be used on school district property. Failure to follow this rule will result in the skateboard/rollerblades being confiscated, and a parent will have to pick them up.

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

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

When determining an appropriate action, the administrator will consider the extent of the disruption to the safety of an individual, a group, or to the disruption of the learning environment in the school. For more information, please see policy 5500 that can be found at https://go.neola.com/dcea-wi. or is available in the school office.

STUDENT EXPRESSION

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

STUDY HALLS

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

- Students must be seated and silent when the bell rings. Students must be productive with homework, reading, or studying.
- Study hall is considered an instructional classroom setting. Therefore, cell phones should not be used and are expected to remain put away, consistent with classroom expectations.
- Personal music devices with ear bud headphones only are permitted.

- Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.
- When signing out of the study hall, there is a maximum passing time of 4 minutes. You must report directly to pass locations.

SURVEILLANCE CAMERAS

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

TARDINESS

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

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

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

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

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

TECHNOLOGY AND ACCEPTABLE USE

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

Artificial Intelligence AI technology can be an excellent resource for enhancing learning and teaching experiences, but it must be used responsibly and ethically. Students, teachers, and staff members must ensure that any AI systems they use are age and school appropriate and that they do not violate the privacy

of other individuals. The use of AI for academic purposes should align with the district's curriculum and instruction goals. Students, teachers, and staff must use AI tools responsibly, avoiding any form of plagiarism or cheating. Failure to follow these guidelines may result in loss of technology privileges and/or appropriate disciplinary action up to and including expulsion.

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

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

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

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

TRANSFER TO ANOTHER DISTRICT

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

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

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

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

TRUANCY

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the district has

not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. The building principal or his designee shall enforce the attendance policies.

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

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

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

WEAPONS POLICY

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

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

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

WORK FOLLOWING STUDENT ABSENCE

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

D.C. EVEREST SCHOOL DISTRICT BOARD MEMBERS

Ben Bliven
- Office: Clerk
- Term expires: 2028
- bbliven@dce.k12.wi.us

Jennifer Douck
- Office: Member
- Term expires: 2029
- jdouck@dce.k12.wi.us

Katie Felch
- Office: Vice President
- Term expires: 2027
- kfelch@dce.k12.wi.us

Shannon Grabko
- Office: President
- Term expires: 2028
- sgrabko@dce.k12.wi.us

Lindsey Lewitzke
- Office: Member
- Term expires: 2028
- llewitzke@dce.k12.wi.us

Larry Schaefer
- Office: Member
- Term expires: 2027
- lschaefer@dce.k12.wi.us

Yee Leng Xiong
- Office: Treasurer
- Term expires: 2029
- yxiong@dce.k12.wi.us

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.

DISTRICT NOTICES JUNIOR HIGH

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 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.

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

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.

DISTRICT POLICIES

All District policies may be found at https://go.neola.com/dcea-wi.. There are Administrative Guidelines associated with many of these policies. 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 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 2451 Program or Curriculum Modifications
- Policy 2522 Instructional Materials Centers
- Policy 3122 Nondiscrimination and equal Employment Opportunity
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5350 Suicide Prevention Resources
- Policy 5410 Promotion, Placement, and Retention
- 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 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- Policy 5771 Search and Seizure
- Policy 5772 Weapons
- Policy 7217 Weapons
- Policy 7440.01 Video Surveillance and Electronic Monitoring
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Policy 8330 Student Records
- Policy 8390 Animals on District Property
- Policy 8410 School Safety and Crisis Intervention
- Policy 8462 Child Abuse and Neglect

- Policy 8500 Food Services
- Policy 8510 Wellness
- Policy 8531 Free and Reduced-Price Meals
- Policy 8600 Transportation
- Policy 9130 Public Requests, Suggestions, or Complaints
- Policy 9151 Use of Cameras and Other Recording Devices in Locker Rooms

Administrative Guideline 5430 Laude Program

Administrative Guideline 8600B School Bus Rider Rules

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

OTHER IMPORTANT POLICIES

Directory Data: 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.

More information about these policies can be found at https://go.neola.com/dcea-wi. or they are available in the school office.

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 County Crime Stoppers Quick 50 Program
Help Get Alcohol, Weapons and Drugs OUT of our Schools

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