

Regular School Board Meeting
Wednesday, July 19, 2023, 6:30 PM
Middle School Theater
9302 Schofield Ave.
Weston, WI 54476



– A G E N D A –

Upon request to the Executive Assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

This meeting is a meeting of the School Board in public for the purpose of conducting the School District's business and is not be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

The live stream may be found at:
D.C. Everest School Board Meeting July 2023

Date and time:
Wednesday, July 12, 2023 6:30 PM | (UTC-05:00) Central Time (US & Canada)
Join link:
<https://dce.webex.com/dce/j.php?MTID=m313bfd38d00a138de340b9182ccf4700>

Webinar number:
2488 555 0820
Webinar password:
BoardJuly2023 (26273586 from phones and video systems)
Join by phone
+1-415-655-0003 United States Toll
Access code: 248 855 50820

Meetings are recorded and will be available a day or two after the meeting
at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWl0od8g/videos>.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

- A. Approval of Minutes 3
- B. Recommended Employment/Resignations/Contract Adjustments 7
- C. Treasurer's Report - General/Other Fund Bills 9
- D. Balance Sheet 26
- E. Budget Transfers 35
- F. Budget Revisions
- G. Grant Application(s)/Budget(s) Approval

D.C. Everest Area School District, 1699 Schofield Ave., Suite 300, Schofield, WI 54476 ~ (715) 359-422142

D.C. Everest, in partnership with the community, is committed to being an innovative educational leader
in developing knowledgeable, productive, caring, creative, responsible individuals
prepared to meet the challenges of an ever-changing global society.

H. Fundraising Requests	
I. Gift/Bequests	
J. Bus Accident Report	
K. Approval of Senior High German Trip	43
L. Policies for Second Reading	
1. po5410 Promotion, Placement, and Retention	44
2. po5517 Student Anti-Harassment	46
VII. Reports/Considerations	
A. WASB Legislative Network Member	
B. CESA #9 Representative	
C. Superintendent	
1. District Update	
2. Staffing Update	
VIII. Unfinished Business	
A. Admin and GTCC Updates	
B. Mission Moment - D.C. Everest Volunteer Program	57
IX. New Business	
A. Authorize Spending Prior to Budget Adoption	66
B. Board Budget Workshop - Suggested Date: at 5:00 on August 16, immediately prior to the monthly Board meeting.	
C. Budget Development Update	67
D. Year End Transfer to Fund 46	77
E. Ten Year Capital Plan	78
F. Insurance Renewal	89
G. Set Date for Annual Meeting/Budget Hearing	127
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L. Bullying and Harassment Summary Report - Information Only	168
M. Student Handbooks	170
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O. 2023-2024 Athletic Handbook	289
P. Discussion of Participation in Homecoming Parade, September 29, 2023	
X. Petitions and Communications	
A. Thank You for Retirement Gift from M. Plaza	303
XI. Future Meeting Dates	
A. Regular Board Meeting	
Wednesday, August 16, 2023, at 6:30 p.m.	
D.C. Everest Middle School Theater	
9302 Schofield Ave.	
Weston, WI 54476	
Regular Board Meeting	
Wednesday, Sept. 20, 2023, at 6:30 p.m.	
D.C. Everest Administration Building	
6100 Alderson Street	
Weston, WI 54476	
XII. Adjourn	

D.C. Everest Area School District, 1699 Schofield Ave., Suite 300, Schofield, WI 54476 ~ (715) 359-4221

D.C. Everest, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

Regular School Board Meeting
Wednesday, June 21, 2023 6:30 PM Central
Middle School Theater
9302 Schofield Ave.
Weston, WI 54476



I. Call to Order

II. Roll Call

Joshua Dickerson: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Corina Norrbom: Present, Larry Schaefer: Present, Yee Leng Xiong: Absent. Present: 6, Absent: 1.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion made by Joshua Dickerson and seconded by Shannon Grabko to approve the agenda. This motion, passed with a voice vote.

V. Public Comment - none

VI. Consent Agenda

Motion made by Katie Felch and seconded by Joshua Dickerson to approve the Consent Agenda. With roll call vote, this motion passed.

Yee Leng Xiong: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea
Yea: 6, Nay: 0, Absent: 1

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

VI.C. Treasurer's Report - General/Other Fund Bills

VI.D. Balance Sheet

VI.E. Budget Transfers

VI.F. Grant Application(s)/Budget(s) Approval

VI.G. Fundraising Requests

VI.H. Gift/Bequests

VI.I. Bus Accident Report

VI.J. Second Reading of Policies

VI.J.1. po0100 Definitions

VI.J.2. po0115 Address

VI.J.3. po0175 Association Memberships

VI.J.4. po1422 Nondiscrimination and Equal Employment Opportunity

VI.J.5. po1623 Section 504-ADA Prohibition Against Disability Discrimination in Employment

VI.J.6. po1630.01 Family & Medical Leave of Absence - FMLA

VI.J.7. po1662 Employee Anti-Harassment

VI.J.8. po2210 Curriculum Development

VI.J.9. po2220 Adoption of Courses of Study

VI.J.10. po2221 Special Observance Days

VI.J.11. po2260 Nondiscrimination and Access to Equal Educational Opportunity

VI.J.12. po2260.01 Section 504-ADA Prohibition Against Discrimination Based on Disability

VI.J.13. po2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities

VI.J.14. po2430 District-Sponsored Clubs and Activities

VI.J.15. po3122 Nondiscrimination and Equal Employment Opportunity

VI.J.16. po3123 Section 504-ADA Prohibition Against Disability Discrimination in Employment

VI.J.17. po3131 Reduction in Staff

VI.J.18. po3215 Use of Tobacco and Nicotine by Professional Staff

VI.J.19. po3362 Employee Anti-Harassment

VI.J.20. po3425 Benefits

VI.J.21. po3430.01 Family & Medical Leave of Absence - FMLA

VI.J.22. po4122 Nondiscrimination and Equal Employment Opportunity

VI.J.23. po4123 Section 504-ADA Prohibition Against Disability Discrimination in Employment

VI.J.24. po4131 Reduction in Staff

VI.J.25. po4215 Use of Tobacco and Nicotine by Support Staff

VI.J.26. po4362 Employee Anti-Harassment

VI.J.27. po4425 Benefits

VI.J.28. po4430.01 Family & Medical Leave of Absence - FMLA

VI.J.29. po5200 Attendance

VI.J.30. po5330 Administration of Medication-Emergency Care

VI.J.31. po5340 Student Accidents-Illness-Concussion

VI.J.32. po5512 Use of Tobacco and Nicotine by Students

VI.J.33. po5771 Search and Seizure

VI.J.34. po7434 Use of Tobacco and Nicotine on School Premises

VI.J.35. po7440 Facility Security

VI.J.36. po7540 Technology

VI.J.37. po7544 Use of Social Media

VI.J.38. po8305 Information Security

VI.J.39. po8405 Environmental Health and Safety Program

VI.J.40. po8420.01 Epidemics and Pandemics

VI.J.41. po8450 Control of Casual Contact Communicable Diseases

VI.J.42. po8600 Transportation

VI.J.43. po8800 Religious Activities and Observances

VI.J.44. po8802 Patriotic Activities and Observances

VII. Reports/Considerations

VII.A. WASB Legislative Network Member – Norrbom reported there is a Summer Leadership Institute in Green Bay July 14-15. More information available on the website.

VII.B. CESA #9 Representative – CESA#9 Board met and had an end of year social. Next meeting is August 7.

VII.C. Superintendent

VII.C.1. District Update

VIII. Unfinished Business

VIII.A. GTCC and Admin Building Updates

VIII.B. Review of po5517 and po5410 and Accept on First Reading
Motion made by Lindsey Lewitzke and seconded by Katie Felch to accept po5517 and po5410 on first reading. With a voice vote, this motion passed.

IX. New Business

IX.A. Continuum of Services Report- Formerly At-Risk Report – Information Only

IX.B. Naming of Facilities - Request

Motion made by Katie Felch and seconded by Larry Schaefer to set up Citizen Advisory Committee for a naming of facility request. With a voice vote, this motion passed.

IX.C. Annual Homeless Report – Information Only

IX.D. Appoint a Representative for the Education Foundation

Larry Schaefer nominated Katie Felch and Corrie Norrbom seconded. Passed with voice vote.

IX.E. Enrollment Update – Information Only

IX.F. Closing of EVA School

Motion made by Katie Felch and seconded by Larry Schaefer to dissolve the Individual School Status of the current D.C. Everest Virtual Academy (EVA). This motion passed with a voice vote.

IX.G. Education for Employment Update – Information Only

IX.H. Approval of Lacrosse Boys and Girls Co-op Teams

Motion made by Katie Felch and seconded by Larry Schaefer to approve Boys' and Girls' Co-op Lacrosse teams. This motion passed with a voice vote.

X. Petitions and Communications

- X.A. Thank You from N. Novak
- X.B. Thank you from P. Tabor
- X.C. Thank You from J. Peterson
- X.D. Thank You from E. Jacobson

XI. Future Meeting Dates

XI.A. Regular Meeting
July 19, 2023, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

Regular Meeting
August 16, 2023, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

XII. Meeting Adjourned at 7:57 p.m.
Respectfully submitted,

Shannon E. Grabko, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the July 19, 2023, meeting of the School Board.



Date: 7/19/23

Employment Report

Recommended Employment			
Certified Staff			
Name	Position/Building	FTE	Start
Mikayla Nowinsky	School Nurse/SH, RI, EV	1.0	August 14, 2023
Emily Loy	Occupational Therapist/EV, HA, MS, MB, ODY	1.0	August 15, 2023
Riley Paisar	English Teacher/JH	1.0	August 15, 2023
Caroline Zoromski	English Learner Teacher/JH	1.0	August 15, 2023
Andi English	English Language Arts Teacher/MS	1.0	August 15, 2023
Support Staff			
Name	Position/Building	FTE	Start
Students			
Name	Position/Building	FTE	Start
Benjamin Soehl	Lifeguard/SH	N/A	June 29, 2023
Jayson Dowdle	Server/ID & OD	0.09	August 29, 2023
Seasonal Staff			
Name	Position/Building	Start	End
Substitutes			
Name	Position/Building	FTE	Start
Summer Learning			
Name	Position	Start	End
End of Employment			
All Staff			
Name	Position/Building	Reason	Effective Date
Tracy Johnson	ELL Teacher/JH	Resignation	June 2, 2023
Methuselah Thao	At-Risk Teacher/JH	Resignation	June 2, 2023
Amy Wasleske	English Teacher/JH	Resignation	June 2, 2023
Aaralyn Gardner	Family Programming & Concessions Staff/GFH	Resignation	June 30, 2023
Jane Kemp	Administrative Assistant to Learning and Curriculum Dept/Adm	Retirement	June 30, 2023
Cassandra Cerny	School Counselor/WE	Resignation	July 13, 2023
Adjustments			
Certified Staff			
Name	Position From	Position To	Effective Date

Erin Fetting	Science Teacher/JH .51 FTE	Science Teacher/JH .60 FTE	August 22, 2023
Margaret Peterson	Scince Teacher/JH .87 FTE	Science Teacher/JH 1.0 FTE	August 22, 2023
Support Staff			
<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
No Extra-Curricular Positions this month			

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

JULY 7, 2023

CASH BALANCE AS OF JUNE 30, 2023	(\$405,720.22)	
INVESTMENT ACCOUNT TRANSFERS		\$33,130.65
RECEIPTS CR#33317 - #33324	(\$112,255.25)	
CHECKS FOR APPROVAL: (none)		\$0.00
ACH: (none)		
<u>VOIDS:</u>		
(none)	\$0.00	
CASH BALANCE AS OF JULY 7, 2023		(\$551,106.12)
	(\$517,975.47)	(\$517,975.47)

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(6/30/2023-7/6/2023)

Tran Date	Where Used	District Card Name	Amount
07/03/2023	Homedepot.Com, 800-430-3376, GA, 303390000, US	JABLONSKI, JAMIE A	2,697.00
07/03/2023	The Home Depot #4931, Wausau, WI, 544010000, US	SUCHOMSKI, JOHN	46.92
07/03/2023	Amzn Mktp US 1n60x0uf3, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	37.05
07/03/2023	Hyatt Regency Baltimor, Baltimore, MD, 21202, US	HOFFMAN, AARON	(35.68)
07/03/2023	Home2 Suites, Minneapolis, MN, 554140000, US	DEGNER, GLORIA	722.04
07/03/2023	Iditarod Trail Committ, 9073765155, AK, 99687, US	KAMPMANN, KEVIN	179.95
07/03/2023	Wisc Assoc For Languag, 414-349-8199, WI, 53214, US	DALEY, MICHELLE	105.00
07/03/2023	Wisc Assoc For Languag, 414-349-8199, WI, 53214, US	DALEY, MICHELLE	105.00
07/03/2023	Dominos 2042, Schofield, WI, 54476, US	JAKUBEK, JACQUE	98.43
07/04/2023	Jimmy Johns - 1575, Schofield, WI, 54476, US	JASON JABLONSKI	85.27
07/04/2023	Fat Brain Toys, Elkhorn, NE, 68022, US	WELLER, JULIE	35.92
07/04/2023	Pick N Save #404, Rothschild, WI, 54474, US	SUCKOW, ELLEN	6.38
07/04/2023	Wisc Assoc For Languag, 414-349-8199, WI, 53214, US	DALEY, MICHELLE	105.00
07/04/2023	Nytimes Nytimes Disc, 800-698-4637, NY, 10018, US	DALEY, MICHELLE	4.00
07/05/2023	Mindbody, San Luis Obis, CA, 93401, US	MULL, AARON	207.13
07/06/2023	Fedex772535301240, 800-4633339, TN, 38116, US	JABLONSKI, JAMIE A	32.82
07/06/2023	Seesaw For Schools, San Francisco, CA, 94104, US	RAVEY, TRACY	8,560.00
			12,992.23

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

END OF YEAR: 2022-2023

JUNE 30, 2023

CASH BALANCE AS OF JUNE 13, 2023	(\$212,592.60)	
INVESTMENT ACCOUNT TRANSFERS		\$4,622,360.51
RECEIPTS CR#33280 - CR#33316	\$6,569,720.83	
CHECKS FOR APPROVAL #233647 - #233726 ACH: #212203301-212203487		\$2,140,487.94
<u>VOIDS:</u>		
(none)	\$0.00	
CASH BALANCE AS OF JUNE 30, 2023		(\$405,720.22)
	<hr/>	
	\$6,357,128.23	\$6,357,128.23
	<hr/> <hr/>	

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/13/2023-6/30/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233647	CRABBMAN'S DRIVER EDUCATION, LLC.	LF May 2023	6/16/2023	475.00
233648	DC EVEREST SENIOR HIGH SCHOOL	GOLF FUNDRAISER	6/16/2023	603.87
233649	LAMERS BUS LINES, INC.	39524	6/16/2023	1,003.00
233650	UW STEVENS POINT-PLANETARIUM	41	6/16/2023	35.00
233651	BLUESKY DESIGNS, INC.	S29212	6/16/2023	2,015.00
233651	BLUESKY DESIGNS, INC.	S29082	6/16/2023	95.00
233652	BROCKMAN, HANNAH	ForState23-4	6/16/2023	100.00
233653	CALLTOWER	201497486	6/16/2023	718.21
233654	DALE'S WESTON LANES, INC	AB 2152023	6/16/2023	870.00
233655	DIRECT ENERGY BUSINESS	HS33673825	6/16/2023	7,429.19
233656	FALKOWSKI, NATHAN	ForSubDist23-4	6/16/2023	100.00
233657	FRENCH, REBECCA	53911/53613	6/16/2023	23.90
233658	GORDON FOOD SERVICE INC	227862252	6/16/2023	611.52
233658	GORDON FOOD SERVICE INC	227862255	6/16/2023	1,286.13
233658	GORDON FOOD SERVICE INC	227862257	6/16/2023	504.52
233658	GORDON FOOD SERVICE INC	227862258	6/16/2023	612.75
233658	GORDON FOOD SERVICE INC	228011606	6/16/2023	65.03
233658	GORDON FOOD SERVICE INC	228011609	6/16/2023	1,390.94
233658	GORDON FOOD SERVICE INC	228011610	6/16/2023	395.16
233658	GORDON FOOD SERVICE INC	228011607	6/16/2023	270.75
233658	GORDON FOOD SERVICE INC	228033489	6/16/2023	153.70
233659	GREAT LAKES WEATHER SERVICE	522314	6/16/2023	99.00
233660	HANSON SANITATION AND EXCAVATING INC	27162	6/16/2023	195.00
233661	JOSTENS, INC.	31607597	6/16/2023	100.15
233662	LAMERS BUS LINES, INC.	38916	6/16/2023	430.17
233662	LAMERS BUS LINES, INC.	38769	6/16/2023	2,047.18
233662	LAMERS BUS LINES, INC.	38899	6/16/2023	184.16
233662	LAMERS BUS LINES, INC.	37738	6/16/2023	128.66
233662	LAMERS BUS LINES, INC.	38094	6/16/2023	136.82
233662	LAMERS BUS LINES, INC.	38894	6/16/2023	119.40
233662	LAMERS BUS LINES, INC.	37739	6/16/2023	132.27
233662	LAMERS BUS LINES, INC.	38918	6/16/2023	734.16
233662	LAMERS BUS LINES, INC.	38919	6/16/2023	505.45
233662	LAMERS BUS LINES, INC.	39694	6/16/2023	275.36
233663	LINCOLN CONTRACTORS SUPPLY, INC.	I41298	6/16/2023	128.99
233663	LINCOLN CONTRACTORS SUPPLY, INC.	I41308	6/16/2023	24.56
233663	LINCOLN CONTRACTORS SUPPLY, INC.	I41290	6/16/2023	1,481.70
233664	LONDERVILLE ENTERPRISES	7012590.1	6/16/2023	77.82
233665	MALBRIT MECHANICAL INC	185350	6/16/2023	643.75
233666	MARA CTY HEALTH DEPARTMENT	INV04521	6/16/2023	14.00
233667	MS GRAPHICS, LLC	2014-7067	6/16/2023	1,649.00
233667	MS GRAPHICS, LLC	2014-7086	6/16/2023	9,060.00
233668	SOMERVILLE ARCHITECTS	38798	6/16/2023	416.25
233669	SONOVA USA, INC.	5137154317	6/16/2023	127.99

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/13/2023-6/30/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233670	U.S. WATER, LLC.	165604	6/16/2023	1,150.00
233671	WAUSAU SHARPENING SRVS LLC	JUN.03.2023	6/16/2023	14.40
233672	KOHN LAW FIRM SC	06162023A	6/16/2023	257.71
233673	MARK HARRING STANDING CHAPTER 13 TRU	06162023A	6/16/2023	441.96
233674	RAUSCH STURM-ATTORNEYS-DEBT COLLECTIO	06162023A	6/16/2023	153.30
233675	UNITED WAY OF MARATHON CNTY	20230616ADUWAY	6/16/2023	693.27
233676	ACADEMIC THERAPY PUBLICATIONS, INC	313290	6/23/2023	145.00
233676	ACADEMIC THERAPY PUBLICATIONS, INC	314054	6/23/2023	279.00
233677	KRUG BUS SERVICE, INC.	1097	6/23/2023	427.44
233677	KRUG BUS SERVICE, INC.	1098	6/23/2023	1,092.00
233678	LAMERS BUS LINES, INC.	40118	6/23/2023	430.00
233679	LAMERS BUS LINES, INC.	40300	6/23/2023	598.00
233680	MS GRAPHICS, LLC	2014-7100	6/23/2023	2,048.75
233681	REGISTRATION FEE TRUST	HCY 6152023	6/23/2023	168.50
233682	A & A LOCK SERVICE	14-Jun-23	6/23/2023	40.50
233682	A & A LOCK SERVICE	JUN.16.2023	6/23/2023	56.20
233683	BACKGROUND INVESTIGATION BUREAU, LLC	INV-27249	6/23/2023	1,460.35
233683	BACKGROUND INVESTIGATION BUREAU, LLC	INV-27250	6/23/2023	572.05
233684	BUELOW VETTER BUIKEMA OLSON & VLIET, L 21		6/23/2023	85.50
233685	CHARTER COMMUNICATIONS, INC.	1842060123	6/23/2023	2,753.07
233686	CRESCENT LANDSCAPE SUPPLY, INC	30447	6/23/2023	4,680.00
233687	FAHRNER ASPHT SEALERS LLC	8300015757	6/23/2023	4,930.00
233687	FAHRNER ASPHT SEALERS LLC	8300015758	6/23/2023	4,000.00
233688	FEDEX, INC.	8-161-62400	6/23/2023	41.77
233689	GORDON FOOD SERVICE INC	228260324	6/23/2023	4,388.30
233689	GORDON FOOD SERVICE INC	228160326	6/23/2023	4,506.77
233689	GORDON FOOD SERVICE INC	228160328	6/23/2023	1,507.01
233690	IMAGINE LEARNING, LLC.	937529	6/23/2023	2,291.50
233691	K12 MANAGEMENT INC. DBA FUELED	INV-40994	6/23/2023	1,999.00
233692	KING, NICOLE	KingRefund	6/23/2023	161.00
233693	LAMERS BUS LINES, INC.	38090	6/23/2023	594.44
233693	LAMERS BUS LINES, INC.	39683	6/23/2023	450,348.77
233694	MCHS OCCUPATIONAL HEALTH	3764-8520	6/23/2023	80.00
233694	MCHS OCCUPATIONAL HEALTH	3764-7775	6/23/2023	2,313.20
233695	MS GRAPHICS, LLC	2014-7106	6/23/2023	176.00
233695	MS GRAPHICS, LLC	2014-7104	6/23/2023	1,340.00
233695	MS GRAPHICS, LLC	2014-5071	6/23/2023	4,500.00
233696	PITNEY BOWES GLOBAL FINANCIAL SERVICES,	3317594876	6/23/2023	183.96
233697	PRINT WISCONSIN LLC	7665	6/23/2023	3,660.00
233698	QPR INSTITUTE, INC	37942	6/23/2023	4,059.70
233699	QUADIENT, INC.	4460897	6/23/2023	270.00
233700	RICE, KATHERINE	2023 SCHOLARSHIP (2)	6/23/2023	500.00
233701	RICE UNIVERSITY	#CV-7490-0552-0566	6/23/2023	625.00
233702	ROMA, BRENDA	May20203	6/23/2023	24.50

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(6/13/2023-6/30/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233703	SHIDELL WOOD PRODUCTS, INC.	102998	6/23/2023	840.00
233703	SHIDELL WOOD PRODUCTS, INC.	100504	6/23/2023	100.00
233704	SIGN HERE INTERPRETING LLC	DCE230612	6/23/2023	236.25
233704	SIGN HERE INTERPRETING LLC	DCE230608	6/23/2023	297.50
233705	THOUSAND LUMENS PRODUCTIONS	169	6/23/2023	10,000.00
233706	U.S. WATER, LLC.	165915	6/23/2023	169.00
233707	UNIVERUS SOFTWARE CANADA, INC.	INV-201603	6/23/2023	500.00
233708	USSC-US SPECIALTY COATINGS	236144	6/23/2023	273.00
233709	VENDNOVATION, LLC	2023-000773	6/23/2023	240.00
233710	PGA, INC.	534789 #1	6/30/2023	350,000.00
233711	WI PUBLIC SERVICE	4626991292	6/30/2023	2,293.28
233712	COPE2THRIVE, LLC.	1076	6/30/2023	3,040.00
233713	CYWINSKI, MAKAYLA	MAY-JUN2023 ITEM	6/30/2023	347.40
233714	DC EVEREST SOCCER BOOSTERS	202301	6/30/2023	5,080.00
233715	EBLI	4407	6/30/2023	3,807.03
233716	GORDON FOOD SERVICE INC	18176462	6/30/2023	(39.42)
233716	GORDON FOOD SERVICE INC	228303965	6/30/2023	245.10
233716	GORDON FOOD SERVICE INC	228303962	6/30/2023	223.44
233716	GORDON FOOD SERVICE INC	228303958	6/30/2023	3,850.72
233716	GORDON FOOD SERVICE INC	228303964	6/30/2023	1,612.44
233716	GORDON FOOD SERVICE INC	227346901	6/30/2023	2.84
233716	GORDON FOOD SERVICE INC	227234278	6/30/2023	103.94
233716	GORDON FOOD SERVICE INC	227407331	6/30/2023	2.79
233716	GORDON FOOD SERVICE INC	227234259	6/30/2023	810.01
233716	GORDON FOOD SERVICE INC	227346905	6/30/2023	1,690.70
233716	GORDON FOOD SERVICE INC	227234272	6/30/2023	556.89
233717	GRAYKOWSKI'S DISTRIBUTING	790951	6/30/2023	219.00
233717	GRAYKOWSKI'S DISTRIBUTING	790968	6/30/2023	210.00
233717	GRAYKOWSKI'S DISTRIBUTING	790969	6/30/2023	472.50
233717	GRAYKOWSKI'S DISTRIBUTING	790967	6/30/2023	582.00
233717	GRAYKOWSKI'S DISTRIBUTING	790966	6/30/2023	888.00
233717	GRAYKOWSKI'S DISTRIBUTING	790970	6/30/2023	604.50
233718	HAYES GRAPHICS LLC	50987474	6/30/2023	210.00
233719	HODELL, ASHLEY	JUN2023 ITEM	6/30/2023	25.40
233719	HODELL, ASHLEY	JUN2023 ITEMa	6/30/2023	13.58
233720	INFINITE CAMPUS INC	1424926	6/30/2023	1,950.00
233721	MALBRIT MECHANICAL INC	185352	6/30/2023	1,272.28
233722	MARA CTY HEALTH DEPARTMENT	INV04605	6/30/2023	14.00
233723	WAUSAU EAST HIGH SCHOOL	6272023	6/30/2023	2,310.78
233724	KOSTKA & ASSOCIATES, LLC	06302023A	6/30/2023	83.36
233725	MARK HARRING STANDING CHAPTER 13 TRU	06302023A	6/30/2023	441.96
233726	UNITED WAY OF MARATHON CNTY	20230630ADUWAY	6/30/2023	616.51
222303585	ABLE DISTRIBUTING CO INC	S019063891.001	6/16/2023	278.44
222303586	AMAZON CAPITAL SERVICES	1HWR-XX9P-FYFW	6/16/2023	143.70

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303586	AMAZON CAPITAL SERVICES	16W1-174G-949J	6/16/2023	539.84
222303586	AMAZON CAPITAL SERVICES	19VF-N717-1QVQ	6/16/2023	69.90
222303586	AMAZON CAPITAL SERVICES	13LN-WXR7-FP93	6/16/2023	1,049.73
222303586	AMAZON CAPITAL SERVICES	1WLN-6FJT-767D	6/16/2023	79.83
222303586	AMAZON CAPITAL SERVICES	19T6-VTLV-NCX7	6/16/2023	101.96
222303586	AMAZON CAPITAL SERVICES	1KGV-13RF-1N49	6/16/2023	281.99
222303586	AMAZON CAPITAL SERVICES	1RPY-JRVW-GFWT	6/16/2023	88.26
222303586	AMAZON CAPITAL SERVICES		6/16/2023	-
222303587	AMERICAN WELDING & GAS INC	9359076	6/16/2023	30.45
222303587	AMERICAN WELDING & GAS INC	9342342	6/16/2023	177.20
222303588	AMMON, CHRISTIAN	JUN2023 ITEM	6/16/2023	36.96
222303589	BACA, MELANIE	MAY2023 MILEAGE	6/16/2023	93.01
222303589	BACA, MELANIE	JUN2023 MILEAGE	6/16/2023	4.65
222303590	BAUDHUIN, LATICIA	MAY2023 MILEAGE	6/16/2023	91.96
222303591	BEITZEL, ERIK	JUN2023 ITEM	6/16/2023	107.88
222303592	BURGESS, JULIE	MAY2023 ITEM	6/16/2023	130.00
222303593	CARRICO AQUATIC RESOURCES, INC	20233274	6/16/2023	523.78
222303594	COMPLETE OFFICE OF WISCONSIN	217774	6/16/2023	401.70
222303594	COMPLETE OFFICE OF WISCONSIN	217771	6/16/2023	3,973.10
222303595	DEVINE-SCHWANTES, JODI	JUN2023 ITEM	6/16/2023	25.00
222303596	FIRST SUPPLY LLC	145522-00	6/16/2023	3.54
222303597	FRAAZA, MELISSA	JUN2023 MILEAGE	6/16/2023	45.85
222303598	GAUGER, AMANDA	MAY2023 ITEM	6/16/2023	136.33
222303599	GLYNN, JOHN	MAY2023 MILEAGE	6/16/2023	28.82
222303600	GRAINGER INC, WW	9724845269	6/16/2023	691.48
222303600	GRAINGER INC, WW	9724845277	6/16/2023	156.80
222303600	GRAINGER INC, WW	9725494968	6/16/2023	2,845.44
222303601	GRESSER, PAMELA	MAY2023 ITEM	6/16/2023	75.92
222303602	HEBEIN, HALEY	MAY2023 MILEAGE	6/16/2023	230.63
222303603	HELLER, CHRISTOPHER	JUN2023 ITEM	6/16/2023	214.10
222303604	HOBART SALES AND SERVICE INC	ZB94877	6/16/2023	406.48
222303605	INDUSTRIAL REVOLUTION, LLC.	WOR05252023	6/16/2023	75.00
222303606	JEHN, KALLY	JUN2023 MILEAGE	6/16/2023	19.65
222303607	KAMPMANN, KEVIN	JUN2023 ITEM	6/16/2023	78.00
222303607	KAMPMANN, KEVIN	MAY2023 MILEAGE	6/16/2023	88.43
222303608	KINDLARSKI, JENNIFER	JUN2023 ITEM	6/16/2023	90.88
222303609	KIRSCHLING, ALEXIA	JUN2023 ITEM	6/16/2023	164.98
222303610	KOEPKE, RICHARD	DEC-JUN MILEAGE	6/16/2023	189.95
222303611	KROHN, MICHAEL	MAY2023 ITEM	6/16/2023	122.54
222303612	LAPORTE, LORI	MAY2023 ITEM	6/16/2023	123.72
222303613	LEPAK, MOLLY	MAY2023 MILEAGE	6/16/2023	244.05
222303613	LEPAK, MOLLY	JUN2023 MILEAGE	6/16/2023	8.91
222303614	LICHTENWALD, ALLISON	23-May	6/16/2023	98.00
222303615	LOW, ANDREW	APR2023 MILEAGE	6/16/2023	86.26

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222303615	LOW, ANDREW	MAY2023 MILEAGE	6/16/2023	127.07
222303616	MARATHON PEST CONTROL	51664	6/16/2023	31.00
222303617	MIRROR IMAGE SUPERVISION SERVICES LLC	23-May	6/16/2023	405.93
222303618	MURPHY, MELISSA	MAY2023 ITEM	6/16/2023	29.35
222303619	NASSCO INC - CUSTODIAL	6303594	6/16/2023	3,098.76
222303619	NASSCO INC - CUSTODIAL	6303399	6/16/2023	3,848.75
222303620	NORTHWAY COMMUNICATIONS INC	117830	6/16/2023	142.75
222303620	NORTHWAY COMMUNICATIONS INC	117829	6/16/2023	60.00
222303621	PAN O GOLD BAKING CO ST CLOUD	400597231	6/16/2023	4,965.75
222303622	PITNEY BOWES RESERVE ACCOUNT	23-Jun	6/16/2023	1,000.00
222303623	RAETHER, MICHAEL	JUN2023 MILEAGE	6/16/2023	144.10
222303624	REIMANN, DAVID	MAY2023 MILEAGE	6/16/2023	113.32
222303625	REINARDY, DIANNA	MAY2023 ITEM	6/16/2023	84.92
222303626	SCHREMP, ALEX	MAR2023 CONF	6/16/2023	28.44
222303626	SCHREMP, ALEX	APR2023 CONF	6/16/2023	82.00
222303626	SCHREMP, ALEX	FEB2023 CONF	6/16/2023	58.80
222303627	SHULFER, KATIE	MAY2023 MILEAGE	6/16/2023	132.98
222303627	SHULFER, KATIE	JUN2023 MILEAGE	6/16/2023	19.00
222303628	SOUKUP, CORINTHIA	MAY2023 ITEM	6/16/2023	79.79
222303629	TEAM SPORTING GOODS INC	AAG026831	6/16/2023	30.00
222303630	TESKE, STEFANIE	MAY2023 MILEAGE	6/16/2023	36.09
222303631	TRZEBIATOWSKI, TAMMY	MAY2023 MILEAGE	6/16/2023	28.43
222303632	VIKING ELECTRIC SUPPLY	S007005568.001	6/16/2023	191.10
222303632	VIKING ELECTRIC SUPPLY	S007014628.001	6/16/2023	80.40
222303633	WORKSITE MONEY COACH	DCE23-012	6/16/2023	1,237.38
222303633	WORKSITE MONEY COACH	DCE23-013	6/16/2023	2,056.82
222303637	1ST PLACE TROPHY & ENGRAVING	4714	6/23/2023	50.00
222303638	ABEL, SCOT	MAY2023 ITEM	6/23/2023	184.80
222303638	ABEL, SCOT	MAY2023 MILEAGE	6/23/2023	347.28
222303639	AMAZON CAPITAL SERVICES	1WDJ-CTY6-HHCY	6/23/2023	112.28
222303639	AMAZON CAPITAL SERVICES	1J77-N6VP-1KV3	6/23/2023	24.48
222303639	AMAZON CAPITAL SERVICES	17H7-3J6P-DK46	6/23/2023	43.98
222303639	AMAZON CAPITAL SERVICES	1F1Y-FFNY-HC73	6/23/2023	109.90
222303639	AMAZON CAPITAL SERVICES	13LQ-4WKG-D66Q	6/23/2023	389.61
222303639	AMAZON CAPITAL SERVICES	1HGH-LN71-FTMP	6/23/2023	29.26
222303639	AMAZON CAPITAL SERVICES	1KC9-F9RQ-GFXQ	6/23/2023	632.10
222303639	AMAZON CAPITAL SERVICES	1P6L-9Q4J-GV19	6/23/2023	177.79
222303639	AMAZON CAPITAL SERVICES	17TK-MKDJ-13J1	6/23/2023	(10.18)
222303639	AMAZON CAPITAL SERVICES		6/23/2023	-
222303640	AMERICAN WELDING & GAS INC	177484	6/23/2023	(110.40)
222303640	AMERICAN WELDING & GAS INC	193039	6/23/2023	(10.00)
222303640	AMERICAN WELDING & GAS INC	9341518	6/23/2023	151.65
222303641	BUDAI, ROBYN	APR-JUN2023 ITEM	6/23/2023	186.18
222303642	CARRICO AQUATIC RESOURCES, INC	20233604	6/23/2023	497.38

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222303643	CENGAGE LEARNING	81185891	6/23/2023	2,200.00
222303644	COUNTY MATERIALS CORP.	3915217-00	6/23/2023	371.90
222303645	DEAF AND HARD OF HEARING EDUCATIONAL	2216	6/23/2023	9,860.00
222303646	FIRST SUPPLY LLC	145228-01	6/23/2023	295.03
222303646	FIRST SUPPLY LLC	142942-00	6/23/2023	1,144.30
222303646	FIRST SUPPLY LLC	145102-00	6/23/2023	2,880.72
222303646	FIRST SUPPLY LLC	145103-00	6/23/2023	1,144.30
222303646	FIRST SUPPLY LLC	145973-00	6/23/2023	821.78
222303646	FIRST SUPPLY LLC	144988-02	6/23/2023	307.64
222303646	FIRST SUPPLY LLC		6/23/2023	-
222303647	FOLLETT CONTENT SOLUTIONS, LLC.	699397F	6/23/2023	594.80
222303648	FORE-FRONT MECHANICAL, INC.	9732	6/23/2023	923.84
222303649	HOFFMAN, AARON	JUN2023 MILEAGE	6/23/2023	42.18
222303650	J.H. FINDORFF & SON, INC.	231077.01 #1	6/23/2023	100,878.37
222303651	KRUEGER, SAVANNA	JUN2023 MILEAGE	6/23/2023	27.84
222303652	LINDELL, JEFF	APR2023 MILEAGE	6/23/2023	102.77
222303652	LINDELL, JEFF	MAY2023 MILEAGE	6/23/2023	67.40
222303653	MACCO'S COMMERCIAL INTERIORS	#MC014079	6/23/2023	3,025.00
222303654	MARA CTY SPEC ED	AUD 4-2223	6/23/2023	32,886.75
222303655	MARATHON PEST CONTROL	51769	6/23/2023	31.00
222303655	MARATHON PEST CONTROL	51774	6/23/2023	34.00
222303656	MATTHIAE, ROSALIE	JUN2023 ITEMa	6/23/2023	1,875.40
222303656	MATTHIAE, ROSALIE	JUN2023 MILEAGE	6/23/2023	45.86
222303657	MID WISCONSIN BEVERAGE	2923639	6/23/2023	690.00
222303657	MID WISCONSIN BEVERAGE	2923640	6/23/2023	1,294.74
222303658	NASSCO INC - CUSTODIAL	6304673	6/23/2023	30.70
222303658	NASSCO INC - CUSTODIAL	6304347	6/23/2023	2,060.64
222303658	NASSCO INC - CUSTODIAL	6305402	6/23/2023	247.48
222303658	NASSCO INC - CUSTODIAL	6306154	6/23/2023	2,894.40
222303658	NASSCO INC - CUSTODIAL	6305879	6/23/2023	27.50
222303658	NASSCO INC - CUSTODIAL		6/23/2023	-
222303659	NEITZEL, BRENDA	JUN2023 ITEM	6/23/2023	16.37
222303660	NO BOUNDARIES TINY HOMES, LLC.	6/19/2023	6/23/2023	3,787.50
222303661	NORTHWAY COMMUNICATIONS INC	117831	6/23/2023	34.00
222303661	NORTHWAY COMMUNICATIONS INC	117832	6/23/2023	34.00
222303662	PAULSON, NICOLE	JUN2023 ITEM	6/23/2023	159.81
222303663	REI ENGINEERING, INC	45538	6/23/2023	5,159.46
222303664	RENNING LEWIS & LACY, S.C.	7318568	6/23/2023	1,260.00
222303665	ROTH-ECKES, TERRI	JUN2023 ITEM	6/23/2023	233.28
222303666	SCHULZ, SARAH	JUN2023 ITEM	6/23/2023	31.05
222303667	SECURIAN FINANCIAL GROUP, INC.	23-Jul	6/23/2023	21,645.32
222303668	SECURITY HEALTH PLAN	23-Jul	6/23/2023	831,197.97
222303669	TESKE, STEFANIE	JUN2023 MILEAGE	6/23/2023	16.31
222303670	VIKING ELECTRIC SUPPLY	S007023285.001	6/23/2023	187.23

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222303671	WAUSAU SCHOOL DISTRICT	DCE2022-2023	6/23/2023	4,254.32
222303672	WILLIAMS, NICOLE	JUN2023 ITEM	6/23/2023	16.25
222303673	WORKSITE MONEY COACH	DCE23-014	6/23/2023	2,011.62
222303678	AMAZON CAPITAL SERVICES	17RY-YD1R-J919	6/30/2023	404.44
222303678	AMAZON CAPITAL SERVICES	1Q16-4N3L-4YNF	6/30/2023	511.80
222303678	AMAZON CAPITAL SERVICES	1JFY-DRDX-4C9C	6/30/2023	19.99
222303678	AMAZON CAPITAL SERVICES	1VQC-KVTW-J7PN	6/30/2023	163.30
222303678	AMAZON CAPITAL SERVICES	1GDV-M9W7-3K61	6/30/2023	34.98
222303678	AMAZON CAPITAL SERVICES	1TDX-JCVR-79DY	6/30/2023	1,255.68
222303678	AMAZON CAPITAL SERVICES	19P7-K9W1-14CN	6/30/2023	33.97
222303678	AMAZON CAPITAL SERVICES	13H3-X6CG-GFVH	6/30/2023	196.63
222303678	AMAZON CAPITAL SERVICES		6/30/2023	-
222303679	AMERICAN ENGINEERING TESTING INC	INV-133442	6/30/2023	2,778.75
222303680	AMSRUD, DEBRA	JUN2023 ITEM	6/30/2023	100.00
222303681	AUGUST WINTER & SONS INC	51234	6/30/2023	22,514.47
222303682	BLUE EDGE ENERGY	4447	6/30/2023	596.88
222303683	CESA #4	2301060	6/30/2023	4,613.18
222303683	CESA #4	2301101	6/30/2023	4,332.04
222303684	CESA 9, INC.	17338	6/30/2023	50,757.23
222303685	COUNTY MATERIALS CORP.	3921393-00	6/30/2023	32.85
222303685	COUNTY MATERIALS CORP.	3920937-00	6/30/2023	387.00
222303685	COUNTY MATERIALS CORP.	3921350-00	6/30/2023	16.43
222303685	COUNTY MATERIALS CORP.	3921463-00	6/30/2023	32.85
222303686	GRAINGER INC, WW	9746448217	6/30/2023	18.86
222303686	GRAINGER INC, WW	9746298067	6/30/2023	26.74
222303686	GRAINGER INC, WW	9747605328	6/30/2023	262.24
222303686	GRAINGER INC, WW	9749100708	6/30/2023	26.00
222303686	GRAINGER INC, WW	9748191559	6/30/2023	56.02
222303687	HADLER, HALEY	JUN2023 ITEM	6/30/2023	125.00
222303688	HEID MUSIC COMPANY, INC.-APPLETON	3355307	6/30/2023	79.99
222303689	HOFFMAN, AARON	JUN2023 MILEAGEa	6/30/2023	49.85
222303690	LAW OFFICE OF ZACHARY MEINEN	23-Jul	6/30/2023	8,076.92
222303691	MADISON NATL LIFE INS CO	23-Jul	6/30/2023	17,688.74
222303692	MCFARLANE, JASON	JUN2023 ITEM	6/30/2023	17.96
222303693	NASSCO INC - CUSTODIAL	6306979	6/30/2023	686.47
222303693	NASSCO INC - CUSTODIAL	6306802	6/30/2023	170.00
222303694	OMNI GLASS & PAINT, LLC	0148814-IN	6/30/2023	245.00
222303695	PAN O GOLD BAKING CO ST CLOUD	4.01E+13	6/30/2023	60.06
222303696	REI ENGINEERING, INC	45611	6/30/2023	2,001.46
222303697	STENGER, MOLLY	23-Jun	6/30/2023	2,726.00
222303698	STRAHOTA, BARBARA	JUN2023 ITEM	6/30/2023	17.50
222303699	STUEBS, JACE	JUN2023 ITEM	6/30/2023	14.82
222303700	THOMPSON, KELLY	JUN2023 MILEAGE	6/30/2023	20.76
222303701	VESPER, WENDY	JUN2023 ITEM	6/30/2023	73.74

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222303702	VIKING ELECTRIC SUPPLY	S007047157.001	6/30/2023	133.42
222303702	VIKING ELECTRIC SUPPLY	S007054283.001	6/30/2023	125.39
222303702	VIKING ELECTRIC SUPPLY	S007054283.002	6/30/2023	337.46
222303702	VIKING ELECTRIC SUPPLY	S007057414.004	6/30/2023	5.44
222303702	VIKING ELECTRIC SUPPLY	S007057414.003	6/30/2023	96.25
222303702	VIKING ELECTRIC SUPPLY	S007057414.002	6/30/2023	59.86
222303702	VIKING ELECTRIC SUPPLY	S007054283.003	6/30/2023	9.06
222303702	VIKING ELECTRIC SUPPLY		6/30/2023	-
222303703	WENNINGER, ERIC	652023 SPAIN	6/30/2023	500.00
222303704	WORKSITE MONEY COACH	DCE23-015	6/30/2023	2,054.28
				2,140,487.94

**DC EVEREST AREA SCHOOL DISTRICT
FUND 42 BOARD CHECK REGISTER
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4200017	SOMERVILLE ARCHITECTS	38799	6/23/2023	91,952.81
4200018	FULL SWING GOLF, INC.	Q-38799	6/30/2023	36,977.50
222303634	PGA, INC.	534680	6/23/2023	584,356.86
222303635	THE BOLDT COMPANY	103990-0004	6/23/2023	652,452.47
222303674	PGA, INC.	534375	6/30/2023	42,829.46
				1,408,569.10

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FUND 46 BOARD CHECK REGISTER
(6/13/2023-6/30/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4600021	CHEMSEARCH FE	8215092	6/16/2023	5,721.31
4600022	GRAYBAR, INC.	9332599724	6/23/2023	369.23
222303584	PGA, INC.	534802	6/16/2023	15,002.28
222303636	FORE-FRONT MECHANICAL, INC.	9731	6/23/2023	5,448.95
222303675	COMPLETE OFFICE OF WISCONSIN	218005	6/30/2023	310,809.55
222303676	J.H. FINDORFF & SON, INC.	221098.01 PA#10	6/30/2023	438,992.80
222303677	VAN ERT ELECTRIC COMPANY INC.	001-008851	6/30/2023	15,700.00
				792,044.12

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(6/9/2023-6/30/2023)

Tran Date	Where Used	District Card Name	Amount
06/09/2023	Amazon.Com 9q14u1i33, Amzn.Com/Bill, WA, 9810	RAVEY, TRACY	599.97
06/09/2023	Sams Club #6535, Wausau, WI, 54401, US	JASON JABLONSKI	306.97
06/09/2023	Kwik Trip 78700007872, Weston, WI, 54476-0000,	JASON JABLONSKI	141.31
06/09/2023	Wisc Assoc For Languag, 414-349-8199, WI, 53214,	DALEY, MICHELLE	35.00
06/09/2023	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI1, JOHN	27.37
06/09/2023	Kwik Trip 14000001404, Schofield, WI, 54476-0000,	MULLALEY, JESSICA	10.43
06/09/2023	Red Clover Market, Weston, WI, 54476, US	BAUDHUIN, LATICIA	9.98
06/12/2023	Les Mills US Trading, Chicago, IL, 60654, US	MULL, AARON	599.00
06/12/2023	Smk Surveymonkey.Com, Palo Alto, CA, 94301, US	RAVEY, TRACY	468.00
06/12/2023	Columbia Pipe & Supply, Rockford, IL, 61108, US	KUEHL, BRIAN	290.64
06/12/2023	Waspa, Madison, WI, 53704, US	TRIMNER, SARAH	250.00
06/12/2023	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	205.87
06/12/2023	Sams Club #6535, Wausau, WI, 54401, US	JASON JABLONSKI	144.03
06/12/2023	Name-Cheap.Com Avhcgq, Phoenix, AZ, 85034, US	RAVEY, TRACY	73.80
06/12/2023	Pick N Save 5406, Schofield, WI, 54476, US	BRECKE, ROXANNE	61.25
06/12/2023	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI1, JOHN	45.45
06/12/2023	Amzn Mktp US Wo1n77oa3, Amzn.Com/Bill, WA, 9810	MULL, AARON	36.75
06/12/2023	Samsclub #6535, Wausau, WI, 54401, US	DAY, KIMBERLY	22.46
06/12/2023	Smk Surveymonkey.Com, Palo Alto, CA, 94301, US	RAVEY, TRACY	(2,700.00)
06/13/2023	Delta 00621161336386, Atlanta, GA, 30354-1989, L	RITGER, MIRANDA	692.40
06/13/2023	Western Psychological, Torrance, CA, 90503, US	WELLER, JULIE	550.00
06/13/2023	Cke Log Cabin Restaura, Schofield, WI, 54476, US	WELLER, JULIE	212.61
06/13/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	96.84
06/13/2023	Lincoln Contractors Su, Weston, WI, 54476, US	KUEHL, BRIAN	81.75
06/13/2023	Lincoln Contractors Su, Weston, WI, 54476, US	KUEHL, BRIAN	73.03
06/13/2023	Sams Club #6535, Wausau, WI, 54401, US	MULLALEY, JESSICA	66.78
06/13/2023	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	DEGNER, GLORIA	50.59
06/13/2023	Sq Pho Zone, Llc, Weston, WI, 54476, US	BAUDHUIN, LATICIA	28.21
06/13/2023	Pick N Save #404, Rothschild, WI, 54474, US	SUCKOW, ELLEN	18.99
06/13/2023	Pick N Save #406, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	18.56
06/14/2023	Western Psychological, Torrance, CA, 90503, US	WELLER, JULIE	550.00
06/14/2023	Transfer Express, Mentor, OH, 44060, US	LEHMAN, GINA	327.78
06/14/2023	Pick N Save 5406, Schofield, WI, 54476, US	BRECKE, ROXANNE	93.64
06/14/2023	Procure Software, Medford, OR, 97501, US	JAKUBEK, JACQUE	59.00
06/14/2023	Stone Harbor, Sturgeon Bay, WI, 54235, US	TRIMNER, SARAH	46.00
06/14/2023	Stone Harbor, Sturgeon Bay, WI, 54235, US	TRIMNER, SARAH	46.00
06/14/2023	Sq Wild Roots Apothec, Schofield, WI, 54476, US	SUCKOW, ELLEN	33.45
06/14/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI1, JOHN	26.67
06/14/2023	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI1, JOHN	22.98
06/14/2023	Fabick Cat 9, Weston, WI, 54476-4779, US	SUCHOMSKI1, JOHN	17.20
06/14/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	15.21
06/15/2023	Waspa, Madison, WI, 53704, US	TRIMNER, SARAH	885.00

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(6/9/2023-6/30/2023)

Tran Date	Where Used	District Card Name	Amount
06/15/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	669.44
06/15/2023	Village Deli, Schofield, WI, 54476, US	SUCKOW, ELLEN	454.73
06/15/2023	Valcom, Inc., Roanoke, VA, 24019, US	RAVEY, TRACY	216.19
06/15/2023	Swiderski Equipment, Mosinee, WI, 54455, US	SUCHOMSKI1, JOHN	106.41
06/15/2023	Teacherspayteachers.Co, 6465880910, NY, 10003, US	JABLONSKI, JAMIE A	92.84
06/15/2023	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI1, JOHN	35.99
06/15/2023	Wasbo Foundation, Madison, WI, 53704, US	JASON JABLONSKI	35.00
06/15/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	32.57
06/15/2023	Bestbuycom806769840608, 888bestbuy, MN, 5542	RAVEY, TRACY	27.99
06/15/2023	Festival Foods Westo, Weston, WI, 54476, US	SUCKOW, ELLEN	24.84
06/15/2023	Pick N Save #404, Rothschild, WI, 54474, US	SUCKOW, ELLEN	6.57
06/15/2023	Swiderski Equipment, Mosinee, WI, 54455, US	SUCHOMSKI1, JOHN	5.55
06/16/2023	Amzn Mktp US R95i81cg3, Amzn.Com/Bill, WA, 981	JAKUBEK, JACQUE	514.01
06/16/2023	Transfer Express, Mentor, OH, 44060, US	LEHMAN, GINA	200.03
06/16/2023	Samsclub #6535, Wausau, WI, 54401, US	JAKUBEK, JACQUE	137.91
06/16/2023	Amzn Mktp US S333b23i3, Amzn.Com/Bill, WA, 981	RAVEY, TRACY	104.97
06/16/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI1, JOHN	79.02
06/16/2023	Control Concepts Tech, Schofield, WI, 54476, US	SUCHOMSKI1, JOHN	69.90
06/16/2023	Bestbuycom806769840608, 888bestbuy, MN, 5542	RAVEY, TRACY	26.99
06/16/2023	Amzn Mktp US 2558a2hu3, Amzn.Com/Bill, WA, 98	MULL, AARON	19.95
06/19/2023	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI1, JOHN	159.06
06/19/2023	Amzn Mktp US Wh1qn0063, Amzn.Com/Bill, WA, 98	RAVEY, TRACY	90.00
06/19/2023	Wal-Mart #1366, Merrill, WI, 54452, US	ROBBINS, JODIE	82.43
06/19/2023	Walmart.Com 8009666546, Bentonville, AR, 72716	DAY, KIMBERLY	68.42
06/19/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	WELLER, JULIE	39.78
06/19/2023	Pick N Save #406, Schofield, WI, 54476, US	WELLER, JULIE	30.77
06/19/2023	Amzn Mktp US 8t2468lp3, Amzn.Com/Bill, WA, 981	RAVEY, TRACY	23.36
06/19/2023	Amzn Mktp US Ln3998pu3, Amzn.Com/Bill, WA, 98	RAVEY, TRACY	17.18
06/19/2023	Creawritecourse.Com, Hot Springs, AR, 71901, US	SUCHOMSKI1, JOHN	(0.90)
06/20/2023	Amzn Mktp US Jc8at2q73, Amzn.Com/Bill, WA, 981	RAVEY, TRACY	319.98
06/20/2023	Tst Rye Restaurant, Appleton, WI, 54911, US	BAUDHUIN, LATICIA	156.82
06/20/2023	Sams Club #6535, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	128.40
06/20/2023	Amzn Mktp US Lr0gr1du3, Amzn.Com/Bill, WA, 981	RAVEY, TRACY	125.94
06/20/2023	Walmart.Com 8009666546, Bentonville, AR, 72716	BRECKE, ROXANNE	101.94
06/20/2023	Sams Club #6535, Wausau, WI, 54401, US	JAKUBEK, JACQUE	94.14
06/20/2023	Amzn Mktp US Fy54l5l93, Amzn.Com/Bill, WA, 981	MULL, AARON	93.15
06/20/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	73.76
06/20/2023	Amzn Mktp US N32bf3jy3, Amzn.Com/Bill, WA, 981	JAKUBEK, JACQUE	47.99
06/20/2023	Amzn Mktp US Hn69u0113, Amzn.Com/Bill, WA, 98	RAVEY, TRACY	24.87
06/20/2023	Knittlearn.Com, Saint John, IN, 46373, US	SUCHOMSKI1, JOHN	0.99
06/21/2023	Amzn Mktp US Ok7er6t13, Amzn.Com/Bill, WA, 981	MULL, AARON	26.99
06/21/2023	Kwik Trip 14000001404, Schofield, WI, 54476-0000	MULLALEY, JESSICA	20.03

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(6/9/2023-6/30/2023)

Tran Date	Where Used	District Card Name	Amount
06/21/2023	Delta 00621213114583, Delta.Com, CA, 30354-1989	NYE, CASEY	603.40
06/21/2023	Tst Clean Slate Coffe, Rothschild, WI, 54474, US	SUCKOW, ELLEN	250.00
06/21/2023	Sq Briqs Soft Serve, Weston, WI, 54476, US	SUCKOW, ELLEN	250.00
06/21/2023	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	194.12
06/21/2023	Sq Jb Arepas, Menasha, WI, 54952, US	BAUDHUIN, LATICIA	92.24
06/21/2023	Allianz Travel Ins, 8772524264, VA, 23233, US	NYE, CASEY	40.73
06/21/2023	Bp#1961176r-Store 4qps, Hatley, WI, 54440, US	DAY, KIMBERLY	10.98
06/21/2023	Knittlearn.Com, Saint John, IN, 46373, US	SUCHOMSKI1, JOHN	(0.99)
06/22/2023	Zsk Tg Everesy Prty Rn, Schofield, WI, 75251, US	JAKUBEK, JACQUE	768.04
06/22/2023	Southside Tire Schofie, Schofield, WI, 54476, US	JASON JABLONSKI	40.28
06/22/2023	Amazon.Com Qd7e687p3, Amzn.Com/Bill, WA, 981	RAVEY, TRACY	599.97
06/22/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	267.25
06/22/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	JABLONSKI, JAMIE A	100.00
06/22/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	JABLONSKI, JAMIE A	100.00
06/22/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	JABLONSKI, JAMIE A	100.00
06/22/2023	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	92.28
06/22/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	57.50
06/22/2023	City Of Appleton Parki, Appleton, WI, 54911, US	BAUDHUIN, LATICIA	18.00
06/22/2023	Walmart.Com 8009666546, Bentonville, AR, 72716,	JAKUBEK, JACQUE	157.86
06/23/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	395.78
06/23/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	26.72
06/23/2023	Savvas Learning, 844-330-1119, NJ, 07652, US	THOMPSON, KELLY	290.13
06/23/2023	Hilton Appleton, Appleton, WI, 54911, US	BAUDHUIN, LATICIA	278.00
06/23/2023	Hilton Appleton, Appleton, WI, 54911, US	BAUDHUIN, LATICIA	278.00
06/23/2023	Hilton Appleton, Appleton, WI, 54911, US	BAUDHUIN, LATICIA	278.00
06/23/2023	Walmart.Com 8009666546, Bentonville, AR, 72716,	DAY, KIMBERLY	50.35
06/23/2023	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	28.46
06/23/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	19.15
06/26/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	53.82
06/26/2023	Springhill Suites, Milwaukee, WI, 53203, US	NYE, CASEY	273.57
06/26/2023	Springhill Suites, Milwaukee, WI, 53203, US	NYE, CASEY	273.57
06/26/2023	Festival Foods Westo, Weston, WI, 54476, US	BRECKE, ROXANNE	119.50
06/26/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	2.36
06/27/2023	Dollar General #23526, Weston, WI, 54476, US	JAKUBEK, JACQUE	10.35
06/27/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	54.18
06/27/2023	Uber Trip, 8005928996, CA, 94105, US	SEEHAFER, DAWN	53.69
06/27/2023	Uber Trip, 8005928996, CA, 94105, US	SEEHAFER, DAWN	14.76
06/28/2023	Pick N Save 5406, Schofield, WI, 54476, US	JAKUBEK, JACQUE	61.23
06/28/2023	Best Buy Co 00026674, Bloomington, MN, 55438, U	JASON JABLONSKI	5,258.94
06/28/2023	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	38.97
06/28/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	293.30
06/29/2023	Hyatt Regency Baltimor, Baltimore, MD, 21202, US	HOFFMAN, AARON	1,216.18

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(6/9/2023-6/30/2023)

Tran Date	Where Used	District Card Name	Amount
06/29/2023	Harbor Freight Tools 2, Rothschild, WI, 54474, US	SUCHOMSKI, JOHN	223.97
06/29/2023	Trackwrestling.Com, Austin, TX, 78701, US	MATHIES, MICHAEL	108.04
06/29/2023	Lincoln Contractors Su, Weston, WI, 54476, US	SUCHOMSKI, JOHN	79.57
06/29/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	41.19
06/29/2023	The International Dysl, Baltimore, MD, 21204, US	THOMPSON, KELLY	395.00
06/29/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	DEGNER, GLORIA	127.51
06/29/2023	Walmart.Com, Walmart.Com, AR, 72716, US	DAY, KIMBERLY	77.23
06/29/2023	Kwik Trip 14000001404, Schofield, WI, 54476, US	JAKUBEK, JACQUE	14.64
06/30/2023	Pp Ms Graphics Llc, Weston, WI, 54476, US	MULL, AARON	2,231.74
06/30/2023	Wiggly Field, Schofield, WI, 54476, US	MULL, AARON	35.27
06/30/2023	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	9.99
06/30/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	(41.19)
06/30/2023	Gan Newspapersubscript, 888-426-0491, IN, 46038	SUCKOW, ELLEN	69.00
06/30/2023	Walmart.Com 8009666546, Bentonville, AR, 72716,	JAKUBEK, JACQUE	114.73
06/30/2023	Uber Trip, 8005928996, CA, 94105, US	SEEHAFER, DAWN	34.70
06/30/2023	Uber Trip, 8005928996, CA, 94105, US	SEEHAFER, DAWN	8.94
			25,867.97

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	3,266,874.31	57,970.64	320,403.77	3,004,441.18
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	383,251.75	808,215.09	-424,963.34
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	655.00	0.00	0.00	655.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	11,166,396.32	167,122.42	56,000.00	11,277,518.74
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	8.79	0.00	0.00	8.79
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	13,059,729.26	0.00	0.00	13,059,729.26
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,450,981.87	0.00	0.00	7,450,981.87
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	3,653.31	90.00	1,800.00	1,943.31
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	0.00	0.00	0.00	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	128,616.21	0.00	104.00	128,512.21
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	0.00	0.00	0.00	0.00
10 A 000 000 716000 000 000 000	GENERAL FUND/IN INVENTORY	0.00	0.00	0.00	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	119,883.08	0.00	692.40	119,190.68
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-1,181.18	0.00	0.00	-1,181.18
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-48,751.14	26,471.10	28,236.12	-50,516.16
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-208,974.80	114,227.74	120,733.70	-215,480.76
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	5.64	69,458.67	-69,453.03
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-138,042.56	138,046.53	36,820.57	-36,816.60
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-928,544.73	125,803.37	131,922.62	-934,663.98
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811631 000 000 000	GENERAL FUND/HE HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 811632 000 000 000	GENERAL FUND/DE DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811633 000 000 000	GENERAL FUND/DI DISABILITY INS DEDUCTION	-12,941.86	4,970.16	3,380.70	-11,352.40
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-2,556.26	0.00	264.10	-2,820.36
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	-11,743.34	0.00	3,035.98	-14,779.32
10 L 000 000 811636 000 000 000	GENERAL FUND/DE DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811637 000 000 000	GENERAL FUND/HE HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811638 000 000 000	GENERAL FUND/DE DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811639 000 000 000	GENERAL FUND/AD ADDITIONAL LIFE INSURANCE	-1,609.54	0.00	2,223.75	-3,833.29
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	0.00	492.56	-492.56
10 L 000 000 811641 000 000 000	GENERAL FUND/OT OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10 L 000 000 811642 000 000 000	GENERAL FUND/EB EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10 L 000 000 811643 000 000 000	GENERAL FUND/HE HEALTH INS. - SELF PAY - COBRA	0.00	0.00	0.00	0.00
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	0.00	0.00	0.00
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-24,464.02	3,603.84	2,241.60	-23,101.78
10 L 000 000 811647 000 000 000	GENERAL FUND/LI LIMITED FLEX PLAN-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811648 000 000 000	GENERAL FUND/SU SUPPLEMENTAL LIFE INSURANCE	-4,869.77	0.00	1,147.29	-6,017.06
10 L 000 000 811650 000 000 000	GENERAL FUND/UN UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10 L 000 000 811652 000 000 000	GENERAL FUND/GR GREENHECK FIELDHOUSE MEMBERSHP	0.00	0.00	0.00	0.00
10 L 000 000 811655 000 000 000	GENERAL FUND/V V VISION PLAN (DELTA)	-446.54	3,864.20	1,012.07	2,405.59
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	5,954.48	0.00	1,877.92	4,076.56
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	0.00	2,837.25	-2,837.25
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	0.00	27,820.77	-27,820.77
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	0.00	0.00
10 L 000 000 811674 000 000 000	GENERAL FUND/RE RETIREE DENTAL	0.00	0.00	0.00	0.00
10 L 000 000 811675 000 000 000	GENERAL FUND/RE RETIREE LIFE	0.00	0.00	0.00	0.00
10 L 000 000 811697 000 000 000	GENERAL FUND/CH CHAMBER GIFT CERTIFICATES	0.00	0.00	0.00	0.00
10 L 000 000 811699 000 000 000	GENERAL FUND/MI MISCELLANEOUS DEDUCTION	0.00	0.00	1,788.56	-1,788.56
10 L 000 000 811700 000 000 000	GENERAL FUND/IN INTEREST PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811810 000 000 000	GENERAL FUND/NE NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10 L 000 000 811815 000 000 000	GENERAL FUND/NE NET EFT PAYABLE	0.00	5,280,818.00	5,280,818.00	0.00
10 L 000 000 811820 000 000 000	GENERAL FUND/VO VOUCHERS PAYABLE	-3,416,666.02	1,865,628.65	0.00	-1,551,037.37
10 L 000 000 812000 000 000 000	GENERAL FUND/DU Due To Other Funds	0.00	0.00	0.00	0.00
10 L 000 000 815100 000 000 000	GENERAL FUND/SE SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10 L 000 000 815110 000 000 000	GENERAL FUND/DI SF DENTAL PREMIUMS - DISTRICT	0.00	34,066.06	0.00	34,066.06
10 L 000 000 815120 000 000 000	GENERAL FUND/EM SF DENTAL PREMIUMS - EMPLOYEE	0.00	0.00	0.00	0.00
10 L 000 000 815901 000 000 000	GENERAL FUND/OP OPEB 73	0.00	0.00	0.00	0.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DE DEFERRED REVENUES	0.00	0.00	0.00	0.00
10 L 000 000 816200 000 000 000	GENERAL FUND/DE DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00
10 L 000 000 816903 000 000 000	GENERAL FUND/DE DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00
10 L 000 000 816905 000 000 000	GENERAL FUND/DE DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 816909 000 000 000	GENERAL FUND/DE DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00
10 L 000 000 816910 000 000 000	GENERAL FUND/DE DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10 L 000 000 816999 000 000 000	GENERAL FUND/OT DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00
10 L 000 000 817100 000 000 000	GENERAL FUND/HE HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SE HEALTH INS. PREMIUM PAYABLE	-1,168,865.81	373,705.18	262,351.74	-1,057,512.37
10 L 000 000 817150 000 000 000	GENERAL FUND/HR HRA PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817200 000 000 000	GENERAL FUND/DE DENTAL-CLAIMS PAYABLE	-179,954.02	0.00	25,357.68	-205,311.70
10 L 000 000 819107 000 000 000	GENERAL FUND/CO CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10 L 000 000 842300 000 000 000	GENERAL FUND/LO LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 842350 000 000 000	GENERAL FUND/38 38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10 Q 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 Q 000 000 911000 000 000 000	GENERAL FUND/FI FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 912000 000 000 000	GENERAL FUND/FI FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10 Q 000 000 914000 000 000 000	GENERAL FUND/FI FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00
10 Q 000 000 916000 000 000 000	GENERAL FUND/FI FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10 Q 000 000 931000 000 000 000	GENERAL FUND/FU FUND BALANCE-RESERVED	46,620.38	0.00	511,316.10	-464,695.72
10 Q 000 000 931700 000 000 000	GENERAL FUND/FU FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 932000 000 000 000	GENERAL FUND/FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
10 Q 000 000 936110 000 000 000	GENERAL FUND/SE FUND BALANCE - SELF INSURANCE	0.00	0.00	0.00	0.00
10 Q 000 000 936120 000 000 000	GENERAL FUND/Co CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
10 Q 000 000 936130 000 000 000	GENERAL FUND/UN UNSPENT COMMON SCHOOL LIBRARY	-23,907.88	92,073.52	0.00	68,165.64
10 Q 000 000 936320 000 000 000	GENERAL FUND/De DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
10 Q 000 000 936500 000 000 000	GENERAL FUND/Fo FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 936900 000 000 000	GENERAL FUND/FD FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
10 Q 000 000 938900 000 000 000	GENERAL FUND/As ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 939200 000 000 000	GENERAL FUND/CA WORKING CAPITAL (CASH FLOW)	-29,075,853.54	1,579,156.79	2,548,522.58	-30,045,219.33
10 Q 000 000 939900 000 000 000	GENERAL FUND/Un UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 - - - - -		0.00	10,250,875.59	10,250,875.59	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2023-24	2023-24	Ending
								Description	Balance	FYTD Debits	FYTD Credits	Balance
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI CASH	-6,229,792.13	2,301.25	300.00	-6,227,790.88
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI PAYROLL CLEARANCE ACCOUNT	0.00	148.55	261,556.15	-261,407.60
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI INVESTMENTS	0.00	0.00	0.00	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
27	A	000	000	714100	000	000	000	SPECIAL EDUCATI Due From Other Funds	0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATI DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL EDUCATI DUE FROM STATE GOVERNMENT	0.00	0.00	2,301.25	-2,301.25
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI DUE FROM FED GOVERNMENT	0.00	0.00	0.00	0.00
27	L	000	000	000000	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATI ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	811558	000	000	000	SPECIAL EDUCATI AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATI MEDICARE TAX	-9,898.77	5,124.79	0.00	-4,773.98
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI SOCIAL SECURITY TAX	-42,324.50	21,912.26	0.00	-20,412.24
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI RETIREMENT DEDUCTION	-47,187.95	24,421.51	0.00	-22,766.44
27	L	000	000	811628	000	000	000	SPECIAL EDUCATI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATI DISABILITY INS DEDUCTION	-2,163.39	1,114.26	0.00	-1,049.13
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI LIFE INS - EMPLOYER CONTRIBUTI	-1,191.59	612.58	0.02	-579.03
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI NET EFT PAYABLE	0.00	1,137,286.76	1,137,286.76	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI VOUCHERS PAYABLE	-693,944.20	359,141.76	0.00	-334,802.44
27	L	000	000	812000	000	000	000	SPECIAL EDUCATI Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATI SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	815110	000	000	000	SPECIAL EDUCATI S/F DENTAL PREMIUMS - DISTRICT	-16,950.73	8,628.70	0.00	-8,322.03
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI SECURITY PREMIUM PAYABLE	-187,546.20	95,484.42	0.00	-92,061.78
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI DENTAL - CLAIMS PAYABLE	0.00	0.00	0.00	0.00
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATI FUND BALANCE - RESERVED	-1,589.95	0.00	53,431.55	-55,021.50
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATI FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI UNASSIGNED FUND BALANCE	7,232,589.41	315,287.72	516,588.83	7,031,288.30
27	-	-	-	-	-	-	-		0.00	1,971,464.56	1,971,464.56	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
50 A 000 000 711000 000 000 000	FOOD SERVICE FU CASH	1,781,600.08	1,197.00	944.24	1,781,852.84
50 A 000 000 711100 000 000 000	FOOD SERVICE FU PAYROLL CLEARANCE ACCOUNT	0.00	0.00	133.20	-133.20
50 A 000 000 711105 000 000 000	FOOD SERVICE FU A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
50 A 000 000 711200 000 000 000	FOOD SERVICE FU PETTY CASH	110.10	0.00	0.00	110.10
50 A 000 000 712000 000 000 000	FOOD SERVICE FU INVESTMENTS	0.00	0.00	0.00	0.00
50 A 000 000 712001 000 000 000	FOOD SERVICE FU FS INTERNET CASH ACCOUNT	0.39	0.00	0.00	0.39
50 A 000 000 713200 000 000 000	FOOD SERVICE FU ACCOUNTS RECEIVABLE	1,197.00	0.00	1,197.00	0.00
50 A 000 000 713300 000 000 000	FOOD SERVICE FU INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
50 A 000 000 714100 000 000 000	FOOD SERVICE FU Due From Other Funds	0.00	0.00	0.00	0.00
50 A 000 000 715500 000 000 000	FOOD SERVICE FU DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00
50 A 000 000 715600 000 000 000	FOOD SERVICE FU DUE FROM FEDERAL FUNDS	0.00	0.00	0.00	0.00
50 L 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 L 000 000 811200 000 000 000	FOOD SERVICE FU ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 811558 000 000 000	FOOD SERVICE FU AP STAPLES	0.00	0.00	0.00	0.00
50 L 000 000 811610 000 000 000	FOOD SERVICE FU MEDICARE TAX	-218.35	218.35	0.00	0.00
50 L 000 000 811611 000 000 000	FOOD SERVICE FU SOCIAL SECURITY TAX	-933.63	933.63	0.00	0.00
50 L 000 000 811620 000 000 000	FOOD SERVICE FU RETIREMENT DEDUCTION	-1,023.92	1,023.92	0.00	0.00
50 L 000 000 811628 000 000 000	FOOD SERVICE FU HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
50 L 000 000 811630 000 000 000	FOOD SERVICE FU DENTAL PPO PLAN	0.00	0.00	0.00	0.00
50 L 000 000 811633 000 000 000	FOOD SERVICE FU DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00
50 L 000 000 811645 000 000 000	FOOD SERVICE FU LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
50 L 000 000 811815 000 000 000	FOOD SERVICE FU NET EFT PAYABLE	0.00	32,425.10	32,425.10	0.00
50 L 000 000 811820 000 000 000	FOOD SERVICE FU VOUCHERS PAYABLE	-15,058.00	15,058.00	0.00	0.00
50 L 000 000 812000 000 000 000	FOOD SERVICE FU Due To Other Funds	0.00	0.00	0.00	0.00
50 L 000 000 815000 000 000 000	FOOD SERVICE FU DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00
50 L 000 000 815100 000 000 000	FOOD SERVICE FU SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
50 L 000 000 815300 000 000 000	FOOD SERVICE FU DUE TO STATE	0.00	0.00	0.00	0.00
50 L 000 000 815900 000 000 000	FOOD SERVICE FU Other Deposits Payable	-107,455.05	0.00	0.00	-107,455.05
50 L 000 000 817101 000 000 000	FOOD SERVICE FU SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817150 000 000 000	FOOD SERVICE FU HRA PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817200 000 000 000	FOOD SERVICE FU DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU FUND BALANCE - RESERVED	65,007.04	0.00	0.00	65,007.04
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU FOOD SERVICE FUND BALANCE	-1,723,225.66	1,077.44	17,233.90	-1,739,382.12
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00

Account Level										Beginning	2023-24		2023-24	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
50	Q	000	000	939900	000	000	000	FOOD	SERVICE	FU			UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---							0.00	51,933.44	51,933.44	0.00

		Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
80 A 000 000 711000 000 000 000		COMMUNITY SERVI CASH	114,246.69	42,193.53	0.00	156,440.22	
80 A 000 000 711001 000 000 000		COMMUNITY SERVI COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00	250.00	
80 A 000 000 711100 000 000 000		COMMUNITY SERVI PAYROLL CLEARANCE ACCOUNT	0.00	0.00	372.65	-372.65	
80 A 000 000 711105 000 000 000		COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00	
80 A 000 000 711200 000 000 000		COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00	
80 A 000 000 711300 000 000 000		COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00	
80 A 000 000 712000 000 000 000		COMMUNITY SERVI INVESTMENTS	0.00	0.00	0.00	0.00	
80 A 000 000 713100 000 000 000		COMMUNITY SERVI TAXES RECEIVABLE	0.00	0.00	0.00	0.00	
80 A 000 000 713200 000 000 000		COMMUNITY SERVI ACCOUNTS RECEIVABLE	1,370.30	0.00	37,620.30	-36,250.00	
80 A 000 000 713205 000 000 000		COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	0.00	0.00	0.00	0.00	
80 A 000 000 714100 000 000 000		COMMUNITY SERVI Due From Other Funds	0.00	0.00	0.00	0.00	
80 A 000 000 715600 000 000 000		COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.00	0.00	
80 L 000 000 000000 000 000 000		COMMUNITY SERVI	0.00	0.00	0.00	0.00	
80 L 000 000 811200 000 000 000		COMMUNITY SERVI ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	
80 L 000 000 811225 000 000 000		COMMUNITY SERVI CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00	
80 L 000 000 811558 000 000 000		COMMUNITY SERVI AP STAPLES	0.00	0.00	0.00	0.00	
80 L 000 000 811610 000 000 000		COMMUNITY SERVI MEDICARE TAX	-525.82	525.82	0.00	0.00	
80 L 000 000 811611 000 000 000		COMMUNITY SERVI SOCIAL SECURITY TAX	-2,248.34	2,248.34	0.00	0.00	
80 L 000 000 811620 000 000 000		COMMUNITY SERVI RETIREMENT DEDUCTION	-657.93	657.93	0.00	0.00	
80 L 000 000 811628 000 000 000		COMMUNITY SERVI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	
80 L 000 000 811630 000 000 000		COMMUNITY SERVI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00	
80 L 000 000 811633 000 000 000		COMMUNITY SERVI DISABILITY INSURANCE	0.00	0.00	0.00	0.00	
80 L 000 000 811645 000 000 000		COMMUNITY SERVI LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00	
80 L 000 000 811815 000 000 000		COMMUNITY SERVI NET EFT PAYABLE	0.00	26,323.95	26,323.95	0.00	
80 L 000 000 811820 000 000 000		COMMUNITY SERVI VOUCHERS PAYABLE	-36,263.26	36,263.26	0.00	0.00	
80 L 000 000 812000 000 000 000		COMMUNITY SERVI Due To Other Funds	0.00	0.00	0.00	0.00	
80 L 000 000 816000 000 000 000		COMMUNITY SERVI	0.00	0.00	0.00	0.00	
80 L 000 000 816900 000 000 000		COMMUNITY SERVI DEFER.REV.-SCHL.AGE CARE	0.00	0.00	0.00	0.00	
80 L 000 000 816901 000 000 000		COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-35,813.26	0.00	0.00	-35,813.26	
80 L 000 000 816902 000 000 000		COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	0.00	0.00	0.00	0.00	
80 L 000 000 816903 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00	
80 L 000 000 816904 000 000 000		COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00	
80 L 000 000 816905 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	-870.00	0.00	0.00	-870.00	
80 L 000 000 816906 000 000 000		COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00	0.00	
80 L 000 000 816907 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00	
80 L 000 000 816908 000 000 000		COMMUNITY SERVI DEF.REV.-GHF BUILDING RENTAL	-10,341.96	0.00	0.00	-10,341.96	
80 L 000 000 816909 000 000 000		COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-2,895.00	0.00	0.00	-2,895.00	
80 L 000 000 816911 000 000 000		COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	0.00	0.00	0.00	0.00	
80 L 000 000 816913 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	0.00	0.00	0.00	0.00	
80 L 000 000 817101 000 000 000		COMMUNITY SERVI SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00	

Account Level		Beginning	2023-24		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 L 000 000 817200 000 000 000	COMMUNITY SERVI DENTAL CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80 Q 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 Q 000 000 931000 000 000 000	COMMUNITY SERVI FUND BALANCE - RESERVED	0.00	0.00	0.00	0.00
80 Q 000 000 931896 000 000 000	COMMUNITY SERVI TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80 Q 000 000 932000 000 000 000	COMMUNITY SERVI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80 Q 000 000 936120 000 000 000	COMMUNITY SERVI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80 Q 000 000 936320 000 000 000	COMMUNITY SERVI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80 Q 000 000 936500 000 000 000	COMMUNITY SERVI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 936900 000 000 000	COMMUNITY SERVI FUND BALANCE-RESTRICTED OTHER	-45,231.12	372.65	44,268.58	-89,127.05
80 Q 000 000 938900 000 000 000	COMMUNITY SERVI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 939200 000 000 000	COMMUNITY SERVI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
80 Q 000 000 939900 000 000 000	COMMUNITY SERVI UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 862 000 936900 000 120 000	COMMUNITY SERVI 3K PROGRAM EQUITY ACCOUNT	17,949.70	0.00	0.00	17,949.70
80 - - - - -		0.00	108,585.48	108,585.48	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals		30,866,810.58	654,275.14	1,491,640.05	30,029,445.67
Grand Liability Totals		-7,359,168.96	9,740,615.81	7,199,857.48	-4,818,410.63
Grand Equity Totals		-23,507,641.62	1,987,968.12	3,691,361.54	-25,211,035.04
Grand Totals		0.00	12,382,859.07	12,382,859.07	0.00

Number of Accounts: 238

***** End of report *****

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00708	Pupil travel for field trips	2022-2023	06/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		pay Lamers bills that were not paid frp, 5/3/23 & 5/19/23	10 E 400 341 256740 000 241 000		07/07/2023	215.00	0.00
2		didn't use as much paper as we budgeted for.	10 E 400 417 120000 000 241 000		07/07/2023	0.00	215.00
TOTALS						215.00	215.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00707	TB-TRANSFER TO PAY FOR STUDENT TRIPS FROM COR	2022-2023	06/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER TO PAY FOR STUDENT TRIPS FROM CORRECT ACCT	10 E 301 440 129000 000 301 000		07/03/2023	0.00	351.43
2		TB-TRANSFER TO PAY FOR STUDENT TRIPS FROM CORRECT ACCT	10 E 301 341 256770 000 301 000		07/03/2023	351.43	0.00
TOTALS						351.43	351.43

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00706	TB-TRANSFER FOR STUDENT TRIP 5/31 FROM CORREC	2022-2023	06/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER FOR STUDENT TRIP 5/31 FROM CORRECT ACCT	10 E 105 417 110000 000 241 000		07/03/2023	0.00	236.49
2		TB-TRANSFER FOR STUDENT TRIP 5/31 FROM CORRECT ACCT	10 E 105 341 256770 000 103 000		07/03/2023	236.49	0.00
TOTALS						236.49	236.49

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00705	TB-TRANSFER FOR STUDENT TRIP FROM CORRECT ACC	2022-2023	06/30/2023	Web Clone	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER FOR STUDENT TRIP FROM CORRECT ACCT	10 E 104 417 110000 000 241 000		07/03/2023	92.10	0.00
2		TB-TRANSFER FOR STUDENT TRIP FROM CORRECT ACCT	10 E 105 341 256770 000 103 000		07/03/2023	0.00	92.10
TOTALS						92.10	92.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00704	TB-TRANSFER FOR STUDENT TRIP FROM CORRECT ACC	2022-2023	06/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER FOR STUDENT TRIP FROM CORRECT ACCT	10 E 104 417 110000 000 241 000		07/03/2023	0.00	92.10
2		TB-TRANSFER FOR STUDENT TRIP FROM CORRECT ACCT	10 E 105 341 256770 000 103 000		07/03/2023	92.10	0.00
TOTALS						92.10	92.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00702	Transfer to cover contracted OT Services for	2022-2023	06/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover contracted OT Services for Summer Early Childhood Evals	27 E 809 386 436000 347 809 000		06/27/2023	3,740.00	0.00
2		Transfer to cover contracted OT Services for Summer Early Childhood Evals	27 E 809 310 221300 347 809 000		06/27/2023	0.00	3,280.00
3		Transfer to cover contracted OT Services for Summer Early Childhood Evals	27 E 809 327 255100 347 809 000		06/27/2023	0.00	460.00
TOTALS						3,740.00	3,740.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00701	Transfer to cover contracted Orientation and	2022-2023	06/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover contracted Orientation and Mobility services	27 E 809 310 158000 341 809 000		06/27/2023	0.00	18,199.00
2		Transfer to cover contracted Orientation and Mobility services	27 E 809 386 215900 341 809 000		06/27/2023	18,199.00	0.00
TOTALS						18,199.00	18,199.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00700	Transfer to cover costs of Curriculum develop	2022-2023	06/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover costs of Curriculum development - unanticipated	27 E 809 310 158000 341 809 000		06/26/2023	0.00	2,454.00
2		Transfer to cover costs of Curriculum development - unanticipated	27 E 809 100 221200 341 809 205		06/26/2023	2,454.00	0.00
TOTALS						2,454.00	2,454.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00699	Transfer to cover higher than anticipated cos	2022-2023	06/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of curriculum for MHG	10 E 809 354 110000 297 809 000		06/26/2023	0.00	195.00
2		Transfer to cover higher than anticipated cost of curriculum for MHG	10 E 809 470 110000 297 809 000		06/26/2023	195.00	0.00
TOTALS						195.00	195.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00698	Transfer to cover higher than anticipated cos	2022-2023	06/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of Restorative Practices Training	10 E 809 354 110000 297 809 000		06/26/2023	0.00	318.00
2		Transfer to cover higher than anticipated cost of Restorative Practices Training	10 E 809 386 264400 297 809 000		06/26/2023	318.00	0.00
TOTALS						318.00	318.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00697	Transfer to pay summer soccer referees..	2022-2023	06/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay summer soccer referees.	80 E 860 310 310000 000 320 000		06/22/2023	0.00	437.00
2		Transfer to pay summer soccer referees.	80 E 860 310 393000 000 340 000		06/22/2023	437.00	0.00
TOTALS						437.00	437.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00696	NLHS Teachers attending AP Summer Institutes	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		NLHS Teachers attending AP Summer Institutes	10 E 809 310 299000 365 016 000		06/20/2023	2,500.00	0.00
2		NLHS Teachers attending AP Summer Institutes	10 E 809 411 299000 365 016 000		06/20/2023	0.00	2,500.00
TOTALS						2,500.00	2,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00695	Transfer ES3 wages and benefits to the correc	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer ES3 Wages to the correct account	27 E 809 100 264400 342 809 505		06/20/2023	0.00	3,217.00
2		Transfer ES3 Wages to the correct account	27 E 809 100 221300 342 809 205		06/20/2023	3,217.00	0.00
3		Transfer ES3 Benefits to the correct account	27 E 809 212 264400 342 809 505		06/20/2023	0.00	488.00
4		Transfer ES3 Benefits to the correct account	27 E 809 212 221300 342 809 205		06/20/2023	488.00	0.00
5		Transfer ES3 Benefits to the correct account	27 E 809 222 264400 342 809 505		06/20/2023	0.00	562.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00695	Transfer ES3 wages and benefits to the correc	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
6		Transfer ES3 Benefits to the correct account	27 E 809 222 221300 342 809 205		06/20/2023	562.00	0.00
TOTALS						4,267.00	4,267.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00694	Partial Video Payment	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Partial Video Payment	10 E 810 342 232000 000 232 000		06/20/2023	0.00	4,250.00
2		Partial Video Payment	10 E 810 310 232000 000 232 000		06/20/2023	4,250.00	0.00
3		Partial Video Payment	10 E 810 940 232000 000 232 000		06/20/2023	0.00	280.00
4		Partial Video Payment	10 E 810 310 232000 000 232 000		06/20/2023	280.00	0.00
TOTALS						4,530.00	4,530.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00693	To cover repair parts invoice.	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover repair parts invoice.	80 E 861 342 254300 000 300 000		06/20/2023	0.00	2,214.35
2		To cover repair parts invoice.	80 E 861 411 254300 000 300 000		06/20/2023	2,214.35	0.00
TOTALS						2,214.35	2,214.35

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00692	Higher than anticipated cost of psych scoring	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of psych scoring	27 E 809 411 158000 341 809 000		06/20/2023	0.00	64.00
2		Higher than anticipated cost of psych scoring	27 E 809 411 215200 341 809 000		06/20/2023	64.00	0.00
TOTALS						64.00	64.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00691	Match Mental Health Grant budget revision for	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Match Mental Health Grant budget revision form	10 E 809 100 221300 297 809 505		06/19/2023	0.00	3,276.00
2		Match Mental Health Grant budget revision form	10 E 809 310 110000 297 809 000		06/19/2023	0.00	894.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00691	Match Mental Health Grant budget revision for	2022-2023	06/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
3		Match Mental Health Grant budget revision form	10 E 809 212 221300 297 809 505		06/19/2023	0.00	252.00
4		Match Mental Health Grant budget revision form	10 E 809 310 269000 297 809 000		06/19/2023	0.00	1,951.00
5		Match Mental Health Grant budget revision form	10 E 809 386 264400 297 809 000		06/19/2023	5,615.00	0.00
6		Match Mental Health Grant budget revision form	10 E 809 415 221300 297 809 000		06/19/2023	923.00	0.00
7		Match Mental Health Grant budget revision form	10 E 809 411 221300 297 809 000		06/19/2023	0.00	165.00
TOTALS						6,538.00	6,538.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00690	Transfer to match MHG budget change request	2022-2023	06/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to match MHG budget change request	10 E 809 100 264400 297 809 000		06/19/2023	0.00	10,035.00
2		Transfer to match MHG budget change request	10 E 809 100 264900 297 809 205		06/19/2023	10,035.00	0.00
TOTALS						10,035.00	10,035.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00689	lamers bill	2022-2023	06/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Short in pupil travel to cover the yellow bus cost to Madison for Drama Jerry Awards on 6/9/23	10 E 400 341 256740 000 241 000		06/19/2023	314.00	0.00
2		funds not used for furniture	10 E 400 440 120000 000 241 000		06/19/2023	0.00	314.00
TOTALS						314.00	314.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00688	Funds needed for Athletic Banners/WVC Banners	2022-2023	06/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for Athletic Banners/WVC Banners purchase	10 E 410 940 162000 000 160 000		06/19/2023	0.00	641.28
2		Funds needed for Athletic Banners/WVC Banners purchase	10 E 410 411 162000 000 160 000		06/19/2023	641.28	0.00
TOTALS						641.28	641.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00687	ES3 Budget Changes - Restorative Practices Tr	2022-2023	06/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Restorative Practices training for student services staff, principals, deans	27 E 809 386 264400 342 809 000		06/15/2023	4,633.00	0.00
2		Transfer to cover Restorative Practices cost	27 E 809 310 264400 342 809 000		06/15/2023	0.00	850.00
3		Transfer to cover cost of subs for ES3 Core Team during K.Berg training	27 E 809 100 264400 342 809 505		06/15/2023	0.00	3,783.00
TOTALS						4,633.00	4,633.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00686	Transfer to cover background checks & pre-emp	2022-2023	06/15/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover background checks & pre-employment screening	10 E 836 940 264100 000 264 000		06/15/2023	0.00	2,500.00
2		Transfer to cover background checks & pre-employment screening	10 E 836 310 264100 000 264 000		06/15/2023	2,500.00	0.00
TOTALS						2,500.00	2,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00685	TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVE	2022-2023	06/15/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 310 126241 000 210 000		06/15/2023	0.00	1,472.30
2		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 411 126241 000 210 000		06/15/2023	1,472.30	0.00
3		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 342 126241 000 210 000		06/15/2023	0.00	268.31
4		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 411 126241 000 210 000		06/15/2023	268.31	0.00
5		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 940 126241 000 210 000		06/15/2023	0.00	201.00
6		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 411 126241 000 210 000		06/15/2023	201.00	0.00
7		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 341 256770 000 210 000		06/15/2023	0.00	113.04
8		TB-TRANSFER FOR PREAPPROVED PURCHASE OF GRAVEL FOR TWIN OAKS	10 E 823 411 126241 000 210 000		06/15/2023	113.04	0.00
TOTALS						2,054.65	2,054.65

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
22-00684	trans fer for Pitney Bowes INVOICE	2022-2023	06/15/2023	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer FROM General Supply to Tech Supplies to cover Pitney Bowes Lease EOY	10 E 200 411 241000 000 241 000		06/15/2023	0.00	25.25
2		Transfer FROM General Supply to Tech Supplies to cover Pitney Bowes Lease EOY	10 E 200 481 241000 000 241 000		06/15/2023	25.25	0.00
TOTALS						25.25	25.25

***** End of report *****

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
22-00046	PROJECT 912 - BUDGET REVISION	2022-2023	05/31/2023	Web Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		PROJECT 912 - BUDGET REVISION	10 E 809 411 214200 912 809 000		06/14/2023	0.00	554.97
		PROJECT 912 - BUDGET REVISION					
2		PROJECT 912 - BUDGET REVISION	10 E 809 415 264400 912 809 000		06/14/2023	0.00	160.00
					TOTALS	0.00	714.97

***** End of report *****



**D.C. EVEREST
SENIOR HIGH SCHOOL**
6500 Alderson Street
Weston, WI 54476

To: Dr. Casey Nye, Superintendent
From: Mike Raether
Date: July 13, 2023
Subject: German Club Trip for Board approval

We are seeking approval for an overseas trip to Germany in June 2025. The trip has a 2-week itinerary and is in partnership with the German American Partnership Program (GAPP). An approximate cost per student is approximately \$3350. The only district expense is the teacher/advisor stipend of \$500 per teacher/advisor depending on the number going. Students will raise money through fundraisers to pay for their expenses of the trip.

I am asking that you bring this request to the attention of the School Board for approval of the trip. Thank you for your time and assistance with this request.



Book	Policy Manual
Section	Second Reading by Board
Title	PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 21, 2022

5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement appropriate for each student's own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy () and AG 5410 ~~[END OF OPTION]~~ and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the ~~[] building administrator [] Student Intervention Team []~~ ~~[END OF OPTIONS]~~ Everest Systems of Support (ESS) Team with the concurrence of the building administrator. ~~[END OF OPTION]~~

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the ~~[] building administrator [] Student Intervention Team~~ ~~[END OF OPTION]~~ ESS Team with the concurrence of the building administrator/principal. ~~[END OF OPTION]~~

Acceleration: Occurs when a student significantly outperforms the quality of work in one or more subjects and is promoted beyond the next grade level for those subjects or by a full grade level.

~~[] Following principles of child guidance, the Board discourages the skipping of grades.~~

A student will be promoted to the succeeding grade level when the student has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

The Superintendent shall develop administrative guidelines for promotion, placement, acceleration, and retention of students which ~~other NEOLA options:~~

ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum; require the recommendation of the relevant staff members for promotion, placement, or retention; assure that efforts are made to remediate the student's difficulties before the

student is retained;

- A. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- B. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student in collaboration with the ESS (Everest Systems of Support) Team.

Promotion from Grade 4 and Grade 8

~~DRAFTING NOTE: All Districts are required to include specific promotion criteria, as outlined below, in a Board-approved policy (see 118.33(6) Wis. Stats.)~~

Promotion from 4th to 5th grade will include consideration of the following criteria:

- ~~A. the student's score on the 4th grade examination, unless the student has been excused from taking the examination;~~
- ~~B. the student's academic performance;~~
- ~~C. recommendations of teachers, which are based solely on the student's academic performance.~~
- + [DRAFTING NOTE: Specify the student's score on the 4th grade examination, such as, If the state test scores are available by February 1, scoring Proficient on at least three (3) subtests unless the student has been excused from taking the examination];**
- + [DRAFTING NOTE: Specify the student's academic performance, such as, passing the majority of subjects];**
- + [DRAFTING NOTE: Specify when recommendations of teachers, which are based solely on the student's academic performance, may be used for promotion, such as, recommendations for promotion are required from all core teachers if criteria A and B aren't met].**
- ~~D. (-) [DRAFTING NOTE: Specify any additional academic criteria specified by the Board, such as, successful completion of summer school in identified subject(s).] [END OF OPTION]~~

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- A. [DRAFTING NOTE: Specify the student's score on the 8th grade examination, such as, If the state test scores are available by February 1, scoring Proficient on at least three (3) subtests unless the student has been excused from taking the examination];**
- B. [DRAFTING NOTE: Specify the student's academic performance, such as, passing the majority of subjects];**
- C. [DRAFTING NOTE: Specify when recommendations of teachers, which are based solely on the student's academic performance, may be used for promotion, such as, recommendations for promotion are required from all core teachers if criteria A and B aren't met].**
- ~~D. (-) [DRAFTING NOTE: Specify any additional academic criteria specified by the Board, such as, successful completion of summer school in identified subject(s).] [END OF OPTION]~~
- ~~A. the student's score on the 8th grade examination, unless the student has been excused from taking the examination;~~
- ~~B. the student's academic performance;~~
- ~~C. recommendations of teachers, which are based solely on the student's academic performance.~~

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

Revised 4/13/22

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Legal 118.33(6), Wis. Stats.

Cross References [ag5410 - PROMOTION, PLACEMENT, AND RETENTION](#)

Last Modified by Ellen Suckow on June 23, 2023



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Section	Second Reading by Board
Title	STUDENT ANTI-HARASSMENT
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5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

~~Harassment may occur student to student, student to staff, staff to student, male to female, female to male, male to male, or female to female.~~ The Board ~~will~~ **requires an** investigation of ~~all~~ allegations of harassment and in those cases where harassment is substantiated, the Board ~~will~~ take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take ~~immediate~~ **prompt** steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment ~~charges~~ **complaints** comprises part of one's duties.

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, and Board employees (i.e., administrators, and professional and classified staff), administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

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

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

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 only and not sexual harassment under Title IX, addressed in Policy 2266/(X) AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, '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 when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;

- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly 'touchy' with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student 'secrets' and having 'secrets' with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the Superintendent.

H. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

I. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

J. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

~~It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.~~

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and/or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with

one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as 'Anti-Harassment Compliance Officers'; hereinafter referred to as the 'COs').

Employee Issues:

Sarah Trimner
 Director of Talent and Culture
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221, ext. 1225
 strimner@dce.k12.wi.us

~~Matt Spets~~, Jack Stoskop. Interim Assistant Superintendent
 Business/Personnel Services Operations
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.k12.wi.us

Student Issues:

Dr. Jeff Lindell
 Assistant Superintendent of Learning
 D.C. Everest Area School District
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 Ext. 1327
 jlindell@dce.k12.wi.us

Gina Lehman
 Student Services Director
 D.C. Everest Area School District
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 Ext. 1351
 gilehman@dce.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with 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 harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes ~~s/he has~~ **they have** been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school ~~officials~~ **employees** who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall ~~immediately~~ report the alleged harassment to **one of** the Compliance Officers **within two (2) days**.

- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, ~~each school's building principal shall be advised to designate~~ **the Board has designated** both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment, **and** to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the **C**ompliance **O**fficer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent. **In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for [X] the Board Attorney who has been designated to serve as the decision-maker for such complaints, or will oversee the preparation of such recommendations by a designee.** All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the Superintendent, or Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

~~Investigation and Complaint Procedure~~Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, **or the student's parent/guardian,** who believes that ~~they have~~ **student has** been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

~~Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).~~

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR') and/or ~~the Wisconsin Equal Rights Division~~ **other applicable government agency.** The Chicago Office of the OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 - Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination the Compliance Officer should consult the Superintendent prior to any action being taken, except for complaints against the Superintendent, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within ~~forty-five (45)~~ **twenty (25)** business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.

~~Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) days of receiving the formal complaint.~~

The investigation **generally** will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a ~~written~~ report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

~~In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may in consultation with the Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.~~

~~Absent extenuating circumstances~~ Generally, within ~~ten~~ **five (105)** days of receiving the report of the CO or designee, the Superintendent, or in the case of a complaint against the Superintendent or a Board member, the person designated to serve as the **decision-maker for the complaint** either must issue a ~~final~~ **written** decision regarding whether ~~or not~~ the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's ~~written~~ **final** decision will be delivered to both the Complainant and the Respondent. ~~The Superintendent may redact information from the decision consistent with applicable law. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.~~

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~ten~~ **five (105)** days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ('DPI'), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

~~If the decision of the Superintendent is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 — Bullying.~~

The Board reserves the right to investigate **and may request the Superintendent investigate** and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

~~The~~ **To the extent required by law or permitted by the District, the** parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Privacy/Confidentiality

The District will ~~make~~ **employ** all reasonable efforts to protect the rights of the Complainant, ~~and~~ the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. ~~The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.~~

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO or designee will instruct ~~all members of the School District community and third parties~~ **each person who** ~~are~~ interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an ~~harassment~~ investigation is expected not to disclose **to Third Parties** any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the ~~District Administrator~~ Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the ~~District Administrator~~ Superintendent is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Reprisal

~~Submission of a good faith complaint or report of harassment will not affect the Complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.~~

~~The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate. ~~will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.~~

~~This policy shall be reviewed at least annually for compliance with local, State, and Federal law.~~

~~The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.~~

~~A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.~~

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation ~~including which may include but are~~ not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; ~~and~~
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects; ~~;~~
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

The Board exercises its executive power in part by the appointment of a Superintendent for the proper operation and management of the district (po1233 - Board Powers) and the Superintendent shall enforce the Statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of the Board (po0132.1).

This policy describes the expectations for the District's response to reports of harassment. If, following the completion of an investigation, new concerns arise, it is recognized that this policy would be enacted for the new concerns or additional reports.

Revised 4/24/19
 Revised 9/6/19
 T.C. 6/22/20
 Revised 2/17/21
 T.C. 7/14/21
 Revised 11/17/21

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Legal

- 48.981, Wis. Stats.
- 118.13, Wis. Stats.
- P.I. 9, Wis. Admin. Code
- P.I. 41 Wis. Admin. Code
- 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
- 42 U.S.C. 1983
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
- 34 C.F.R. Part 104, Section 504 Regulations
- 34 C.F.R. Part 300, IDEA Regulations

Cross
 References

- [po5516 - STUDENT HAZING](#)
- [po5517.01 - BULLYING](#)
- [5517F1 - Student Harassment Complaint Form](#)
- [5517 F2 - Student Bullying Complaint Form](#)

Last Modified by Ellen Suckow on June 23, 2023



DCE EVERGREEN VOLUNTEERS

*Growing community volunteer engagement district wide
in support of making D.C. Everest a*

Great Place to Learn, Live and Work

IMPLEMENTATION TIMELINE

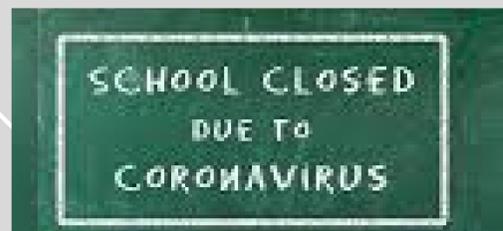
February 2020

New .5 FTE Vol. Coord. Role

Building assessment

- security processes
- current/desired volunteer utilization
- involvement culture

Evaluate Software Vendors



COVID-19

August 2021

Implementation of Volunteer Tracker & Background Checks

- Build Website
- Volunteer Handbook
- Pilot GFH Rec.
- Conduct District Wide Training
- Promote new process

COVID-19

January 2022

Doors open to Volunteers!

- Allowed in at building discretion

Volunteer Data Growing

- Field Trip season
- PTO events
- Staff begin to create opportunities

2022-23 Full Year!

Volunteer Data available

- Positive Feedback
- BGC is not seen as a deterrent

Time to Utilize Data

- fill needs
- increase ROI
- build "involvement culture"

Leave room for the process

- 1517 Registered Volunteers (as of 6/26/23)
- 8 denied level 2/3 background checks– (limited to level 1 only)
- 900 “Staff/PTO Created” Volunteer Opportunities
- 768 Confirmed Volunteers contributing 8800+ volunteer hours (not including Rec. Sports)
- 303 GHF Recreational Sports Volunteer Coaches

- 167 DCE Employees have personally registered as volunteers
- 200 DCE Employees have registered as coordinators (signed into Volunteer Tracker)
- 182 individuals affiliated with community partners
- Top Community Partners -Junior Achievement, Wausau Early Birds Rotary, Big Brothers Big Sisters, Be Amazing

2021 | 2022 | 2023

DCE VOLUNTEER DATA



DID YOU KNOW...

**THE CURRENT ESTIMATED NATIONAL
VALUE OF EACH VOLUNTEER HOUR IS:**

\$31.80

(WASHINGTON, APRIL 19, 2023) - Independent Sector, with the *Do Good Institute*, announces that the latest value of a volunteer hour is estimated to be \$31.80

- a 6.2 % increase over 2021

**9000+ DCE VOLUNTEER HOURS RECORDED IN VOLUNTEER
TRACKER SINCE FALL 2021 VALUED AT \$279K**

Who is Volunteering @ DCE?

Folks with no extra time &
too much extra time

Retired Teachers that miss
working with students

Practicum Students—
Future Educators!

Community Members with
skills & time to devote in their
neighborhood schools

Staff Members that are
invested in their students,
families & buildings

Enthusiasts that want to share
the love of a sport

Parents that missed out due to
Covid & want to be part of their
child's school family

Local employees with VTO

PEOPLE WHO DESIRE

CONNECTION & PURPOSE

Non-Profits that need to fill
programming needs &
grant requirements

Community Business Partners
looking to share their industry &
connect with the future workers

Junior High & High School
Students needing service hours



dceverestschools



17 likes

dceverestschools The DCE 4th Grade Sap-to-Syrup Program has concluded for the year. Thank you to the DCE Senior High students, DCE staff and community volunteers who joined our students on this beloved adventure. #EverestPride



dceverestschools



16 likes

dceverestschools Before the end of the school year, Hatley Elementary students prepared their raised garden beds. Thanks to our community volunteers, the beds are weeded, watered and harvested throughout the summer. Green-thumb collaboration! #EverestPride

June 16

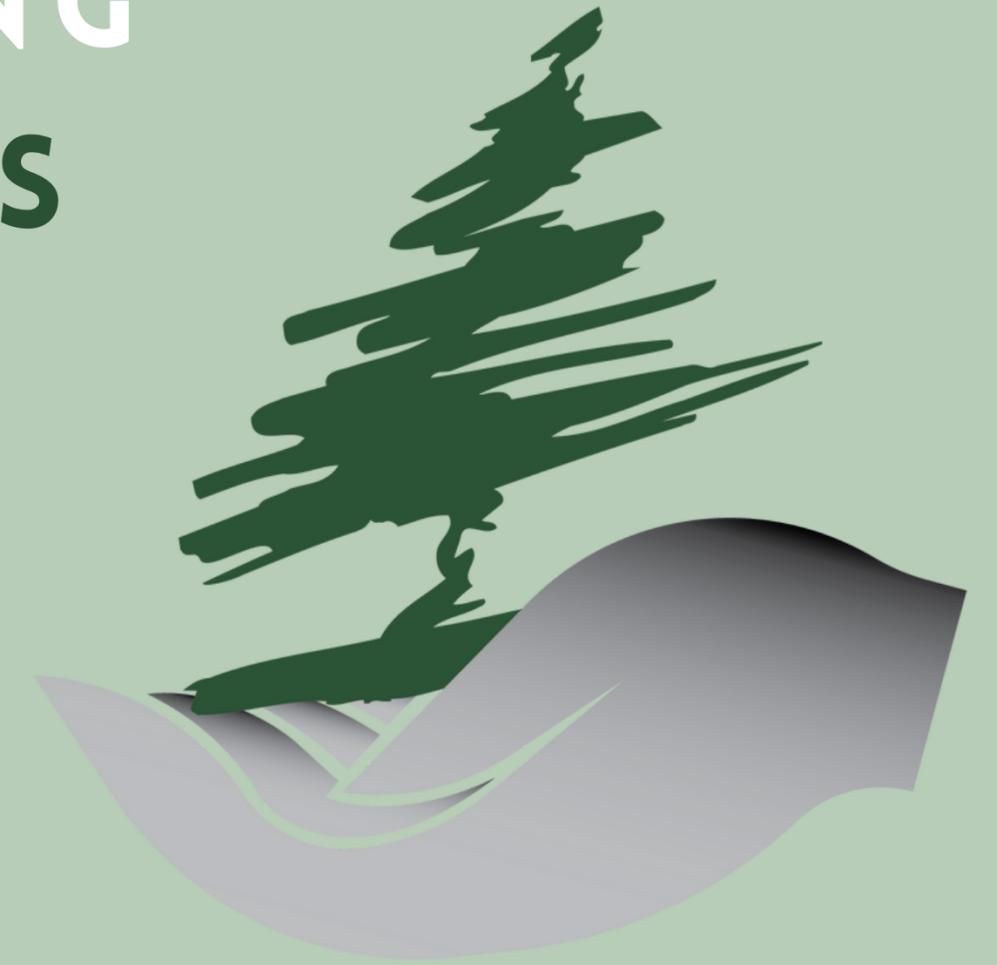


- Volunteer Champions: Identify 2 staff at each building to serve as building liaison with Vol. Coord./Principal
- Shift coordination away from secretaries to staff
- Admin support to utilize Volunteer Tracker for all opportunities - eliminate work arounds & confusion
- Shift to just-in-time training via PLC meetings
- Create on-demand DCE video tutorials for most FAQ's
- Principals to schedule data meetings to view building specific data/reports, match needs with interests
- Host PTO Social- invite current/prospective Elementary PTO members to share ideas, energy, and build connections across district. **Strong PTO = Strong Volunteer Engagement**
- Continue to promote volunteer engagement at open houses, conferences, every face to face occasion

Ambitions & Goals

2023-2024

A CONSIDERABLE INVESTMENT
IN THE PROCESS OF FORGING
LONG-TERM RELATIONSHIPS
IS THE BEST WAY TO
START A SCHOOL YEAR



Thank You.

**DCE EVERGREEN
VOLUNTEERS**



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Dr. Jack E. Stoskopf, Jr.
Interim Assistant Superintendent Operations

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent
FROM: Dr. Jack E. Stoskopf, Jr., Interim Assistant Superintendent of Operations
DATE: July 19, 2023
RE: 2023-2024 Budgetary Spending Approval Request

Each year the district's fiscal year begins on July 1st. However, the official budget is not approved until after October 15th. In preparation for the upcoming 2023-2024 school year, purchasing and payroll needs to begin prior to the official budget approval.

It is requested that the board approve necessary payments be made for the 2023-2024 school year between now and the official approval of the budget in late October of 2023.



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TO: Dr. Casey Nye, Superintendent

FROM: Dr. Jack E. Stoskopf, Jr., Interim Assistant Superintendent of Operations

DATE: July 19, 2023

RE: 2023-2024 Budget Update

Information will be shared regarding the state of the 2023-2024 budget with all the relevant information we have to date.

D.C. Everest

**Budget Update for 2023-2024 School Year
July 19, 2020**

Dr. Jack E. Stoskopf, Jr. - Interim Assistant Superintendent

Estimated Summary of Year-End Funds 10 and 27

- Estimated year-end budget surplus to be just over \$1,000,000
 - Will be more accurate after audit is complete
- Request to transfer best final estimate of year-end funds to Fund 46
 - Aid-able
 - Supports budget by providing dollars for tennis courts and parking lot project
 - Provides the opportunity for a balanced budget in 2023-2024

Year-Over Year Changes in Revenues Fund 10 and 27 Only

Description	Amount
Projected Increase in Revenue Cap Authority of \$325 per student (new money)	\$1,888,900
Increase in Special Ed. Funding from 31.5% to 33.3%	\$265,000
Projected increase in District earned interest revenues	\$325,000
Other combined misc. budget corrections	\$685,000
Estimated Revenue Increase	\$3,163,900

Major Year-Over Year Changes in Expenses Fund 10 and 27 Only

Description	Amount
Salary and Benefit Increases - All groups	\$1,860,588
Estimated Health Insurance Increase	\$604,934
Increased Tech Department Budget - Infrastructure	\$371,000
Other Dept Increases - transportation, utilities, garbage, snow removal - all other services	\$365,820
Estimated Increased expenses	\$3,202,342

Estimated REVENUE Changes	Amount
Projected Increase in Revenue Cap Authority of \$325 per student (new money)	\$1,888,900
Increase in Special Ed. Funding from 31.5% to 33.3%	\$265,000
Projected increase in District earned interest revenues	\$325,000
Other combined misc. budgetary corrections	\$685,000
Estimated Revenue Increase	\$3,163,900

Estimated EXPENSE Changes	Amount
Salary and Benefit Increases - All groups	\$1,860,588
Health Insurance Increase	\$604,934
Increased Tech Department Budget - Infrastructure	\$371,000
Other Dept. Increases - trans., utilities, garbage, snow removal, other services	\$365,820
Estimated Increased Expenses	\$3,202,342

Balanced Budget for 2023-2024	
Estimated New Revenue	\$3,163,900
Estimated New Expenses	\$3,202,342

Referendum Debt Service

Description	Amount
Fiscal Year Interest Due in 23-24	\$1,811,894
Fiscal Year Principal Due in 23-24	\$2,665,000
Total Due in 23-24	\$4,476,894
Amount to Defeasance - TBD*	
Total Fund 39 Debt Service Total - TBD	

*Recommendation for defeasance amount will be determined once we see what our allowable Fund 10 Levy will be

Information Regarding Increased Aid

District's aid estimate for 2023-24 as of July 1, 2023	\$52,572,129
District's aid amount in 2022-23	\$46,548,295
Aid Increase	\$6,023,834

This is not new money - but will significantly reduce the amount we need to levy in Fund 10. This provides an opportunity to keep tax levels the same or even reduce taxes. It will depend on the amount we choose to defease in Fund 39

Summary

- The District's spending plan for 23-24 continues to be adjusted based on data as it is received
- We need to continue to practice responsible spending going forward
- Grant dollars need to be leveraged where possible
- Year-end spending needs to be tightened up
- We are working to bring you a responsible and balanced budget in October

Thank You



D.C. Everest Area School District

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Dr. Jack E. Stoskopf, Jr.
Interim Assistant Superintendent of
Operations

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TO: Dr. Casey Nye, Superintendent

FROM: Dr. Jack E. Stoskopf, Jr., Interim Assistant Superintendent

DATE: July 19, 2023

RE: Approval of Year-End Funds Transferred to Fund 46

As we approach the end of fiscal 2022-23 and complete all final payments and receive all final grant revenues – it looks as though the district will have a budget surplus in the area of \$1,000,000. The exact amount will be known once the auditors complete their work and minor required adjustments are made.

It is recommended that the board approve the remaining funds (as close as we can estimate as of July 31, 2023) be transferred to Fund 46 to support the tennis court and parking lot projects that will be completed in the next two years.



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TO: Dr. Casey Nye, Superintendent

FROM: Dr. Jack E. Stoskopf, Jr., Interim Assistant Superintendent of Operations

DATE: July 19, 2023

RE: 10 Year Capital Plan Approval

It is recommended the Board approve the attached projected 10-year capital plan. It is an internal document that requires annual approval to meet the requirement of having a Fund 46.

This is a plan which may be changed at any time. It does not get sent to the DPI.

I would like to thank Jason Jablonski for his work on this plan.

D.C. Everest Capital Projects Review - 2024-2025

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$7,840.00	14 at \$560 - 1 ea per school		
	District Furniture and Desks	\$100,000.00			
	Replacement Turfcut Lawnmower	\$160,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
		\$307,840.00			
Rothschild	Replace Lawnmower	\$32,000.00			
		\$32,000.00			
Riverside	Roof Replacement Center Section	\$150,000.00			
		\$225,000.00			
Weston					
		\$0.00			
Mountain Bay					
		\$0.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School					
		\$0.00			
Junior High School					
		\$0.00			
Senior High School	Phase 3 Parking Lot Replacement	\$500,000.00			
	Conversion Employee Bathroom to Single Use	\$40,000.00	Will Bid Out With Serving Area Work		
		\$540,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,104,840.00			

D.C. Everest Capital Projects Review - 2025-2026

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$7,980.00	14 at \$570 - 1 ea per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
		\$147,980.00			
Rothschild	Playground Equipment Phase 1	\$125,000.00			
		\$125,000.00			
Riverside	Roof Replacement West/Front Section	\$170,000.00			
		\$170,000.00			
Weston	Gym Roof Replacement	\$75,000.00			
		\$75,000.00			
Mountain Bay	Playground Drainage Issue Repair	\$75,000.00			
	Second Floor Carpet Replacement	\$80,000.00	\$8000 Per Room		
		\$155,000.00			
Evergreen	Roof Replacement NE Section	\$150,000.00			
		\$150,000.00			
Hatley					
		\$0.00			
Middle School	Carpet Replacements Area A	\$160,000.00	\$8000 Per Room		
		\$160,000.00			
Junior High School					
		\$0.00			
Senior High School	Carpet Replacement (Non-Referendum Rooms)	\$80,000.00	\$8000 Per Room		
		\$80,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	12,000 Per Building		
		\$24,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,086,980.00			

D.C. Everest Capital Projects Review - 2026-2027

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$8,120.00	14 at \$580 - 1 ea per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Plow Truck Replacement	\$42,000.00			
		\$190,120.00			
Rothschild	Playground Equipment Phase 2	\$125,000.00			
		\$125,000.00			
Riverside	Replace Lawnmower	\$32,000.00			
		\$32,000.00			
Weston					
		\$0.00			
Mountain Bay	First Floor Carpet Replacement	\$160,000.00	\$8000 Per Room		
		\$160,000.00			
Evergreen	Roof Replacement South Section	\$125,000.00			
		\$125,000.00			
Hatley					
		\$0.00			
Middle School	Carpet Replacements Area B	\$160,000.00	\$8000 Per Room		
		\$160,000.00			
Junior High School					
		\$0.00			
Senior High School	Roof Replacement Main Section	\$250,000.00			
		\$250,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	\$12,000 Per Building		
		\$24,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,066,120.00			

D.C. Everest Capital Projects Review - 2027-2028

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,260.00	14 at \$590 - 1 ea per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
		\$148,260.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay					
		\$0.00			
Evergreen	Roof Replacement North Section	\$150,000.00			
	Roof Replacement Gym Section	\$75,000.00			
		\$225,000.00			
Hatley					
		\$0.00			
Middle School					
		\$0.00			
Junior High School					
		\$0.00			
Senior High School	Gym Flooring Replacement	\$450,000.00			
	ADA Bleacher Replacement	\$250,000.00			
		\$700,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	\$12,000 Per Building		
		\$24,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,097,260.00			

D.C. Everest Capital Projects Review - 2028-2029

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$8,400.00	14 at \$600 - 1 ea per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
		\$173,400.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston	Replace Lawnmower	\$32,000.00			
		\$32,000.00			
Mountain Bay					
		\$0.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School					
		\$0.00			
Junior High School	North Parking Lot Replacemnt	\$250,000.00			
		\$250,000.00			
Senior High School	Pool Replacement Phase 1	\$575,000.00			
		\$575,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Replace Roofing on Main Lodge	\$40,000.00			
		\$40,000.00			
Maintenance Building					
		\$0.00			
IDEA School	Misc Upgrades (Paint, Carpet, Casework)	\$35,000.00			
		\$35,000.00			
	Running Total	\$1,105,400.00			

D.C. Everest Capital Projects Review - 2029-2030

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$8,540.00	14 at \$610 - 1 ea per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Delivery Truck Purchase	\$65,000.00			
		\$238,540.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Playground Equipment Upgrade	\$40,000.00			
		\$40,000.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School					
		\$0.00			
Junior High School	Roofing Replacement Kitchen Patch/Air Handler Area	\$25,000.00			
	Roofing Replacement Lower Gym	\$65,000.00			
		\$90,000.00			
Senior High School	Pool Replacement Phase 2	\$700,000.00			
		\$700,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School	Misc Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
	Running Total	\$1,078,540.00			

D.C. Everest Capital Projects Review - 2030-2031

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$8,680.00	14 at \$620 - 1 ea per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	HVAC Controls Update	\$100,000.00			
		\$273,680.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Replace lawnmower	\$34,000.00			
		\$34,000.00			
Evergreen	Replace lawnmower	\$34,000.00			
		\$34,000.00			
Hatley	Misc Upgrades (Paint, Carpet, Casework)	\$35,000.00			
		\$35,000.00			
Middle School	Boiler Replacements	\$270,000.00	3 Boilers @ 90,000 Each		
	Boiler Controls Upgrade	\$50,000.00			
		\$320,000.00			
Junior High School	Curb Replacement	\$40,000.00			
	Storm Piping Replacement	\$200,000.00			
	Sewer Piping Replacement	\$150,000.00			
		\$390,000.00			
Senior High School					
		\$0.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School	Misc Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
	Running Total	\$1,101,680.00			

D.C. Everest Capital Projects Review - 2031-2032

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 Vacuums	\$8,820.00	\$630 - 1 ea per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
		\$173,820.00			
Rothschild	Misc Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Riverside	Misc Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Weston	Misc Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Mountain Bay	Misc Upgrades (Paint, Casework)	\$20,000.00			
		\$20,000.00			
Evergreen	Misc Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Hatley	Misc Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
Middle School	Misc Upgrades (Paint, Casework)	\$20,000.00			
		\$20,000.00			
Junior High School	Misc Upgrades (Paint, Carpet, Casework)	\$20,000.00			
		\$20,000.00			
Senior High School	Misc Upgrades (Paint, Carpet, Casework)	\$40,000.00			
	Theater Lighting Upgrades	\$225,000.00			
	Theater Seating upgrades	\$200,000.00			
	Locker Room Remodel	\$325,000.00			
		\$790,000.00			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Misc Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,108,820.00			



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Dr. Jack E. Stoskopf, Jr.
Interim Assistant Superintendent Operations

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent
FROM: Dr. Jack E. Stoskopf, Jr., Interim Assistant Superintendent of Operations
DATE: July 19, 2023
RE: Insurance Renewal - Information Only

Below is a premium summary of our non-medical related insurance coverages for the 2023-2024 school year. It reflects a \$21,384 overall increase. As you can see, some rates increased, some decreased, and some stayed the same. The two significant changes are related to coverage for our buildings where there was a 38% increase. This premium increase is due to two primary things: 1.) a 20% increase in the value of our buildings and 2.) an increase in construction costs to replace or repair them should we have a claim. An increase in the variety of major storms as well as flooding and wildfires in recent times has influenced property coverages nation-wide.

The large decrease was in workers' comp (-13.4%) due to the decrease in our mod factor dropping from .95 to .87.

Due to an increase of cyber-attacks, a review and discussion took place regarding our Cyber Security Liability coverage, and it was determined we are adequately covered in this area.

The increase for all insurances combined is 3.84%. Administration has approved the insurance renewal with EMC as coverages begin July 1, 2023. The numbers below will be included in the 2023-2024 budget. A copy of the entire proposal including coverage limits and the various deductible amounts are attached.

Premium Summary

COVERAGE	2022-2023		2023-2024	
	EXPIRING PREMIUMS		RENEWAL PREMIUMS	
Commercial Property	\$	138,542	\$	192,524
Inland Marine	\$	745	\$	778
Equipment Breakdown	\$	10,929	\$	13,200
General Liability	\$	20,172	\$	21,667
Educator's Legal Liability	\$	16,540	\$	20,429
Commercial Crime	\$	5,052	\$	5,280
Commercial Automobile	\$	17,973	\$	19,758
Workers' Compensation	\$	328,582	\$	284,518
Umbrella	\$	14,518	\$	16,258
Cyber Liability	\$	2,781	\$	2,781
Storage Tank Liability	\$	650	\$	675
Total Annual Premium:	\$	556,484	\$	577,868

Exposure Changes:

COVERAGE IMPACTED	CHANGE IN EXPOSURE
1. Property	Total insured values increased by 20% due to calculations from most recent EMC / CoreLogic building valuations.

Notes:

Workers' Compensation quoted with payrolls provided. New Wisconsin mandated rates applied effective 10/01/22. Experience Modification decreased from 0.95 to 0.87.

DC Everest Area School District
Insurance Proposal
07/01/2023 - 07/01/2024



Education
& Government

**An Insurance Proposal
Prepared For**

**DC Everest Area School District
1699 Schofield Ave., Suite 300 & 302
Schofield, WI 54476**



Presented by:

**Mark Meeks, CPCU, AIC
Partner and Senior Account Executive**

07/01/2023 – 07/01/2024

DC Everest Area School District

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Account Profile

First Named Insured:

DC Everest Area School District

Street Address:

1699 Schofield Ave., Suite 300 & 302
Schofield, WI 54476

Mailing Address:

1699 Schofield Ave., Suite 300 & 302
Schofield, WI 54476

Policy Periods:

07/01/2023 – 07/01/2024

Phone Number:

(715) 359-4221

Contacts:

Mr. Casey Nye – Superintendent
Mr. Matthew Spets – Assistant Superintendent
Mr. Jason Jablonski – Director of Buildings & Grounds

School Website:

www.dce.k12.wi.us

Disclaimer: The descriptions of coverages used throughout this proposal are merely our abbreviated outline, offered as visuals to inform a basic understanding of coverages, and are not the coverages themselves. The actual coverages are those contained in your policy. We do not intend to express any legal opinion as to the actual coverages, exclusions, or limitations of the policy and we strongly suggest that you refer only to your policy for the specific details.

Premium Summary

COVERAGE	2022-2023		2023-2024	
	EXPIRING PREMIUMS		RENEWAL PREMIUMS	
Commercial Property	\$	138,542	\$	192,524
Inland Marine	\$	745	\$	778
Equipment Breakdown	\$	10,929	\$	13,200
General Liability	\$	20,172	\$	21,667
Educator's Legal Liability	\$	16,540	\$	20,429
Commercial Crime	\$	5,052	\$	5,280
Commercial Automobile	\$	17,973	\$	19,758
Workers' Compensation	\$	328,582	\$	284,518
Umbrella	\$	14,518	\$	16,258
Cyber Liability	\$	2,781	\$	2,781
Storage Tank Liability	\$	650	\$	675
Total Annual Premium:	\$	556,484	\$	577,868

Exposure Changes:

COVERAGE IMPACTED	CHANGE IN EXPOSURE
1. Property	Total insured values increased by 20% due to calculations from most recent EMC / CoreLogic building valuations.

Notes:

Workers' Compensation quoted with payrolls provided. New Wisconsin mandated rates applied effective 10/01/22. Experience Modification decreased from 0.95 to 0.87.

Additional limits of liability are available for the umbrella.

EMC proposal contemplates all lines are purchased, and reserves the right to amend or change if one or more lines are not selected. Workers' Compensation is not available as a monoline policy.

Environmental Impairment Liability indications available upon request.

Premium Summary (Continued)

EMC – PROPERTY	ADJUSTED ANNUALIZED PREMIUM
Increase Total Insured Values to Reflect 100% of Updated EMC / CoreLogic Building Valuations:	*\$ 18,355
- TIV @ 100% of Values: \$335,019,726	

*Indicates projected quote adjustment pertaining to Equipment Breakdown coverage with Liberty. Final pricing subject to change if elected.

VIOLENT EVENT RESPONSE LIMIT OPTIONS & ANNUAL PREMIUM ADJUSTMENTS				
# OF STUDENTS	EACH EVENT LIMIT / AGGREGATE LIMIT / EACH PERSON LIMIT			
	\$100,000 / \$100,000 / \$25,000	\$250,000 / \$250,000 / \$25,000	\$500,000 / \$500,000 / \$25,000	\$1,000,000 / \$1,000,000 / \$25,000
5,500-6,999	Current	\$ 595	\$ 1,670	\$ 2,570

*Annualized premium adjustments subject to TRIA adjustment.

Coverages Included in Violent Events Response Coverage:

Violent events from a single event will be prioritized and payable in the order shown

- Death Benefits – \$5,000
- Medical Expense
- Personal Counseling Services – 90 Days
- Group Counseling Services – 60 Days
- Funeral Expense – \$5,000
- Loss of Income – \$5,000 up to 30 days
- Wages of temporary personnel – up to 30 days
- Substitute Premises Rental – 30 days
- Transportation – 30 days
- Security Services – 15 Days
- Public Relations Services – 30 days

TRAVELERS IDENTITY FRAUD – based on 814 Employees	INDICATION
Identity Fraud Expense Reimbursement Coverage and Identity Fraud Resolution Services	\$ 4,070

Marketing Summary:

CARRIER	COVERAGE	PREMIUM QUOTED / INDICATED	NOTES
CM Regent	Property / Equipment Breakdown / Inland Marine	Declined	Unable to quote only Property coverages. Total program uncompetitive with that of EMC.
Liberty Mutual Insurance Company	Property / Equipment Breakdown / Inland Marine	Declined	Declined due to projected rate for quote. Loss control required to formalize options.
Chubb Insurance	Property / Equipment Breakdown / Inland Marine	Declined	Declined due to indicated rate compared to that of EMC. No formal quote obtained, however, indicated at a \$0.07 rate at the lowest subject to loss control. Approximate premium would be \$214,878 using quoted values.

Quote Contingencies

In Property & Casualty insurance, a carrier may provide a quote subject to specific terms and conditions. In order to bind coverage with this carrier, we must comply with these terms and conditions by a specified date. Failure to comply may result in a penalty or cancellation.

The quote(s) provided in this proposal are subject to the following terms and conditions.

EMC INSURANCE	
QUOTE IS SUBJECT TO THE FOLLOWING:	PLEASE SUBMIT TO OUR OFFICE NO LATER THAN:
<ul style="list-style-type: none"> ▪ Signed Statement of Values 	<ul style="list-style-type: none"> ▪ At binding
EMC INSURANCE (Abuse & Molestation Checklist)	
QUOTE IS SUBJECT TO RESPONSE TO THE FOLLOWING:	
<ul style="list-style-type: none"> ▪ Is there a written sexual abuse policy provided to all employees, volunteers and students? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Is there a written employment policy requiring background checks on all employees? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Is there a written policy requiring background checks on all volunteers? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Does your employment application ask if the applicant has ever been convicted of any crime, including sex-related or abuse related offenses? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Have any of the insured's employees or volunteer workers ever been convicted of any crime, including sex-related or abuse related offenses? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Has the insured ever had an incident which resulted in an allegation of sexual abuse? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Do you have procedures in place to monitor employee and volunteer worker relationships with students, other employees, or other volunteer workers? 	<ul style="list-style-type: none"> ▪ YES <input type="checkbox"/> / NO <input type="checkbox"/>
LIBERTY MUTUAL INSURANCE (Equipment Breakdown)	
QUOTE IS SUBJECT TO THE FOLLOWING:	PLEASE SUBMIT TO OUR OFFICE NO LATER THAN:
<ul style="list-style-type: none"> ▪ Signed Statement of Values 	<ul style="list-style-type: none"> ▪ At binding
CHUBB INSURANCE (Storage Tank)	
QUOTE IS SUBJECT TO THE FOLLOWING:	PLEASE SUBMIT TO OUR OFFICE NO LATER THAN:
<ul style="list-style-type: none"> ▪ Completed and Signed Application 	<ul style="list-style-type: none"> ▪ Prior to Binding Coverage

Commercial Property

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4A77266
Premium: \$ 192,524
Named Insured: DC Everest Area School District
Coverage Form: Special Form: Provides coverage against *Risk* of direct physical loss or damage, except those perils specifically excluded in the policy

COVERAGE	LIMITS	
Blanket Buildings	\$	256,876,828
Blanket Business Personal Property	\$	46,333,740
Blanket Property in Open	\$	3,757,887
Deductible	\$	10,000
Coinsurance		100%
Valuation	Agreed Amount / Replacement Cost	

Additional Coverage:

COVERAGE	LIMIT		DEDUCTIBLE	
Property Off Premises & In Transit	\$	250,000	\$	5,000
Earthquake/Volcanic Eruption	\$	150,000	\$	5,000
*Flood Coverage	\$	1,000,000	\$	50,000

*Flood coverage does not respond at locations 3, 4, 8, 9, and 13 as listed in Statement of Values.

EMC School Property Coverage Summary

COVERAGE	SCHOOL PROPERTY COVERAGE FORM CP7123 (10/20)	
Ordinance/Law		Covered
Collapse		Covered
Personal Property within 1,000 feet		Covered
Pollutant Cleanup	\$	100,000
Newly Acquired Buildings/Personal Property- 120 Days		Building - \$2,000,000 Personal Property - \$2,000,000
Personal Effects/Property of Others		\$100,000 each premises – You, Your Officers, Your Partners or Your Employees (Except theft) \$100,000 – Personal Property of Others
Valuable Papers and Records – Cost of Research	\$	500,000
Outdoor Property	\$	500,000 but not more than \$1,000 for any tree, shrub or plant. Windstorm added as Cause of Loss.
Signs & Fences-Attached or Detached from Building (within 1,000 ft.)		Included in Building Limit
Business Income and Extra Expense		Actual Loss up to \$2,000,000
Water Damage (Sewer Backup)	\$	100,000
Accounts Receivable		\$250,000 each premises
Money and Securities		\$ 10,000 per occurrence
Lock Replacement & Rekeying	\$	25,000
Fine Arts		\$100,000 each premises
Fire Extinguisher Recharge		Covered
Spoilage Coverage	\$	50,000
Foundations of Buildings, Pilings		10% of Limit of Insurance, but not more than \$1,000,000
Cost of Taking Inventory	\$	50,000
Underground Fiber Optic Cable		Owned or Leased \$2,500 Ded. per Location
Debris Removal		25% of Direct Physical Damage plus \$ 250,000
Unreported Building and Structures		Included

EMC School Property Coverage Summary (Continued)

COVERAGE	SCHOOL PROPERTY COVERAGE FORM CP7123 (10/20)	
Legal Liability	\$	250,000
Electronic Data & Interruption of Computer Operations	\$	100,000
Fire Department Service Charge	\$	50,000
Utility Services includes overhead transmission lines	\$	100,000
Arson Reward	\$	25,000
Change or Extremes in Temperature	\$	25,000
Non-owned detached trailers	\$	15,000
Limited Fungus, Wet Rot, Dry Rot & Bacteria	\$	15,000

Notable Forms Included, but not Limited to:

- Exclusion of Loss Due to Virus/Bacteria
- Cyber Incident Exclusion
- Cannabis Exclusion
- Exclusion of Certain Computer-Related Losses
- Protective Safeguards – P1 (Sprinkler Systems):
 - Mountain Bay Elementary School

Commercial Property – Statement of Values

LOC. #	BLD #	ADDRESS WITH BUILDING DESCRIPTION	BUILDING	CONTENTS	PROPERTY IN OPEN
1	1	6500 Alderson Street Weston, WI 54476-3910 Senior High School / Ice Rink / Field House	\$ 81,984,017	\$ 16,818,778	\$ 876,704
1	2	6500 Alderson Street Weston, WI 54476-3910 Softball Storage	\$ 43,466	\$ 7,827	\$ 0
1	3	6500 Alderson Street Weston, WI 54476-3910 Concession / Press Box / Restroom	\$ 162,079	\$ 29,184	\$ 0
1	4	6500 Alderson Street Weston, WI 54476-3910 Concession / Press Box	\$ 57,427	\$ 10,340	\$ 0
1	5	6500 Alderson Street Weston, WI 54476-3910 Garage / Storage	\$ 72,141	\$ 12,990	\$ 0
1	6	6500 Alderson Street Weston, WI 54476-3910 Storage	\$ 50,680	\$ 9,126	\$ 0
1	7	6500 Alderson Street Weston, WI 54476-3910 Trade Class Building	\$ 175,960	\$ 31,683	\$ 0
1	8	6500 Alderson Street Weston, WI 54476-3910 Baseball Storage	\$ 50,232	\$ 9,045	\$ 0
1	9	6500 Alderson Street Weston, WI 54476-3910 Softball Concessions	\$ 40,007	\$ 7,204	\$ 0
2	1	1000 Machmueller Street Weston, WI 54476-3811 Junior High School	\$ 40,550,367	\$ 6,758,394	\$ 2,057,140
2	2	1000 Machmueller Street Weston, WI 54476-3811 Press Box	\$ 51,035	\$ 9,190	\$ 0
2	3	1000 Machmueller Street Weston, WI 54476-3811 Storage Shed	\$ 24,843	\$ 4,473	\$ 0
2	4	1000 Machmueller Street Weston, WI 54476-3811 Concession / Restroom	\$ 627,038	\$ 104,442	\$ 0

Commercial Property – Statement of Values

LOC. #	BLD #	ADDRESS WITH BUILDING DESCRIPTION	BUILDING	CONTENTS	PROPERTY IN OPEN
2	5	1000 Machmueller Street Weston, WI 54476-3811 Ticket Gate 1	\$ 6,998	\$ 1,050	\$ 0
2	6	1000 Machmueller Street Weston, WI 54476-3811 Ticket Gate 2 (Jelinek)	\$ 6,998	\$ 1,050	\$ 0
2	7	1000 Machmueller Street Weston, WI 54476-3811 Athletic Storage Building	\$ 86,614	\$ 15,596	\$ 0
2	8	1000 Machmueller Street Weston, WI 54476-3811 Baseball Storage	\$ 15,265	\$ 1,673	\$ 0
2	9	1000 Machmueller Street Weston, WI 54476-3811 Tennis Storage	\$ 661	\$ 119	\$ 0
3	1	1610 Pine Road Rothschild, WI 54474-8839 Evergreen Elementary School	\$ 13,451,655	\$ 2,244,642	\$ 77,461
3	2	1610 Pine Road Rothschild, WI 54474-8839 Storage	\$ 31,257	\$ 5,628	\$ 0
4	1	417 Emmons ville Road Hatley, WI 54440-9769 Hatley Elementary School	\$ 3,954,272	\$ 659,045	\$ 37,777
4	2	417 Emmons ville Road Hatley, WI 54440-9769 Storage	\$ 10,229	\$ 1,842	\$ 0
4	3	417 Emmons ville Road Hatley, WI 54440-9769 Garage	\$ 30,624	\$ 0	\$ 0
4	4	417 Emmons ville Road Hatley, WI 54440-9769 Greenhouse	\$ 4,082	\$ 735	\$ 0
5	1	12231 River Road Ringle, WI 54471 Riverside Elementary School	\$ 14,276,615	\$ 2,379,436	\$ 112,167
5	2	12231 River Road Ringle, WI 54471 Storage 1	\$ 29,018	\$ 5,225	\$ 0

Commercial Property – Statement of Values

LOC. #	BLD #	ADDRESS WITH BUILDING DESCRIPTION	BUILDING	CONTENTS	PROPERTY IN OPEN
5	3	12231 River Road Ringle, WI 54471 Storage 2	\$ 30,041	\$ 5,410	\$ 0
5	4	12231 River Road Ringle, WI 54471 Pump House	\$ 26,722	\$ 4,811	\$ 0
6	1	810 1 st Street Rothschild, WI 54474-1003 Rothschild Elementary School	\$ 11,669,425	\$ 1,944,904	\$ 78,087
7	1	5249 Camp Phillips Road Schofield, WI 54476 Weston Elementary School	\$ 16,000,358	\$ 2,666,726	\$ 89,965
8	1	Trotzer Lane Schofield, WI 54476 Eau Claire Site Comfort Station	\$ 0	\$ 0	\$ 44,674
8	2	Trotzer Lane Schofield, WI 54476 Storage	\$ 37,965	\$ 7,236	\$ 0
9	1	3320 Pyke Road Kronenwetter, WI 54455-8219 Cabin 1	\$ 53,442	\$ 9,360	\$ 0
9	2	3320 Pyke Road Kronenwetter, WI 54455-8219 Cabin 2	\$ 53,442	\$ 9,360	\$ 0
9	3	3320 Pyke Road Kronenwetter, WI 54455-8219 Cabin 3	\$ 53,442	\$ 9,360	\$ 0
9	4	3320 Pyke Road Kronenwetter, WI 54455-8219 Cabin 4	\$ 53,442	\$ 9,360	\$ 0
9	5	3320 Pyke Road Kronenwetter, WI 54455-8219 Shelter House / Garage	\$ 33,588	\$ 5,883	\$ 0
9	6	3320 Pyke Road Kronenwetter, WI 54455-8219 Comfort Station 1	\$ 4,461	\$ 0	\$ 0
9	7	3320 Pyke Road Kronenwetter, WI 54455-8219 Comfort Station 2	\$ 4,577	\$ 0	\$ 0

Commercial Property – Statement of Values

LOC. #	BLD #	ADDRESS WITH BUILDING DESCRIPTION	BUILDING	CONTENTS	PROPERTY IN OPEN
9	8	3320 Pyke Road Kronenwetter, WI 54455-8219 Twin Oaks Lodge	\$ 1,650,372	\$ 275,062	\$ 0
9	9	3320 Pyke Road Kronenwetter, WI 54455-8219 Sugar Shack	\$ 29,974	\$ 5,250	\$ 0
10	1	9302 Schofield Avenue Weston, WI 54476-4604 DC Everest Middle School	\$ 38,140,343	\$ 6,506,724	\$ 245,066
10	2	9302 Schofield Avenue Weston, WI 54476-4604 Garage	\$ 164,079	\$ 28,225	\$ 0
10	3	9302 Schofield Avenue Weston, WI 54476-4604 Concession Stand / Restroom	\$ 287,862	\$ 49,518	\$ 0
10	4	9302 Schofield Avenue Weston, WI 54476-4604 Garage / Stroage	\$ 123,517	\$ 21,247	\$ 0
10	5	9302 Schofield Avenue Weston, WI 54476-4604 Soccer Press Box / Restroom	\$ 122,080	\$ 21,000	\$ 0
10	6	9302 Schofield Avenue Weston, WI 54476-4604 Red Storage Shed	\$ 14,650	\$ 2,520	\$ 0
11	1	8602 Schofield Avenue Weston, WI 54476-4655 Mountain Bay Elementary School	\$ 25,410,652	\$ 4,235,109	\$ 138,846
11	2	8602 Schofield Avenue Weston, WI 54476-4655 Storage 1	\$ 19,308	\$ 3,292	\$ 0
11	3	8602 Schofield Avenue Weston, WI 54476-4655 Storage 2	\$ 47,328	\$ 8,069	\$ 0
12	1	4704 Camp Phillips Road Weston, WI 54476-1573 IDEA Charter School	\$ 6,290,291	\$ 1,114,097	\$ 0
13	1	6206 Alderson Street Weston, WI 54476-3904 Maintenance Garage	\$ 647,224	\$ 0	\$ 0

Commercial Property – Statement of Values

LOC. #	BLD #	ADDRESS WITH BUILDING DESCRIPTION	BUILDING	CONTENTS	PROPERTY IN OPEN
13	2	6206 Alderson Street Weston, WI 54476-3904 Office	\$ 114,663	\$ 0	\$ 0
14	1	1699 Schofield Avenue, Suites 300 & 302 Schofield, WI 54476-2338 Administration Offices	\$ 0	\$ 262,500	\$ 0
Total:			\$256,876,828	\$46,333,740	\$ 3,757,887
Total Insurable Values:			\$306,968,455		

Signature: _____

Date: _____

Loss Payees:

Apple Inc., and its Assigns
1111 Old Eagle School Road
Wayne, PA 19087
RE: Leased Equipment

Commercial Property Options

PROPERTY	EMC Quote Options	
	100% EMC / CoreLogic Values	90% EMC / CoreLogic Values
Total Insurable Value	\$ 335,019,726	\$ 306,968,455
Premium	\$ 209,673	\$ 192,524
Property Rate (Per \$100 of Value)	\$ 0.0626	\$ 0.0627

Description of Operations	Total Area (Sq. Ft.)	100% Values Building	100% Building RC / Sq.ft.	90% Values Building	90% Building RC / Sq.ft.	Expiring Building	Expiring Building RC / Sq.ft.
DC Everest Senior High School / Ice Rink / Field House	342,495	\$91,093,351	\$266	\$81,984,017	\$239	\$67,030,350	\$196
DC Everest Junior High School	174,843	\$45,055,963	\$258	\$40,550,367	\$232	\$33,161,134	\$190
Evergreen Elementary School	52,095	\$14,946,283	\$287	\$13,451,655	\$258	\$11,000,457	\$211
Hatley Elementary School	18,808	\$4,393,635	\$234	\$3,954,272	\$210	\$3,276,280	\$174
Riverside Elementary School	55,792	\$15,862,906	\$284	\$14,276,615	\$256	\$11,675,099	\$209
Rothschild Elementary School	55,966	\$12,966,028	\$232	\$11,669,425	\$209	\$9,542,758	\$171
Weston Elementary School	69,881	\$17,778,176	\$254	\$16,000,358	\$229	\$13,083,990	\$187
DC Everest Middle School	152,787	\$42,378,158	\$277	\$38,140,343	\$250	\$31,188,080	\$204
Mountain Bay Elementary School	99,405	\$28,234,058	\$284	\$25,410,652	\$256	\$20,780,213	\$209
IDEA Charter School	43,184	\$6,989,212	\$162	\$6,290,291	\$146	\$5,105,521	\$118

Inland Marine

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4C77266
Premium: \$ 778
Named Insured: DC Everest Area School District
Deductible: \$ 5,000
Valuation: Actual Cash Value

Scheduled Equipment:

ITEM #	DESCRIPTION	ID/SERIAL NUMBER	AMOUNT OF INSURANCE
1	Underground Fiber Optic Cables		\$ 291,400

Unscheduled Equipment:

DESCRIPTION	MAXIMUM ITEM AMOUNT	LIMIT	DEDUCTIBLE
Rented Equipment from Others	\$ 100,000	\$ 100,000	\$ 1,000

Loss Payees:

Fabick Rents
 6652 County Road J
 Weston, WI 54476-4745
 RE: Rented Equipment

Notable Forms Included, but not Limited to:

- Virus or Bacteria Exclusion
- Cannabis Exclusion

Equipment Breakdown – Liberty Mutual

Insurer: Liberty Mutual Insurance Company
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: YB2-L9L-462465-013
Premium: \$ 13,200
Named Insured: DC Everest Area School District

COVERAGE	LIMITS
Total Limit Per Breakdown	\$ 100,000,000
Property Damage	Included
Expediting Expenses	Included
Business Income with Extra Expense	Included
Extended Period of Restoration (Number of Days of Coverage)	365 Days
Spoilage Damage	Included
Utility Interruption – only if interruption lasts at least 4 hours	Included
Data or Media	\$ 5,000,000
Newly Acquired Premises – Up to 365 Days	Included
Errors and Omissions	Included
Brands and Labels	Included
Contingent Business Income/Extra Expense	\$ 5,000,000
Ammonia Contamination	Included
Consequential Loss	Included
Hazardous Substance	\$ 2,500,000
Water Damage	Included
Limited Coverage for Wet Rot, Dry Rot, and Fungus	\$ 15,000
Ordinance or Law	\$ 5,000,000
Increased Cost and Related Expenses for Green Upgrades	\$ 250,000
Off-Premises Equipment Coverage	\$ 5,000,000

DEDUCTIBLES	AMOUNT, HOURS OR DAYS
Combined Deductible	\$ 1,000
Property Damage	Included in Combined Deductible
Business Income	Included in Combined Deductible
Extra Expense	Included in Combined Deductible
Spoilage	Included in Combined Deductible

General Liability

Insurer:	EMC Insurance
Policy Period:	07/01/2023 – 07/01/2024
Policy Number:	4D77266
Premium:	\$ 21,667
Named Insured:	DC Everest Area School District

COVERAGE	LIMITS
LIABILITY:	
General Aggregate	\$ 4,000,000
Products/Completed Operations Aggregate	\$ 4,000,000
Personal/Advertising Injury Any One Person or Organization	\$ 2,000,000
Each Occurrence	\$ 2,000,000
Fire Damage – Any One Fire	\$ 300,000
Medical Expense – Any One Person	\$ 5,000
Coverage Form	Occurrence
EMPLOYEE BENEFITS LIABILITY:	
Aggregate	\$ 4,000,000
Each Claim	\$ 2,000,000
Deductible	\$ 1,000
Retroactive Date	07/01/2008
Coverage Form	Claims Made
VIOLENT EVENTS RESPONSE COVERAGE:	
Aggregate Limit	\$ 100,000
Each Event	\$ 100,000
Each Person	\$ 25,000
Coverage Form	Occurrence

Notable Forms Included, but not Limited to:

- Exclusion – Access/Disclosure of Confidential and Personal Information
- Exclusion – Employment Related Practices
- Exclusion – Cannabis with Exception to Retail Sales of CBD Products
- Exclusion – Medical Payments for Day Care Centers
- Coverage for Injury to Co-Employees and/or Volunteer Workers
- Public Liability Endorsement
- Nuclear Energy Liability Exclusion
- Asbestos Exclusion

General Liability (Continued)

General Liability Exposures:

CODE	CLASSIFICATION	2022-2023 EXPOSURE	2023-2024 EXPOSURE
41716	Day Care Centers	414	414
44194	Grandstands or Bleachers	4	4
44444	Ropes Course	1	1
47469	School: Faculty	429	429
47471	School: Elementary/Middle School	4,616	4,616
	Additional Insured: Designated Person or Org	5	5
47473	School: High	1,318	1,318
48177	Skating Rinks – Ice – Gross Sales	\$88,484	\$88,484
48924	Swimming Pools – Commercially Operated – Gross Sales	IF ANY	IF ANY
48925	Swimming Pool	1	1
63218	Exhibitions – In Buildings – Admissions	142,716	142,716
87654	Coverage for Injury to Co-Employee &/or your volunteer workers	IF ANY	IF ANY
87698	Additional Insured: Club or Organization	3	3
87777	Abuse & Molestation	5,934	5,934
87818	Violent Events	5,934	5,934
87825	Employee Benefits Liability	814	814
44444	Forest Land – Weston Hardwood Forest	39	39
44444	Forest Land – Middle School Forest	4	4
61212	Lessor’s Risk – Business Office - Area	9,856	9,856

Additional Insureds:

PTO/PTA School Organizations, School endorsed Booster clubs with respect for the insured activities or activities performed on the insured’s behalf.

Redeemer Evangelical Lutheran Church

Wausau Events, Inc.

Wausau and Marathon County Parks & Recreation and Forestry Department

City of Wausau

Mobile Warehouse, LLC

General Liability Coverage Extensions

- Corporal Punishment to students.
- Use of reasonable force to protect persons or property.
- Limited Pollution coverage due to activities usual to classroom instruction.
- Non-owned watercraft.
- Battery or Solar powered mobile equipment used in school approved events included.
- Personal & Advertising Injury exclusion for contractual liability, broadcasting, publishing or telecasting deleted.
- Bail bonds up to \$3,000.
- Claims investigation expenses, including loss of earnings up to \$350 a day.
- Broadened definition of insured to include:
 - Partnership or Joint Venture under W.S.A. 66.0301
 - Health Care Professionals
 - Student Safety Patrol
 - Student Teachers
 - Board Members
- Damage to rented premises coverage expanded to include lightning, explosion, smoke or automatic protection systems. Total limit up to \$300,000.
- Mental anguish included in definition of Bodily Injury.
- Extended Property Damage to personal property of others in your care, custody or control
 - \$100,000 each occurrence/aggregate
 - \$250 deductible per claim
- Unintentional failure to disclose exposures.
- Automatic Additional Insureds status by written contract or agreement
 - Manager or lessor of premises
 - State or political subdivision
 - Lessor of leased equipment
- 3 Year medical payments reporting provision
- 180 Day Automatic Coverage for Newly Acquired or Formed Organizations
- Personal and Advertising Injury coverage afforded for claims arising out of electronic chatrooms or bulletin boards hosted, owned, or controlled by the insured.
- Unmanned aircraft operations as a result of school activities
- Innocent Defense Fund up to \$100,000

Coverages Included in Violent Events Response Coverage:

Violent events from a single event will be prioritized and payable in the order shown

Death Benefits – \$5,000

Medical Expense

Personal Counseling Services – 90 Days

Group Counseling Services – 60 Days

Funeral Expense – \$5,000

Loss of Income – \$5,000 up to 30 days

Wages of temporary personnel – up to 30 days

Substitute Premises Rental – 30 days

Transportation – 30 days

Security Services – 15 Days

Public Relations Services – 30 days

Educators Legal Liability

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4K77266
Premium: \$ 20,429
Named Insured: DC Everest Area School District

COVERAGE	LIMITS
Limit of Liability – Each Loss	\$ 2,000,000
Limit of Liability – Annual Aggregate	\$ 2,000,000
Deductible	\$ 2,000
Coverage Form	Claims Made
Retroactive Date	None

Coverage Included:

1. Employment practice liability and legal actions arising out of special education programs.
2. Back Wages - \$50,000 each loss/\$100,000 Aggregate/ \$2,000 deductible.
3. Full Prior Acts.
4. School district board members, employees and volunteers are named as insureds.
5. Defense costs covered outside the limits except those involving non-monetary claims.

Notable Forms Included, but not Limited to:

- Nuclear Energy Liability Exclusion
- Limited Law Enforcement Extension
- Data Compromise & Cyber Liability Exclusion
- Knowingly Wrongful Acts Exclusion
- Fiduciary Liability Exclusion

Educators Legal Liability (Continued)

- Deductible applies once to Defense or Claim Payment. Company will pay and ask for reimbursement.
- Claims for Non-Pecuniary relief are covered under Section D – Defense
- EMC has and will defend claims for “failure to provide appropriate education.”
- EMC will pay for plaintiffs/claimant attorney fees and expenses if awarded in a satisfaction, subject to policy limits.
- I.E.P. Hearings will be covered. Defense costs only.
- EMC excludes wrongful acts involving:
 - Amounts actually or allegedly due under the terms of a payment or performance contract.
 - Assumptions of the liability of others in a contract or agreement.
- EMC will defend for:
 - Failure, refusal or inability of the “Insured” to enter into, renew or perform any contract or agreement (other than employment agreements).
 - Discrimination is considered a wrongful act and is covered.
 - Wrongful termination and denial of tenure are considered wrongful acts and are covered.
 - Administration actions may be covered either as a wrongful act or a defense claim only.
- EMC will pay for defense expenses and /or those sums that the insured becomes legally obligated to pay as “damages” because of a public official wrongful act or employment wrongful act rendered in duties on behalf of the insured.
- EMC shall have the right and duty to select counsel. Their duty to pay “defense expenses” begins only after we are notified of a claim. Any previous expenses incurred are not covered and will not apply with respect to your deductible obligations

Commercial Crime

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4F77266
Premium: \$ 5,280
Named Insured: DC Everest Area School District

Coverage Form: Discovery

COVERAGE	LIMIT	DEDUCTIBLE
Employee Theft (Blanket)	\$ 1,000,000	\$ 10,000
Forgery or Alteration	\$ 20,000	\$ 200
Theft of Money and Securities:		
▪ Inside the Premises	\$ 10,000	\$ 100
▪ Outside the Premises	\$ 10,000	\$ 100
Computer Fraud & Funds Transfer Fraud	\$ 1,000,000	\$ 10,000
Fraudulent Impersonation	\$ 100,000	\$ 1,000

Notable Forms Included, but not Limited to:

- Includes Faithful Performance
- Includes Board Members
- Includes Treasurer
- Includes students in connection with sanctioned activities
- Includes Volunteers as insureds

Commercial Automobile

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4E77266
Premium: \$ 19,758
Named Insured: DC Everest Area School District

LIABILITY COVERAGE		LIMIT
Bodily Injury and Property Damage Combined:		
▪ Any Auto Including Hired and Non-owned	\$	2,000,000
Medical Payments Limit - Each Person:		
▪ All Owned Autos	\$	10,000
Uninsured Motorist- Bodily Injury and Property Damage Combined:		
▪ Owned Autos Subject to Compulsory UM Law	\$	1,000,000
Underinsured Motorist - Bodily Injury and Property Damage Combined:		
▪ Owned Autos Subject to Compulsory UM Law	\$	1,000,000

PHYSICAL DAMAGE COVERAGE		DEDUCTIBLE
Comprehensive Deductible including Hired Autos	\$	500
Collision Deductible including Hired Autos	\$	500

Notable Forms and Additional Coverages Included, but not Limited to:

- Employees, Board Members, Trustees, Directors and Volunteers as Insureds
- Deletion of Fellow Employee Exclusion
- Broadened Pollution Liability
- Commercial Auto Elite Amendment
- Form FX: Uniform Motor Carrier Endorsement

EMC School Automobile Extension

COVERAGE	SCHOOL AUTOMOBILE ELITE COVERAGE FORM CA7493 (02/22)
Blanket Additional Insured	Included with written contract or agreement
Cost of Bail Bonds	\$ 5,000
Loss of earnings/expenses	\$ 500 per day
Towing	Private Passenger Auto - \$100 Other vehicle types-\$500
Temporary transportation expense due to theft	Up to \$75 per day/ \$2,500 maximum
Hired Automobile Physical Damage (physical damage must be carried on owned vehicles)	ACV or cost or repair less deductible
Personal Property of Others	\$ 1,000
Personal Automobile Physical Damage recovery	\$ 4,500 maximum
Airbag Coverage	Accidental Discharge covered
Loss to two or more covered autos from one accident	Maximum deductible applicable for all "loss" in one event will be equal to two times the highest deductible
Glass Repair or Replacement	Deductible waived if Comprehensive Coverage applies to covered auto
Mental Anguish	Included in definition of Bodily Injury
Extended Property Damage	\$100,000 Each Accident \$250 Deductible Each Claim
Battery or Solar Powered "or similar" Automobile	Included within "school approved events"
Electronic Equipment	Physical Damage extended to permanently installed equipment
Leased or Financed Autos-Physical Damage Coverage	Pay off of loan in event of total loss (with certain exclusions)
Additional Named Insureds include	Volunteer Workers
Expected or intended injury	BI or PD from actions to protect persons or property included
Rental Reimbursement	\$75 day for 30 days up to maximum of \$2,250
Lockout/Key Expense	\$250 for Private Passenger vehicles
Newly Acquired or Formed Entities	Included up to 180 days
Employee Hired Autos	Hired/rented auto in employees name with your permission and performing duties for you
Personal Effects	\$ 500
Extra Expense to recover stolen auto	Covered if comprehensive coverage carried on stolen auto
New Vehicle replacement cost	For 180 days on private passenger of vehicles with GVW of 20,000 lbs. or less
Blanket waiver of subrogation	If required by written contract

Vehicles Schedule

VEH#	YEAR	MAKE / MODEL	GARAGE LOCATION	COMP DED	COLL DED	VEHICLE ID
1	2010	GMC Sierra	Schofield, WI	\$ 500	\$ 500	1GTPCTEX3AZ204804
2	2008	Dodge Ram	Schofield, WI	\$ 500	\$ 500	1D7HA16K98J127162
3	2015	Dodge Grand Caravan	Schofield, WI	\$ 500	\$ 500	2C4RDGBG8FR587285
4	2010	Mazda MZ6	Schofield, WI	\$ 500	\$ 500	1YVHZ8BH5A5M56116
5	2012	Ford Plow / Salter	Schofield, WI	\$ 500	\$ 500	IFTRF3B62CEA37549
6	2015	Ford F350 Super Cab	Schofield, WI	\$ 500	\$ 500	1FDRF3H61FEB06903
7	2015	Dodge Ram	Schofield, WI	\$ 500	\$ 500	3C7WRVMG9FE506210
8	2016	Ford Transit T-Sport	Schofield, WI	\$ 500	\$ 500	1FMZK1ZM3GKB32659
9	2016	Dodge Grand Caravan	Schofield, WI	\$ 500	\$ 500	2C4RDGBG4GR218263
10	2017	Dodge Grand Caravan	Schofield, WI	\$ 500	\$ 500	2C4RDGBG4HR636968
11	2014	MV-1 Wheel Chair	Schofield, WI	\$ 500	\$ 500	57WMD1A64EM101231
12	2018	GMC Sierra 3500	Schofield, WI	\$ 500	\$ 500	1GD32VCG8JF120300
13	2017	Dodge Grand Caravan	Schofield, WI	\$ 500	\$ 500	2C4RDGBG7HR855570
14	2015	Dodge Grand Caravan	Schofield, WI	\$ 500	\$ 500	2C4RDGBG8FR668013
15	2019	Ford F350 Super Pickup	Schofield, WI	\$ 500	\$ 500	1FTRF3B66KEC42340
16	2013	Ford Transit Van	Schofield, WI	\$ 500	\$ 500	NM0LS7BN0DT140205
17	2020	Ford F250 Super Duty	Schofield, WI	\$ 500	\$ 500	1FTBF2B69LEE08282
18	2017	Dodge Grand Caravan	Schofield, WI	\$ 500	\$ 500	2C4RDGEGXHR864727

Loss Payee:

Ryder Truck Rental, Inc. & Ryder Truck Rental LT
 11690 NW 105th Street
 Miami, FL 33178
 RE: Rental of Truck

Drivers List on File with Carrier

Workers' Compensation

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4Z77266
Premium: \$ 284,518
Named Insured: DC Everest Area School District

States Included: WI

WORKERS COMPENSATION BENEFITS	STATUTORY LIMITS
EMPLOYER'S LIABILITY	LIMITS
Bodily Injury by Accident - Per Accident	\$ 100,000
Bodily Injury by Disease - Policy Limit	\$ 500,000
Bodily Injury by Disease - Each Employee	\$ 100,000

Other States Included: All other states except: ME, ND, OH, WA, and WY

The Workers' Compensation policy provides statutory benefits to employees for injury or disease arising out of and in the course of employment in the covered states listed above. You should review this listing of states and if you currently have employees in any state not listed there, other than those states specifically covered under a separate Workers' Compensation policy, please notify us immediately. The policy form states that if you have work on the effective date of this policy in any state not listed above, coverage will not be afforded for that state unless the carrier is notified within 30 days. The policy also provides Employer's Liability coverage which covers sums you legally must pay as damages because of bodily injury to your employees.

DIVIDEND PLAN OPTION
13% Flat Dividend (Anticipated Dividend = \$36,987) Dividends are payable only pursuant to such terms and conditions as may be declared by the Company's Board of Directors or if so empowered, its Officers. Dividends are paid on the audited net premium as reflected on the final audit for the policy. Dividends cannot be guaranteed by law.

Notable Forms Included, but not Limited to:

- WI Work Study Coverage
- WI Law Endorsement
- Foreign Coverage Endorsement

Workers' Compensation (Continued)

Estimated Payrolls:

STATE	CODE	CLASSIFICATION	21/22 AUDITED PAYROLL	21/22 AUDIT RATE	21/22 AUDITED PREMIUM	22/23 EXPIRING PAYROLL	22/23 EXP RATE	22/23 EXPIRING PREMIUM	23/24 RENEWAL PAYROLL	23/24 RENEW RATE	23/24 RENEWAL PREMIUM
WI	8868	School: Professional	\$ 41,098,205	0.53	\$ 217,820	\$ 42,831,935	0.50	\$ 214,160	\$ 42,831,935	0.47	\$ 201,310
WI	9101	School: All Other	\$ 3,222,063	4.74	\$ 152,726	\$ 3,207,538	4.56	\$ 146,264	\$ 3,207,538	4.24	\$ 136,000
WI	7380	Drivers	\$ 96,939	6.29	\$ 6,097	\$ 98,988	6.22	\$ 6,157	\$ 98,988	5.94	\$ 5,880
Total Subject Premium					\$ 376,643	\$ 366,581			\$ 343,190		
Experience Mod. Factor				1.10	\$ 37,664	0.95		\$ (18,329)	0.87		\$ (44,615)
Premium Discount					\$ (41,546)			\$ (34,082)			\$ (28,469)
Work Study					\$ 350			\$ 350			\$ 350
Terrorism				.02	\$ 8,883	.02		\$ 9,228	.02		\$ 9,228
Catastrophe				.01	\$ 4,442	.01		\$ 4,614	.01		\$ 4,614
Expense Constant					\$ 220			\$ 220			\$ 220
Total Estimated Policy Premium					\$ 386,656	\$ 328,582			\$ 284,518		

Nurse OnCall Utilization:

- Enrolled: Yes
- Utilization: Excellent

Umbrella

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4J77266
Premium: \$ 16,258
Named Insured: DC Everest Area School District

COVERAGE	LIMITS
Limit of Liability – Each Occurrence	\$ 5,000,000
Limit of Liability – Annual Aggregate	\$ 5,000,000
Self-Insured Retention	\$ 0

Schedule of Underlying Limits:

GENERAL LIABILITY	LIMITS
Each Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000
Products & Completed Operations Aggregate	\$ 4,000,000
Personal & Advertising Injury per Any One Person or Organization	\$ 2,000,000

EMPLOYEE BENEFITS LIABILITY	LIMITS
Aggregate	\$ 4,000,000
Each Claim	\$ 2,000,000

AUTOMOBILE LIABILITY	LIMITS
Combined Single Limit	\$ 2,000,000

EMPLOYER'S LIABILITY	LIMITS
Bodily Injury Each Accident	\$ 100,000
Bodily Injury by Disease – Policy Limit	\$ 500,000
Bodily Injury by Disease – Each Employee	\$ 100,000

EDUCATORS LEGAL LIABILITY	LIMITS
Each Claim	\$ 2,000,000
Aggregate	\$ 2,000,000

Notable Forms Included, but not Limited to:

- Nuclear Energy Liability Exclusion
- Unmanned Aircraft Exclusion
- Access or Disclosure of Confidential or Personal Information Exclusion
- Coverage for Professional Services
- Abuse or Molestation Liability – Sub-Limit of Insurance - \$5,000,000 Occurrence / \$5,000,000 Aggregate
- Asbestos Exclusion
- Foreign Exposure Following Form
- Violent Event Response Coverage Exclusion

Cyber Solutions

Insurer: EMC Insurance
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: 4Q77266
Premium: \$ 2,781
Named Insured: DC Everest Area School District

LIMITS OF LIABILITY		LIMITS
DATA COMPROMISE:		
Response Expenses Coverage	Annual Aggregate	\$ 1,000,000
Legal Review Sublimit		\$ 500,000
Forensic IT Review Sublimit		\$ 500,000
Named Malware Sublimit		\$ 50,000
Public Relations Sublimit		\$ 10,000
Regulatory Fines and Penalties		\$ 500,000
PCI Fines and Penalties		\$ 500,000
Deductible		\$ 10,000
Defense and Liability Coverage	Annual Aggregate	\$ 1,000,000
Named Malware Sublimit		\$ 50,000
Deductible		\$ 10,000
Identity Recovery	Annual Aggregate	\$ 25,000
Expense Reimbursement Deductible		\$ 0
Cyber Liability:		
Computer Attack Limit		\$ 1,000,000
Loss of Business Sublimit		\$ 500,000
Public Relations Sublimit		\$ 10,000
Cyber Extortion		\$ 25,000
Misdirected Payment Fraud		\$ 5,000
Deductible		\$ 10,000
Network Security Defense and Liability Limit		\$ 1,000,000
Deductible		\$ 10,000
Electronic Media Liability Limit		\$ 1,000,000
Deductible		\$ 10,000

Cyber Solutions (Continued)

Coverage Includes:

Response Expenses Coverage: Affords coverage for loss arising out of personal data compromise events. Notification to the affected individuals, services for the affected individuals, including a toll-free help line, credit monitoring and identity restoration case management.

Defense and Liability Coverage: Affords coverage for data compromise defense costs and data compromise liability costs in the event that the insured becomes legally obligated to pay as a result of a data compromise. There must be a covered loss under the response expenses coverage before defense and liability coverage becomes effective.

Identity Recovery Coverage: affords coverage for case management services and expense reimbursement caused by an identity theft of key individuals. Key individuals for a school district include the school board, superintendent, and administrator. Case management services include a case manager as needed for 12 consecutive months once the service has started. The case management services do not reduce the limit available for Expense Reimbursement coverage. Expense reimbursement includes the cost to re-file applications rejected due to an identity theft, costs associated with notarizing documentation, fees incurred to obtain credit reports, certain attorney fees, and other reasonable costs to recover control of personal identity. Sub-limits are provided for the following coverages.

Coverage Included:

- **Data Restoration:** The cost of a professional firm hired to replace lost or corrupted data from electronic sources
- **Data Re-Creation:** The cost of a professional firm hired to research, Re-create and replace lost or corrupted data from non-electronic sources
- **System Restoration:** The cost of a professional firm hired to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system
- **Loss of Business :** Business income lost and extra expense incurred during the period of time when system and data recovery activities are taking place
- **Public Relations Services:** Assistance from a professional public relations firm in communicating with outside parties concerning the computer attack and your response

Network Security Liability:

Network Security Liability provides coverage for defense costs (within the policy limits) and associated settlement and judgment costs arising from actions brought by third parties who allege injuries as a result of a failure in the security of your business systems, including:

- A breach of third – party business data
- An unintended propagation of malware
- A denial of service attack in which you unintentionally participated

Storage Tank Liability

Insurer: ACE American Insurance Company (Chubb)
Policy Period: 07/01/2023 – 07/01/2024
Policy Number: G24809961-009
Premium: \$ 675
Named Insured: DC Everest Area School District

Third Party Tank Liability:

COVERAGE LIMITATIONS	LIMITS	
Total Policy Aggregate Limit of Liability for All Storage Tank Incidents	\$	2,000,000
Claims and Remediation Costs – Limit Per Storage Tank Incident	\$	1,000,000
Claims and Remediation Costs – Aggregate Limit for All Storage Tank Incidents	\$	1,000,000
Aggregate Limit of Liability for all Legal Defense Expenses for All Storage Tank Incidents	\$	1,000,000
Deductible – Per Storage Tank Incident	\$	5,000
Retroactive Date – Jr. High School / Middle School		07/01/2015
Retroactive Date – Maintenance Garage		03/12/2019
Coverage Form		Claims Made

Location Information

- 1000 Machmueller Street, Weston, WI 54476 – Jr. High School – 250 Gallon Above Ground Tank
- 9302 Schofield Avenue, Weston, WI 54476 – Middle School – 250 Gallon Above Ground Tank
- 6206 Alderson Street, Weston, WI 54476 – Maintenance Garage – 550 Gallon Above Ground Tank

Notable Forms Included, but not Limited to:

- PF-34075 (07/11) Closure, Removal or Replacement Amendatory Endorsement
- PF-54022 (02/20) Extended Reporting Period Scope Confirmation Endorsement
- PF-31172 (09/10) Financial Responsibility Condition
- PF-31174 (09/10) Loading and Unloading Coverage Endorsement
- ALL-21101 (11/06) Schedule of Covered Storage Tanks

Premium Payment Options

EMC Insurance Company:

- Agency Bill:
 - Annual:**
 - Premiums paid in full at issuance
 - Semi-Annual:**
 - 50% down payment, Second Payment of 50% due in 6 months
 - Quarterly:**
 - 25% down payment. 3 equal installments, due in 3, 6, and 9 months.
 - ***Ten Pay:**
 - 10 installments due consecutively, determined by policy effective date.
 - Monthly (12 Pay):**
 - 12 installments due consecutively, determined by policy effective date.
- Direct Bill:
 - Annual:**
 - Premiums paid in full at issuance
 - Semi-Annual:**
 - 50% down payment, Second Payment of 50% due in 6 months
 - Quarterly:**
 - 25% down payment. 3 equal installments, due in 3, 6, and 9 months.
 - Ten Pay:**
 - 10 installments due consecutively, determined by policy effective date.
 - Monthly (12 Pay):**
 - 12 installments due consecutively, determined by policy effective date.

Liberty Mutual Insurance Company:

- Agency Bill:
 - ***Annual:**
 - Premiums paid in full at issuance

Chubb Insurance Company:

- Agency Bill:
 - ***Annual:**
 - Premiums paid in full at issuance

***Indicates current payment plan elected.

Carrier Ratings

Your insurance coverage has been either quoted or placed with the following carrier(s). The current A.M. Best Rating for each carrier is also listed below and it is followed by a brief explanation.

CARRIER NAME	A.M. BEST RATING
EMC Insurance	A (XIV)
Chubb Insurance Company	A++ (XV)
Liberty Mutual Insurance Company	A (XV)

A.M. Best Company: is the leading provider of ratings and financial data for the insurance industry worldwide and Best's Ratings are recognized as the benchmark for assessing the financial strength of insurance related organizations and the credit quality of their obligations.

What is a Best's Rating? A Best's Rating is an independent third-party evaluation that subjects all insurers to the same rigorous criteria, providing a valuable benchmark for comparing insurers, regardless of their country of domicile. A.M. Best assigns ratings that are independent opinions, based on comprehensive quantitative and qualitative evaluation, of a company's balance sheet strength, operating performance and business profile.

A.M. Best's Financial Strength Ratings:

The following list outlines A.M. Best's rating scale and associated descriptions.

SECURE	VULNERABLE
A++, A+ (Superior)	B, B- (Fair)
A, A- (Excellent)	C++, C+ (Marginal)
B++, B+ (Good)	C, C- (Weak)
	D (Poor)
	E (Under Regulatory Supervision)
	F (In Liquidation)
	S (Rating Suspended)

A.M. Best's Financial Size Categories:

A.M. Best also assigns each letter rated (A++ through D) insurance company a Financial Size Category (FSC). The FSC is designed to provide a convenient indicator of the size of the company in terms of its statutory surplus and related accounts.

FSC	ADJUSTED POLICYHOLDERS' SURPLUS	FCS	ADJUSTED POLICYHOLDERS' SURPLUS
I	Less than 1	IX	250 to 500
II	1 to 2	X	500 to 750
III	2 to 5	XI	750 to 1,000
IV	5 to 10	XII	1,000 to 1,250
V	10 to 25	XIII	1,250 to 1,500
VI	25 to 50	XIV	1,500 to 2,000
VII	50 to 100	XV	2,000 or greater
VIII	100 to 250		

Note: Ranges are in millions of U.S. dollars. Source: www.ambest.com

Compensation Disclosure

At M3 Insurance, we strive to be your trusted business partner. It's important that you feel comfortable working with us and that we play an active role in helping you meet your business goals. It's also important that you're comfortable with how we're compensated for the services we provide.

To obtain a clearer picture of our compensation, please review the information below. For additional explanation or a summary of the compensation we receive from our partnership with you, please contact your M3 account executive.

Common Methods of Compensation

How we're compensated depends upon the agreement we have with each client, insurance carrier and provider. The two most common methods of payment are:

1. **Commission** – a broker may receive commission from an insurer on the placement of insurance. This is generally calculated as a percentage of premiums as quoted by an insurer.
2. **Broker Fees** – a client may prefer to pay a fee in lieu of, or in addition to, commission. In many cases, client agreements allow for a combination of commission and fees.

Additional Methods to Consider

Consulting agreements come into play when clients ask us to provide guidance or advice on specific topics. The answers they're seeking may fall outside our normal scope of services. In those situations, consulting agreements can be provided to meet the clients' particular needs.

Some carriers may offer **insurer incentives** or bonuses to brokers for placing quantities of business or quality of risk with their company. Of utmost importance to us is finding the right insurance carrier to meet clients' needs, not ours. So while we do accept these payments, two parameters are firmly in place to ensure client needs come first:

- **No sales reward** – our account executives are not rewarded for placing business with specific insurers. They are only rewarded for their ongoing relationship with clients.
- **No knowledge** – our account teams are shielded from knowledge of insurer incentives. We don't want financial rewards driving the advice we provide clients, so we take knowledge of such payments out of the equation. If we meet a carrier incentive, it's because that carrier is providing a product that our clients want, not because we directed business to that carrier.

Fees and Interest

Finally, if clients choose to pay their fees in installments, there may be **administrative fees** and/or **interest** associated with the installment payment. M3 may earn interest on premium deposits until payment is remitted to the insurance carrier.



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Dr. Jack E. Stoskopf, Jr.
Interim Assistant Superintendent of Operations

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent

FROM: Dr. Jack E. Stoskopf, Jr., Interim Assistant Superintendent of Operations

DATE: July 19, 2023

RE: Recommend date for 23-24 Budget Hearing and Annual meeting

It is recommended that the Board approve October 25, 2023, as the date for our Budget Hearing and Annual Meeting.

This date provides the business office ample time to prepare the needed documents after all critical information is received – including final property values, final aid amounts, final student counts, open enroll in/out data, and final school voucher information.



D.C. Everest Area School District

1699 Schofield Ave., Suite 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Casey Nye, Ed.D.
Superintendent

MISSION STATEMENT

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To: D.C. Everest School Board

From: Dr. Casey Nye, Superintendent

Date: July 19, 2023

Subject: Meeting Date and Convention

In addition to the October meeting date change, the State Education Convention falls over the third Wednesday in January. If Board members are considering going, I would recommend moving the January meeting to possibly a week later to January 24, 2024.

We also need a count of members considering attending the convention so hotel rooms can be reserved in August. Rooms close to the convention site are at a premium. The convention runs from Wednesday, January 17, through noon on Friday, January 19, 2024. There may be some pre-convention session Tuesday, January 16, in the afternoon.



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To: D.C. Everest School Board
From: Dr. Casey Nye, Superintendent
Date: July 19, 2023
Subject: Staff Handbook

Staff handbooks have been updated to reflect current policy as well as paid time off adjustments. I recommend approval.



A Great Place to Work

EMPLOYEE HANDBOOK

If any provision of this *Employee Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this *Employee Handbook* shall not be affected thereby.

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Employee Acknowledgment

D.C. Everest Area School District employees must acknowledge the District's *Employee Handbook* online through *Skyward*™. New District employees will acknowledge the *Employee Handbook* as part of their New Employee Orientation paperwork. The *Employee Handbook* is always available to employees on the [DCE Staff Intranet](#).

General Provisions Applicable to All Employees

Preamble and Definitions

About this Handbook

- A. **Employees Covered:** This *Employee Handbook* is provided as a reference document for the **D.C. EVEREST AREA SCHOOL DISTRICT**'s (hereinafter referred to as "District") employees.
- B. **Disclaimer:** The contents of this *Employee Handbook* are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language, which appears in this *Employee Handbook*, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Employee Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Employee Handbook* or individual contract.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, and expectations of the District; however, this *Employee Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Guidelines are available on the District website at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and at the Superintendent's office. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the D.C. Everest School Board.

Definitions

- A. **Administrative Employees:** "Administrative Employees" are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. **Casual Employees:** "Casual Employees" are defined as persons who are not scheduled to work on a regular basis and/or a student employee.
- C. **Discipline:** Any discipline taken by the District will be related to the frequency and seriousness of the issue and is not limited to but may include the following: coaching, verbal or written warning, employee assistance referral, suspension (with or without pay), and termination.
- D. **Regular Employees:** "Regular Employees" are defined as employees whom the District considers continuously employed. These employees are employed either year-round or during the school year.
- E. **Seasonal/Summer School Employees:** "Seasonal employees" are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District during the summer school session. "Summer school session" is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
 - 1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular employees. The District is free to use external employees to perform such work.
 - 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically determined by the District at the time of hire, work performed by a regular employee during a seasonal or summer

school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels. An exception to this guideline is School Nutrition employees.

- F. **Substitute/Temporary Employees:** "Substitute/Temporary Employees" are defined as persons hired to replace a regular employee during a regular employee's absence as needed, on an on-call basis, or for a specific project for a specific length of time. A substitute/temporary employee has no expectation of continued employment or benefits.
- G. **Supervisor:** The District will identify the individual employee's supervisor on the employee's job description.
- H. **Teachers:** "Teachers" are defined as persons hired under a contract under § 118.22, Wis. Stats.
- I. **Termination:** "Termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- J. **Workplace Safety Definition for Grievance Procedure:** In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety.

General Personnel Policies

This *Employee Handbook* is subservient to, and does not supersede the provisions set forth in Board Policies at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employment Law

Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

Nondiscrimination and Equal Employment Opportunity

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or nonuse of lawful products off the District's premises during nonworking hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. See *Policies 1422, 3122, and 4122* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Reasonable accommodations shall be made for qualified individuals with a disability. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act (ADA) and/or under the Wisconsin Fair Employment Act (WFEA) from employees must be made in writing in accordance with Board Policy. See *Policies 1623, 3123, 4123* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy. See *Policies 1422, 3122, and 4122* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Fair Labor Standards Act (FSLA)

See Policy 6700 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the Department of Labor website at <https://www.dol.gov/agencies/whd/flsa>.

Immigration Reform and Control Act of 1986

See Administrative Guideline 3111B and 4111B at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the USCIS website at <https://www.uscis.gov/i-9>.

Nondiscrimination on the Basis of Sex in Education Programs or Activities

See Policy 2266 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Notice of Privacy Practices

Effective date April 4, 2004

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The D.C. Everest Area School District Group Medical Plan (the "Plan"), which includes medical, dental, and FSA coverages offered under the D.C. Everest Area School District Plans, are required by law (under the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA's privacy rule) to take reasonable steps to ensure the privacy of your personally identifiable health information. This Notice is being provided to inform you of the policies and procedures D.C. Everest Area School District has implemented and your rights under them, as well as under HIPAA. These policies are meant to prevent any unnecessary disclosure of your health information.

Use and Disclosure of Your Health Information by the Plan that Do Not Require Your Authorization:

The plan may use or disclose your health information (that is protected health information [PHI], as defined by HIPAA's privacy rule) for:

1. **Payment and Health Care Operations:**
In order to make coverage determinations and payment (including, but not limited to, billing, claims management, subrogation, and plan reimbursement). For example, the Plan may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits. Your health information may also be used or disclosed in order for the Plan to carry out its own operations regarding the administration of the Plan and provide coverage and services to the Plan's participants. For example, the Plan may use your health information to project future benefit costs, to determine premiums, conduct or arrange for case management or medical review, for internal grievances, for auditing purposes, business planning, and management activities such as planning related analysis, or to contract for stop-loss coverage. Pursuant to the Genetic Information Non-Discrimination Act (GINA), the Plan does not use or disclose genetic information for underwriting purposes.
2. **Disclosure to the Plan Sponsor:** As required, in order to administer benefits under the Plan. The Plan may also provide health information to the plan sponsor to allow the plan sponsor to solicit premium bids from health insurers, to modify the Plan, or to amend the Plan.
3. **Requirements of Law:**
When required to do so by any federal, state, or local law.

4. **Health Oversight Activities:**
To a health oversight agency for activities such as audits, investigations, inspections, licensure, and other proceedings related to the oversight of the health plan.
5. **Threats to Health or Safety:**
As required by law, to public health authorities if the Plan, in good faith, believe the disclosure is necessary to prevent or lessen a serious or imminent threat to your health or safety or to the health and safety of the public.
6. **Judicial and Administrative Proceedings:**
In the course of any administrative or judicial proceeding in response to an order from a court of administrative tribunal, in response to a subpoena, discovery request, or other similar process. The Plan will make a good faith attempt to provide written notice to you to allow you to raise an objection.
7. **Law Enforcement Purposes:**
To a law enforcement official for certain enforcement purposes, including, but not limited to, the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.
8. **Coroners, Medical Examiners, or Funeral Directors:**
For the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law.
9. **Organ or Tissue Donation:**
If you are an organ or tissue donor, for purposes related to that donation.
10. **Specified Government Functions:**
For military, national security and intelligence activities, protective services, and correctional institutions and inmates.
11. **Workers' Compensation:**
As necessary to comply with Workers' Compensation or other similar programs.
12. **Distribution of Health Related Benefits and Services:**
To provide information to you on health-related benefits and services that may be of interest to you.

Use and Disclosure of Your Health Information by the Plan that Does Require Your Authorization: Other than as listed above, the Plan will not use or disclose without your written authorization. You may revoke your authorization in writing at any time, and the Plan will no longer be able to use or disclose the health information. However, the Plan will not be able to take back any disclosures already made in accordance with the Authorization prior to its revocation.

Your Rights with Respect to Your Health Information: You have the following rights under the Plan's policies and procedures, and as required by HIPAA's privacy rule:

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

Right to an Accounting of Disclosures: You may request a list of disclosures made by the Plan of your health information during the six years prior to your request (or for a specified shorter period of time), however, the list will not include disclosures made: (1) to carry out treatment, payment, or health care options; (2) disclosures made prior to April 14th, 2004; (3) to individuals about their own health information; and (4) disclosures for which you provided a valid authorization.

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI, 715.359.4221 to make this request.

The Plan's Duties: The Plan is required by law to maintain the privacy of your health information as related in this Notice and to provide this Notice to you of its duties and privacy practices. The Plan is required to abide by the terms of this Notice, which may be amended from time to time. The Plan reserves the right to change the terms of this Notice and to make the new Notice provisions effective for all health information that it maintains.

Complains and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. You may also file a complaint with the Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221

General Employment Practices and Expectations

Professional Expectations

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care, as well as an overall professional environment.

Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally. See *Policies 3216 and 4216* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
- Staying current in your work assignment by actively engaging in professional development activities in and/or out of the District.
- Representing the District in a positive fashion in community venues.

Teachers' professional conduct also includes:

- Attending/participating in scheduled meetings as requested (examples include, but are not limited to IEP meetings and faculty meetings).
- Attending/participating in scheduled school/District events as requested (examples include, but are not limited to parent/teacher conferences, parent open houses, student back-to-school orientations, extra-curricular activities, and graduation ceremonies).

It is recognized that professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board Policies, work rules, job descriptions, terms of this *Employee Handbook* and legal obligations.

Job Postings

When the District deems it necessary to post a vacancy within the District, a notice will be emailed to staff, as well as advertised as needed. See *Policies 3132 and 4132* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Hiring

Applications for all open positions will be submitted online via the District's application system. The Director of [Talent & Culture Human Resources](#) shall ensure that an appropriate team will screen and interview applicants selected for the interview process. Only application materials submitted in the online application will be accepted (application materials sent outside of the application will not be considered part of the application). While the online application system is strongly preferred for Custodial and School Nutrition applications, paper applications are also accepted.

Qualifications

Candidates must have the necessary training and skills as required to successfully carry out the requirements of the assignment.

Duties

The duties and responsibilities of all employees will be in their written job description. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. Copies of all job descriptions shall be on file in the [Human Resources Talent & Culture](#) Department and shall be revised from time to time as deemed necessary. See *Policies 1400, 3120.01, and 4120.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work scheduled hours during each workday, unless the employee has an

approved absence. Meal periods may only be taken during times designated by the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures in **Skyward™** for reporting their absence. The District will monitor attendance and absence patterns. Inaccurate reporting of time worked will be investigated and may result in disciplinary action, up to and including termination.

Staff Bulletin Boards

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with Board Policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by the applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students, or board members and shall not be in contravention of any Board Policy or law. The Building Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

Child Abuse and Neglect Reporting

See Policy 8462 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Threats of Violence Reporting

See Policy 8462.01 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Anonymous Reporting Hotline

The District has contracted with Lighthouse Services, Inc. for an anonymous reporting hotline.

The purpose of the hotline is for reporting fraud, unlawful, unethical and other types of improper behavior. The hotline is NOT a substitute for routine communications within our organization between associates and their supervisors and managers, particularly as to workplace duties. Likewise, it does not replace communications with **Human-ResourcesTalent & Culture** staff about benefit issues or other job-related issues. This hotline is an additional communication tool for specific types of situations and it is provided because we believe that it is a good business practice to do so. Regular business matters that do not require anonymity should be directed to the employee's supervisor or the Human-ResourcesTalent& Culture Department and should not be submitted using this service.

Additional information is on the [DCE Staff Intranet](#).

Employee Anti-Harassment

See Policies 1662, 3362, 4362 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See Policy 7540.04 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the [Staff Acceptable Use Agreement for Technology Resource](#).

A. *Electronic Communications:*

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-messages and other forms of digital communications, e.g. voicemail, Twitter™,

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Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. External electronic storage devices are subject to monitoring if used with District resources.
- B. **User Responsibilities:** The following standards will apply to all users (students and employees) of the network/internet:
1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
 2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Board Policy.
 3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Board Policy, and administrative regulations.
 4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing inappropriate material. The user must then notify the network administrator and/or immediate supervisor of the website address that should be blocked by the filtering software.
 5. A user may not disable internet-tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.
- C. **Electronic Communications with Students:** Employees are prohibited from communicating through electronic media with students who are enrolled in the District, except as set forth in Section D. An employee is not subject to this prohibition if the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.
- The following definitions apply for purposes of this section on Electronic Communication with Students:
- "Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.
- "Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.
- "Electronic media" includes all forms of media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Myspace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.
- D. **Limited Electronic Communication with Students:** Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities).
 2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
 3. The employee is prohibited from communicating with students through a personal social network page, unless the employee has a pre-existing social or family relationship with the student as listed in C above.
 4. The employee must create a separate social network page ("professional page") for communicating with students through a social network. The employee must enable administration and parents to access the employee's professional page.
 5. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
 6. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with students.
- E. *Retention of Electronic Communications and other Electronic Media*: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.
- F. *Electronic Recording*: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. *Compliance with Federal, State and Local Law*: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records. See *Policy 8330* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
 2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses. See *Policy 8320* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.

- H. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- I. *Personal Web Pages*: Employees may not misrepresent the District by creating, or posting any content to any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- J. *Disclaimer*: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- K. *District Property*: The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

Drug-, Alcohol-, and Tobacco-Free Workplace

See *Policies 3122.01, 4122.01, 3215, 4215, 7434* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. *Drugs and Alcohol*: The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. The District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. *Tobacco Products*: Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. *Reasonable Suspicion Testing*: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. *Consequence for Violation*: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee

assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies 41 U.S.C. 702(a0) (1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.

- E. **Notification of Conviction:** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source– the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)]
- F. **Employee Assistance Program:** The Employee Assistance Program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical, or productivity concerns or problems. EAP helps in the prevention, identification, and resolution of work-related or personal problems. Additional information is on the [DCE Staff Intranet](#).

Physical Examination

See Policies 1460, 3160, and 4160 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Identification Badges

The School Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers, and visitors to wear a District or school-issued identification badge. Identification badges should be displayed in plain view by all employees while carrying out regular employment duties.

Issuing Identification Badges

The District will provide the initial badge, clip, or lanyard to all employees, volunteers, and coaches at no cost to the employee.

Additional or Replacement Badges

Identification badges will be replaced at no cost to the employee when there is a change in employment status upon surrender of the old badge. Identification badges that malfunction without any apparent physical damage to the card will be replaced at no cost to the employee. Identification badges that are lost, stolen, broken, or worn out will be replaced without cost to the employee once every three years.

There shall be a charge of \$10.00 for each identification badge replaced more often than once every three years. Lost or stolen identification badges are to be immediately reported to the [Talent & Culture Human Resources](#) Department at extension 1225 or 1226, or to the Technology Department at extension 1352 for access security reasons. If lost or stolen, the old identification badge will be deactivated.

Visitors/Volunteers

All visitors/volunteers in school buildings are required to check in to the main office to obtain a Visitor's Identification Badge.

Employee Name Changes

An employee that legally changes their name with the Social Security Administration must present their new Social Security Card to the Talent & Culture Department before their name will be changed in the District's systems.

Licensure/Certification

Each employee who is required to be licensed or certified by law must provide [Talent & Culture Human-Resources](#) with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification. See *Policy 3120* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Payroll

Payroll Cycle

Employees will be paid bi-weekly by direct deposit.

Direct Deposit Payment Method

All employees are required to receive their payroll check via direct deposit. Check history is available in **Skyward**[™]. Direct deposit account changes may be made after giving thirty (30) calendar days' notice in writing to the Payroll department.

Overtime

Non-exempt employees will be paid at time and one-half the regular rate of pay for all hours worked in excess of 40 hours in the workweek.

Time Cards or other Form of Electronic Tracking of Hours Worked

Time cards or an electronic time card system shall be used by all non-exempt employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for any other employee. If an employee leaves the premises for any personal reason, the electronic system is to be used to clock in and out.

Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available electronically and updated by the Business Office when rates change.

Reduction in Force

The Board may reduce staff based on the best interest of the District when necessary. Employees in affected areas will receive notice in accordance with applicable statutory requirements. The District will consider the following factors, including, but not limited to qualifications, job performance, experience, certification, and professionalism.

Workers Compensation

Supervisor Responsibilities

- When employee is injured, follow the most current Workers Compensation Workplace Injury Procedure.
- Assist the Business Office with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job tasks.
- Assist in monitoring the progress of injured employees during recovery period.

Employee Responsibilities

- Report all injuries, illnesses, and incidents immediately to your supervisor.
- Work with supervisor to report the incident to the insurance company.
- Cooperate with the workers' compensation insurance claims staff, the school District, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.

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- Upon returning to work, provide the Business Office with your medical provider's medical release and any information regarding your recovery process.
- Comply with work restrictions during your recovery process.

Business Office Responsibilities

- Help supervisors and employees fully understand their role and function within our Return-To-Work program and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within his or her recovering functional capabilities and limitations.
- Work closely with the Workers Compensation insurance company.
- Investigate all on-the-job incidents.

Return-To-Work Program

The District has implemented a Return-To-Work program to help ensure that our employees receive the best care on their way to full recovery from work-related injuries. All employees and supervisors are expected to fully participate in all components of the program. Any questions, comments, or concerns about this program or related procedures can be directed to the Business Office.

The District believes that the best approach to controlling incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest assets and we are committed to providing prompt, high-quality medical care and returning injured workers to productive employment as soon as medically possible.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will make every effort to provide a modified transitional work position until the employee is able to resume normal duties. All of our modified work is temporary and intended to facilitate a "return to regular work duties" when medically feasible. These positions may be offered at any location or any department or shift that the District can accommodate.

Any employee who is off because of an excused Workers Compensation situation will be paid from their accumulated paid time off, then sick leave balance for hours not worked during time of injury and recovery, up to the time the accumulated sick leave balance is exhausted. During this same period, any monies reimbursed to the District by the Workers Compensation carrier will be deposited by the District into the appropriate salary account. The dollar amount of the check will then be divided by the employee's current hourly rate, to arrive at the amount of paid time off, then sick leave hours to be credited back to the employee's paid time off, then sick leave accumulated balance. Upon exhaustion of the employee's accumulated paid time off, then sick leave balance, the employee will only be paid directly by the Workers Compensation carrier, and payment from the District will cease, until the employee resumes work.

TTWA (Temporary Transitional Work Assignments) Guidelines

- The District will determine appropriate work hours, shifts, and locations of all Temporary Transitional Work Assignments (TTWA). The District reserves the right to determine the availability and appropriateness of all jobs.
- TTWAs will be reviewed regularly and extended or ended at the discretion of the school District based on workflow needs.
- District supervisors will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the supervisor will assess the ability to adjust the TTWA accordingly. All changes to TTWAs will be made after receiving concurrence from the employee's attending physician.
- If the employee is later determined to have a permanent disability, which restricts his/her ability to return to their job at time of injury, the TTWA may end.
- The District will determine whether the worker's physical restrictions require substantial modification to job tasks and whether such modifications are possible.
- To the extent possible, the District will consider work site modifications to allow the injured employee to continue employment.

Conflict Resolution

Problems, misunderstandings and frustrations may arise in the workplace. It is the District's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

The purpose of this process is to provide a quick, effective and consistently applied method for an employee to present his or her concerns to management and have those concerns internally resolved.

Step 1: Discussion with Supervisor

- a. Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with the next level supervisor to discuss the problem that gave rise to the complaint within five working days of the date the incident occurred.
- b. The supervisor should respond in writing to the complaint within five days of the meeting.

Step 2: Written Complaint and Decision

- a. If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's director/supervisor/department head within five days.
- b. The employee's director/supervisor/department head should forward a copy of the complaint to the superintendent's office.

The submission of the written complaint is due within five working days of the response from the supervisor. The complaint should include:

- The problem and the date when the incident occurred.
 - Suggestions on ways to resolve the problem.
 - A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should note no response was given.
- c. Upon receipt of the formal complaint, the director/supervisor/department head must schedule a meeting with the employee within five working days to discuss the complaint. Within five working days after the discussion, the director/supervisor/department head should issue a decision both in writing and orally to the employee filing the complaint.

Step 3: Appeal of Decision

- a. If the employee is dissatisfied with the decision of the director/supervisor/department head, the employee may, within five working days, appeal this decision in writing to the superintendent's office.
- b. The superintendent or designee may call a meeting with the parties directly involved to facilitate a resolution. Or the superintendent or designee may refer complaints to a review committee if it believes that the complaint raises serious questions of fact or interpretation of policy. The superintendent or designee may gather further information from involved parties.
- c. The superintendent or designee should issue a decision both in writing and orally to the employee filing the complaint within five days.

Additional Guidance

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision and the problem should not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

The District reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No District employee will be subject to retaliation for filing a complaint under this policy.

Grievance Procedure

See Policies 3340 and 4340 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Leave

Sick Leave

Effective starting July 1, 2022:

Employees may have a Sick Leave bank which can be maintained up to a maximum of eighty (80) days. If an employee currently has more than eighty (80) days of Sick Leave, all previously earned days will remain in the employee's Sick Leave bank, but the employee will not be able to roll any additional days over until they are below the maximum. Each new fiscal year, employees must use all of their allocated PTO days in total before utilizing Sick Leave from their Sick Leave bank.

After PTO is exhausted, Sick Leave may be used for illness or medical reasons for self, medical/dental appointments for self, medical/dental appointments for a family member, and to care for an ill family member. Sick Leave application for family members is exclusively reserved for a spouse, parents, and children under the age of 18. Sick Leave cannot be used for childcare reasons with the exception of Wisconsin-FMLA for birth or adoption.

Sick Leave must be taken in one-hour increments. The only exception would be employees whose full day is a partial hour (ex. 5.5 hours), then they will be required to use 5.5 hours when requesting an entire day off.

The District may require a certification by a medical provider after an employee has been absent for an illness or any other use of Sick Leave. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of Sick Leave. Any employee obtaining Sick Leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

Paid Time Off (PTO)

Effective starting July 1, 2022

Benefit Description

PTO is a leave benefit enhancement that will begin on July 1, 2022. PTO provides a bank of leave time for employees to use at their discretion when requesting time away from work. PTO is designed to increase flexibility and choice by empowering employees to prioritize elements of their flexible compensation and positively influence their work-life balance. Employees in the following categories receive the stated number of PTO days at the start of each year:

52 Week Administrators 52 Week Salary 52 Week Hourly Buildings & Grounds	Extended SY Administrators Extended SY Salary Extended SY Hourly	Teachers School Year Hourly School Nutrition
18	14	11

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work (ex. 6 hours per day equals 6 hours per PTO day for a total of 66 hours for the school year).

Employees who start on the first day of the work year will receive the annual allocation of PTO days to use immediately. New employees hired after the first day of the work year will receive a prorated number of PTO days based on the number of remaining work days. New employees hired less than two weeks prior to the last scheduled workday of the year for their position will not receive a PTO allocation until the start of the following year.

Guidelines

A reason is not required when requesting pre-planned PTO. PTO requests will be approved/denied by the employee's supervising administrator in the order received without detriment to the learning or work environment. The supervising administrator will determine if they will approve or deny the request based on the needs of each building and department at the time of the request. The operational needs of the building or department will be taken into consideration prior to approving or denying a request for PTO.

PTO requests that are less than a full work day in duration may only be taken in increments of one hour. For PTO requests that are a full work day in duration, employees will use the number of hours they are scheduled to work (ex. 5.5 hours).

Employees requesting extended pre-planned PTO (between 3-5 days) are advised to submit their request as soon as possible, preferably two weeks or more notice. Employees may take off a maximum of 5 consecutive days of extended pre-planned PTO. In the case of illness or emergency, employees are required to contact their supervising administrator immediately and if possible, at least two (2) hours before the start of the workday.

Employees may exceed the maximum 5 consecutive days of PTO if it is for a sick- or medical-related reason. The employee may be required to apply for FMLA and/or provide medical certification if using more than 5 consecutive days of PTO.

For all employees except Buildings and Grounds & School Nutrition*:

It is recommended that absence requests for PTO be entered into Skyward and Frontline/Aesop (if a substitute is needed) at least 72 hours prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request.

**See the Provisions for Buildings and Grounds Employees and Provisions for School Nutrition Employees sections.*

See the Provisions for Teachers and Provisions for 12 Month Employees (Technology Department employees only) section for PTO daily maximums.

If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee needs to use an unplanned PTO day (examples: employee becomes ill, has an emergency, sick family member, etc.) a PTO day must be canceled and applied to the unplanned day. For example, an employee pre-plans and schedules their total allocation of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Therefore, the day that was canceled will be a leave without pay day if the employee still wants time off. As mentioned above, employees cannot access their Ssick Lleave bank until all PTO has been exhausted.

Payout/Conversion of PTO

Each PTO day has a cash value of \$20.00 per hour (value is subject to change based on district budget allocations). At the end of the work year, employees may request any unused PTO days be paid out or rolled into their Sick Leave bank, subject to the maximum. PTO days will not roll over as PTO days to the next work year.

Employees will be provided with an electronic form near the end of the school year to allocate any remaining cash value or convert unused time to their sick leave bank. Cash value will be paid on a separate payroll date in June- for school-year employees and in July for year-round employees, June or July. The date will be determined annually, and the Operations department will notify all employees.

If an employee does not make a decision regarding unused PTO, the days will automatically roll over to the employee's individual Ssick Lleave bank. If the employee's individual Sick Leave bank has reached the cap, the employee will receive a pay out of the unused PTO days.

Since employees are given the option/discretion to convert unused PTO to cash, the payment is not WRS reportable earnings. In cases of resignation, retirement, or layoff, unused PTO days will be paid out on the employee's last paycheck and will not be WRS reportable earnings. In cases of terminations or non-renewal, a payout of unused PTO days will not occur.

Each PTO day has a cash value and is only valid during the year they were earned. If PTO days are converted into Ssick Lleave (rolled into employee's Ssick Lleave bank), they do not retain their cash value.

Upon Termination of Employment

In cases of resignation (in addition to giving a two-week notice), retirement, or layoff, PTO days not used prior to the last date of employment (subject to prorate below) will be paid out on the employee's last paycheck at the PTO cash value rate. In cases of termination or non-renewal, a payout of unused PTO days will not occur.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture.

If an employee does not work the entire year for which the PTO was allotted, the PTO the employee is entitled to may be prorated. Any PTO from the prorate that the employee did not use will be paid out at the PTO cash value

rate on the employee's last check. If an employee used more PTO than the prorate, the employee may be required to reimburse the District.

PTO may be prorated based on how many months-days of the fiscal-work year for their position that the employee worked. For example, if the employee worked 138 days out of the 184 scheduled days for their position and they received 11 days of PTO at the start of the year, the prorate would be calculated as $138/184 \times 11 = 8.25$ days (then converted to hours, rounded up to the nearest hour), nine months out of the twelve months and received 18 days of PTO at the start of the year, the prorate would be calculated as $9/12 \times 18 = 13.5$ days.

Leaves of Absence

See Policies 3430 and 4430 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

A leave of absence without compensation and benefits for a period of up to one (1) semester or one (1) school year may be considered provided a suitable replacement can be obtained. Request for leave of absence shall be made to the Director of Talent and Culture by March 1 of the year preceding the year that the leave commences.

Leave Without Pay

Should a situation arise where all PTO and any remaining Ssick Lleave has been depleted, or the absence does not qualify for use of Ssick Lleave, the employee should contact their supervising administrator and the Director of Talent and Culture. Depending on the unique circumstances, additional time off may be granted and would be unpaid. The employee will then enter their unpaid time off in Skyward. The Leave Without Pay Request Form will no longer be used.

Leave Without Pay cannot be used before PTO and/or Sick Leave is exhausted (if absence reason is eligible for Sick Leave usage) unless employee is on approved Wisconsin FMLA.

If an employee is absent for a sick-related reason and has exhausted all of their PTO and any remaining Ssick Lleave from their individual Ssick Lleave bank, approval is not required via the above process. The employee will need to notify their supervisor and enter their unpaid time off in Skyward. As with Sick Leave, the District may require a certification by a medical provider after an employee has been absent for an illness or another medical reason. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of sick-related Leave Without Pay.

Inclement Weather Day Guidelines

Hourly employees that are not scheduled to work on inclement weather days are not paid if they do not work. However, they may submit a PTO request if they would like to be paid for the inclement weather day. Other hourly employees (and year-round salaried employees) that are scheduled to work on inclement weather days will need to use PTO or Vacation Leave if they are unable to work part or all of the inclement weather day.

Teachers and Extended School Year salaried employees are paid for inclement weather days (non-virtual learning days) and PTO is not required to be used. If the inclement weather day is a virtual learning day and the teacher or Extended School Year salaried employee is unable to work part or all of the virtual learning day, they will need to use PTO (or other time off if applicable).

Unrequested Leaves of Absence/Fitness for Duty

See Policies 1461, 3161, and 4161 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Jury Duty Leave

Employees of the District who are selected for jury duty are required to serve according to Wisconsin State Statutes. Employees who are selected for jury duty shall notify their principal/supervisor as soon as possible each time that they are called for possible service.

Staff members who are not placed on the jury shall notify their principal/supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify their principal/supervisor. When released from jury duty, employees shall immediately notify their principal/supervisor, return to their work assignment and complete the scheduled work day unless there is less than one (1) hour before the end of their work day. In all cases, the principal/supervisor shall notify the Director of -Talent & CultureHuman Resources.

Compensation arrangements: employees called for jury duty shall be paid their regular earnings. Staff members must submit a check for the amount of jury duty fees (not including travel allowance) to the Business Office within one week after they have been paid by the County or the amount will be deducted from their subsequent check.

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See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the fillable Jury Duty – Payment of Fees form.

Bereavement Leave

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

In case of death in the immediate family of the employee (spouse, child, parent) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime to attend services and manage detail the week or after the death.

In case of death in the family of parent-in-law, sibling, sibling-in-law, grandparent, grandchild, or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor to attend services and manage details the week of or after the death.

Funeral leave of one (1) day with pay shall be granted to attend the funeral of the employee's uncle, aunt, niece, nephew, great grandparent, and grandparent-in-law.

This provision shall not be applicable if an employee is on leave-of-absence, paid sick leave or vacation.

Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.

Upon advance written approval of the Director of Talent & Culture Human Resources, an employee shall be granted reasonable time off with pay up to a maximum of eight (8) hours for pallbearer duties.

The Superintendent may approve additional time off on an individual basis.

Bereavement Leave Table

Current Relationship to Employee (Biological/Adoptive/Step)	Days of Leave
Spouse	5
Child	5
Parent	5
Parent-in-Law	3
Sibling	3
Sibling-in-Law	3
Grandparent	3
Grandchild	3
Relative with Whom Employee Lives	3
Grandparent-in-Law	1
Great Grandparent	1
Aunt/Uncle	1
Niece/Nephew	1

Organ Donor Leave

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

The Bone Marrow and Organ Donation Leave Act requires all employers with 50 or more permanent employees must allow employees up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Please contact Talent & Culture Human Resources for further details.

Family Medical Leave

See *Policies 3430.01 and 4430.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

To request Family and Medical Leave, employees will log in to the District web site at <http://personnel.dce.k12.wi.us/> and go to the Family Medical Leave Act (FMLA) Time Off Request link. Directions for submitting a request for FMLA leave are located there.

Family or Medical Leave Act 1987 Wisconsin Act 187 Section 103.10 Wisconsin Statutes <https://docs.legis.wisconsin.gov/statutes/statutes/103/10/13/b/2>.

Federal Medical Leave Act Pub. of 1993 Public Law 103-3 enacted February 5, 1993 <http://www.dol.gov/whd/fmla/fmlaAmended.htm>.

Other Employee Leaves

See *Policies 3431 and 4431* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the following:

Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver
Leave for Voting
Election Official Leave
Leave to Testify

Nondiscrimination Based on Genetic Information of the Employee

See *Policies 1422.02, 3122.02, and 4122.02* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Benefits Applicable to Regular Employees

Insurance Coverage

Contact the ~~Talent & Culture~~Human Resources Department for more specific coverage information. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Cafeteria Plan/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to eligible employees to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Dependent care flex plan costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- Employees are eligible to participate in a Dependent Care FSA on their date of hire. There is no hourly requirement for the Dependent Care FSA.

Dental Insurance

The Board shall provide dental insurance to regular employees. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family dental plan and cover the spouse under their plan. The spouse that is not the subscriber will not be allowed to carry a single plan.

Vision Insurance

The Board offers employees who work 600 hours per year or more an opportunity to purchase vision insurance. The plan provides benefits for exams, glasses, and contacts. Coverage is available for dependent children until the end of the month in which they reach age twenty-six. This insurance is 100% employee funded.

Health Insurance

The Board shall provide health insurance to eligible employees that are scheduled to work 30 hours or more per week. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family health plan. If both husband and wife qualify for insurance and there are no dependents, each employee has the option to take a single health plan.

Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Life Insurance

The Board shall provide Basic life insurance to eligible employees that are scheduled to work over 880 hours a year.

Short-Term Disability

The Board offers employees who work 600 hours or more per year an opportunity to purchase Short Term Disability insurance. This plan provides income protection in the event that the employee is ill or injured and unable to work for a short-term period of time. Benefits under Short Term Disability will be governed by the plan document. Short Term Disability coverage is 100% employee funded with monthly premiums varying by coverage election amounts.

Long-Term Disability

The Board shall provide long-term disability insurance to employees that are scheduled to work over 600 hours a year.

Tax Sheltered Annuities (TSA)/Deferred Compensation

The District provides employees the opportunity to participate in a 403(b) Tax-Sheltered Annuity Plan and/or the Wisconsin Deferred Compensation Plan (457). Plan highlights can be found on the [DCE Staff Intranet](#).

Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer’s share for eligible employees as required by state statute. The employee shall pay the employee’s required WRS contribution as required by state statute.

Post-Employment Benefits for Employees Hired or Rehired after June 30, 2014

All newly hired or rehired employees who begin working in the District after June 30, 2014 will not be eligible for post-employment health, dental, life, or disability benefits when they retire. If an employee retires because of a disability, and is considered disabled, then they may be eligible for post-employment disability benefits.

Additionally, all newly hired or rehired employees who begin working in the District after June 30, 2014 will not be eligible to remain on any of the District benefit plans upon retirement, nor will they receive any premium credits. Post-employment, all employees will be required to obtain all health-related insurances outside the District’s plan(s). COBRA rules apply.

Other Post Employment Benefit: Health Benefit

Post-Employment Health Benefits				
Group (on date of retirement)	Age Eligibility	Years of Service*	Benefit if retiring prior to reaching the age of Medicare eligibility	Benefit if retiring at/after reaching the age of Medicare eligibility
Teachers (DCETA)	55 (before September 1 st of the next school year)	15	\$60,000	\$30,000
At-Will Salaried	55 (on date of retirement)	15	\$60,000	\$30,000
Hourly	57 (on date of retirement)	25	\$30,000	\$15,000
Hourly	57 (on date of retirement)	30	\$40,000	\$20,000
Hourly	57 (on date of retirement)	35	\$50,000	\$25,000

General Notes	
For All Employees	Funds will be deposited into personal HRA accounts and can be used for medical premiums only. Medical premiums include health insurance, dental insurance, optical insurance and long-term care insurance.
Years of service do not need to be consecutive.	

*Years of Service will be based on the fiscal school year. Employees will receive one full year of service for the first year they were employed by the District if they started before November 1st. Employees hired after November 1st will receive one half year of service.

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Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

General Provisions for Employees

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training, and experience and shall be within the range established for that position.

Work Year, Week, Day

Full Time Employees

The normal work year will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours, with one-half (1/2) hour being provided for unpaid lunch. These hours can be adjusted by the immediate supervisor on the basis of need.

Part Time Employees

Individuals working less than 2,080 hours will have their work year, week, and day tailored to the District's need. Hourly employees working six (6) or more hours will be required to take a one-half (1/2) hour unpaid lunch.

Overtime

See Policy 6700 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Mandatory Overtime

The District may require employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.

Consequences of Unauthorized Overtime

Full time employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action up to and including termination.

Nonexempt Employees

The purpose of this guideline is to instruct nonexempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones, text messaging devices, computers, and handheld computers such as personal digital assistants (PDA).

As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime

eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Nonexempt employees should not check for, read, send, or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by [management-administration](#) to do so.

Nonexempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this guideline. Supervisors requiring nonexempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination.

Reasonable Assurance

The District shall inform less than twelve months employees in writing by June 1st of each year whether the employee can be reasonable assured of continuing employment for the following year.

Provisions for Twelve (12) Month Employees

These Provisions are specifically for 52 Week Hourly and 52 Week Salary employees. Buildings and Grounds employees should review the Provisions for Buildings and Grounds Employees section. 52 Week Administrators should review their Individual Administrator Contract.

Paid Time Off

See the Paid Time Off section above for more information. The guidelines below only apply to Technology department employees.

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to the ability to provide coverage.

In reference to pre-planned absences, no more than the following # per work area can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances. This can be modified at the discretion of the supervisor when students are not present (Extended Breaks, Summer).

Building Technicians	Networking Team	Data Team
2	1	2

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Vacation

Effective July 1, 2022:

Upon Hire: Fifteen (15) days (prorated from the date of hire through June 30th, if hired after July 1st.)

The Start of the Second Year in the District: Fifteen (15) days

The Start of the Tenth Year in the District: Twenty (20) days

The Start of the Twentieth Year in the District: Twenty-five (25) days

Years in the District is based on regular employment and does not include time in seasonal, occasional, or non-benefit eligible positions (ex. substitutes).

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work.

Employees who start on the first day of the work year will receive the annual allocation of Vacation Leave to use immediately. New employees hired after the first day of the work year will receive a prorated number of Vacation

Leave hours based on the number of remaining work days. New employees hired less than two weeks prior to June 30th will not receive a Vacation Leave allocation until the start of the following year.

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. ~~As of July 1, 2020, Un~~unused vacation will not roll (carry over) into the next work year. Unused days will be forfeited.

Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the District afford them additional vacation based upon the above schedule.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture.

If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to may be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

Vacation may be prorated based on how many days months of the fiscal work year for their position that the employee worked. For example, if the employee worked ~~nine months~~195 days out of the 260 scheduled days for their position and they received 20 days of Vacation Leave at the start of the year, the prorate would be calculated as $195/260 \times 20 = 15$ days (then converted to hours, rounded up to the nearest hour). ~~out of the twelve months and received 15 days of vacation at the start of the year, the prorate would be calculated as $9/12 \times 15 = 11.25$ days.~~

Holidays

All employees working **twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

July 4	Friday after Thanksgiving	New Year's Eve Day
Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Provisions for Less Than Twelve (12) Month Employees

These Provisions are specifically for School Year Hourly and Extended School Year Hourly employees. Extended School Year Salary employees should review the Provisions for Less Than Twelve (12) Month Extended School Year Salary Employees section. School Nutrition employees should review the Provisions for School Nutrition Employees section. Extended School Year Administrators should review their Individual Administrator Contract.

Holidays

All employees working **less than twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Provisions for Buildings and Grounds Employees

Paid Time Off

See the Paid Time Off section above for more information. The guidelines below only apply to Buildings and Grounds employees.

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances.

Days All Buildings When Students are Present	Days District-wide When Students are Present	Nights All Buildings When Students are Present	Nights District-wide When Students are Present
1	2	1	4

Vacation

Effective July 1, 2022:

Upon Hire: Fifteen (15) days (prorated from the date of hire through June 30th, if hired after July 1st.)

The Start of the Second Year in the District: Fifteen (15) days

The Start of the Tenth Year in the District: Twenty (20) days

The Start of the Twentieth Year in the District: Twenty-five (25) days

Years in the District is based on regular employment and does not include time in seasonal, occasional, or non-benefit eligible positions (ex. substitutes).

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work.

Employees who start on the first day of the work year will receive the annual allocation of Vacation Leave to use immediately. New employees hired after the first day of the work year will receive a prorated number of Vacation Leave hours based on the number of remaining work days. New employees hired less than two weeks prior to June 30th will not receive a Vacation Leave allocation until the start of the following year.

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. ~~As of July 1, 2020,~~ Unused vacation will not roll (carry over) into the next work year. Unused days will be forfeited.

Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the District afford them additional vacation based upon the above schedule.

~~Vacation will be allocated on July 1st of each year (starting July 1, 2021).~~

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture.

If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to may be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

Vacation may be prorated based on how many days/months of the fiscal-work year for their position that the employee worked. For example, if the employee worked 195 days out of the 260 scheduled days for their position and they received 20 days of Vacation Leave at the start of the year, the prorate would be calculated as $195/260 \times 20 = 15$ days nine months out of the twelve months and received 15 days of vacation at the start of the year, the prorate would be calculated as $9/12 \times 15 = 11.25$ days.

Vacation Requirements

Vacation days may be used:

- During the months of June, July, August, or when teachers are not working.
- During the school year when students are not present.
- During the school year on days with scheduled student/staff breaks.
- During teacher grading days.
- During teacher professional development days.
- Two student contact days, more than two would require pre-approval from supervisor

Vacation days must be entered into Skyward by August 15th for the upcoming school year. Once vacation days are entered into Skyward, occasional changes may be made with supervisor approval.

The District may, at its discretion, allow more than one custodian per building be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the District and the employee.

Holidays

All employees working **twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

July 4	Friday after Thanksgiving	New Year's Eve Day
Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Double time shall be paid for all work performed on holidays.

Provisions for School Nutrition Employees

Paid Time Off

See the Paid Time Off section above for more information. The guidelines below only apply to School Nutrition employees.

It is recommended that absence requests for PTO be entered into Skyward and at least 5 days prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request. If the request is submitted less than 5 days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances.

All Buildings	District-wide
1	3

Holidays

All employees working **less than twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Profit-Sharing Plan for Fund 50

Effective with the close of the 2021-2022 school year:

All members of the School Nutrition department (those employees with at least 50% of their time coded to Fund 50) are eligible for the profit sharing*. The amount received by each employee will be allocated based on their years of service at the District (employees with longer tenure will receive a higher bonus). To receive a share of the profits, the employee must work through the last expected work day of the school year. Profit-sharing will only be distributed if the fund balance is in excess of the allowed amount by DPI and the profit distributed will not reduce the fund balance below the required level.

*Any employee that takes Leave Without Pay (LWOP) during the school year will automatically be disqualified from receiving a share of the profit. Any employee that takes LWOP while on approved Family and Medical Leave (FMLA) will not be disqualified.

Certification

Any employee who earns and maintains certification in the School Nutrition Association for a complete school year will receive a lump sum payment of \$200.00 included with their final paycheck of the current school year. Loss of certification will result in the employee having to start this certification process again as if the employee had never before qualified.

Free Meals

Employees will be furnished a daily meal at no charge. The meal must be consumed on the premises. The supervisor will identify what constitutes a meal.

Educational Improvement

Any employee who pursues a course of study approved in advance by the supervisor will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the supervisor. The District will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The supervisor may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their cost of membership paid for by the District.

Provisions for Teachers

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the District. Altered work schedules may ~~be set up with~~ be approved by the building principal.

It is understood that the current practice of scheduling parent/teacher conferences, District, and faculty meetings will still be followed.

Teachers will have preparation time built into their daily schedule when at all possible.

Compensation

The District will follow the most current compensation model.

Paid Time Off

In reference to pre-planned absences, no more than the following # per building can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances.

Building	Maximum Per Day
Elementary Schools (besides HA, ODY)	2
Hatley Elementary	1
Odyssey Elementary	1
Middle School	3
Junior High School	3
Senior High School	4
Idea School	1

Holidays

All employees shall not be required to work and shall be paid their normal day's pay for the following holidays:

Labor Day
Thanksgiving
Memorial Day

Evaluation

Teacher evaluations will follow the Educator Effectiveness Guidelines.

Assignments and Transfers

Assignments

Grade, subject, and activity assignments shall be made by the District taking into consideration the employee's professional training, experience, specific achievements, and service to the District. Notice of such assignments will be given to teachers as soon as possible.

The District recognizes the importance of high-quality teaching. Secondary level assignments will be made after student registration for courses.

Transfers

When making transfers, the District shall take the training, experience, specific achievements, service to the District, wishes, and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the pupils are of primary importance in making such decisions.

Voluntary Early Retirement

Application

Irrevocable requests for participation in the voluntary early retirement plan must be filed with the Director of [Talent & Culture Human Resources](#) no later than March 10th of the year in which the teacher wishes to retire in order to qualify for early retirement in that year. This policy shall not apply to any teacher who is discharged or non-renewed.

Incentive

Teachers who complete and submit the irrevocable early retirement form to the Director of [Talent & Culture](#) [Human Resources](#) by December 31st prior to the year of retirement will receive a \$750 incentive. This is for retirees only. Resignations do not apply. This incentive payment will be added to their second payroll check in January.



D.C. Everest Area School District

1699 Schofield Ave., Suite 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Casey Nye, Ed.D.
Superintendent

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

To: D.C. Everest School Board

From: Dr. Casey Nye, Superintendent

Date: July 19, 2023

Subject: Naming Committee

At the June meeting, the School Board supported assembly of an ad hoc committee for a facility naming request. As Policy 9140 states, the Board must approve the citizen participants in the committee. In consultation with Principal McFarlane, we suggest the following citizens:

Craig Stuedemann, Jon Felch, Seth Pavlovich, Jess Meadows, and Jess Truax.

Staff will be represented by Jason Jablonski, Jason McFarlane, and Cory Heckel.

Additionally, Policy 9140 allows for any Board member to participate in ex-officio (non-voting) status. Mrs. Suckow will post the meeting(s) and email Board members directly once Mr. McFarlane has established a date and time for this meeting.

Recommended Motion: The Board approved the citizens listed for the ad hoc Naming Committee for the current naming request.



D.C. Everest Area School

District

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Jeff Lindell, Ed.D.
Assistant Superintendent of Learning

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TO: D.C. Everest School Board

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: July 1, 2023

SUBJECT: D.C. Everest 2023-2024 Academic Standards

Wisconsin Act 55 (section 120.12(13) of the State Statutes requires school districts to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. We will be providing this notice electronically through the curriculum page of the district website.

Additionally, the school board must annually include an item on the agenda during the first meeting after July 1 that clearly identifies the student academic standards.



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D.C. Everest Area School District

NOTICE IS HEREBY GIVEN (Academic Standards 2023-2024)

Wisconsin Act 55 (section 120.12(13)) of the State Statutes requires school districts to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. We will be providing this notice electronically through the curriculum page of the district website.

Additionally, the school board must annually include an item on the agenda during the first meeting after July 1 that clearly identifies the student academic standards.

The academic standards previously adopted by the D.C. Everest School Board that will be in effect for the 2023-2024 school year include:

1. Wisconsin Standards for English/Language Arts and Math K-12.
2. Next Generation Science Standards K-12.
3. Wisconsin Standards for Social Studies.
4. Wisconsin Standards for Physical Education/Health
5. Wisconsin Standards for Music.
6. Wisconsin Standards for Art and Design.
7. National Core Arts Standards for Music and Visual Arts.

D.C. Everest Area School District
Jeff Lindell, Ed.D.
Assistant Superintendent of Learning
1699 Schofield Avenue
Schofield, WI 54476



D.C. Everest Area School District

1699 Schofield Avenue Ste. 300
Weston, WI 54476
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Gina Lehman, Director of Student Services

MISSION STATEMENT

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TO: Dr. Casey Nye, Superintendent
D.C. Everest School Board
FROM: Mrs. Gina Lehman, Director of Student Services
DATE: July 10, 2023
SUBJECT: Bullying and Harassment Summary Report

Board Policy 5517.01 - 'Bullying' requires an annual summary report to be prepared for the Board. This memo serves as a summary for both bullying and harassment data from the 2022-23 school year, as well as 3-year trend data. We document bullying and harassment based on the definitions below operationalized in Policy 5517 - 'Student Anti-Harassment' and the aforementioned bullying policy. Other forms of mistreatment not considered bullying, or harassment are addressed pursuant to other Board policies.

- **Bullying** - Deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power.
- **Harassment** - Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws.

The following chart represents the previous three years of data for our district:

Building	2022-2023		2021-2022		2020-2021	
	Bullying	Harassment	Bullying	Harassment	Bullying	Harassment
Senior High	10	16	1	7	2	2
Junior High	30	20	13	13	3	3
Middle School	6	14	18	13	8	4
IDEA School	0	0	0	0	0	0
EVA	-	-	-	-	-	-
Odyssey	2	1	1	0	2	0
Evergreen	2	1	1	2	3	0
Hatley	6	0	0	1	0	1

The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies: Sarah Trimmer, Director of Talent and Culture 1699 Schofield Ave., Suite 300, Schofield, WI 54476, (715) 359-4221, ext. 1225, trimner@dce.k12.wi.us or Matt Spets, Assistant Superintendent, 1699 Schofield Ave., Suite 300 Schofield, WI 54476, (715) 359-4221, ext. 1243, mspets@dce.k12.wi.us.

Mountain Bay	8	6	0	1	10	0
Riverside	2	2	1	0	8	8
Rothschild	0	2	1	4	4	4
Weston	3	1	9	9	3	7
District Total	69	63	45	50	43	29



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Assistant Superintendent of Learning

MISSION STATEMENT

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TO: Dr. Casey Nye, Superintendent

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: July 17, 2023

SUBJECT: Board Approval Request – Student/parent Handbook Updates

Our student/parent handbooks are important resources to communicate procedural information, as well as expectations, to those we serve. Handbooks are updated on an annual basis and recommended for Board approval. Attached for your reference are the following handbooks:

1. ***A sample 2023-2024 Elementary School Handbook:*** All elementary handbooks work from a common template. They are personalized to each school, but policy-referenced topics are identical.
2. ***2023-2024 Middle School Handbook***
3. ***2023-2024 Junior High Handbook***
4. ***2023-2024 Senior High Handbook***

Final adjustments, including translation, take place following Board approval.

SCHOOL NAME HERE

PARENT AND STUDENT HANDBOOK

2023-2024 SCHOOL YEAR



Replace the Tree Logo With Your School Logo

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EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

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Sarah Trimner, Director of Talent & Culture

6100 Alderson St, Weston, WI 54476

(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Jack Stoskopf, Interim Assistant Superintendent of Operations

6100 Alderson St, Weston, WI 54476

(715) 359-4221, ext. 1243, jstoskopf@dce.k12.wi.us

DISTRICT MISSION STATEMENT

D.C. Everest schools, in partnership with the community, are committed to be innovative educational leaders in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an everchanging global society.

TITLE IX NOTICE

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinators are:

Gina Lehman (students), Director of Student Services

6100 Alderson St, Weston, WI 54476

(715) 359-4221, ext. 1351, gilehman@dce.k12.wi.us

Sarah Trimner (Staff), Director of Talent & Culture

6100 Alderson St, Weston, WI 54476

(715) 359-4221, ext. 1225, strimner@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

STAFF DEVELOPMENT DAYS

Please note that during the school year, there will be days when there will be no school for students to give teachers time for staff development, long-range planning or to work on special building projects.

Please note the following staff development dates for the 2023-2024 school year:

- Monday October 2, 2023
- Wednesday October 25, 2023, 11:50 early release for parent teacher conferences
- Thursday October 26, 2023
- Monday January 22, 2024
- Thursday February 15, 2024
- Friday February 16, 2024
- Friday April 19, 2024

QUARTER DATES FOR 2023-2024 SCHOOL YEAR

- 1st quarter ends Friday November 3, 2023
- 2nd quarter ends Friday January 19, 2024
- 3rd quarter ends Friday March 22, 2024
- 4th quarter ends Friday May 31, 2024

THE SCHOOL DAY

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

RELATED ARTS INSTRUCTION

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

(SCHOOL NAME) LEARNING ENVIRONMENT

Share information about your schools learning environment here.

ATTENDANCE PROCEDURES

ATTENDANCE

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

STUDENTS WHO ARE TARDY

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

STUDENTS LEAVING SCHOOL EARLY

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

CHANGES FOR STUDENT PICK-UP DURING THE DAY

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

STUDENT ARRIVAL AND DISMISSAL

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

their play or for accidents. If parents need before-school care for their child, Everest Adventure Care provides this program at **XXX School**.

PRE-ARRANGED ABSENCE

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

Highlights of the Attendance Section:

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

FOOD SERVICES

SCHOOL MEAL PROGRAM

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

Elementary Meal Prices 2023-2024 Table

	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.45	\$1.50	\$2.00	\$3.95
Weekly	\$2.25	\$7.50	\$10.00	\$19.75
Monthly (20 days)	\$9.00	\$30.00	\$40.00	\$79.00
Quarterly (45 days)	\$20.25	\$67.50	\$90.00	\$177.75
Semester (90 days)	\$40.50	\$135.00	\$180.00	\$355.50
Reduced Costs:	\$0.00	\$0	\$0.40	

MEAL PAYMENTS

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

FREE AND REDUCED

A copy of the Free or Reduced-Price Meal Applications are sent home to each household and are available in the school office or on the D.C. Everest website. If you think your family might qualify for this benefit, please fill out an application. A new application must be completed each school year. We only need one form per household, even if your students attend multiple D.C. Everest Schools. Applications may be submitted at any time during the school year. All information is kept confidential.

MENUS

A printed school breakfast and lunch menu is sent home monthly. [Check Nutrislice for our interactive online menus at www.dce.nutrislice.com](http://www.dce.nutrislice.com).

BREAKFAST PROGRAM

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

WISCONSIN MORNING MILK PROGRAM

Milk is offered every day during a morning break for **\$0.45** per 8 oz carton. If a student is determined to be eligible for Free & Reduced-Price Meals, then milk is also free during morning break.

FIELD TRIP BAG LUNCH MEAL DEAL

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

NUT FREE POLICY

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

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

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

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

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

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

HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

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

Fever

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

- If your child has a temperature of 100.5 degrees or more, they will be sent home.
- Your child 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 child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child 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 child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child 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 child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child 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 child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

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

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children 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, virus, 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 child 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.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun or return with written Dr. 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 to pick 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.

MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form.

- Parent signature is required for over-the-counter medications (OTC).
 - A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.
 - A physician's signature required if medication age appropriate.
- Parent and physician signature are required for all prescription medication.
- Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
- **Special Note:** Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.
- The Medication Consent Form be found on the Board Docs website [Parent-Physician Medication Consent Form](#).
- Narcotic medications cannot be given to your child at school.

Medication Bottles and Labeling

- Prescription medication MUST be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
- OTC medication must be in the original container or single dose package.
- Staff cannot give any medication sent in a plastic bag or an envelope.
- Medication will not be given to your child if the bottle is incorrectly labeled.

Handling and Storage of Medication at School

- Medications are stored in the original labeled pharmacy container and in a locked cabinet.
- Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
- Parents and/or guardians must pick up all medication at the end of the school year.
- Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

- Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life- threatening health condition with written permission from the parent and physician.
- All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

- Bring your child's medication to the health office.
- Send only limited quantities of medication to school.
- All medication is stored in the health room.

Contact the school health assistant with questions.

HEARING AND VISION SCREENING PROGRAMS

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

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

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

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

Highlights of the Health Services Section:

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

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

GENERAL INFORMATION/POLICIES

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES

Students who walk, ride a bicycle, or skate to school will be dismissed at the end of the day after all buses have left. Students who ride bicycles to school are to practice good safety habits at all times. Helmets should be worn. Bicycles are to be walked to and from the bicycle rack area and off school

grounds. Violation of this rule may result in the loss of the privilege of bringing a bicycle to school. The school is not responsible for the damage or theft of bicycles.

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

CHANGE OF ADDRESS

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

DANGEROUS TOYS/WEAPONS

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

DISTRICT/STATE TESTING

Each year, the D.C. Everest District administers standardized and criterion performance tests to elementary students. The tests are given throughout the year to assist teachers in monitoring student progress and to provide information to aid in the remediation of student weaknesses in academic areas.

- The universal screening tool iReady (grades K-5) 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 45-90 minutes; specifically, at grades K-2, iReady is further utilized to provide a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success and may be utilized to identify students who may need additional reading support.
- iReady universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonetic awareness, decoding, fluency, and spelling. This data will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- In spring, the Wisconsin Forward Exam will be administered to all students in 3rd, 4th, and 5th grades. The Forward Exam is a large-scale, standardized achievement test designed to assess what students know in relation to the Wisconsin Academic Standards. Students in 3rd, 4th, and 5th grade will take the reading and math portions of the exam. Fourth grade students will also be tested in science and social studies.

DRESSING AND GROOMING

The school does not have an official dress code. We rely on parents to see that their children are properly dressed for school. Clothing should be in good taste and of such a nature as to not disrupt the educational process. Garments that publicize tobacco use, alcohol or drugs, shirts with spaghetti straps or exposed midriff tops, strapless shirts, short shorts or low-cut waist pants/shorts, etc., are not acceptable.

DRUG/ALCOHOL ABUSE

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

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

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

EMERGENCY MEETING LOCATIONS

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

EVEREST SYSTEM OF SUPPORT (ESS)

D.C. Everest Area School District is committed to addressing the unique needs of all students through high-quality, research-based instruction. The Everest System of Support (ESS) is an organized multi-level system of support implemented to help students achieve academic and behavioral success that: ensures a high-quality education for all students, communicates and demonstrates expected behaviors, recognizes students for academic achievements and appropriate behavior, provides intervention for students who struggle or excel academically and/or behaviorally, and collects data to measure student progress and to make informed decisions. Parents are often an integral part of the ESS team.

How can parents get involved? Ensure your child has consistent attendance at school. Communicate with your child's teacher on a regular basis. Attend school events such as parent-teacher conferences. Ask questions without hesitation. Share with staff what works for your child at home. Help your child complete homework and practice skills. Ask for tools and resources you can use to support your child at home.

FIELD TRIPS/EDUCATIONAL STUDY

Trips are used to enhance the study of many concepts or units. Whenever your child is going on a trip, a notice will be sent home. Your child will not be permitted to go unless a parent or legal guardian has signed the "consent form" granting permission for the child to participate in all study trips. This form is sent home each fall and is kept on file throughout the school year. (See appendix for D.C. Everest Board Policy 2340.)

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

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

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

FLOWERS OR BALLOONS, PARTY INVITATIONS

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

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

GYM SHOES

All students should have athletic shoes for physical education activities.

HOMEWORK POLICY

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

INCLEMENT WEATHER

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

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the "Students and Families" link. You also can [download a brochure and enroll for this insurance at the following web link: http://www.1stAgency.com](http://www.1stAgency.com). When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

IPADS & TEXTBOOKS

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

LIBRARY BOOKS ARE AVAILABLE

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

LIFE EDUCATION

Life Education is a special program for fourth and fifth grade students that discusses how the human body grows and changes during puberty. Each year, parents of fourth and fifth grade students receive a complete outline of the Life Education Curriculum before their child enters the unit of study. All parents are also invited to an evening meeting to review curriculum.

LOST AND FOUND/LABELING OF CLOTHING

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

MANDATED REPORTING OF CHILD NEGLECT OR ABUSE

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

NEWSLETTER

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

NON-CUSTODIAL PARENT MAILINGS

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

PARENT-TEACHER CONFERENCES

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

2023-24 Conference Dates

Thursday October 19, 2023	4:30-7:30 p.m.	
Wednesday October 25, 2023	12:30-7:30 p.m.	11:50-Early Release (No 4K)
Thursday February 8, 2024	4:30-7:30 p.m.	
Thursday February 15, 2024	8:00-4:00	No School (Elementary Only)

PARENT VOLUNTEERS

DCE EVERGREEN VOLUNTEER PROGRAM utilizing *Volunteer Tracker*

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

We continually strive to build a culture of civic engagement across our K-12 curriculum and strengthen connections district wide through meaningful engagement. With safety as a top priority, D.C. Everest has updated how it approaches the use of volunteers who may work with our students. All school sites across the D.C. Everest Area School District (DCE) and Greenheck Fieldhouse Recreational Programming will utilize an automated volunteer management program called *Volunteer Tracker* to manage volunteer opportunities. Volunteer Tracker allows us to manage our volunteer program across the district, track and recognize the volunteer contributions of community members, send reminders to our volunteers/staff, and conduct criminal background screenings. **A snapshot of the different levels of volunteer opportunities and an overview of the application and background check procedures associated with each is provided below.** If you have questions about volunteer opportunities at a specific school, please contact the relevant principal's office.

For in-depth information related to district volunteer opportunities and/or protocols, please visit the DCE Volunteer page www.dce.k12.wi.us/volunteer or contact Jennifer Golbach, D.C. Everest Volunteer Coordinator at (715)359-6561, extension 4326 or email jgolbach@dce.k12.wi.us.

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

Levels of Engagement School/Student	Description of Volunteer Type	Requirements/Process
Visitor/ Family Involvement	<ul style="list-style-type: none"> • A parent or community member attending a school event: sporting event, theater production, class choir, or school family event • A parent/guardian picking their child up from school 	<ul style="list-style-type: none"> • NO application required • NO background check required
Level 1 Volunteer	<p>A volunteer assisting with a one-time event that does not have ongoing/independent one-on-one contact with a student <i>Including, not limited to:</i></p> <ul style="list-style-type: none"> • Guest Speaker • Judge • Campus Beautification Crew • Book Fair Helper • Fundraising/Family Night Helper • PTO Event Volunteer • Performing Arts Volunteer • Classroom Party Parent Helper • Class Project Helper- One-day • Proctor for Testing • Track & Field/Sporting Event Volunteers 	<ul style="list-style-type: none"> • Complete online volunteer application • NO background check require • School posts volunteer assignment into Volunteer Tracker> volunteer signs up
Level 2 Volunteer	<p>A volunteer involved with on-going activities with or without staff supervision <i>Including, not limited to:</i></p> <ul style="list-style-type: none"> • Classroom Help: Academic Support • Booster Club Member • Building/Classroom Clerical Helper • Field Trip Chaperone • Class Project/Multi-Day • Library Helper • Volunteer Youth Rec. Sports Coach 	<ul style="list-style-type: none"> • Complete online volunteer application • Complete background check • School posts volunteer assignment into Volunteer Tracker> volunteer signs up
Level 3 Volunteer <ul style="list-style-type: none"> • Community Partnerships • High Frequency/ 1 on 1 	<p>A volunteer involved with an ongoing activity with classroom, small group, or one-on-one contact with students. Periodic unsupervised building movement. Representatives of Community Partners. <i>Including, not limited to:</i></p> <ul style="list-style-type: none"> • Reading Buddy-Semester/2-4x month • Academic Tutor-Semester/1x week • Mentor- Semester/1 x week • PTO Board Member • Community Partners/Agencies in Building • Volunteer Youth Rec. Sports Coach • Assist with Transporting Students 	<ul style="list-style-type: none"> • Complete online volunteer application • Complete background check/Provide proof of valid/clear background check to volunteer coordinator • Verify individual with Community Partner • Interview with building administrator and/or volunteer coordinator • School posts volunteer assignment into Volunteer Tracker> volunteer signs up
Level 3 Volunteer <ul style="list-style-type: none"> • Student Teacher • Student Teaching Observation (6 weeks) 	<p>A long-term capacity volunteer serving in a daily/high frequency capacity in the daily routines of the students/staff/school community</p>	<ul style="list-style-type: none"> • Complete online volunteer application • Complete background check • Verify with enrolled University • Reference check (at least 2) • Interview with building administrator • School posts volunteer assignment into Volunteer Tracker> volunteer signs up

PARENTING CLASSES

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

PARKING/STUDENT DROP OFF SITE

The parking lot at (School Name) needs to be a safe place.

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

PERSONAL CHECKS

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

PETS VISITING SCHOOL

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

PTO

Research shows that strong parent-teacher relationships aid in the growth and development of children. The school offers many opportunities for parent/guardian involvement. The PTO invites parents/guardians to participate in programs, raises funds, and provides an avenue for parents and teachers to work and socialize with each other. Parents are encouraged to attend PTO meetings and help with special projects whenever possible. PTO meetings are generally held on insert day and location.

RECESS

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

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

SCHOOL COUNSELING SERVICES

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

SCHOOL PICTURES

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

SCHOOL SOCIAL WORKERS

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

SCREENERS

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

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

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

- The universal screening tool iReady (grades K-5) 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 45-90 minutes; specifically, at grades K-2, iReady is further utilized to provide a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success and may be utilized to identify students who may need additional reading support.

- iReady universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports. The b.e.s.t. is a teacher-completed evaluation of each student.
- The Bloomsights screening tool (grades 1-5) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

SMOKE-FREE ENVIRONMENT

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

SOFT DRINKS

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

STUDENT DIRECTORY INFORMATION

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

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

TECHNOLOGY AND ACCEPTABLE USE

D.C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school’s wireless network is a privilege, not a right. All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices 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.

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

TELEPHONE

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

VISITORS AT SCHOOL

For purposes of this procedural directive: A “visitor” means an unpaid person who attends a district sponsored event or activity. As part of D.C. Everest Board Policy 8410 school safety plan, all doors to the school are locked during the school day. Visitors will need to press a call button located near the center of the front doors to enter the building. All visitors are required to register in the school office.

- “Visitor” is typically a parent/guardian/family support person attending a school event, sporting event, theater production, class choir, or school family event OR is a parent/guardian dropping off/picking up their child from school.

- Visitors attending school events shall report their presence and sign in at the school office if the visit occurs during the instructional day; but may not be required to sign in if the event or activity is after the instructional day.
- Visitors dropping off/picking up their child from school outside normal drop/pickup times will press the call button located near the center of the front doors to enter the building and drop off/pick up their child in the office lobby area.

GENERAL PUPIL CONDUCT

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

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

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

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

Highlights of the Discipline Section:

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

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

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

GREENHECK TURNER COMMUNITY CENTER/D.C. EVEREST COMMUNITY SERVICE

Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D.C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK TURNER COMMUNITY CENTER

All community groups wishing to use the school facilities/buildings (including the Greenheck Turner Community Center) must contact the Community Services Office at 715-359-6563 or [online at Greenheck Fieldhouse http://www.greenheckfieldhouse.com](#). An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days' notice for past facility users and ten school days' notice for first time facility users. Requests are handled on a first come basis.

TRANSPORTATION POLICY

SCHOOL BUS ROUTES

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

ALTERNATE PICK UP AND DROP OFF LOCATIONS

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

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

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

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

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

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

Highlights of the Transportation Policy Section:

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

DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents’ Right to Know
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2340 District Sponsored Trips
- Policy 2416 Student Privacy and Parental Access to Information
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Allergies
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Drug Prevention
- 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 School Nutrition
- Policy 8510 Wellness

Administrative Guideline 8600B School Bus Rider Rules

**D.C. EVEREST MIDDLE SCHOOL
STUDENT AND PARENT/GUARDIAN**

HANDBOOK

2023-2024



**9302 Schofield Av.
Weston, WI 54476
715-241-9700
715-241-9697 Fax**

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WELCOME

Welcome to D.C. Everest Middle School! Our goal is to provide a safe, caring, and supportive environment, which will allow and inspire everyone to grow and be successful. We hope all students will take advantage of the academic and extracurricular opportunities available in our school; participation in activities build pride in one's school! We look forward to working with you to make our school a great place!

CORE VALUES

Core Values - As a school community we have worked to identify our core values. Those targets drive our culture, behavioral instruction, and intervention efforts. Our PBIS committee has identified what those values look like in various school settings. The following page details this and acts as an important staff reference and teaching tool.

- Fairness means every child gets what he or she needs, not every child gets the same thing.
- Students' readiness for learning varies from unit to unit, subject to subject and task to task.
- Students will receive tasks that are respectful of their readiness, their learning styles, and their interest whenever possible.
- Students will receive tasks that require them to think at high levels and are based on essential understandings and skills.
- Mistakes are an opportunity to learn. Revising work and fixing mistakes is a part of learning.
- Grades communicate a student's level of understanding.

CORE VALUES - At the D.C. Everest Middle School we value the individual qualities of all staff and students. As an Evergreen, we encourage everyone to take ownership of all the different ways they can contribute to being an important member of our middle school community. What this may look like for each individual student may vary but through Positive Behavior Supports and Interventions (P.B.I.S) and Wellness Pathways; we strive to help all students reach their full academic and personal potential.

ATHLETICS

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

- 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.
- All student athletes are required to follow the D.C. Everest Athletic Code of Conduct.
- Student athletes must:
 - Complete an insurance/pledge card.
 - Complete a completed emergency card.
 - Complete a completed W.I.A.A. physical card or alternate card.
 - Complete concussion test forms each school year in which the student participates in a sport.

All athletic forms are to be completed online except for the physical and alternate-year cards. Parents will have the ability to scan and upload the physical and alternate-year cards. If physical and alternate-year cards are not uploaded electronically, a hard copy needs to be turned into the Athletic Office. The athletics registration page can be accessed [HERE](#).

W.I.A.A. PHYSICAL EXAMINATION CARD - Physical examinations taken after April 1 are good for the following two school years. The Alternative Card is needed for the second school year. Physical examinations taken before April 1 are good for the remainder of the school year.

INTERSCHOLASTIC SPORTS

SEPTEMBER TO NOVEMBER

Fall Sports		
Cross Country	Boys and Girls	Grades 6-8
Football	Boys	Grades 7-9
Soccer	Boys	Grades 7-9
Swimming	Girls	Grades 6-8
Dance Team	Girls	Grades 6-9
Volleyball	Girls	Grades 7-9

NOVEMBER TO MARCH

Winter Sports		
Dance Team	Girls	Grades 6-9
Wrestling	Boys	Grades 6-8

OCTOBER TO DECEMBER

Basketball	Boys	Grades 7-8
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JANUARY TO FEBRUARY

Basketball	Boys	Grades 7-8
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MARCH TO JUNE

Spring Sports		
Track	Boys & Girls	Grades 6-8
Soccer	Girls	Grades 7-8
Softball	Girls	Grades 7-8

SOME CLUBS AND SPORTS MAY CARRY AN EQUIPMENT/UNIFORM/APPAREL FEE.

MIDDLE SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES

Club	Description
6-8 Drama/Musical	DCE produces a school musical. Open to all students grades 6-8.
Adventure Club	Enjoy adventures in scuba diving, snow shoeing, hiking, and fun with friends. Adventure awaits!
Anime Club	Anime Club is a place for you to talk Anime, watch Anime, and draw Anime! Snacks provided.
Battle of the Books	Battle of the Books is a reading competition. Read books and answer questions. Winning team from DCEMS competes online with other teams in Wisconsin.
Be Amazing	Our mission is to empower and inspire people. To make an impact in our school and community.
Boys & Girls Club	After school and summer care. Fun activities sponsored by the Boys and Girls Club of Wausau.
Chess/Checkers Club	Test your skills in the world of chess and checkers with some of the best.
Dungeons & Dragons	Battle your friends and advisors in their fantasy wargames.
Faith Christian Athletes (FCA)	FCA is a student led club designed for kids who want to come together to have fun, share faith, and make new friends.
Fishing Club	Learn all about fishing, area lakes, lures and take a fishing trip. Tell those fishing stories about the "ones that got away"
Forensics	If you like public speaking or want to improve your communication skills this is your club.
Gaming Club	We play a variety of board and card games. Fun time with friends.
Garden Club	For all you "green thumbs" if you enjoy digging in the dirt, our school garden could use your help.
Green Team	Save our planet and learn more about our environment and how to care for it.
History Bowl	If you are a history buff and like a friendly competition, we want you on our team!
Homework Club	Join friends in a great environment to get homework done, with help if needed. Snack provided.
Junior Optimist Club	Junior Optimist Club focuses on volunteering and giving back to the community. We host a toy drive and other fundraisers throughout the year.
Knitting/Crochet Club	Learn or teach how to knit or crochet.
Student Council	The voice of the student body. Develop leadership skills, manage fundraisers, organize school dances and much more.
Variety Show	Singing, dancing, playing an instrument, whatever your talent is, we want to see it.

ALL SCHOOL SPONSORED CLUBS AND SPORTS ARE FREE TO MIDDLE SCHOOL PARTICIPANTS.

Dates & times will be on the MS website calendar as clubs begin to meet. [Middle School Activity Calendar](#).

Commented [BJH1]: Added link to the MS activity calendar

VISITORS/VOLUNTEERS TO THE MIDDLE SCHOOL

Visitors to the Middle School will be admitted on a limited and invitation-only basis. Parents/Guardians dropping off items for a student or picking up a student for a pre-planned appointment will be met at the front door after contact is made with the office using the doorbell to the left of the doors.

DCE EVERGREEN VOLUNTEER PROGRAM utilizing *Volunteer Tracker*

Every day, D.C. Everest volunteers make a huge impact on the educational experience of our students. Volunteers are welcome and greatly appreciated. Whether you are interested in a one-time, one-hour project or an ongoing opportunity, we will find something that fits your schedule, talents, and desires. We continually strive to build a culture of civic engagement across our K-12 curriculum and strengthen connections district wide through meaningful engagement. With safety as a top priority, D.C. Everest has updated how it approaches the use of volunteers who may work with our students. All school sites across the D.C. Everest Area School District (DCE) and Greenheck Turner Community Center will utilize an automated volunteer management program called *Volunteer Tracker* to manage volunteer opportunities. Volunteer Tracker allows us to manage our volunteer program across the district, track and recognize the volunteer contributions of community members, send reminders to our volunteers/staff, and conduct criminal background screenings.

A snapshot of the different levels of volunteer opportunities and an overview of the application and background check procedures associated with each is provided below.

If you have questions about volunteer opportunities at a specific school, please contact the relevant principal's office.

For in-depth information related to district volunteer opportunities and/or protocols, please visit the [Evergreen Volunteers web page](#). Jenn Golbach, D.C. Everest Volunteer Coordinator, can be reached at (715)359-6561, extension 4326 or email jgolbach@dce.k12.wi.us.

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

Levels of Engagement <i>School/Student</i>	Description of Volunteer Type	Requirements/Process
Visitor/Family Involvement	<ul style="list-style-type: none"> • A parent or community member attending a school event: sporting event, theater production, class choir, or school family event. • A parent/guardian picking their child up from school 	<ul style="list-style-type: none"> • NO application required • NO background check required
<u>Level 1 Volunteer</u>	<p>A volunteer assisting with a one-time event that does not have ongoing/independent one-on-one contact with a student <i>including, but not limited to:</i></p> <ul style="list-style-type: none"> • Guest Speaker • Judge • Campus Beautification Crew • Book Fair Helper • Fundraising/Family Night Helper • PTO Event Volunteer • Performing Arts Volunteer • Classroom Party Parent Helper • Class Project Helper- One-day • Proctor for Testing • Track & Field/Sporting Event Volunteers 	<ul style="list-style-type: none"> • Complete online volunteer application • NO background check required • School posts volunteer assignment into Volunteer Tracker> volunteer signs up

<p><u>Level 2 Volunteer</u></p>	<p>A volunteer involved with on-going activities with or without staff supervision <i>Including, not limited to:</i></p> <ul style="list-style-type: none"> · Classroom Help: Academic Support · Booster Club Member · Building/Classroom Clerical Helper · Field Trip Chaperone · Class Project/Multi-Day · Library Helper · Volunteer Youth Rec. Sports Coach 	<ul style="list-style-type: none"> · Complete online volunteer application · Complete background check · School posts volunteer assignment into Volunteer Tracker> volunteer signs up
<ul style="list-style-type: none"> · <u>Level 3 Volunteer</u> · Community Partnerships High Frequency/ 1 on 1 	<p>A volunteer involved with an ongoing activity with classroom, small group, or one-on-one contact with students.</p> <p>Periodic unsupervised building movement.</p> <p>Representatives of Community Partners. <i>Including, not limited to:</i></p> <ul style="list-style-type: none"> · Reading Buddy-Semester/2-4x month · Academic Tutor-Semester/1x week · Mentor- Semester/1 x week · PTO Board Member · Community Partners/Agencies in Building · Volunteer Youth Rec. Sports Coach · Assist with Transporting Students 	<ul style="list-style-type: none"> · Complete online volunteer application · Complete background check/Provide proof of valid/clear background check to volunteer coordinator Verify individual with Community Partner · Interview with building administrator and/or volunteer coordinator · School posts volunteer assignment into Volunteer Tracker> volunteer signs up
<p><u>Level 3 Volunteer</u></p> <ul style="list-style-type: none"> · Student Teacher · Student Teaching Observation (6 weeks) 	<p>A long-term capacity volunteer serving in a daily/high frequency capacity in the daily routines of the students/staff/school community</p>	<ul style="list-style-type: none"> · Complete online volunteer application · Complete background check · Verify with enrolled University. · Reference check (at least 2) · Interview with building administrator · School posts volunteer assignment into Volunteer Tracker> volunteer signs up

ATTENDANCE

ABSENCES AND TARDIES - Families play a key role in getting their children to school every day. Research has found that regular attendance is a key ingredient for success in school. Being absent only 2 days every month is missing 10% of the school year.

Wisconsin State Law 118.15 and D.C. Everest Area School District Board Policy 5200 requires students to be in school with no more than 10 parent-excused days per school year. Beyond that a written excuse from a medical professional is required to avoid truancy. Being at school every day is key for your child to stay engaged, successful and on track to graduate. Our primary concern is the impact on your student's academic achievement. Absences can be a sign that a student is losing interest in school, struggling with schoolwork, or dealing with personal issues. By 6th grade, absenteeism is one of the signs that a student may drop out of high school. The longer students are away from school, peers, and teachers, the more difficult it is for them to

feel like they belong to the school community. We are also encouraging good habits and life skills for student's futures in the workplace.

ATTENDANCE PROCEDURES AND REGULATIONS - Regular and punctual attendance is the first step to school success. Frequent absence is one of the main causes of discouragement and failure in school. Students who are not in class miss material that is taught, lose the opportunity to ask and listen to questions and do work in the class with the help of their teacher. This often will lead to students falling behind and becoming discouraged and possibly fail in school. We urge that no student be absent unless it is absolutely necessary. Each day something new is presented. Not only is regular school attendance required by law, but it is also a very important ingredient that goes into success at school. It is the parent's responsibility to notify the school of their child's absence.

Occasionally school absences become excessive. When the school determines that a student's absences have significantly exceeded the normal absence rate, a doctor's statement will become mandatory in order for an absence to be marked as excused.

Report all absences by telephoning the D.C. Everest Middle School Attendance Office. To speak to the attendance secretary, please call and request extension 1. The attendance voicemail is accessible 24 hours a day, 7 days a week.

- Dial 715-241-9700
- Enter extension 1 for the Attendance Office
- Or email mid-attendance@dce.k12.wi.us

Parents who cannot call the school must send an explanatory note to the office upon the student's return to school in order for the unexcused absence to be changed. This note must be presented to the attendance secretary before 7:20 a.m.

STUDENTS WHO ARE LATE/TARDY TO SCHOOL - Students are considered tardy to school if they are not in their first period classroom by 7:20 AM. Being inside the school building by this time is not acceptable; they must be in their assigned class by 7:20 AM. Students who are late to school must report to the office prior to going to class. They will be given a hall pass on their iPad allowing them to return to class. Being delayed due to waiting in line to drop off students will not be considered an excused tardy.

TRUANCY/UNEXCUSED ABSENCES - A student will be considered truant if he/she is absent part or all of one (1) or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

- A student skipping all or a large portion of a class is considered an absence for that hour.
- A student will be considered a habitual truant if she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Truancy cases will be referred to Marathon County Juvenile Court. The Assistant Principal will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- Communicate with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and have received no response or were refused.

- Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law.
- Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if test administered to the student within the previous year indicate that the student is performing at his/her grade level.
- Conduct an evaluation to determine whether social problems may be a cause of the student's truancy and if so, have taken appropriate action or made appropriate referrals.

Make school attendance a priority and do the following:

- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework, turning off electronic devices, and getting a good night's sleep.
- When possible, try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches, fatigue, or stomach aches may be signs of anxiety which can subside one at school.
- Help your pre-teen stay engaged. Find out if your child feels engaged in his classes and feels comfortable with other students. Talk to teachers if you notice sudden changes in behavior.
- Stay on top of academic progress and seek help from teachers if necessary. Make sure teachers know how to contact you.
- Know your child's social contacts and interactions on social media.
- Encourage meaningful after school activities, including sports and clubs.
- Contact us. Our staff, including your child's teachers, school counselor, and principals are here to help you and your child.

SKIPPING CLASS - A student that does not report to their assigned class, does not have a pass to be in another location, does not have a viable reason or is not with a staff member will be considered willfully not attending class, or skipping. A student skipping all or a large portion of a class is considered an absence for that hour. **Skipping class will be considered for overall truancy proceedings.**

Commented [BJH2]: Added this verbiage per Fritz Lehrke

TARDIES - Being on time to class is another important factor in academic achievement and life skills. The time that a student misses from class is instructional time lost. Those minutes add up to a day or days missed. Students may be tardy two times in a quarter without a consequence. A student's' third tardy will warrant a consequence, which will be entered by the teacher in Infinite Campus. Any subsequent tardies after the second tardy will require a consequence each time until the end of the quarter. Students will start over with zero tardies at the beginning of each quarter. Student's tardiness will be recorded for each individual period, not cumulative of the entire 8 periods.

TARDY POLICY:

AFTER THE FOURTH TARDY - The teacher will record the tardy in Infinite Campus (IC). The teacher will meet with the student to discuss the reason for the tardies and assist the student with ideas on how to get to class on time, no consequence.

Commented [BJH3]: Changed FROM First and Second Tardies TO After Forth Tardy - per Fritz Lehrke

THE FIFTH TARDY AND SUBSEQUENT TARDIES - Record the tardy and talk with the student and parent. This could be done by email, phone, text, or letter, etc. Notify the parent the child is being issued a consequence which may include a 30-minute detention in the classroom before school, during lunch, or afterschool for repeated tardiness. The third tardy and beyond per class, per quarter should be entered in IC as a Behavioral Incident that was managed by the teacher. Confirm a date and time with the parent via one of

Commented [BJH4]: Changed FROM Third Tardy and Subsequent Tardies TO The Fifth Tardy and Subsequent Tardies - per Fritz Lehrke

the methods above which will be recorded in Infinite Campus. Chronic tardy cases (five or more in one class for the same quarter) will be referred to the office for additional consequences.

- *During a detention the student should be quiet, cooperative, be on time, and cannot use electronic devices. If any of these procedures are not followed by the student an additional detention can be issued.*

SKIPPED DETENTION – The teacher and student will call the parent informing them of the skip (a conversation needs to take place). The detention needs to be rescheduled and served in the classroom. The office should be notified if the student skips a second time. After the second skip the office will call home (parent conversation) and inform the parent of the skipped detention. Administration will assign a detention(s) as a consequence for skipping twice.

ADDITIONAL INFORMATION – Staff will use their judgment when a student tells them why they are late and determine if a student is tardy. Students should ask for a pass from a teacher if they are going to be late to ensure they are communicating with their teachers.

WORK FOLLOWING STUDENT ABSENCES – An excused absence allows for makeup privileges. After such an absence, a student is expected to see his/her teachers at once to explain the reason for the absence and to take the necessary steps to make up the work. In the case of planned absences, we encourage you to cooperatively work with your teacher to make up the work prior to the absence.

Each house will determine their standard for makeup work following student absence. This policy should be clearly communicated to the students and parents. Students may request homework to be sent home through the Student Services Office after three days of absence.

Students receiving an In School Suspension (ISS) or Out of School Suspension (OSS) will be allowed to make up missed work. Students are responsible for being an active participant in ensuring they communicate with teachers the need to make up work due to this circumstance. If work is made up in a reasonable amount of time, the lateness should not lower the grade.

PARENT/GUARDIAN REQUEST FOR HOMEWORK – Infinite Campus is an excellent resource for all students and their families. You are encouraged to check Infinite Campus Parent Portal regularly – especially in cases of student absence. Parent/guardian may call the Student Services office at extension 2316, to organize homework if a child has missed more than three days of school.

EARLY DISMISSAL – Students who wish to leave school early for any reason during school hours, such as dental appointments, emergency doctor appointments, etc. must check out through the main office.

1. Early dismissals will only be given if a student has a written permission note from a parent or guardian.
2. No student is to leave their classroom or the building unless he/she has a "Permit to Leave" slip and has checked through the main office or the Health Room. This includes all students who become ill at school. Students who are ill should go to the Health Room and then they will receive a pass to leave school once their parent is notified.

Parents are asked to communicate with the office for student pickups, appointments or illness by phone or note by student. Students are only allowed to use their personal phones during lunch period. This will allow us to contact teachers, students and or the Health Room for student information and possible early pick up.

WELLNESS PATHWAYS – Our goal at DCEMS is that students acquire and effectively apply the knowledge, skills, and attitudes necessary to understand and manage emotions, set, and achieve positive goals, feel, and show empathy for others, establish and maintain positive relationships, and make responsible decisions. These skills and behaviors will be implemented in all curricular areas as well as in all settings within the Middle School Evergreen Community.

Self-awareness	Enables students to recognize the impact of emotions and thoughts on behavior. It includes assessing strengths and weaknesses accurately, leading to a well-grounded sense of confidence and optimism.
Self-management	Is the ability to regulate emotions, thoughts, and behaviors in different situations.
Social awareness	Develops perspective about, and empathy for, others, an understanding of social and ethical norms for behavior; and a recognition of resources for support from family, home, and community.
Relationship skills	Are needed to establish and maintain healthy connections. They include communicating clearly, listening actively, and cooperating, as well as resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help.
Responsible decision-making	Makes possible constructive and respectful choices about personal behavior and social interactions based on ethical standards, safety concerns, social norms, and a realistic evaluation of outcomes in a given situation.

SCHOOL LUNCH/BREAKFAST

Application forms and instructions for Free or Reduced priced lunch/breakfast benefits are available online at the [Free & Reduced Meals](#) are mailed to each family in early August and are also available at Open House/Picture Days. A new form must be completed each school year or if new and transferring into the District. Please submit only one application per family with all members included. Application for free or reduced priced meals may be made at any time during the school year. Forms are also available from the main office, by calling the Nutrition Services office at 715-241-9700 x 2407 or the D.C. Everest Website at [School Nutrition Services](#).

A student lunch account is set up with a PIN (Personal Identification Number) assigned. Parents are asked to make payments, preferably with checks, to their child's lunch account to create a credit for the future purchases of the student's meals. There are deposit envelopes available in the lunchroom and office for students to make deposits. Please include the student's name and PIN number on the envelope and/or check. Deposits may also be made online by clicking on the "Pay for Meals Online" icon at [School Nutrition Services](#) is a convenience fee for online payments.

- The cost of breakfast is \$1.50 and lunch \$2.15 for the 2023-2024 school year.
- School breakfast is served each day school is in session unless there is a late start.
- 1% white milk, and chocolate skim milk are available on a daily basis for \$.45.

- ALA Carte items are available daily in the lunchroom. The choices may include juices, cookies, ice cream novelties, bottled water, and additional entrees. The cost of these items is deducted from the student's lunch account. Students must have money in their lunch account in order to purchase ala carte items. If you would prefer your child only have access to the school meals, not ala carte items, please contact the Nutrition Services office. 715-241-9700 x 2407.

Students are reminded in the lunch line when their lunch account balance is getting low. The school district also utilizes Campus Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. Parents are encouraged to sign up for [MySchoolbucks online](#). This enables parents to view their child's lunch account activity. Please access the D.C. Everest website at [School Nutrition Services](#) follow the "Departments" link to "School Nutrition" link to register. Please note, there is a convenience fee applied to each transaction.

Any balance, positive or negative, in a student lunch account at the end of the school year is carried into the next year. If a student leaves the District, a refund will be made at the parent's request.

The school lunch menu is available to students online during daily morning announcements, at [School Nutrition Services](#)

Students are not allowed to call in orders for delivery to D.C. Everest Middle School during school hours. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW. Washington D.C. 20250-9410, or call (800)795-3272 (voice) or (202)7206382 (TTY). USDA is an equal opportunity provider and employer.

The use of cell phones is not allowed during lunch time.

LUNCH RECESS - Students will be expected to go outside for recess after the completion of their lunch time. Students need to be responsible for making sure they bring with them to lunch and wear appropriate clothing for going outside each day. Clothing recommendations: 20-40 degrees (w/wind chill) =COAT or SWEATSHIRT, SHORTS are not recommended (UNTIL TEMPS ARE ABOVE 32 DEGREES) and 0-20 degrees (w/wind chill) =COAT. If the temperature is below zero, students will remain indoors. SNOWPANTS are required to play on the snow hill in winter.

CODES OF CONDUCT

STUDENT RESPONSIBILITIES - Students at D.C. Everest Middle School are responsible to:

- Be at school on time unless properly excused by a parent or sent home by a school official.
- Show respect and courtesy for others at all times both physically and verbally.
- Take care of school property (desks, lockers, iPad, walls, bulletin boards, windows, halls, etc.).
- Help keep the building and grounds clean and attractive.
- Attend class and complete assigned homework.
- Bring supplies (books, paper, pens, pencils, iPads, instruments, etc.) to class daily.

- Learn, make friends, and have fun!

DRESS CODE - Students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety, and honesty. To promote a positive learning environment, presenting a bodily appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or obscene, or which endangers the health and safety of the student or others is prohibited.

In order to assure a healthy and safe school environment for students, the middle school will enforce the following student dress code guidelines:

- Clothing should always completely cover the torso from just below the neckline to mid-thigh.
- Undergarments must be worn and shall not be visible.
- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, symbols or styles of attire associated with intimidation, violence, drugs / drug use, or gangs.
- Students are not allowed to wear or carry actual physical flags.
- During the school day, baseball caps, hats, beanies, bandanas, and hoods are not allowed as they make identification of students in the building difficult, and they allow for concealment of earbuds during class time. Headwear must be removed before entering the building.
 - Head coverings that are religious or part of traditional ethnic attire will be permitted.
 - *Individual exceptions may be made for students with medical conditions or other reasons on a case-by-case basis.*
- Chains, heavy necklaces, or spikes that could be perceived as or used as a weapon shall not be worn.
- Earbuds, earphones, headphones, etc. may only be used over/in the ears with permission of staff.

When questions arise regarding the interpretation of this policy, administration shall make a determination as to the appropriateness of the student dress. D.C. Everest Middle School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Middle School has adopted a dress code for students that set standards for appearance during school hours and school functions. Teachers, administrators, and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well on campus.

Students will be asked to change their dress or appearance if it does not meet the dress code, if is disruptive or of an unhealthy/unsafe nature. Students who refuse to change their appearance or dress should be sent to the office. A second or repeated violation of this policy may result in disciplinary action.

SMOKING AND TOBACCO USE - Possession, use, distribution/sale and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens (vape), Juuls, etc.) are prohibited. Students who fail to comply with this rule will be subject to consequences, including but not limited to, In-School/Out-of-School Suspension with parent/guardian conference and referral to police liaison for underage tobacco citation. Options for helping the student to quit smoking will be presented.

Students who fail to comply with this rule will be subject, but not limited to, the following consequences:

1. First Offense: In-School/Out-of-School Suspension with parent/guardian conference and referral to police liaison. Options for helping the student to quit smoking will be presented.
2. Second Offense: Out-of-School Suspension with parent/guardian conference, referral to police liaison. Options for helping the student to quit smoking will be presented.
3. Third and Subsequent Offense: Out-of-school suspension pending a hearing before the Board of Education.

Offenses for smoking or possession of tobacco products will accumulate during grades 6 and 7. This means that a student does not start over each year with a first offense.

ALCOHOLIC BEVERAGES/DANGEROUS DRUGS - Students in possession of any kind of alcoholic beverage or drug suspected to be dangerous or are obviously under the influence of one of these, will be subject to strong disciplinary measures including suspension from school on the first offense, referral to law enforcement and may receive a recommendation for expulsion on any subsequent offense. In the event that a student is caught in the act of distributing or selling a controlled substance, the offender will be recommended to the Board of Education for expulsion on his/her first offense.

WEAPONS - Possession or use of weapons or look-alike weapons on school grounds is strictly prohibited. The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

The prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms.

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 whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel.

- B. Items pre-approved by the Superintendent or designee, as part of a class or individual presentation under adult supervision, including, but not limited to Hunter's Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved); C. Theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. *120.13(1), Wis. Stats., 943.13, Wis. Stats., 948.605, Wis. Stats*

RESTORATIVE PRACTICES - When a student has inappropriate behavior, we would like to use this as a learning opportunity. Students will discuss why the actions occurred and process with a staff member on how to avoid that choice in the future. Staff may ask the student to participate in a restorative practice to assist in teaching the proper behavior and repair relationships with others.

PROGRESSIVE DISCIPLINE - Continued student misbehavior will result in consequences for their actions. Consequences may be individualized and based on each situation. Meeting with a school counselor may be required as well to see if there are any other underlying issues causing the frustrations and misbehavior. The more serious and more frequent the offenses, the longer and more severe consequences will be.

IN-SCHOOL SUSPENSION (ISS) and OUT-OF-SCHOOL SUSPENSION (OSS) - When an offense is deemed unsafe or impedes the learning of others a student may be given an in-school or out of-school suspension.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES – Dances, clubs and fun nights are a privilege for students to attend. Any student who has a behavior offense that is deemed serious may lose the privilege of attending these activities for the current and next quarter of school. These will include, but are not limited to offenses of AODA, Tobacco/Vaping and Violence/Physical Aggression.

Student expectations for classroom, school and bus behavior are outlined in district policy 5500: Student Code of Classroom Conduct.

Student expectation for Athletics are outlined by the D.C. Everest Athletic Code of Conduct.

Commented [BJH5]: ADDED the word Athletics - per Fritz Lehrke

Commented [MOU6]: Added student expectation for ATHLETICS are outlined by the D.C. Everest Athletic Code of Conduct. Per JL/CN

GENERAL SCHOOL POLICIES

- **Soft Drinks** - D.C. Everest Schools discourages students from bringing soda or energy drinks (Red Bull, Monster, etc.) to school as a beverage with lunch or for in the classroom. Students are asked to make a healthier choice of beverage such as milk or fruit juice. Milk, juice, and health beverages are available through our food service department. Water in water bottles only will be allowed in classrooms.
- **Honesty** - Consistent with our school core values, students are expected to be honest. Any student who is not honest about homework, test, behavior, etc. will be required to complete the Behavior Correction form with the guidance of his or her teacher. Teachers should clearly define honest work to their students and parents.
- **What I Need (WIN)** - The primary purpose is academic enrichment, intervention, or positive behavior lessons. Secondary purposes include additional academic opportunities, social/emotional skill building, and house activity. Students who are not assigned to a WIN will use WIN time as a study hall.

- **Pledge of Allegiance** - After announcements each day, all first-period teachers will have their class recite The Pledge of Allegiance. No students shall be compelled against their objection or those of their parent or guardian to recite the pledge.
- **Homework Policy** - Per recommendation, no homework should be given on Wednesday night and tests may not be given on Thursday. Each House will determine additional procedures for their homework policy. Homework should be purposeful and developmentally appropriate practice. Best practice indicates that for homework to be effective a student should be able to complete it independently. This policy should be clearly communicated with students and parents.

Noon Hour Regulations -

1. All students should stay at school throughout the noon hour unless they bring a signed statement from parents that they will be leaving with them for lunch. Only students with permission from the office will be allowed to leave with them for lunch. Parents will pick up their children from the main office.
2. Student cooperation is needed in keeping the lunchroom clean. Please reinforce with them the importance of responsible lunchroom behavior.
3. Students will be expected to go outside for recess after the completion of their lunch time. Students may go to the iLab if they have received a pass.
4. Students are not allowed to call in orders for delivery of food without permission from the principal or assistant principal in advance.
5. Students may not have their phone out (or any technology) or in use at any time in the lunchroom or on the playground during lunch and recess.

LOCKERS - Hall and gym lockers are provided for student convenience at no cost. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. The school will not be responsible for lost or stolen items. Students may decorate the inside of their locker as long as decorations are consistent with the school's core values. Students may not hang anything on the outside of their locker unless it is approved by a teacher or administration.

The use of a locker other than the one assigned to a student is prohibited. At no time does the D.C. Everest School District relinquish its exclusive control of such lockers. The lockers assigned to a student are the property of the D.C. Everest School District and are subject to search at any time. 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, vapes, JUUL, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may also be asked to empty their pockets, book bags, backpacks, purses etc. The school's Police Liaison Officer may assist in any search at the direction of a school administrator.

GRADING AND ASSESSMENT

STUDENT PROGRESS - D. C. Everest is committed to using grades to communicate academic achievement based on essential learning criteria. Traditional grading practices have not reliably reported student achievement, primarily due to the inclusion of non-academic factors. Best practices suggest that regular

feedback has a strong, positive impact on learning. Grades are one important opportunity to provide that feedback.

The following principles guide our District-wide efforts:

1. Grades reflect a student's knowledge and level of performance.
2. Grades are based on a variety of assessments that measure student achievement.
3. Assessment is equivalent within courses, departments, and grade levels.
4. Grades clearly communicate information that enhances the partnership among parents, students and teachers and are meant to provide feedback about student achievement.
5. Non-academic factors are highly valued and contribute to student achievement; they will be communicated separately.
6. Accommodations are made as needed to help students achieve targeted outcomes.
7. Retake/Reassessment procedure will require permission, verbal or written, and direct communication with classroom teacher.

Grading Codes

A = 93%-100% The student has demonstrated mastery beyond the learning goal/standard.

A/B = 92.9% - 90% The student has exceeded proficiency of the learning goal/standard.

B = 89.9%-83% The student consistently shows thorough understanding or proficiency of the learning goal/standard.

B/C = 82.9% - 80% Student has a better than simple understanding but does not have proficiency.

C = 79.9% - 73% The student shows simple understanding and is below the expected level of proficiency.

CD = 72.9% - 70% The student is below the expected level of proficiency

LP = 69.9% - 60% Learning in Progress. The student does not understand the learning goal/standard.

NE = 59.9% - 50% No Evidence. Student has produced no work or evidence for grading.

CANVAS - Student grades can be found on Canvas. Canvas is the Learning Management System used by all teachers at the middle school. Canvas will help students keep track of assignments, due dates, missing work, resources, and grades. It is also the resource that students should use to get their homework and assignments if they are absent. Students and parents will each have their own individual logins to check work and communicate. Please note that quarter grades, semester grades and final grades will be posted on the Parent Portal of Infinite Campus as well.

WIN DOC - Students who need remediation or have missing work are requested for WIN to complete work. The missing assignments are also posted on our WIN doc. You will receive an email sent your designated email if your child is placed on the WIN doc. You may also ask your student to show you their WIN doc at any time.

INFINITE CAMPUS - Parents may also log into the Infinite Campus Parent Portal to be able to view students' quarter and semester grades for each class they are taking. You may create an account by logging onto the district web page and going to the Infinite Campus link under the For Families tab.

TEACHER CONTACT - Parents are also welcomed and encouraged to contact their student's teachers for an update on progress. You may call them at school and if they are not teaching a class they can talk, or they will call back when they are free. You may also email them.

TECHNOLOGY USE

GUIDELINES FOR TECHNOLOGY USE (*District iPads and Personal Devices*) - The D.C. Everest Area School District offers networked services, including internet access, for student use. This network system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum. The District has the right to enforce all rules set forth in the school code and the laws of the State of Wisconsin. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the internet is available through this school only with permission of the principal or his or her designee and the parents or guardians of the student.

- Personal Safety
 - Students will not post contact information (e.g., address, phone number) about themselves or any other person. Students will not agree to meet in person with someone they have met online without approval of their parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.
- Illegal Activities
 - Students will not attempt to gain unauthorized access to this or any other computer system or go beyond the student's authorized access by using another person's account or accessing another person's files.
 - Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - Students will not use the D.C. Everest network system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
 - Students will not intentionally tamper with the hardware or software available for their use.
- System Security
 - If an individual account is provided, the student is responsible for that account and should take all reasonable precautions to prevent others from being able to use that account. Under no condition should a student give a student's login and/or password to another person.
 - Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems; this may be construed as an illegal attempt to gain access.
 - Students will avoid the inadvertent spread of computer viruses by following the District virus protection procedures when downloading files.
- Inappropriate Language
 - On any and all uses of the internet, whether in application to public or private messages or material posted on web pages, students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person by a persistent action that distresses or annoys another person, and students must stop if asked to do so.
- Respecting Resource Limits

- Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. Games or other programs of a personal nature may not be installed or run.
- Students will not download large files without the approval of a lab supervisor or teacher.
- Students will be assigned a personal email account by the District for the purpose of school use. In that event the student misuses the email account it may be deactivated.
- Students will subscribe only to high-quality discussion group mail lists that are conducted through the D.C. Everest network system. In the event of a claim that students have violated this policy, the school disciplinary code, or the law, the student will be given notice of suspected violations and have an opportunity to present an explanation according to school code and/or state, federal or international law.
- The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.
- Network activity is monitored and logged. Violations of this policy are easily discovered. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the school District system or the internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs, discipline under other appropriate school District policies.

DISTRICT IPAD: 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.

GOOGLE APPS FOR EDUCATION - Google Apps is a set of online tools for communication, collaboration, time management, and document storage. Provided by Google to the District at no cost, these tools include:

- Google Apps: a word processing, spreadsheet, presentation and drawing program that allows multi-user access and editing.
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Gmail: a full functioning e-mail program

Google continues to add new tools and the District will evaluate each for its education potential. All of these tools are housed on the internet and can be accessed from any internet-connected computer with a web browser. No special software is required.

Our primary reasons for supplying these tools to students are:

- To give our students practice in using current technology applications and tools.
- To give students the ability to work on common, no-cost tools on their own documents both at school and outside of school.
- To facilitate paperless transfer of work between students and teachers

- To provide adequate long-term storage space for student work
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience.
- To provide a digital environment where our students and teachers can work collaboratively.

There is also a cost savings to the District since less file storage space will need to be maintained. Teachers will be reviewing our District's Acceptable Use Policy and Internet safety guidelines when they introduce these tools to students. Using online tools responsibly will be an important part of the learning process.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES - Student use of electronic communication devices, including but not limited to cell phones, personal tablets, or other devices, on school premises are subject to restricted use during the school day. **Students may only use their personal device before the start of school until 7:20am and after school concludes at 2:32pm.**

The use may not in any way:

- Disrupt the educational process for themselves or others (Including school-based bullying)
- Endanger the health or safety of the student or others.
- Infringe upon the rights of others at school.
- Involve illegal or prohibited conduct.
 - Recording/sharing/distribution of illicit photos/videos to minors will be referred to law enforcement for child pornography and will be subject to consequences up to and including suspension.
 - Recording/sharing/distribution of photos/videos of illegal or prohibited activities and/or without the consent of those filmed will be subject to consequences up to and including suspension and referral to law enforcement.
- Cause them to be tardy to class or arrange for meeting other students during class instead of attending class.

At no time may cellphones or other electronic communication devices be used to take, record or transfer photographs or video images of a person without staff permission and at no time in school locker rooms, restrooms, or other private areas.

The District shall not be responsible for the security of safety of electronic communication devices that students choose to bring to school.

Nothing within this 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 education plan, Section 504 plan, or health plan.

Any student found violating this policy shall be subject to school discipline. This may include students having restricted use or loss of privileges to use technology in school and in/out or school suspensions. Students will be notified annually of this policy through registration materials and/or student handbooks.

GAGGLE - The district has a content monitoring service called Gaggle. Gaggle monitors for concerning or inappropriate content by students on all student accounts, servers and devices that are district owned and supervised.

BULLYING AND HARASSMENT PROCEDURES

“**BULLYING**” is characterized by a real or perceived imbalance of power (with the person or group doing the bullying having more power than the person being bullied); an intent to harm; is repetitive and consistent behavior; the student who is bullied has difficulty defending himself/herself. We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, intelligence, religion, size, and economic status.

It may include, but is not limited to psychological and emotional bullying, verbal bullying, cyber bullying, physical bullying, and sexual harassment. Students who engage in any act of physical, verbal, sexual, cyber, or racial bullying at school, at a school function, or in connection to any activity sponsored by the District, or while en route to or from school are subject to disciplinary action in accordance with the Students Rights and Responsibilities. Consequences may include, but are not limited to learning packets, in-school suspension, parent phone call, parent meeting, lunch containment, out-of-school suspension, or police referrals. Students are prohibited from retaliating against those who report incidents of bullying or who assist in an investigation. Students and others who retaliate shall be subject to discipline.

CONFLICT - There will be times where students are in conflict. This is where two or more students do not get along, argue with each other or each is engaged in conflict with the other. These situations will be treated as student conflict and not bullying. In these cases, we may assist the student(s) in dealing with these situations utilizing our student services department.

ANTI-BULLYING PLEDGE - We, the students at D.C. Everest Middle School agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be cyber, physical, verbal, racial, or sexual. Some examples might be pushing, shoving, hitting, and spitting as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being a target of bullying. Students who bully will receive consequences relative to D.C. Everest Middle School Discipline Steps and the District’s Student Harassment Policy.

By making this pledge, we the students, agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a faculty member.
4. Support students who have been or are subjected to bullying.
5. Provide a good role model for younger students and support them if bullying occurs.
6. Participate fully and contribute to assemblies dealing with bullying.

Staff are instructed to respond to bullying/harassment as outlined below in order to effectively reduce bullying:

- Know the different types of bullying and be able to identify it when they see or hear of it
- Understand the effects bullying has on the learning environment.

- Teach and test their students the components of our school bullying policy.
- Immediately address bullying behavior in a way that is outlined in the bullying prevention guidelines.
- Monitor cases of persistent bullying and be fully informed of all incidents and their progress.
- Infuse anti-bullying messages into the curriculum as appropriate for their subject matter.

The administration will work with staff to:

- Develop clear school procedures on bullying and display it permanently in classrooms and around the building.
- Train faculty in appropriate handling of incidents.
- Develop or adopt a curriculum that educates students about bullying.
- Teach students about less obvious forms of bullying such as gossiping and exclusion.
- Discuss proactive anti-bullying measures (such as having lunch with a student who has been excluded in the past).
- Establish support systems for pupils involved in incidents such as changing a schedule, moving a bus assignment, involvement in a guidance group.

Please see School Board Policy 5517.01-Bullying.

“HARASSMENT” includes, but is not limited to, an act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. *Harassment is prohibited by Policy 5517- Student Harassment*

“STUDENT HAZING” is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy”. *For a definition of and instances that could possibly be construed as hazing, consult Policy 5516*

COMPLAINT PROCEDURES - Any student that believes he/she has been or is the victim of bullying, harassment or hazing should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying, harassment or hazing behavior directed toward a student. Reports may be made to those identified above.

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

All complaints about behavior that may violate these policies shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying, harassment or hazing shall interview the victim(s) of the alleged events and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying, harassment or hazing in accordance with these Policies, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted bullying, harassment or hazing based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying, harassment or hazing to one of the Compliance officers who shall assume responsibility to investigate the allegation in accordance with Anti-Harassment- Policy 5517 , Anti-Bullying Policy 5517.01, Anti-Hazing Policy 5516.

EVEREST SYSTEMS OF SUPPORT



D.C. Everest Middle School

9302 Schofield Ave, Weston, WI 54476
715-241-9700 Fax 715-241-9697

Kathryn Wollersheim, Principal
Fritz Lehrke, Assistant Principal

Dear Parents/Guardians:

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

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

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

- The universal screening tool iReady (grades 6-7) 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 45-90 minutes.
- The Bloomsights screening tool (grades 6-7) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

Sincerely,
Kate Wollersheim, Principal
kwollersheim@dce.k12.wi.us
715-241-9700 ext. 2022

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

Our Middle School core values are take care of yourself, take care of each other, and take care of our school. All students will receive a general orientation to the expected core behaviors (Tier I level) at the beginning of each school year. A student's ability to demonstrate and apply these core values in all school settings is essential to their individual academic success and the overall learning atmosphere for all students.

Our approach to managing student behavior is reflective of PBIS (Positive Behavioral Interventions and Supports). PBIS emphasizes classroom management, preventative school discipline and effective academic instruction to ensure a positive and safe school climate to maximize success for all students. All students are expected to meet Tier 1 expectations. If they do not, that means they need additional support and will be given support in Tier 2 or 3 programs to help them try and be successful.

TIER 1 - All students begin at Tier 1. These are the general schoolwide and classroom-wide procedures and expectations all students are to meet. Minor support, redirection or reminders should be sufficient for students to maintain a positive position in the classroom.

Staff may utilize the following interventions to maintain safe, productive, and respectful behavior:

- Active monitoring
- Verbal or visual prompt; redirection
- Range of consequences which may include processing, detention, parent contact, removal to another classroom.
- Acknowledgement systems
- Breaks
- Special seating

When a student's problem behavior is unresponsive to preventative schoolwide and classroom-wide procedures, the use of more intensive interventions and/or consequences will be used. The following strategies may be imposed for repeated, frequent, or severe behavior problems:

TIER 2 - If interventions at Tier 1 have not been effective in changing student behavior, then a team will be put together consisting of teachers, counselors, other needed staff who will consult with parents to discuss further actions needed to improve the behavior or academic problems of the student. Intervention intensity at the Tier II level is intended to match student needs. Tier II interventions are more specialized and intensive practices for students whose behaviors have been documented as unresponsive to Tier I practices and systems.

Some examples of Tier II interventions:

1. **Check In/Check Out (CICO)** Groups of students with similar needs or individual students check in with designated CICO facilitators before the beginning and at the end of each school day. They will receive positive contact, pre-corrects, reminders of school wide expectations and, if needed, basic school supplies. At the end of each class period, classroom teachers provide youth positive behavioral feedback, based on the student-wide expectations, on a Daily Progress Report Card (DPR).
2. **Daily Progress Report Card (DPR)** The Daily Progress Report card (DPR) is a sheet the student will be bringing to every class period of the day. This sheet needs to be filled out at the end of the class period by the teacher as a reflection on how the student performed in class that day based on the skill/performance deficits the student needs to improve on. The DPR will be used as a communication tool for CICO, teachers, students, and parents to monitor the progress of the student. There are three types of DPRs: Attendance, Study Habit/Organization, and Behavioral.
3. **S/AIG-Social/Academic Instructional Groups** Youth are supported in small groups for direct instruction of school wide expectations and/or replacement behaviors, including structured practices and direct behavioral feedback. Staff will meet with students 1-2 times per week for at least 6 weeks.
4. **Check and Connect** This intervention is used to promote student engagement with school, reduce dropout and increase school completion. Check and Connect is implemented by a person referred to as a monitor or mentor. The person is a cross between a mentor, an advocate, and a service coordinator whose primary goal is to keep education an important aspect of the student's life. When possible, the mentor stays with the student for at least two years. Mentoring is not the same as CICO.
5. **Small Group Interventions** Social skills groups, newcomers club, homework club, peer mentoring, concerned persons group, grief group and others.
6. **Behavioral Contract** A behavior contract is an agreement signed between the student and teacher and often includes the student's parent/guardian. The behavior contract is a written agreement about how the individual will behave. It will indicate the appropriate consequence should the student neglect to behave according to the contract and it also identifies a reinforcer to be used for successful compliance. The contract provides the student with structure and self-management. The contract should include: the goal, reward, consequence, timeframe, and system of monitoring.

TIER 3 - Administrative Level Referral or Immediate Behavior Referral to Administrator: When a teacher/team deems that the interventions in Tier 1 and 2 are not changing a student's problem behavior and/or the student's behavior is considered out of instructional control, illegal or unsafe, that teacher may send the student to the office. Progressive steps of consequences will be followed for same behavior referrals in a semester which may include:

- Conference
- Parent phone call/meeting
- Lunch containment, hall containment
- In-school suspension with parent contact
- Letter sent to notify and engage the parents in their child's ISS or OSS consequence

As an intervention to support positive school adjustment, In-School (ISS) or Out-of-School (OSS) Suspensions may be utilized. If In-School Suspension is repeatedly imposed without positive change in student behavior,

then Out-of-School Suspension may be imposed. Such action must be consistent with the specific grounds, procedures and due process outlined in the D.C. Everest Suspension policy.

SCHOOL COUNSELING/STUDENT SERVICES - Students face far greater challenges than they did just a few years ago. That means educators are also facing far greater challenges than they did just a few short years ago as well. The goal of the counseling department is to help each student reach their maximum personal development. The counseling department can help guide students to become productive, happy, responsible adults. Counselors will be assigned a grade level and will rotate to the next grade level with that class.

The counseling department will gather and record data about individual students that can help teachers in the classroom. This data is kept in a cumulative folder and is available upon request in the counseling/guidance office.

The Student Services Department is an excellent source of information for student related issues. They have personal-social information (smoking, drugs, grooming, etc.) that can be useful for the total development of a student.

The department may also provide students with educational information that will:

- Give them tips on how to study and take tests.
- Give general information of the educational preparation needed for particular career.
- Give general information on the physical development of adolescents.
- Give community resources to aid in the development of adolescents.
- Individual counseling: The counseling department will work with students on a one-to-one basis to help students explore and solve the many concerns they experience as they grow up. They do not provide therapeutic clinical counseling.

SCHOOL BUS RIDERS

RULES AND REGULATIONS - Many students are transported by school bus daily to and from school, and on occasion to athletic events or field trips. The safety of our students being transported is our prime concern and we expect our transportation provider to choose qualified drivers, inspect and maintain buses in good mechanical condition and to comply with all legal requirements.

The Driver shall maintain order among passengers being transported and shall report misconduct. The driver may assign riders to specific seats at any point.

The Passengers shall comply with any lawful order given by the driver while carrying out his/her responsibilities.

The students themselves also have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern and cannot be tolerated. Bus riding is a privilege that can be revoked. By order of the principal, suspension of riding privileges may occur at any time if the offense is deemed severe.

We need your help too in addressing safety. Please discuss with your child the importance of appropriate behavior while a passenger on a bus. Should a student be disruptive, disrespectful or endanger others on a bus, certain actions may be taken and are listed below.

1. First Written Offense - A warning letter with a description of the misconduct will be sent to the parent(s)/guardian(s) by the bus company. By order of the principal, suspension of riding privileges may occur if the offense is deemed severe.
2. Second Written Offense - A letter with a copy of the misconduct slip will be sent to the parent(s)/guardian(s) from the bus company. When appropriate, the bus company will follow up with a phone call to the parent(s)/guardian(s). By order of the principal, suspension of riding privileges shall be up to three (3) days.
3. Third Written Offense - A mandatory conference may be held with the principal and the parent(s)/guardian(s). Suspension of riding privileges shall be up to five (5) days.
4. Fourth Written Offense - A mandatory conference may be held with the principal and the parent(s)/guardian(s). Suspension of riding privileges shall be five (5) days. Further infractions may result in expulsion of riding privileges.
5. Fifth Written Offense - Suspension of riding privileges for five or more days or, if appropriate, a recommendation to the School Board for expulsion from the bus. A stipulated agreement may also be implemented at this time.

BUS TRANSPORTATION - To ensure even distribution of loads and delivery of students to the designated school, pupils will board only the bus to which they are assigned. Permission to leave a school bus at any point other than the point at which any pupil daily boards or leaves the bus can be granted only upon a written request of the parent or guardian to the Supervisor - Personnel.

Previous to Loading

- Be on time at the designated school bus stop - the bus cannot wait for those who are tardy.
- Wait for the bus as far to the right side of the road as practical. Conduct yourself in a safe manner while waiting.
- Do not accept rides from strangers.
- Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in a single file. Do not rush or push to get on the bus.
- Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- If there are no sidewalks it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
- Use the grab rail and watch your step when getting on the bus.

While On The Bus

The driver is responsible for controlling the bus riders. While you are riding the bus you must obey the driver and driver assistants promptly and cooperatively. Students can be assigned a seat as the bus is loading and are expected to stay in that seat until they reach their destination. The only exception to this rule will be to enable pupils in the center aisle to fill in the front seats when they have been emptied.

- Normal classroom behavior is expected.
- Conversing with the bus driver while the vehicle is in motion is absolutely forbidden.
- Keep your hands, head, and all body parts inside the bus at all times after entering and until leaving the bus.
- Do not rush or push past others while boarding and/or moving to your seat.

- Assist in keeping the bus safe and sanitary at all times. Eating will not be allowed.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Keep books, packages, coats, and all other objects out of the aisles.
- Treat bus equipment as valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches, instruments, or other articles on the bus. Neither the bus contractor nor the school District is responsible for lost articles.
- Do not throw anything out of the bus window.
- Always remain in your seats while the bus is in motion.
- Be courteous to fellow pupils, the bus driver, the driver's assistants, and passersby.
- Keep absolutely quiet when approaching a railroad crossing stop.
- In case of emergency, remain in the bus unless directed to do otherwise by the driver.

Parent(s)/guardian(s) will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privileges of riding.

After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after checking to be sure that no traffic is approaching and after receiving the signal from the driver.
2. Be alert to the danger signal from the driver.
3. Riders are not permitted to leave the bus at other regular stops unless proper authorization has been given in advance by parent or school officials.
4. Students must go directly to the school building after getting off the bus in the morning.
5. No student who rides the bus may leave the school grounds.

Bus Route Student Changes

Students must ride the bus route/bus they are assigned unless they have written permission from school administration to change. Requests of a social nature will not be approved. (Scouts, parties, lessons, practices, employment, sleepovers, ride to friend's, 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 Bus transportation 715-298-6110 x 2.

For more details on Bus Rider rules, please see [Administrative Guideline aq8600B](#)

HEALTH ROOM AND HEALTH INFORMATION

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. A student should not make initial contact with a parent to be picked up from school for medical reasons. This includes texting. This practice ensures quality medical care for our students and accurate attendance of all our students.

MEDICATION 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:

1. School Medication Consent Form are available in the main office, health room, or [online](#). A new medication consent form must be completed when the dose of the medication is changed and/or discontinued.
 - 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.
2. Medication Bottles and Labeling
 - Prescription Medications must be in the original labeled pharmacy bottle. The label must clearly state:
 - a) Student's full name.
 - b) Name of medication.
 - c) Time to give medication and dose needed.
 - d) Physician's name.
 - e) 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.

Staff cannot give any medication sent in a plastic bag or envelope.
3. 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 are 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.
4. 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 needing an emergency medication are taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
5. 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 - The Wisconsin state immunization requirements for **2023-2024** 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
Grades K - 6	4	4	2	3	2	-
Grades 7 - 12	4	4	2	3	2	1

1. **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 and/or history of chickenpox to the school health assistant.

Please contact *Savanna Krueger, District RN* at 715.241.9700 x2207 or skrueger@dce.k12.wi.us with questions.

Commented [BJH7]: Health Room and Health Information updated per school nurse - Savanna Krueger

SCHOOL BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson (715) 571-1774 jdickerson@dce.k12.wi.us	Treasurer	2025
Katie Felch (715) 212-2265 kfelch@dce.k12.wi.us	Member	2024
Shannon Grabko (715) 551-9406 sgrabko@dce.k12.wi.us	Clerk	2025
Lindsey Lewitzke (715) 581-5871 llewitzke@dce.k12.wi.us	President	2025
Corina Norrbom (715) 870-2252 cnorrbom@dce.k12.wi.us	Member	2026
Larry A. Schaefer (715) 359-7374 lschaefer@dce.k12.wi.us	Member	2024
Yee Leng Xiong (715) 348-6214 yxiong@dce.k12.wi.us	Vice President	2026

Commented [BJH8]: Updated school board members

PUPIL NONDISCRIMINATION

The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities.

The following staff are designated to receive inquiries regarding the non-discrimination policies:

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

Jack Stoskopf, Interim Assistant Superintendent
6100 Alderson Street
Schofield, WI 54476
715-359-4221 ext. 1243
jstoskopf@dce.k12.wi.us

Commented [BJH9]: Updated pupil nondiscrimination

TITLE IX NOTICE

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Gina Lehman (students) - Director of Student Services (715)-359-4221, ext. 1351 1699 Schofield Av., Suite 300 Schofield, WI 54476 gilehman@dce.k12.wi.us	Sarah Trimmer (employees) - Director of Talent & Culture (715)-359-4221, ext. 1225 1699 Schofield Av., Suite 300 Schofield, WI 54476 strimmer@dce.k12.wi.us
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Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in [POLICY 226 - Nondiscrimination on the basis of Sex in Education Programs or Activities](#). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

D.C. EVEREST PARTIAL LIST OF POLICIES

All District policies may be found at [D.C. Everest Area School District Policies](#). If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at (715) 359-4221, ext. 1220.

- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents' Right to Know
- Policy 2266 Title IX Nondiscrimination on the Basis of Sex in Education Programs or Activities

- Policy 2270 Religion in the Curriculum
- Policy 2340 Field and other District-Sponsored Trips
- Policy 2414 Human Growth and Development
- Policy 2416 Student Privacy
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Drug Prevention
- 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 9151 Use of Cameras and Other Recording Devices in Locker Rooms
- 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. 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.

D.C. Everest Junior High

2023-2024 Student Handbook

Jason McFarlane
PRINCIPAL

Scott Gremminger
ASSISTANT PRINCIPAL

Derek Wecke
DEAN OF STUDENTS

Cory Heckel
ATHLETIC DIRECTOR

1000 Machmueller Street
Schofield, WI 54476

(715) 359-0511

Fax (715) 359-9395

Web Page www.dce.k12.wi.us/juniorhigh

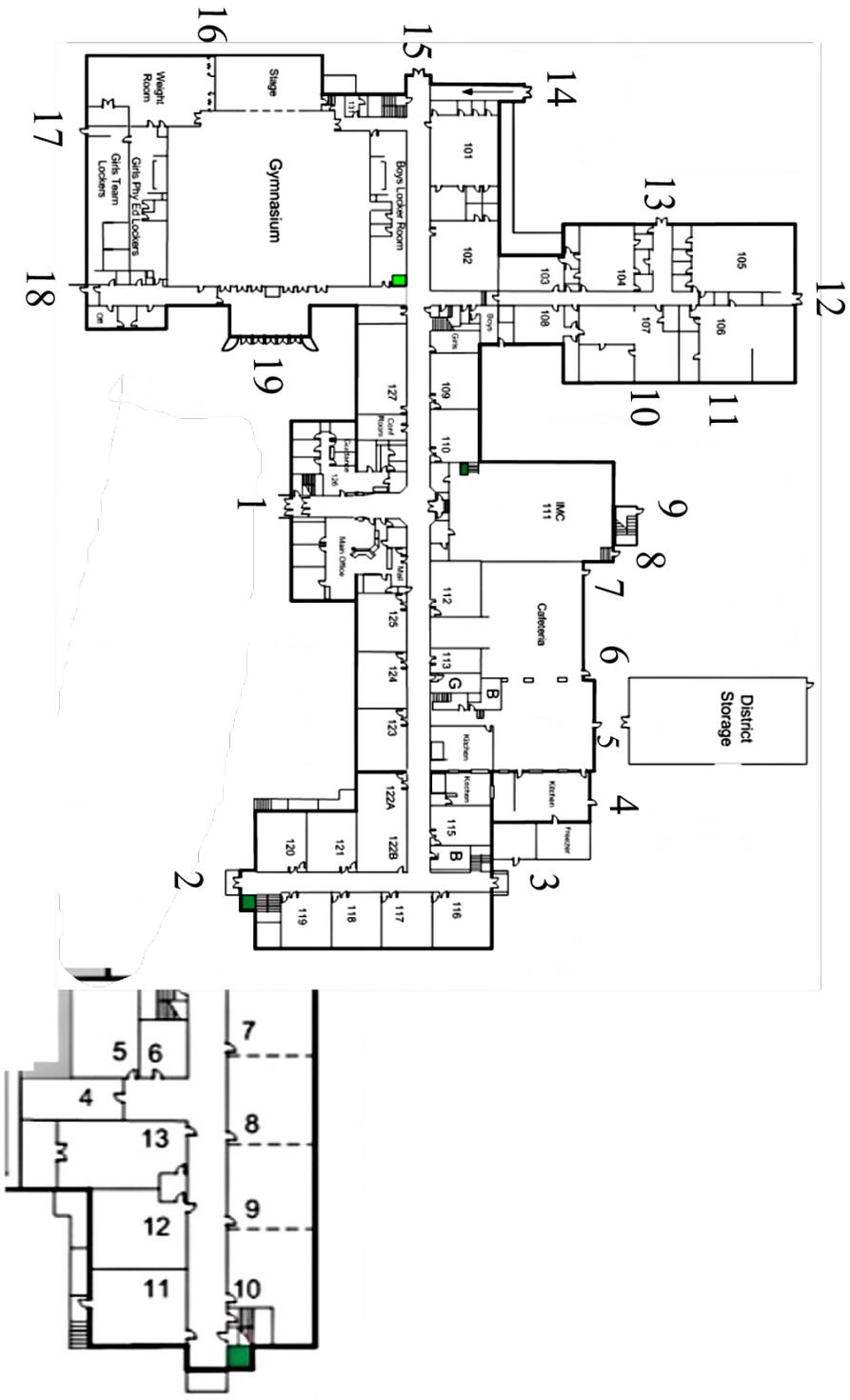


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Non-Discrimination Title XI Notice	27		
Pets/Animals	20		
Physical Aggression/Fighting	20		
Pledge of Allegiance	20		
Posters	20		

MAPS

D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH BASEMENT 1

D.C. Everest 2023-2024 Calendar

Board approved 1/24/2023

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Plus one "floating" New Teacher day

3

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

LABOR DAY

19

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Q1 44
THANKSGIVING

19

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CHRISTMAS AND NEW YEAR'S EVE
Winter Break

15

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Q2 - 44, S1-88
NEW YEAR'S DAY
MLK DAY, Jan. 15

20

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19/20

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Spring Break
EASTER - March 31

Q3 43
16

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MEMORIAL DAY

Q4 41, S2 84

21

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- | | |
|--|---|
| <ul style="list-style-type: none"> New Teacher Days No School for Students - Teacher Work Days First and Last Days for Students No School for Students - Teacher PD Day Elementary Only - No School for Parent/Teacher Conferences Elementary Only Early Release for Parent/Teacher Conf. <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 8px;">/</div> Last Day of Quarter <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 8px;">X</div> Last Day of Semester | <ul style="list-style-type: none"> No School for Everyone Senior High Graduation Snow Make-Up Day |
|--|---|

Q1	44	Q3	43
Q2	44	Q4	40/41
S1	88		83/84

172 Student days (170.5 Elem)

D.C. EVEREST JUNIOR HIGH 2023-2024 CALENDAR DATES

DATE	DAY	TIME	EVENT
8/15/23-8/17/23	Tue-Thu		New Teacher Days
8/22/23-8/24/23	Tue-Thu		Teacher Work Days
8/17/23	Thu	7:30AM-9:00AM 6:00PM-7:30PM	8th grade/New Student Orientation
8/22/23	Tue-Thu	10AM-1PM	Orientation/Open House
8/29/23	Tue		First Day of School
9/1/23,9/4/23	Fri, Mon	NO SCHOOL	Labor Day
10/2/23	Mon	NO SCHOOL	Teacher Work Day
10/4/23	Wed		8th Grade Heavy Metals Tour
10/18/23	Wed		Adventure Day
10/25/23	Wed	3:30PM-8:00PM	Parent/Teacher Conferences
10/26/23	Thu	NO SCHOOL	Teacher Professional Development
10/27/23	Fri	NO SCHOOL	Fall Holiday
11/2/23	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
11/3/23	Fri		End of 1st Quarter
11/22/23-11/24/23	Wed-Fri	NO SCHOOL	Thanksgiving Break
12/22/23-1/1/24		NO SCHOOL	Winter Break
1/15/24	Mon	NO SCHOOL	Teacher Work Day
1/19/24	Mon		End of Semester
1/22/24	Mon	NO SCHOOL	Teacher Work Day
2/7/24	Wed		History Day
2/15/24	Thu	3:30PM-8:00PM	Parent/Teacher Conferences
2/16/24	Fri	NO SCHOOL	Teacher Professional Development
2/22/24	Thu	3:30PM-6:00PM	Parent/Teacher Conferences
3/1/24-3/3/24	Fri-Sun		Evercon
3/14/24	Thu		Pie Day Assembly
3/22/24	Fri		End of 3rd Quarter
3/25/24-4/1/24		NO SCHOOL	Spring Break
4/9/24-4/11/24	Tue-Thu		State Testing
4/19/24	Fri	NO SCHOOL	Teacher Work Day
5/8/24	Wed		Adventure Day
5/10/24	Fri		Snow Make-Up Day
5/15/24	Wed		Civil War Day 7TH Grade Transition Day
5/21/24-5/23/24	Tue-Thu		Rivers Trip - 8th grade Science classes
5/27/24	Mon	NO SCHOOL	Memorial Day
5/31/24	Fri		Last Day of School
6/3/24	Mon		Teacher Work Day

BUILDING HOURS / DAILY TIME SCHEDULE - The Junior High opens to students at 7:00 a.m. From 7:00-7:20 students are to use the IMC or cafeteria. Then, 7:20-7:40 students can walk the halls or seek out staff for assistance.

Buses leave at 3:04 p.m. Students not involved in an activity with a staff supervisor or coach must leave the building by 3:30 p.m. The regular daily time schedule is:

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



D.C. EVEREST JUNIOR HIGH

CLUBS & ACTIVITIES

CLUB/ACTIVITY	DESCRIPTION	ADVISOR
ABC – Advanced Book Club	Book club for freshmen who love to read and discuss high-level books and plays. Freshmen who are considering taking Honors and AP English at the senior High are perfect for ABC! The club will run during Semester 2. We will read and discuss three books (during ELT), and freshmen must read/discuss all three to meet the academic letter criteria. The club is limited to twenty students.	TBD
Chamber Singers	Choral Ensemble selected by audition – rehearse for performances.	Mr. Ulrich julrich@dce.k12.wi.us
Chess Club	Spend time learning and playing chess. Each meeting will include a mini lesson and time enjoying the game of chess together. Open to 8 th & 9 th grades students.	Mr. Stuebs jstuebs@dce.k12.wi.us
Creative Writing Club	Brings together students that love to write and/or appreciate the art of writing. Create and share your work. Listen to and read work of your peers.	Mrs. Searing rsearing@dce.k12.wi.us
Culture Club		Mrs. Heidi Kolodziej hkolodziej@dce.k12.wi.us
DECA	A marketing & business club developing emerging leaders. Join today, lead tomorrow.	Mrs. Jodi Peterson jpeterson@dce.k12.wi.us
Drama	Acting, stage crew, make-up, sound, lighting and prompting (\$10 fee).	Mrs. Vesper wvesper@dce.k12.wi.us
EIP – Early Intervention Program	Early Intervention Program encourages education after high school run by the Department of Public Instruction.	See Student Services
FCA – Fellowship of Christian Athletes	A student led club for kids to come together, share their faith, reach out to others, and improve our community. You don't need to be an athlete to participate!	Mr. Stuebs jstuebs@dce.k12.wi.us
FFA – Future Framers of America	FFA is a dynamic extracurricular student youth organization for students interested in careers connected to agriculture that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.	Mr. Glynn jglynn@dce.k12.wi.us
Forensics	Forensics provides opportunities to practice and compete in public speaking contests. Individual and group categories are available. Sign up begins in December, and forensics rehearsals begin in January. (\$10 fee)	Mrs. Moua mmoua@dce.k12.wi.us Mrs. Searing rsearing@dce.k12.wi.us
Gaming Club	The D.C. Everest Gaming Club is a unique club (grades 8-12) which is dedicated to the practice and preservation of organized gaming of all types. Some of the many types of gaming include: board gaming, role playing, card playing, strategy-based gaming, etc. The Club is also the unofficial Anime Club of the district. Additionally, the club has approximately 400+ games, which are available for checkout by any club member. The club also has officers and other leadership positions, which actively participate in running the club throughout the school year and summer.	Mr. Ammon cammon@dce.k12.wi.us Mr. Burish bburish@dce.k12.wi.us
Gay-Straight Alliance (GSA) Club	The Gay-Straight Alliance (GSA) works to create a school community where all students feel welcome and supported, regardless of their sexual orientation or identity. Our goals are to have fun, learn, and support each other.	Mrs. Morgan lmorgan@dce.k12.wi.us Mrs. Searing rsearing@dce.k12.wi.us
German Club		Mrs. Heidi Kolodziej hkolodziej@dce.k12.wi.us
Jazz Band	Any current 8 th or 9 th grade band student may join.	Mr. Burish bburish@dce.k12.wi.us
Men's Choir	Open to all junior high male singers for rehearsal and performances.	Mr. Ulrich julrich@dce.k12.wi.us
Nation Junior Honor Society	Leadership, service citizenship, character, and academics determine membership.	Mrs. Pederson tpederson@dce.k12.wi.us Mrs. Lauersdorf elauersdorf@dce.k12.wi.us
Outdoor Club	Promotes activities related to hunting, fishing, and camping including safety instruction, ice fishing tournament, and jig making.	Mr. Fuehrer jfuehrer@dce.k12.wi.us Mr. Fitzsimmons ffitzsimmons@dce.k12.wi.us
Sherpas	Sherpas are our guides for new students at the junior high. Sherpa's must have a B average or higher, no discipline referrals, and currently in good academic standing.	Mrs. Pederson tpederson@dce.k12.wi.us Mrs. Schultz sschultz@dce.k12.wi.us
Ski/Snowboard Club	For the beginner, intermediate, and advanced skier or snowboarder. Students may enroll in lessons through the ski hill.	Mr. Hahn nhahn@dce.k12.wi.us
Strings Elite	Students will prepare performance repertoire that will be performed for community events and organizations.	Ms. Johnson ajohnson@dce.k12.wi.us
Student Council	Promote student responsibility, develop leadership and school spirit, and take part in worthwhile projects. Students will also gain an initial understanding of student government.	TBD
Unified Pals	Students of all abilities come together to promote social inclusion through play and learning where respect and acceptance are the norm.	Mrs. Wistrom lwistrom@dce.k12.wi.us Mr. Tretter ttretter@dce.k12.wi.us
Woodturning Club	Learn how to turn and make wooden pens to donate to the Never Forgotten Honor Flights Veterans. For every 3 pens you make for the vets, you get to make one for yourself. Any 8 th or 9 th grader is welcome to join.	Mrs. Heise sheise@dce.k12.wi.us
Yearbook Club	Yearbook Club is a group that gives students experience in print media publishing, camera basics, computer layout design, and creative writing. Students will collaborate to create a yearbook that captures the memories of our school year.	Ms. Clark jclark@dce.k12.wi.us

JUNIOR HIGH INTERSCHOLASTIC SPORTS

FALL SPORTS (SEPT-NOV)	BOYS/GIRLS	GRADE(S)
Cross Country	Boys/Girls	6-7-8
Cross Country	Boys/Girls	9
Dance Team	Girls	6-8
Dance Team	Girls	9
Football	Boys	7-8-9
Golf	Girls	9
Soccer	Boys	7-8
Soccer	Boys	9
Swimming	Girls	6-7-8
Swimming	Girls	9
Tennis	Girls	9
Volleyball	Girls	7-8-9
WINTER SPORTS (NOV-MARCH)	BOYS/GIRLS	GRADE(S)
Basketball	Boys/Girls	9
Curling	Boys/Girls	9
Dance Team	Girls	6-8
Dance Team	Girls	9
Hockey	Boys	9
Ski/Snowboard	Boys/Girls	9
Swimming	Boys	6-7-8
Swimming	Boys	9
Wrestling	Boys	6-7-8
Wrestling	Boys	9
WINTER SPORTS (OCT-DEC)	BOYS/GIRLS	GRADE(S)
Basketball	Boys	7-8
WINTER SPORTS (JAN-FEB)	BOYS/GIRLS	GRADE(S)
Basketball	Girls	7-8
SPRING SPORTS (MARCH-JUNE)	BOYS/GIRLS	GRADE(S)
Baseball	Boys	9
Golf	Boys	9
Lacrosse	Boys/Girls	9
Softball	Girls	8-9
Soccer	Girls	7-8
Soccer	Girls	9
Tennis	Boys	9
Track	Boys/Girls	6-7-8
Track	Boys/Girls	9

WELCOME - Welcome to D.C. Everest Junior High School! Our goal is to provide a safe, healthy, and positive school climate that promotes school pride for all students. The Junior High is able to do this by involving students, staff, and parents in the process of constant school improvement. This is accomplished by teaching student expectations, observing behaviors, interacting positively with students, and correcting behavior. We look forward to working with you to make our school a great place. Our core school values of being respectful, responsible, and productive will be applied to all school settings. Please be an active participant in support of increasing school pride and improving our school climate.

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

*Eighth and ninth grade students may participate in the National Junior Honor Society (NJHS). To be eligible for membership consideration, students must be in the first semester of eighth or ninth grade and receive and maintain an accumulative GPA of 3.5 or higher for the previous 2 semesters. Eligible students will be mailed an interest letter in September and must attend a meeting to receive an activity form. The Activity Form must be returned to the Student Services Office by the second Friday in October. The Faculty Council will evaluate these forms and consider leadership, service, citizenship, and character to determine membership. More information on the NJHS may be obtained in the Student Services Office.

ACADEMIC RESOURCES -

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

ADD/DROP POLICY - All course selections are considered final except in the case of inappropriate placement. Changes based on inappropriate placement will only be made with teacher and parent approval pending class availability during the first week of the semester.

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

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade reporting period.
- Eighth grade students pay no fee for each sport. Ninth grade user fees will vary by sport. All students from financially challenged families may apply for a waiver from the fee.

Student athletes must:

- Complete an insurance/pledge card.
- Complete a completed emergency card.
- Complete a completed W.I.A.A. physical card or alternate card.
- Complete concussion test form each school year in which the student participates in a sport.

All athletic forms are to be completed online except for the physical and alternate-year cards. Parents will have the ability to scan and upload the physical and alternate-year cards. If physical and alternate-year cards are not uploaded electronically, a hard copy needs to be turned into the Athletic Office. The athletics registration page can be accessed at the following web address: <https://dceeverest-ar.schooltoday.com>

W.I.A.A. Physical Examination Card

Physical examinations taken after April 1 are good for the following two school years. The Alternative Card is needed for the second school year. Physical examinations taken before April 1 are good for the remainder of the school year.

ATTENDANCE - Regular school attendance is required by law and is critical to success at school. Frequent absence is one of the main causes of poor academic performance in school. Work or classroom experiences missed in school can never truly be made up in a complete manner because the value of in-class activities and discussion is missed forever. Attendance patterns are set when students are young.

Excused Absences -Whenever possible, doctor and dentist appointments should be scheduled outside of school hours. The only student absences considered excused are: illness, family emergencies, medical, dental, or other valid professional appointments, and pre-approved school activities. Students are excused for two hours for routine medical and dental appointments. Students may be asked to confirm a professional appointment with a verification slip from the office of professional service. Please report absences due to illness by telephoning the Attendance Office at **(715) 359- 0511, ext. 3404**. This extension has voicemail twenty-four hours a day. If no message is left, students are required to report to the Attendance Office with a parent excuse note prior to 7:40 a.m. on the first day of their return to school. A doctor's excuse may be requested if a student has repeated absences. Note: Administration reserves the right to make all final attendance decisions.

In cases where it is necessary to leave school early, the student must report to the office for a "Permission to Leave School" slip. Early dismissals will be granted only if:

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

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

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

Illness at School - In the case of an illness at school, the student is to get a hallway pass from their teacher to go to the health office. A student should not go to the health aide between classes except in an emergency. The health aide will make every effort to contact the parents for instructions regarding procedures they wish the school to follow. Remember that prior permission is needed for a student to leave the building. If a student becomes ill during school hours, they should report to the health aide. If necessary, the health aide will call the parent. Students are not to contact parents for pick up until authorization from the school health aide has been given.

Fieldtrip Attendance – All incentive and/or field trip attendance may not be allowed if all homework is not turned in within 1-2 weeks prior to the trip date. All students must be in good academic and behavioral standing. It is the discretion of the administration to make all final decisions.

Unexcused Absences – Unexcused absences include oversleeping, missing the bus, personal business, car problems, "skipping class", or leaving school without a "Permit to Leave School" form from the school health aide or the office. Three or more unexcused absences within a semester may result in truancy counseling abatement and/or a municipal citation. The fifth unexcused absence may result in a Marathon County court referral.

BACKPACKS, PURSES, BAGS - As a result of concerns for the physical health of our students, building security, and building cleanliness, our school does not allow backpacks, bags, or purses to be carried to classrooms, study halls, or the IMC during the school day. Students will be allowed to carry materials and books into the school at the beginning of the school day and out of the school at the end of the day in backpacks, bags, or purses. At all other times, backpacks, bags, or purses are to be in the student's street locker. On an individual basis only, students with special circumstances may be allowed to take their backpacks to class. Exceptions require the permission of the building principal or an assistant principal.

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

BULLYING/STUDENT CONFLICT - Bullying has become the buzzword to describe all conflicts between students. Indeed, they are significantly different. In fact, most disagreements are usually student conflict not bullying. Examples of bullying include repeated intimidation, humiliation, physical contact, repeated rumors, and exclusion. Bullying is when the victim feels powerless to defend themselves against these unwelcome actions. Hence, it is rare for victims to defend themselves or to respond to the bully. On the other hand, student conflict occurs when two or more students are participating somewhat equally in an exchange of words or physical aggression toward each other.

- The D.C. Everest Area School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, at bus stops, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying, so there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, or harm. Bullying may be repeated behavior and involves an imbalance of power. Bullying behavior can be:

1. Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks).
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet—also known as cyber-bullying)

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Parents and school staff must let students know bullying is wrong and will not be tolerated. It is the responsibility of all bystanders to report all cases of bullying to an adult or staff member.

Please see School Board Policy 5517.01 – Bullying. <http://www.neola.com/dceverest-wi/>

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.

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.

DISCIPLINE

Progressive consequences - Teachers and principals use a discipline plan that may include combinations of consequences that progressively increase with the severity of each infraction. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from school.

Student Conduct - 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.

1. 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.
2. Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
3. 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. A student who commits a weapons infraction will be immediately suspended from school.
 - b. The expulsion process may be immediately initiated.
4. 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.

5. 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;
6. 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.
7. Violation of school bus or transportation rules.
8. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
9. Dress code violations.
10. Electronic Communication Device and technology violations.
11. 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.
12. 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.
13. Behavior that endangers the pupil or surrounding persons, including school district employees, or the property of the school.
14. Criminal activity.
15. Violation of other school rules, policies, or procedures.
16. Snowballing on or near the campus is strictly prohibited.
17. Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
18. 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:

1. Student conference.
2. Parent contact.
3. Directed study.
4. Out of school suspension.
5. Detention.
6. Removal from class.
7. Loss of hallway passing privileges (LOP).
8. Suspension from extracurricular activities.
9. Referral to Collaborative Support Team.
10. A.M. Containment / lunch containment
11. Schedule restrictions or changes.
12. Saturday detention.
13. Referral to police or other law enforcement agency.
14. 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.

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

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered lewd, vulgar, obscene, or plainly offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Clothing should always completely cover the torso from just below the neckline to mid-thigh. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, tank tops of any kind, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.
- Except for approved religious/medical purposes, head coverings including hats/caps may not be worn in during

school hours.

- Outerwear must cover underwear.
- No pajamas or slippers – except during spirit week on PJ Day.
- Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements.
- Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).
- Sunglasses are not to be worn at any time covering one's eyes or face. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
- Students may not wear hats, caps, bandanas, hoods, head coverings and/or jackets during the school day unless administrative approval has been granted. Exceptions will be made for special activities. Headwear must be removed before entering the building.
- Students are not allowed to wear or carry flags.

When questions arise regarding the interpretation of this policy, administration shall decide as to the appropriateness of the student dress. D.C. Everest Junior High recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Junior High has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Teachers, administrators and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Students who are inappropriately dressed will be asked to fix the concern or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached. Students who refuse to change clothes may be sent home. A student's failure to follow staff directions will result in an office referral to address both the dress code violation and the refusal to comply.

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.

ELECTRONIC COMMUNICATION DEVICES (ECD) POLICY - Student use of electronic communication devices, including but not limited to cell phones, personal tablets or other devices, on school premises are subject to limited use during the school day. Students may use these devices before the start of the school day, at their lockers between class periods, during the lunch periods and after school. During class periods, these devices are to remain in student lockers.

The devices will **not** be used to:

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

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

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

Nothing within the policy shall be construed to limit a student's ability to possess and use an electronic device in a

manner that functions as assistive technology necessary for a student's education and that is required under an individualized educational plan (IEP) or Section 504.

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

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.

ELEVATOR KEYS - At times a student may have a need for an elevator key. The key can be obtained in the Main Office and must be returned when no longer needed. If the key is lost, a \$10.00 fee will be charged to replace the key.

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.

HARASSMENT - Harassment is systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purpose of the behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status., including racial prejudice, personal malice, or merely gaining pleasure from making someone fearful or anxious. Parents and school staff must let students know bullying is wrong and will not be tolerated.

Please see School Board Policy 5517 – Bullying. <http://www.neola.com/dceeverest-wi/>

HEALTH SERVICES – 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 with the parent/guardian. A student should not make initial contact by personal phone to be picked up by from school for medical reasons. This practice ensures quality medical care and accurate attendance records for all students.

Medication 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:

1. School Medication Consent Forms are available in the main office, health room, or [online](#). A new medication consent form must be completed when the dose of the medication is changed and/or discontinued.
 - Over The Count (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 signature are required for all prescription medications
2. 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 medication must be in the original container or single dose unit package. Write your student’s name on the container. Staff cannot give any medication sent in a plastic bag or envelope.
3. 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 are 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.
4. 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 event if your student self-carries the medication. All students receiving an emergency medication are taken by ambulance to the nearest emergency room. Parent/Guardian will be notified.
 - Stock Medications – Students in grades 8-12 can take stock medication that the school provides. The medications that can be supplied are Ibuprofen and Tylenol. The OTC rules for dosing apply here as well. The stock medication consent form is available in the main office, health room, or [online](#). A new stock medication consent form must be completed each school year.
5. 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 – The Wisconsin state immunization requirements for 2023-2024 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	Vercella	Tddap
Grades K-6	4	4	2	3	2	-
Grades 7-12	4	4	2	3	2	1

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 and/or history of chickenpox to the school health assistant.

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

HOMEROOM - Homerooms are scheduled daily to accommodate student council activities, guidance support services, remediation, and enhanced learning activities. When scheduled activities are not taking place, students should engage in quiet study. Unexcused absences from homeroom will be treated as class skips.

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

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

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

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

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

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

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

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

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

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

Student Expectations for iPad Use

1. 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.
2. I will take responsibility for learning to use my iPad and apps and will use it for personal learning.
3. I understand that statement number 1 applies to usage of the iPad at all times and places, in school and outside of school.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. I will never leave my iPad unattended nor loan it out to other individuals.
10. I will keep food and beverages away from my iPad since they may cause damage to the device.
11. I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
12. I will not disassemble any part of my iPad, attempt any repairs or modify the operating system.
13. 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.
14. 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.
15. I will not remove or deface any identifying marks or stickers that are on the iPad when I receive it.
16. I will be responsible for all damages or loss caused by neglect or abuse.
17. I agree to return the iPad, case and power cords in good working condition.
18. 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 Junior High Learning Center. If anything is found in or around school, it should be taken to the lost and found so the owner may have the opportunity to claim it. The school cannot be held responsible for lost, misplaced, or stolen personal property. Students must be careful in keeping their belongings in the proper places at all times.

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

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

Possible Lunch Room Discipline:

- Sent outside
- Lunch containment
- Lunch room seating assignment
- Lunch room 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 DISPLAY 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 threats concerning an individual's educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's education status.
- Any unwelcome touching of a sexual nature.
- Unwelcome discussion, which is sexual in nature.

SMOKING / TOBACCO 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.

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.

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

- Students must be seated and silent when the bell rings. No signing out will take place until it is quiet.
- Students must be productive with homework, reading, or studying.
- Students may be permitted to work together quietly with study hall supervisor permission only. If students are not quiet, they will have to return to their original seats.
- Personal music devices with ear bud headphones only are permitted.
- Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.

- When signing out of the study hall, there is a maximum passing time of **4 minutes**. You must report directly to pass locations.
- Pre-issued passes are required for the Learning Center, resource rooms, and teachers' rooms.
- Study hall supervisors may issue a pass for a resource room on a limited basis.

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

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

TARDINESS - Late arrival to school - Parents should inform the attendance secretary if the student is going to be late to school (see excused absences). Students who are tardy to school beyond 10 minutes should report to Tardy Central in 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. A one-minute warning bell will sound prior to the start of each class period. Students who are late to class without an excused pass must report to Tardy Central, located in the Main Office. A return-to-class pass will be given to the student and consequences applied if necessary. The student should return to class, sign in at the back of the classroom, and move to his/her assigned seat without disturbing other members of the class.

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 & parent notification
- 5th Offense: Saturday Detention
- 6th Offense: Saturday Detention & referral to principal

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

TRANSFER TO ANOTHER DISTRICT - All students moving from our school district should follow the procedure below: At least two days before leaving bring a note from a parent giving the date of departure and name of your new school or community. This note should be taken to the Student Services office to obtain the necessary transfer form. The transfer form should be signed by each of your teachers. All books, iPad, gym lock, uniforms, LC books, and other material belonging to the school must be returned before you will be officially withdrawn. Students should check out with classroom teachers, study hall teachers, physical education teacher, LC personnel, and counselor. Return your completed form to the Student Services office for final signatures. Arrangements for any refunds will be made once all books are returned and street locker is inspected.

Students are responsible for cleaning out their street and physical education lockers. Any items left in the locker will be donated.

Students are enrolled at DCE until they register at their new school. School grades and transcript will be forwarded upon request from your new school. If available, you should take your last report card with you, when registering at your new school.

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.

Unexcused Absences - Unexcused absences include oversleeping, missing the bus, personal business, car problems, "skipping class" or leaving school without a "Permit to Leave School" form from the school health aide or the office. Three or more unexcused absences within a semester may result in truancy counseling abatement and or a municipal citation. The fifth unexcused absence may result in a Marathon County court referral.

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:

1. All firearms, loaded, unloaded, working, or not working.
2. 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.
3. Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, pocketknives, box-cutters/utility knives, hunting knives, daggers, swords, razors.
4. Artificial knuckles or similar objects designed to be worn over or inside the fist or knuckles.
5. Blackjacks, clubs, throwing stars, martial arts devices.
6. Explosives and/or similar devices and/or the threatened intent to cause an explosion.
7. Poisons, chemicals, combustible or flammable liquids, or substances capable of causing bodily harm.
8. Slingshots, bows, and arrows.
9. Chemical irritant i.e., pepper spray, mace.
10. 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 Junior High School

1000 Machmueller Street
Weston, WI 54476
Phone 715-359-0511
www.dce.k12.wi.us/juniorhigh

Jason McFarlane, Principal
Scott Gremminger, Assistant Principal
Derek Micke, Dean of Students
Cory Heckel, Athletic Director

Dear Parents/Guardians:

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

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

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

- The universal screening tool FastBridge (grades 8-9) is an adaptive assessment used in math and literacy to help determine where students might have gaps in knowledge and skills and need assistance. It is administered three times per year and generally requires 30-35 minutes.
- The Bloomsights screening tool (grades 8-9) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

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

Sincerely,

Jason McFarlane, Principal
jmcfarlane@dce.k12.wi.us
715-359-0511 x3022

D.C. EVEREST AREA SCHOOL DISTRICT BOARD MEMBERS

Name	Office	Term Expires
Joshua Dickerson (715) 571-1774 jdickerson@dce.k12.wi.us	Treasurer	2025
Katie Felch (715) 212-2265 kfelch@dce.k12.wi.us	President	2024
Shannon Grabko (715) 551-9406 bkrueger@dce.k12.wi.us	Member	2025
Lindsey Lewitzke (715) 581-5871 llewitzke@dce.k12.wi.us	Vice President	2025
Corina Norrbom (715) 870-2252 cnorrbom@dce.k12.wi.us	Member	2023
Larry A. Schaefer (715) 359-7374 lschaefer@dce.k12.wi.us	Member	2024
Yee Leng Xiong (715) 348-6214 yxiong@dce.k12.wi.us	Clerk	2023

STUDENT DIRECTORY DATA – As part of its Directory Data Notice, and in compliance with specific federal Acts and state Statutes, the D.C. Everest Area School Board is required to define specific student information as “directory information”. At D.C. Everest, directory information includes:

- Student name
- Student photograph(s)
- Officially recognized sport and activities the student participates in
- Student height and weight if a member of an athletic team
- Graduation date
- Degrees and awards received

If families prefer the above-noted student information not be shared, they must inform the District – in writing – which of the directory information items they refuse to permit the District to designate as “Directory Data” for their student. For example, if a parent/guardian decides photos of their student should not be released, then the student’s photo will not appear in the yearbook, in team photos, in photos shared on social media and with the media, etc. The Board defines “personally identifiable information” in its Directory Data Notice. (For a complete list of the “personally identifiable information” data, view the [DCE Directory Date Notice online](#)).

The District is required to release specific personally identifiable information – the name, address, and telephone listing of a student – upon request from a military recruiter or institutions of higher education without prior written parental/guardian consent unless parents request in writing that their student’s name, address and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent. This specific request must be submitted to the Student Services Secretary.

The above-noted written requests should be submitted to the Student Services secretary.

The complete [D.C. Everest Directory Data Notice is available online](#).

NON-DISCRIMINATION NOTICE: The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, martial status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student programs and activities.

The following staff are designated to receive inquiries regarding the non-discrimination policies:

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

Jack Stoskopf
Interim Assistant Superintendent Operations
6100 Alderson Street
Weston, WI 54476
(715) 359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES - Every student at D.C. Everest Junior High School has access to a copy of the Student Rights and Responsibilities. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action which will be used by the administration, if school rules are violated. Copies for review purposes are located in the office, IMC, or [school website](#).

DISTRICT POLICIES

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at (715) 359-4221, ext. 1220.

- Policy 2240 Controversial Issues in the Classroom
 - Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
 - Policy 2261.01 Parent and Family Engagement in Title 1 Programs
 - Policy 2261.02 Title 1 – Parents’ Right to Know
 - Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs 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 5136 Personal Communication Devices
 - Policy 5200 Attendance
 - Policy 5335.01 Students with Anaphylactic Allergies
 - Policy 5410 Promotion, Placement, and Retention
 - Policy 5500 Student Code of Classroom Conduct
 - Policy 5511 Dress and Grooming
 - Policy 5512 Use of Tobacco and Nicotine by Students
 - Policy 5516 Student Hazing
 - Policy 5517 Student Anti-Harassment
 - Policy 5517.01 Bullying
 - Policy 5530 Drug Prevention
 - 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 8550 School Nutrition
 - 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. 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.

D.C. Everest Senior High School Student Handbook 2023-2024



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

6500 Alderson Street
Weston, WI 54476
(715) 359-6561
FAX (715) 355-7220
[Senior High Website](http://www.dce.k12.wi.us/seniorhigh)
www.dce.k12.wi.us/seniorhigh

School Code
502-060

Attendance Office
715-359-6562

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WELCOME

Welcome to D.C. Everest Senior High School! We hope all students will take advantage of the excellent academic and cocurricular opportunities available in our school. Participation in activities builds pride in one's school. Let's all contribute to that pride by getting involved.

ATTENDANCE PROCEDURES

The attendance office is located down the hall from the main office. The attendance secretary checks, records, and verifies excused and unexcused absences. They also grant early dismissals for pre-arranged appointments. If a student has a pre-arranged appointment the student should bring a parental permission slip to the attendance office before the first class period.

EXCUSED ABSENCES - Student absences are excused for illness, family emergencies, driver's license examinations, medical, dental, or other valid professional appointments, and preapproved school activities. Parents should contact the attendance secretary at 359-6562, between 7:15 and 9 a.m. when a student will be absent from school. If a parent does not call, students must report to the Attendance Office with a parent excuse note prior to the first period on the first day of their return to school. **STAFF MAY REQUEST A DOCTOR'S EXCUSE IF A STUDENT HAS EXCESSIVE ABSENCES. NOTE: THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ALL FINAL ATTENDANCE DECISIONS.**

Parents may excuse their children up to 10 school days under state statute. Notification of such absence must be made 24 hours in advance of the requested absence or as soon as possible after the parent makes the decision to keep the student home. Under state statute, a requested absence of 1 period or more counts as a full day of absence. Absences after 10 school days missed will be considered unexcused and students will be considered for truancy processes.

UNEXCUSED ABSENCES - Unexcused absences include oversleeping, missing the bus, personal business, senior pictures, car problems, appointments not approved in advance, leaving school without permission, or any unauthorized absence such as skipping class.

CLASS ATTENDANCE - Academic success results from regular class attendance. Therefore, the school administration has adopted the following policies for unexcused class absences: 1) If a student is unexcused on the absence list, he/she is responsible for clearing it with the attendance secretary. 2) Failure to clear will result in a conference with the attendance Dean and/or consequences such as loss of privileges, ELT restrictions, after school detentions, Saturday detentions, or truancy citations/referrals. 3) A student with 2 or more unexcused absences may face disciplinary consequences up to and including a citation for truancy from Everest Metro Police. 4) A truancy citation may be given for skipping Saturday detention or for multiple times of not clearing unexcused absences.

START ON TIME PROGRAM

LATE ARRIVAL TO SCHOOL - If the student will arrive late to school (see excused absences), parents should inform the attendance secretary. Students who arrive tardy to school should report to the attendance office. Unexcused students will receive lunch detention.

LATE ARRIVAL TO CLASS - A one-minute warning bell will sound prior to the start of each class period. Students who have multiple late absences will be subject to disciplinary consequences up to and including a citation for truancy.

CODES OF CONDUCT

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES - Every student at D.C. Everest High School receives access to this document. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action available to the administration if a student violates school rules. Copies for review purposes are located in the school counseling office and IMC.

D.C. EVEREST HIGH SCHOOL ATHLETIC AND ACTIVITIES HANDBOOK - All students planning to participate in athletic competition or co-curricular activity are subject to the stipulations found in the Athletic and Activities Handbook. Training rules, eligibility requirements, and penalties for code violations are stated as conditions for participation.

STUDENT CODE OF CONDUCT FOR BUS TRIPS AND FIELD TRIPS:

- All students will return on the bus that they rode to the activity unless a parent has contacted the chaperone. Parents may only transport their own children.
- All school rules pertaining to proper student conduct on the bus and on school grounds apply to bus trips and attendance at out-of-town activities. If a student breaks a rule, the same consequences will apply as when a student breaks a rule during the school day on campus.

STUDENT TRANSPORTATION TO OUT-OF-SCHOOL ACTIVITIES WHEN SCHOOL PERSONNEL ARE NOT PRESENT - When stipulations below are met, students may transport themselves and/or other students or parents may transport students to out-of-school activity sites without school personnel present:

- Parents or age of majority students must comply with all school rules related to field trips, class projects, and out-of-school curricular and co-curricular activities when transporting students by administrative authorization.
- Parents may not transport students to school-sponsored activities in a school vehicle.
- The parents of all students must complete the "Parent Permission Slip" indicating they know who is driving; they understand what the activity entails; they understand the distance being traveled, and they recognize the liability of the owner of the vehicle in case of an accident. A student who has an approved age of majority release with the Attendance Office may complete this slip without parent permission.

CODE OF CONDUCT FOR OVERNIGHT TRIPS - The following procedures will be in effect for all overnight trips: An authorization form signed by the student and parent must be submitted to the person in charge of the activity two days prior to the trip date.

- Students are expected to adhere to the same rules for which they are accountable during the school day and any specific guidelines given by the activity adviser. The advisers have the right to exercise fair discipline if a breach of good conduct occurs. Serious discipline problems involving insubordination, alcoholic beverages, drugs, or other controlled substances, etc, will be reported to a school administrator. Similar disciplinary consequences will apply as when a violation is committed during the school day. Students violating or ignoring any of the conduct rules may be sent home immediately at their own expense.
- Damages to any property or furnishings in the hotel rooms or other buildings will be paid for by the individual responsible or the student group.
- Students should keep their advisers informed of their activities and whereabouts at all times. Students are not allowed to leave their housing area at any time without the adviser's permission.
- The adviser will make his/her whereabouts known to the students for communication in case of emergencies.
- Students should be prompt and prepared for all activities.
- Students shall stay in designated housing, not with friends or relatives.
- Room doors must be kept wide open at all times when other students are visiting.

- The curfew will be 11:00 p.m. unless an earlier curfew is established by the place where students are housed. Advisers will check that all students are in their room by curfew time. Curfew is defined as being quiet in your own room. Students agree to conduct themselves in a professional and ethical manner at all times and to follow the directives of adult supervisors and hotel staff.

GENERAL SCHOOL POLICIES

STUDENT DRESS CODE – Responsibility for the personal appearance of students enrolled in the D.C. Everest District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- present a hazard to the health or safety of the student himself/herself or to others in the school including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

In order to assure a healthy and safe school environment for students, the high school will enforce the following student dress code guidelines:

- Clothing should always completely cover the torso from just below the neck line to mid-thigh. Undergarments must be worn and shall not be visible. Shoes must be worn at all times.
- During the school day, hats, caps, bandannas, head coverings, and jackets are subject to teacher discretion within individual classrooms. Hoods are not allowed to be worn as they make identification of students in the building difficult, and they allow for concealment of earbuds during class time.
- Students are not allowed to wear or carry flags.
- No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
- Students shall not wear or display medallions or other jewelry that identify gang members or gang affiliation or which have come to represent a gang or other illicit behavior in school or at school events. Also, gang clothing is not always restricted to an item of clothing but may include the way in which the student wears a particular item of clothing. Students may not wear, possess, use, distribute, display, carry or sell gang insignia on school grounds or at school-related activities at any time.

This code does not limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If students and/or parents disagree with school staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Students who violate the rules will remove the inappropriate items or be sent home to change. Repeated violations of school rules may constitute grounds of suspension or other appropriate action to correct the situation.

STUDENT EXPRESSION - Students have the right and responsibility to express themselves in a manner that is appropriate and not disruptive for a school setting and avoid expression and conduct that can be reasonably forecasted to either materially disrupt the educational environment or infringe 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 battle flags, swastikas, and profanity on school property or at school-sponsored events.

BACKPACK POLICY – Student backpack use in the classroom is at teacher discretion. Students are given a locker at the beginning of the year and are encouraged to use it.

D.C. EVEREST SENIOR HIGH SCHOOL STUDENT EARNED PRIVILEGES

Junior, senior, and second semester sophomore students who meet the criteria for participation are eligible to participate in Earned Privileges during the school day. Student participation in Earned Privileges will be determined by the previous quarter's attendance, behavior, and academic standing. Earned Privileges allow students to participate in open campus during the student's assigned study hall and lunch. Students may choose to stay on campus during these times as well as long as they stay in their assigned areas (study hall placement). Students returning from open campus privileges must report to their assigned area.

Criteria for Participation

Parental Permission: Students wishing to participate must have received parental permission during the registration process.

Academic: Students must earn a cumulative GPA of 2.8 or better during the previous quarter.

Attendance: Students must have greater than 90% attendance during the previous quarter and have 5 or less tardies during that quarter.

Behavior: Students must have zero behavior infractions during the previous quarter as well as have zero community-based infractions during the school day while on privileges.

Process for Participation – Students who have Earned Privileges must scan out and in through the main office. Students who fail to scan out and in will lose their privileges for the remainder of the quarter.

Administration reserves the right to remove student Earned Privileges at any time for violation of school rules. Any student who loses Earned Privileges will be required to attend all classes through the next grading period which will determine eligibility for the following quarter.

Earned Privileges for the Fall of 2023 school year will be based on the last four weeks of school during the Spring 2024 school year.

STUDENTS ARE NOT ALLOWED TO LOITER IN THE PARKING LOT DURING ANY PART OF THE DAY. OPEN CAMPUS PRIVILEGES MAY BE REVOKED AT ANY TIME FOR ATTENDANCE OR DISCIPLINARY CONCERNS.

TRAFFIC/PARKING - No unauthorized motorized vehicles are allowed on school grounds, athletic fields, school forests, or other district property. Cars of students may be parked only in the north parking lot. Greenheck parking lots are restricted from student use. Violators will be ticketed.

PARKING POLICY/PERMITS - Due to the parking lot construction for the 2023-24 school year, there will be no charge for student parking and use of the Senior High parking lot will be on a first come, first served basis. Students may park in any parking stall that is unoccupied in the student parking lot. This includes spots going down the West entrance by the tennis courts and baseball diamond.

STUDENTS ARE NOT ALLOWED TO BE IN THE STUDENT PARKING LOT EXCEPT WHEN GOING TO OR COMING FROM THEIR VEHICLE. LOITERING IS NOT ALLOWED IN THE STUDENT PARKING LOT, IN OR OUTSIDE OF A VEHICLE. These rules are established

for the protection of student vehicles from damage and vandalism. Violation of these rules will result in disciplinary measures to include the revocation of parking privileges.

Vehicles parked on school property are also subject to search by school authorities if reasonable suspicion exists regarding the presence of any item that poses a health or safety concern for the driver or others. Canine units/local authorities may be used to randomly search the exterior of vehicles in the high school parking lot for items of contraband or any item that may place any student, employee, or other person on the premises in danger.

Any student observed driving dangerously on school property will be referred to Everest Metro for appropriate legal actions as well as being subject to school disciplinary action. Dangerous driving will result in the revocation of parking privileges.

Students are not allowed to park in the Circle Drive Visitor Entrance Lot, Student Council Drive Parking, Greenheck Lot, or in the Faculty Parking Lot behind the school. Students found parking in these areas will be issued a citation and/or have their parking privileges revoked.

TOWN OF WESTON JURISDICTION - Students can have legal complaints filed against them for violating the town ordinances on school property. Students engaged in disorderly conduct, smoking/vaping, possession or use of alcohol or drugs, engaging in dangerous activities, using profanity that causes a disturbance, etc. on school property may receive a municipal citation for such actions.

Students should be aware that at the age of 17 disorderly conduct citations will be recorded and remain on their permanent criminal record. Violations such as these may have serious repercussions for future admission into military branches, post-secondary educational institutions, or employment opportunities. Seventeen-year-old students should also be aware that more serious offenses such as battery and theft may result in immediate incarceration.

CELL PHONES - Students may use cell phones in the commons area of the high school building during lunch periods and during passing times. Students must turn cell phones off and put them away during class periods. In approved situations and areas of the building, students may use personal cell phones responsibly, following the rules and guidelines of the Student Acceptable Use Policy for Technology Services, and in a manner to not disturb other students or staff. Failure to meet these expectations will result in the confiscation of the cell phone/device. Repetitive or severe violations of the cell phone and personal music device policy may result in additional disciplinary measures and phone restrictions. In classrooms during the administration of tests or assessments, cell phones are strictly forbidden. **CELL PHONES ARE LEGALLY PROHIBITED FROM BEING OUT IN BATHROOMS OR LOCKER ROOMS.**

LASER PENS - Laser pens and other laser lights are prohibited on school property. Staff will confiscate laser pens if brought on school property, and students will face disciplinary action if in possession of such items.

VISITORS – D.C. Everest does not permit students to bring friends or relatives to visit during the school day. Unauthorized persons who are in school or on school property between the hours of 7 a.m. and 4 p.m. on school days may receive a municipal citation for "trespassing" (Weston Ordinance).

LOCKERS/PERSONAL PROPERTY - On the first day of school, all students receive an assigned locker. Each student has an individual responsibility to secure their personal property. Keep your hallway and gym lockers locked at all times. Do not reveal locker combinations to other students. The school cannot accept responsibility for the valuables of students. If a locker is damaged or articles are stolen from a locker, report the damage/theft to office personnel immediately.

STUDENT LOCKER SEARCHES - A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. Items brought to school or those in lockers are not insured for reimbursement by

the D.C. Everest Area School District. Respectful use of the locker is expected. Charges will be billed to the student for damages made to the locker during the school year.

The school locker assigned to a student is the property of the D.C. Everest Area School District. The use of a locker other than the one assigned to the student is prohibited. At no time does the D.C. Everest Area School District relinquish its exclusive control of such lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason 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. School personnel shall maintain a passkey to all lockers so that the school shall have access to all lockers at all times. Students shall not be allowed to secure their lockers in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian's right to obtain other items removed from the locker.

VEHICLE AND PERSONAL SEARCHES - Vehicles parked on school property are subject to search by school authorities if reasonable suspicion exists regarding the presence of any item that may endanger the health or safety of any student or staff member. If a school authority believes that a student may possess: any item that poses a safety concern for others, cigarettes/vaping device or other tobacco products, drugs or drug paraphernalia, or any item that could distract others from their educational pursuits, he/she may have to empty their pockets, book bags, backpacks, purses, etc. as well as open their vehicle for a full car search. The school's Police Liaison Officer may assist in any search at the direction of a school administrator.

SURVEILLANCE CAMERAS – D.C. Everest High School has great concern for the safety of all students and the public on school property. To better provide a safe and healthy environment, the school uses surveillance cameras and recording devices. While staff on occasion may monitor an area, we record areas under surveillance at all times.

PROHIBITION OF TOBACCO, NICOTINE, VAPING DEVICES, ALCOHOL, AND ILLEGAL DRUGS - Possession or use of tobacco, nicotine, contraband, alcohol or other illegal drugs on school property by students during the school day is strictly prohibited. Failure to obey this regulation will result in suspension and/or expulsion, and a referral to Everest Metro Police. Alcohol and drug violations may result in restrictions of attendance at all school co-curricular activities, dances (including Prom), and the graduation ceremony. Tobacco, alcohol, and drug education is an important part of our required health course and cessation information/support is available from Student Services. Cigarette lighters and matches are restricted and will be confiscated if found in a students' possession.

POSSESSION OF WEAPONS - Possession or use of weapons or look-alike weapons on campus is strictly prohibited. Knives, guns, clubs, brass knuckles, or any other devices that are usually constructed for or can be used to physically harm another will be immediately confiscated and turned over to the Everest Metro Police. Students who have possession of such weapons may be suspended from school until a board hearing is scheduled to consider expulsion.

MANAGEMENT OF VIOLENT STUDENT BEHAVIOR – The D.C. Everest Area School District recognizes the need to deal quickly and appropriately with violent student behavior when it seriously disrupts the educational program and/or has the potential to cause physical and/or psychological harm to other students, school staff or the students themselves. Acts of violence, whether physical, implied non-verbal and/or verbal, toward others will result in discipline ranging from verbal warnings to suspensions and/or expulsion from school depending upon the severity of the act. Acts of violence include but are not limited to:

- Physical acts (shoving, striking, kicking, throwing of objects);

- Implied non-verbal actions (cutting, shooting, or other similar actions which are interpreted by the receiver to imply harm) or physical contact;
- Verbal statements (threats, figures of speech, or other communication interpreted by the receiver to imply harm).

COMPUTER USE – Students must follow all rules and guidelines of the Technology Acceptable Use Policy/Agreement policy. You can locate this policy (po7540.03) on the [D.C. Everest District Website \(www.dce.k12.wi.us\)](http://www.dce.k12.wi.us) under the District Info tab then School Board.

MISUSE OF SCHOOL COMPUTERS - Tampering and/or vandalism of computer equipment may result in a fine. This fine will increase if additional resources or outside personnel are needed to repair or replace the damaged equipment. In that case, the student(s) will be responsible for the full cost of that repair or replacement. Computer networks are to be used for educational purposes only. The viewing, retrieving, or printing of inappropriate material from the Internet or other computer programming will result in suspension and/or revocation of computer use privileges.

HOMEROOM/EXTENDED LEARNING TIME (ELT) – ELT is embedded in the schedule four days a week so that a student can have access to their classroom teachers for additional support. If a student is requested to attend an ELT by either one of their teachers or advisor, they are required to attend. Failure to do so may result in disciplinary action up to and including a truancy citation. Students who are not requested will be able to attend co-curricular meetings.

ADVISORY - Students are expected to attend their scheduled advisory. During this time their advisory teachers will discuss their current academic progress, conference with students on quarterly goals, and provide information and resources related to college, career, and life readiness.

FINES/FEES - Students with outstanding fines and fees will receive periodic reminders via email. Payments of cash or checks can be made to the finance secretary or by credit card on the Infinite Campus Portal. Students will not be allowed to participate in the graduation ceremony until all fines/fees are paid.

STUDENT ID CARDS - All students must carry an ID card in the school building. ID cards are used as tickets to school activities, to check out materials in the library, and for the purpose of identification. IDs are issued to all students at the beginning of the school year. The first card is furnished to the student; if lost, a replacement card costs \$9 and may be purchased in the Front Office.

AGE OF MAJORITY - A student who has reached the Age of Majority (18) and who chooses to make changes to their demographic information, MUST complete the Age of Majority Form. These forms can be obtained from the student's school counselor. Once the form is complete the student must return it to their counselor. The school social worker should also be informed of the completion of the form for all students. Once the student has completed the process for the Age of Majority, their information will be updated in the Student Information System.

Adult students are not exempt from complying with the rules and policies enacted by the D.C. Everest Board of Education or D.C. Everest High School. By State Statutes, school boards have the authority to make rules, including rules pertaining to student conduct, or to delegate this rulemaking function to the district's administrators or teachers. School rules made under the authority of the State Statutes are binding on pupils regardless of age. Adult students also remain subject to the same disciplinary procedures as students under the age of 18.

WITHDRAWAL PROCEDURES - Withdrawal procedures are initiated in the Student Services Office. Students withdrawing from Everest need to complete the withdrawal form that requires signatures from the IMC, Attendance Office, Student Services Office, Front Office, and all teachers. All obligations are noted on this form. The completed form is to be returned to the Student Services Office. Students will not be officially withdrawn until all financial obligations are met and required signatures are completed.

POSTERS - Permission to put up any posters at D.C. Everest must be obtained from school administration. Posters should pertain to D.C. Everest's activities and be of appropriate size, material, and subject matter. No posters or signs will be allowed that promote any type of business or commercial activity. Administration approved posters may be posted in designated areas as directed by administration.

WORK PERMIT REGISTRATION - Students who are under 16 years old are required by law to obtain a work permit. Work permits are issued in the senior high main office as a special service to our students. In order to obtain a work permit the student must be present and the following criteria must be met: 1) a letter of request from the employer stating the type of work and hours of work, 2) a parental permission slip, 3) a birth certificate, baptismal certificate, or driver's license (a passport may be used only if the others are not obtainable), 4) the original social security card, and 5) a \$10 fee (to be reimbursed by the employer to the employee). If all of the following are not obtained, a work permit will not be issued. There are no exceptions.

GRADUATION PARTICIPATION - Participating in the graduation ceremony is a privilege, not a right. Students eligible to participate in the ceremony are students who have:

- Met the requirements set forth by the Department of Public Instruction and the School Board for graduation.
- Have no outstanding fines to the Senior High School.
- Have been enrolled as a full-time student for at least a semester of the year of graduation within the Senior High School.
- Completed their high school enrollment as an enrolled member of D.C. Everest Senior High School.

Participation in graduation may be limited at the discretion of the building principal for any of the following:

- The student was involved in any way in a senior prank or disruption of normal school procedures
- The student was involved in a significant behavior concern at school (including but not limited to a disruption in the building, drugs, alcohol, anything that reflects negatively on the students, the school, or the school community, or anything that threatens the health and safety of any member of the school community).

DISCIPLINARY ACTIONS

PROGRESSIVE CONSEQUENCES - Teachers and principals use a discipline plan that progressively increases the severity of the consequences assigned to students each time a student violates a school rule. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from school.

SATURDAY DETENTION - Saturday detentions will be held from 8:00 - 11:00 a.m. Students assigned will be required to follow specific rules and do school work 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 a truancy citation.

OUT-OF-SCHOOL SUSPENSION - A one-to five-day suspension from school will result when a student substantially disrupts or distracts the learning atmosphere in school or chronically violates school rules after another disciplinary action has failed.

APPEAL PROCEDURES - A student may appeal a disciplinary action if he or she feels the school regulations have been wrongfully interpreted and applied. The appeal must be made to the principal within five days after the occurrence of the event on which it is based. Appeals after five days will be considered waived. The principal will investigate and rule on the appeal. Further appeal may be made to the Assistant Superintendent's office after the principal's ruling is made.

ACADEMIC INCENTIVES

ACADEMIC LETTER - Students may earn an academic letter by maintaining a 3.90 cumulative grade point average as a freshman, a 3.75 CGPA as a sophomore, and a 3.50 CGPA as a junior with at least one semester of the qualifying year of 3.9/3.75/3.5 GPA respectively, and by being involved in an academic contest or project.

HONOR ROLL - A student needs to earn a 3.5 GPA for a semester to earn the distinction of the honor roll.

LOCAL SCHOLARSHIPS – Senior students can apply for and earn scholarships from local agencies, family memorials, and businesses each year. Students can find applications and information in the Student Services Office.

NATIONAL HONOR SOCIETY - Students who meet the standards established by the faculty in the areas of scholarship, leadership, service, and character may earn induction into the program.

National Honor Society Selection Procedures:

- General Guidelines:
 - candidates must have attended D.C. Everest High School the equivalent of one semester.
 - junior and senior students qualify for membership.
- Staff reviews students' academic records to determine student scholastic eligibility for membership. To meet the standard, students must have an accumulative GPA of 3.5 or above.
- Staff will notify scholastically eligible students that for further consideration of selection to this chapter they may complete the student activity information form outlining their accomplishments in the areas of service and leadership.
- All faculty members have the opportunity to write their comments about the character, service, and leadership traits of eligible students.
- The 5-member faculty council reviews the student activity information forms and faculty comment forms. In addition, the council reviews the leadership, service, and character of all candidates carefully. Candidates receiving a majority of the vote of the faculty council earn induction into the National Honor Society.
- Selected candidates will receive notice in writing about their selection and the timing of the induction ceremony. Non-selected students will also receive written notice about their non-selection into the National Honor Society.

NOTE: *The faculty of the school through the faculty council Members select students to join the Chapter. Individuals do not apply for membership but rather submit information, via the Student Activity Information Forms for use by the faculty council in determining membership. Membership, therefore, is an honor bestowed upon an individual and thus a privilege and not a position for which one applies nor to which one is elected or the right of any individual.*

MISCELLANEOUS INFORMATION

REPORT CARDS - Report cards are issued every nine weeks using the following system:

- Semester standing in grades 10-12 are final grades.
- Letter grades will be used as prescribed by School Board Policy.

Letter Grade	Point Value
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2
CD	1.5
D	1.0
F	0 - Fail
I	Incomplete
S	Satisfactory performance in lieu of grade
U	Unsatisfactory

NOTE: Alternative classes do not count in grade point average.

LIBRARY (Instructional Media Center) - The IMC is located on the third floor next to the main north stairwell. It houses a computer lab with available reference databases, reference books, periodicals, and leisure reading material. The attached Production Lab houses AV software and hardware, along with a second computer lab. Assistance and equipment can facilitate a variety of production needs. Staff work in the IMC/Production Lab 6:30 a.m. until 3:15 p.m. Monday through Friday to further assist students.

Additional Hours: The IMC is open on Monday - Thursday evenings until 6:30 pm.

HEALTH AIDE - The Health Room has a full-time health aide. If you feel ill or must go home, the health aide can grant you permission (after calling your parents) to leave school based on their health assessment. Before you go to the health room, obtain a pass from the teacher of the class you will miss.

MEDICATIONS - Students must check-in all medications (exception-asthma inhalers) and Epipens with the health aide who will store them and administer when needed.

SCHOOL CODE NUMBER - Scholastic Aptitude Test, American College Testing Program, Financial Aid Form, and Family Financial Statement Code Number: 502-060.

THE POLICE-SCHOOL LIAISON OFFICER PROGRAM - The Police Liaison Officer serves as a resource person and an educational aide in addition to serving as a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. The liaison officer fulfills an important task as a resident friend and listener to youth with

personal problems that they may bring to his or her attention. This role is carried out in cooperation with authorized school officials.

The Police Liaison Officer also serves as a referral agent. The officer has knowledge of health and service agencies available on a local level to young people and their families. He or she will help students contact local agencies that can aid them in matters beyond the officer's or school's capacity to solve.

The liaison officer will also serve an educational function by assisting school staff in the provision of courses of study or programs designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives. The officer can also provide parent groups with information to acquaint them with the law.

EARLY COLLEGE CREDIT PROGRAM AND START COLLEGE NOW

GUIDELINES FOR ATTENDING UW-STEVEN'S POINT AT WAUSAU OR NORTHCENTRAL TECHNICAL COLLEGE - The following characteristics should apply to a student who wishes to take a course at Northcentral Technical College or the UW-Stevens Point at Wausau concurrent with attendance at D.C. Everest:

- UW-Stevens Point at Wausau - Junior student who ranks in the top 25% of his/her class and has completed the coursework offered at the high school level.
- Students who select university courses offered at or similar to those offered at D.C. Everest will not receive reimbursement for tuition expenses.
- Evidence exists that the student will benefit from the UW-Stevens Point at Wausau or the Technical College experience and that the time spent at these institutions will not unduly conflict with participation in the high school graduation requirements.
- Students must apply for enrollment for obtaining high school credit courses by February 1 for the fall semester and by September 1 for courses taken during the spring semester.
- Students must start an application for a UW-Stevens Point at Wausau or Technical College with an admissions counselor from the post-secondary institution.
- The principal (or their designee) will grant high school credit and the student must receive approval *prior to taking the course*.
- **NOTE:** [According to state statute](#), "If a pupil receives a failing grade in a course, or fails to complete a course, at an institution of higher education or technical college for which the school board or the governing body of a participating private school has made payment, the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the school board or the governing body the amount paid on the pupil's behalf upon the request of the school board or governing body. If a school board or governing body that requests reimbursement of a payment made under this section is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program under this section."

<http://docs.legis.wisconsin.gov/statutes/statutes/118/55/7t/c>

SCHOOL COUNSELING SERVICES

The Student Services department has counselors to assist students with a variety of tasks and concerns. The program includes individual and group counseling in which personal, academic, career, college, and educational concerns may be discussed in a confidential manner. Appointments can be made using the online Counselor Scheduling program in Student Services. Counseling time is available during a student's study hall, unscheduled time, and before or after school.

Groups are a part of the Student Services Delivery Model. Some groups are facilitated by Marathon County Consortium approved therapists. Please contact the main office during registration if you do not wish for your child to participate in any groups facilitated through D.C. Everest Senior High Counseling Department. Students will be invited to participate as they choose without notification to the parent/guardian.

Senior Graduation Requirements

Subject Area	Credits
Mathematics	3
Science	3
English	4
Social Studies	4
Physical Education	1.5
Health	.5
Finance	.5
REQUIRED CREDITS	15.5
ELECTIVE CREDITS	8
TOTAL CREDITS	23.5

STUDENT SERVICES RESOURCES – Online resources are available through Canvas which is located on the Senior High Website.

EARLY GRADUATION - Students who plan to complete high school in less than eight semesters must complete a written application form (available in Student Services). Students seeking early graduation must apply and complete this form prior to their senior year. A statement of reasons for early graduation in addition to a letter of approval from parents or guardians must accompany this application form. The school counselor will schedule a conference with the applicant and his/her parents. The high school principal will determine approval or disapproval.

SCHEDULING AND ASSIGNMENT

COURSE ADD/DROP PRACTICE

The Senior High makes every effort to develop a master schedule according to student needs and interests. Each student must recognize that the scheduling process is complex, and their selections determine curriculum offerings, the final master schedule, and teacher contracts. Considerable time and effort go into creating a flexible schedule, and once the Senior High establishes final student schedules in the spring, schedule changes will rarely receive approval.

Any student requesting course changes must read this section thoroughly and meet all requirements for a change. A request for change is merely for consideration. A change is not guaranteed. Any courses dropped

after the deadline or not approved for a drop will result in a Withdrawal Failure (WF) on the student transcript which calculates as an “F” in the cumulative GPA. **The list below are considerations to be aware of when requesting course changes.**

- Only full year courses, for the 2nd semester may be requested for change. Courses that are only a semester long are not permitted to be changed unless there was a data entry error, misplacement due to ability, enrollment in a school approved program (Youth Apprenticeship, etc.), or need for another graduation requirement.
- Any senior requesting a change who has been admitted to a college must provide proof from the college that a course change will not impact the admission offer. Appropriate proof includes an email from the college admissions. Changes for seniors will not be approved if proof from the college admissions is not received by the add-drop deadline to the school counselor. Students should email the college admissions, inform them of the change they want to make with courses and ask if it will impact the admission offer. If the student has not been admitted to any college, the student should send the school counselor an email stating such. **WARNING** - making course changes after being admitted to a college and **NOT** informing them of a change can result in the admission offer being rescinded. Students are responsible for submitting documentation.
- Requests for course changes will be denied if the request does any of the following; overloads a class or the student has less than 6 credits in the year.
- Requests for course changes will be reviewed following the deadline. All course change forms that are turned in by the deadline will be given equal consideration.
- You will be notified via email by your school counselor of the outcome of your request.
- Complete the google form, “[Request for Full Year Class Change.](https://docs.google.com/forms/d/e/1FAIpQLSdNtsEhOke8twafBT97UndGJsE57dScnzwKqq14XvOel3sBw/viewform?usp=sharing)” Link to form: <https://docs.google.com/forms/d/e/1FAIpQLSdNtsEhOke8twafBT97UndGJsE57dScnzwKqq14XvOel3sBw/viewform?usp=sharing> at least 1 week prior to the start of the 2nd semester.
- Requests that are not submitted in the google document by the deadline will **NOT** be considered for changes. The window to apply for changes opens the day we return from winter break.

INCOMPLETES - School staff will change Incompletes not made up within 2 weeks from the end of the semester to an F.

INFORMATION SERVICES - Information is available from the Student Services Office through several sources. Announcements are made over the public address to the homerooms. Bulletin boards with guidance information are located throughout various areas of the building, inside and outside the guidance office, and also within the main lobby of the school building. Guidance news and information may also be found within our school parent newsletters issued through the principal's office. Counselors are also involved with individuals, small groups, classrooms, parent conferences, and large group orientation information activities.

STUDENT RECORDS - Student records will reflect the student's physical, emotional, social, and academic growth in the educational process. Any student interested in reviewing his/her records should see his/her counselor to discuss what they can review and to interpret any information that the student may question.

CAREER EXPLORATION SERVICES – Student Services provides students and their families with a host of resources and services to assist in the career development process. The student services office houses a Career Center highlighting a wide range of career opportunities and choices available to students through self-discovery, market research, action planning, and making community connections. The counselors can help students with individual career planning, job shadowing, finding a college, and job-hunting strategies, all of which can provide a successful transition from high school. The D.C. Everest High School purchases an online career web resource for students to assess their interests, skills, aptitudes, and values. The Career Center provides many resources such as 2-year/4-year college information, specialty

school literature, military options, ACT/SAT materials, local business references and promotion, scholarships, and financial aid information.

STUDENT ACTIVITY INFORMATION

INTRAMURAL SPORTS - The Community Education Services Office offers evening intramural sports. Provided that sufficient interest exists, all students have the opportunity to become team members in intramural volleyball, basketball, and other sports. The community education office charges a fee.

CLUBS AND ORGANIZATIONS - If you would like to join any clubs or organizations, contact the teacher in charge and listen to daily announcements for meeting times and places. The activities office and the school counseling office has information on clubs.

EVEREST SYSTEMS OF SUPPORT

SCREENERS

The D.C. Everest School District continues to create academic and social-emotional support systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted instruction and intervention based upon the data-driven results of universal screening tools. The primary purpose of universal screenings is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide them with opportunities to participate in the Gifted and Talented Magnet program, Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student.

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

- The universal screening tool iReady (grades K-5) 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 45-90 minutes; specifically, at grades K-2, iReady is further utilized to provide a comprehensive assessment of young children's knowledge of literacy foundational skills that are predictive of future reading success and may be utilized to identify students who may need additional reading support.
- iReady universal reading screening data will also be used to determine which students would benefit from continuing in the screening process through use of informal, diagnostic, individually administered assessment tools in the areas of phonemic awareness, decoding, fluency, and spelling. This will help us identify students who display risk factors associated with dyslexia/related difficulties. The results from these assessments are not intended or designed to diagnose dyslexia; their purpose is to identify children who are experiencing reading difficulties that may require extra support and ensure that support is targeted to each student's areas of need.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports. The b.e.s.t. is a teacher-completed evaluation of each student.
- The Bloomsights screening tool (grades 1-5) helps to identify the connections among students and provides them an opportunity to express their own concerns related to the school environment. It is a student completed screener that informs decision making at the student, classroom, and school level.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports linked directly to data. This initiative will ensure each of our students has the opportunity to receive the assistance they need to

achieve academic and social-emotional success. Please do not hesitate to contact your building principal if you would like to discuss any of the screening processes or the options of opting your child out of a specific screener.

SCHOOL BOARD POLICIES

The public can access School Board policies for review on the [DCE District Webpage \(www.dce.k12.wi.us\)](http://www.dce.k12.wi.us) under the Community tab then School Board. Recommended policies for review include:

PO2260 – Nondiscrimination and Access to Equal Educational Opportunity

Statements of equal educational opportunity for all students in the District. Notice in handbook must list the following information: District Compliance officers are: Sarah Trimner, Director of Talent & Culture, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715-359-4221, ext. 1225, trimner@dce.k12.wi.us and Dr. Jack Stoskopf, Assistant Superintendent, Operations, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715-359-4221, ext. 1243, jstoskopf@dce.k12.wi.us

PO2416 - Student Privacy

The School Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

PO5200 – Attendance

State law requires the School Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

PO5430 Guideline - Laude Program

The School Board has authorized the use of a Laude Program of academic recognition for grades 9 through 12. The Laude Program provides incentives for students who challenge themselves in high-level curricula and recognizes those students who successfully complete this coursework.

The Laude Program uses a point-based system to recognize students who complete high-level coursework in grades 9 through 12. To be considered for a Laude award, a student must first have a cumulative grade point average (GPA) of 3.5 or higher. The Laude score will be determined by counting the number of semester credits successfully completed by the student for all pre-approved Laude courses. One point for each completed semester course will be awarded for approved courses.

Laude Program honor distinctions and point requirements:

Cum Laude - honor distinction 15-24 points

Magna Cum Laude - great honor distinction 25-34 points

Summa Cum Laude - highest honor distinction 35 or more points

The Laude System will replace the class rank system. Class rank will not be provided to colleges for admission purposes. The transcripts will report students' cumulative grade point averages with accompanying Laude distinctions and point scores. A cover letter will be provided to the college or university explaining the Laude Program.

Approved Laude courses will be listed in the course description booklets that are accessible to students and parents each school year. A student's grade point average shall be entered on his/her record and shall be subject to the Board's policy on the release of student records.

The top scholastic honors of Valedictorian and Salutatorian are determined by calculating the grade point average of all final grades for each subject taken by a student in grades 9 through 12. In the event of a tie for the highest cumulative grade point average, all students who have achieved that grade point average will receive the designation of Valedictorian.

PO5516 - Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal or to the Superintendent.

PO5517 – Student Anti-Harassment

It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

PO5771 – Search and Seizure

When school administrators have reason to suspect an illegal or dangerous substance, object, or stolen property may be in the possession of a student, the administrator may conduct a search of the student's possessions, locker, desk, vehicle, breath, or person.

PO5772 - Weapons (Abbreviated)

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

PO5500/5511/5530 - Student code of Classroom Conduct/Dress and Grooming/Drug Prevention

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. The School Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

PO7440.01 - Video Surveillance and Electronic Monitoring

The Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

PO8330 - Student Records

That the D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (j) has designated the following as Directory Data as provided in said Act and statute:

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Once every calendar year, the Assistant Superintendent of Curriculum & Learning, will see that a notice is published listing the type of records that are considered "Directory Data." Principals will publish a brief directory data notice in their school newsletters, which will include information on how to obtain a copy of the student records notice. After the parents or adult student have been notified, they will have two (2) weeks to advise the school district in writing of any or all of the items they refuse to permit the district to designate as "Directory Data" about that specific student. Under the "No Child Left Behind Act of 2001," Section 9528, a school district is required to release name, address, and telephone listing of secondary school students upon request by military recruiters or institutions of higher education without prior written parental consent. The district must comply with such a request.

The District is also required to notify parents of secondary students that they may request that their student's name, address and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal Funds.

Parents need to use Form 8330F5 to request to inspect and review students records and submit the form to the building principal. The building principal will arrange a mutually agreeable time for the review with the parents. Copies of records, subject to the limitations within the law, policy, or guidelines will be provided upon request for the current cost of duplication unless that fee effectively prevents the parents from exercising the right to inspect and review the records. Parents may request the amendment of the student's school records if they believe the records are inaccurate or misleading. This request should be made in writing to the building principal.

PO9151 - Use of Cameras and Other Recording Devices in Locker Rooms

The School Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities. No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual. To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

DISTRICT POLICIES LISTING

All District policies may be found at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. If you need assistance locating a policy, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

- Policy 2240 Controversial Issues in the Classroom
- Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- Policy 2261.01 Parent and Family Engagement in Title 1 Programs
- Policy 2261.02 Title 1 – Parents’ Right to Know
- Policy 2266 Nondiscrimination on the Basis of Sex in Educational Programs or Activities
- Policy 2270 Religion in the Curriculum
- Policy 2271 Early College Credit Program
- Policy 2340 Field and other District-Sponsored Trips
- Policy 2416 Student Privacy
- Policy 5136 Personal Communication Devices
- Policy 5200 Attendance
- Policy 5335.01 Students with Anaphylactic Reactions to Foods
- Policy 5410 Promotion, Placement, and Retention
- Policy 5500 Student Code of Classroom Conduct
- Policy 5511 Dress and Grooming
- Policy 5512 Use of Tobacco and Nicotine by Students
- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 5530 Drug Prevention
- 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 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. 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.

TITLE IX NOTICE: The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Gina Lehman (Students)
Director of Student Services
715-359-4221, ext. 1351
1699 Schofield Ave., Suite 300
Schofield, WI 54476
gilehman@dce.k12.wi.us

Sarah Trimner (Staff)
Director of Talent and Culture
715-359-4221, ext. 1225
1699 Schofield Ave., Suite 300
Schofield, WI 54476
trimner@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights or both. The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in [Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities](#). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

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 OF THEFT/VANDALISM, THREATS, SEXTING, MISSING PERSONS, SUSPICIOUS ACTIVITY, AND ANY OTHER CRIME.

The program is simple and safe. Students who have information about drugs, alcohol, or weapons on school property, or at school sponsored events, are encouraged to report the information. Along with theft/vandalism, threats, sexting, missing persons, suspicious activity and any other crimes. The recommended procedure is for students who observe this type of contraband to seek out a trusted school official or the School Liaison Officer to report the information. The person receiving the information is required to keep the student's identity confidential. School staff understand the importance of **not revealing the student's identity to anyone.**

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

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

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

- Building respect, citizenship and civic responsibility

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



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

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

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

- A. Curriculum Content
 - a. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;
- B. Student Access
 - a. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
 - b. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.
- C. Student Evaluation
 - a. verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

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

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

Sarah Trimner, Director of Talent & Culture
1699 Schofield Ave., Suite 300, Schofield, WI 54476
715-359-4221, ext. 1225
strimner@dce.k12.wi.us

Dr. Jack Stoskopf, Assistant Superintendent
1699 Schofield Ave., Suite 300, Schofield, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

The Superintendent or designee shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the district but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District

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

[D.C. Everest Discrimination Statement \(https://www.dce.k12.wi.us/Non-Discrimination\)](https://www.dce.k12.wi.us/Non-Discrimination)

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

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

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

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

A. Cov Ntawv Kawm

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

B. Kev Pab Cuam Ntawm Cov Tub Ntshais Kawm

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

C. Kev Ntsuam Xyuas Ntawm Tub Ntshais Kawm

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

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwv los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj nces rau tej lus nug thiab kev tsis txaus siab txog kev ntsub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended). Cov cai no kuj muab rau cov tub ntshais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

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

Sarah Trimner, Director of Talent & Culture
1699 Schofield Ave., Suite 300
Schofield, WI 54476
715-359-4221, ext. 1225
strimner@dce.k12.wi.us

Jack Stoskopf, Interim Assistant Superintendent
Operations
1699 Schofield Ave., Suite 300, Schofield, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

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

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

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

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

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

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

establecer o tender a establecer una categoría por la cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

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

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

Sarah Trimner, Director of Talent & Culture
1699 Schofield Ave., Suite 300
Schofield, WI 54476
715-359-4221, ext. 1225
strimner@dce.k12.wi.us

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6300 Alderson Street, Schofield, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

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



1699 Schofield Ave., Suite 300
Schofield, WI 54476

To: D.C. Everest School Board
From: Dr. Casey Nye
Subject: Independent Hearing Officers for 2023-2024
Date: July 19, 2023

I recommend the Board approve Mr. Steven Pophal and Mr. Ronald Foreman as independent hearing officers for the D.C. Everest School District for the 2023-2024 school year.

D.C. Everest Area School District Athletic & Activities Handbook

Senior High School

Junior High School

Middle School



REVISED: July 2023

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D.C. Everest District Mission Statement

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing society.

Philosophy

Athletics and co-curricular activities are an integral part of the D.C. Everest School District's educational program. They provide unique opportunities for students to promote their mental, physical, social, and emotional development. Athletics and co-curricular activities are valuable extensions of the traditional classroom providing students opportunities to develop and demonstrate character traits of respect, responsibility, self-discipline, integrity, and compassion. Everyone involved in D.C. Everest activities and athletics strives for excellence in preparation, performance, and sportsmanship and appreciates the community support of our programs. D.C. Everest students and their parents/guardians recognize that the privileges and benefits of participation depend on fulfilling the accepted responsibilities of participation.

Goals of Interscholastic Competitions

In participating in athletic or co-curricular programs, students have an opportunity not only to strive for the achievement of personal goals, but also to represent the D.C. Everest Area Schools and our community in interscholastic competitions or community events. This handbook has been developed with the input of students, parents, teachers, coaches, and administrators to define the philosophy, rules, and regulations for participation in athletics or co-curricular activities that are believed to be in the best interest of our students. Our goals for interscholastic competition and event participation are as follows:

- To provide activities for learning self-discipline, leadership skills, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to succeed.
- To provide challenges for students through participation in interscholastic competition or management of school/community events.
- To provide activities that help to create school unity.
- To help students learn habits of health, sanitation, and safety.
- To promote friendship, both with teammates, opponents, and members of the community.
- To help students realize that participation in interscholastic competition or organized community events is a privilege with accompanying responsibilities.
- To place the unit, team, club, organization, squad, class, and school above personal desires.
- To promote the enjoyment of athletics and co-curricular activities by students through the satisfaction gained from self-improvement.

Responsibilities

The opportunity to participate in our interscholastic athletic programs or co-curricular programs is extended to all students who are willing to assume certain responsibilities. To be a credit to the student, the student's family, team, school, and community, the student should display high standards and exemplify good sportsmanship, show respect for others, accept academic responsibilities, actively support the athletic and activities code, help and encourage fellow students to do the same, and meet all eligibility requirements identified in this handbook and in the state organizational handbooks affiliated with the programs and activities the student participates in. It is the responsibility of each student to know and follow the rules and procedures listed.

Joining an Athletic or Co-Curricular Program

Attending the scheduled sign-up meeting for the sport or activity of your choice is strongly recommended and is the most convenient way to obtain information and necessary forms. The student should procure the following items from the coach, advisor, main office staff, or athletic director and return them to the main office or athletic director when completed:

1. (Athletes only) Athletic physical permit card or athletic alternate year card. An athlete must have a physical examination by a licensed physician every other year. (For the second year of the cycle an alternate year athletic permit card must be completed.)
2. Health Insurance (highly recommended).
3. A pledge agreement signed by both a parent/guardian and the student.
4. Emergency information card.
5. User or participation fee (if required).

No student may start practice, attend meetings, participate in competitions or receive any equipment until the items listed above are properly processed.

D.C. Everest Athletic Programs			
<u>Boys</u>	<u>Girls</u>		
Baseball (S)	8 – 12	Basketball (W)	7 – 12
Basketball (W)	7 – 12	Cross Country (F)	6 – 12
Cross Country (F)	6 – 12	Curling (W)	9 – 12
Curling (W)	9 – 12	Dance (F,W)	6 – 12
Football (F)	7 – 12	Golf (F)	9 – 12
Golf (S)	9 – 12	Hockey (W)	9 – 12
Hockey (W)	9 – 12	La Crosse (S)	9 – 12
Lacrosse (S)	9 – 12	Skiing/Snowboard (W)	9 – 12
Skiing/Snowboard (W)	9 – 12	Soccer (S)	7 – 12
Soccer (F)	7 – 12	Softball (S)	8 – 12
Swimming (W)	6 – 12	Swimming (F)	6 – 12
Tennis (S)	9 – 12	Tennis (F)	9 – 12
Track & Field (S)	6 – 12	Track & Field (S)	6 – 12
Wrestling (W)	6 – 12	Volleyball (F)	7 – 12
		Wrestling (W)	6 – 12

D.C. Everest Co-Curricular Programs

Anime Club	6-7, 10-12	Junior Optimist Club	6-7
Art Club	6-12	Key Club	10-12
Book Club	6-12	Knitting Club	10-12
Captain's Club	10-12	Literary Magazine	10-12
Checkers/Chess Club	6-7	Math Team	9-12
Dance	6-7	Mock Trial	10-12
DECA	10-12	Muay Thai Club	10-12
Environmental Club	6-12	Musical	6-12
FBLA	8-12	NHS	11-12
FCA	8-12	NJHS	8-9
FCCLA	8-12	Oral History Project	8-12
FFA	10-12	Outdoor Club	8-9
Fishing Team	10-12	Science Olympiad	8-9
Foods Club	8-9	SMART Club	10-12
For Ever-Greens	8-9	Solo & Ensemble	7-12
Forensics	6-12	Spelling Bee	6-7
French Club	6-7	Student Council	6-9
Gaming Club	8-12	World Language	6-7
GSA	10-12	YCLA/Culture Club	6-12
HOSA	10-12	Yearbook	6-9
		Yo-Yo Club	10-12

Any new or current activity/club not noted above will follow the regulations of this activities code.

Equal Education Opportunity Pupil Non-Discrimination Provisions

The privilege of a student to participate fully in co-curricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, financial status, physical, learning, mental, social/emotional disability, or handicap.

D.C. Everest Insurance/Injury Information

1. All students are recommended to be covered by health insurance before participating in a sport or activity, especially those activities that include travel away from the school district.
2. Student accident insurance is offered by D.C. Everest Area School District. Student accident insurance plan forms may be obtained from the office at each school.
3. All injuries must be reported immediately to the coach or advisor in charge who will refer the participant to the athletic trainer, the school nurse, or other appropriate person. The athletic trainer or nurse will, in turn, refer the participant to a physician, if any doubt exists as to the participant's personal safety.

D.C. Everest Coach/Advisor Expectations

In addition to the conduct rules listed in the following section, coaches/advisors will establish in writing other expectations approved by the administration for all students participating in that sport or activity. Any discipline involving suspension or dismissal from the sport or activity will be jointly established by the coach/advisor and athletic director. The coach/advisor will contact the student and parent(s)/guardian(s) if a suspension or dismissal is in order. Violations of the coach's/advisor's expectations are cumulative only during each season.

Coach's/advisor's expectations may address, but are not limited to:

1. practice rules and conduct
2. locker room rules
3. game/competition conduct
4. transportation conduct
5. equipment care
6. unacceptable language
7. dress code, personal appearance, hygiene
8. training hours or curfew
9. tardiness and absences from school and practices
10. attitude
11. lettering requirements
12. other

Because the expectations referred to above cover a multitude of possible violations with a varying degree of severity, the consequences may also be varied. It is the intent of the school district to apply appropriate consequences to violations. These consequences may vary from a verbal reprimand to the loss of eligibility for the remainder of the current season or activity.

1. If a student has an athletic/activity code violation after the competitive season, but prior to the awards program, that student will not receive his/her awards until the suspension has been served.
2. A student-athlete may participate in multiple sports (2 max) per season with the approval of both coaches involved. However, the athlete must declare their primary sport prior to participation in either sport. Once the athlete has declared their primary sport, they must participate in all scheduled competitions for that declared sport unless mutually agreed by both coaches.
3. The district will not always provide transportation to athletic practice sites off campus.

Teams/Participants are required to travel to and return from contests on transportation provided by the school. Any personal exceptions need prior approval/communication with the appropriate administrator and/or coach. On occasion, transportation may not be provided to or from contests in the Greater Wausau Area, in these situations, parents/guardians will be responsible to get their students to and from these events.

The only exception to this rule is if a parent/guardian is at the out-of-town site, he or she may request that the student return with the parents/guardians. This request must be made in writing and in person to the coach/advisor in charge.

It is recommended that all coaches/advisors provide their participants and the parents/guardians information on the estimated departure and return times for away contests.

4. If a physician holds or removes a student from competition or practice, the coach/advisor must receive clearance from a physician before the student can participate in practices, meets, games, meetings, or events.
5. (Athletics only) A student-athlete may not go out for a sport to serve a suspension after two weeks of the start of the season. A student-athlete who is ineligible may, with the approval of the head coach and athletic director, go out for a sport after the first two weeks of the season, but will have to serve the suspension in that sport and in the next sport he/she goes out for.

Effective Communication and Problem Solving

When a question, concern, or complaint regarding an athletic situation arises, the following protocol is most effective in resolving issues:

- 1) Student Participant to Coach/Advisor
- 2) Parent and Student Participant to Coach/Advisor (If necessary)
- 3) Parent and Student Participant to Athletic Director (If necessary)
- 4) Parent and Student Participant to Principal (If necessary)
- 5) Parent and Student Participant to Director of Secondary Education (If necessary)

- Please refer to Coach's/Advisor's Expectations before making the first contact to review what has been signed and agreed to.
- Start with the source. Talk directly with the coach/advisor of that level, in private, face-to-face, away from the practice or contest area. An email or phone call may be necessary to arrange an appointment.
- All concerns must be heard at the lowest level possible before intervention by a higher authority.
- We assume that all parties have the best interest of our students in mind when concerns/complaints are discussed.

D.C. Everest Academic Eligibility

Student participation in athletics and co-curricular activities is viewed as an integral component of the learning process at D.C. Everest, and for this reason our eligibility policy is intended to be motivational in design rather than disciplinary. D.C. Everest's eligibility policy for interscholastic athletics and co-curricular programs is designed to ensure that academic learning and achievement remain the top priority for every student.

Interventions and academic supports systems such as Extended Learning Time (ELT) and remediation are designed to support and reinforce academic progress. Teachers and coaches are encouraged to use these support systems to assist students in maintaining sufficient academic progress in all classes.

Participants are ultimately responsible for their learning and are encouraged to maintain healthy communication with their teachers, coaches/advisors, and parents regarding academic progress. Grade progress checks will be made by the Athletic Director twice per quarter prior to end-of-the grade reporting period to identify students in need of additional academic support.

D.C. Everest Additional Rules of Eligibility

1. If a student has more than one failing grade at the conclusion of any quarter or semester grading period, upon detection, that student will be suspended for a period of 15 school days from athletic competitions or co-curricular activity special events. (Fall Sports - the lesser of 21 calendar days beginning with the date of earliest allowed competition in a sport or one-third of the maximum number of games/meets allowed in a sport).
2. If a student has more than one incomplete, or one incomplete and any failing grades, at the conclusion of any quarter or semester grading period, upon detection, that student will be suspended for a period of 15 school days from athletic competitions or co-curricular activity special events. A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period.
3. If a student is ineligible due to grades, the student will not be excused from school for competition or riding a bus to an away event unless the student is passing all classes.
4. A student serving an academic or conduct suspension may not dress for pre-game, games, meets, or participate in a co-curricular activities, meetings, or events.
5. A student must be in school the full day in order to participate in games, meets, practices, or to participate in co-curricular activity meetings or events.
6. A student may be excused for doctor, dentist, therapy appointments, or absences approved by the athletic director or principal.
7. A student athlete must attend all practices during a suspension and follow the coach's expectations. Likewise, students who participate in co-curricular activities are approved to attend all co-curricular activity meetings during a suspension, but are required to follow the advisor's expectations.
8. Each student is responsible for the school equipment issued him/her. All lost equipment must be paid for by the student to whom it was issued before further participation in athletics or co-curricular activities will be permitted. Any student having equipment not issued to that student faces an Athletic or Activities Council review.
9. A student is expected to dedicate the time specified for practice by the coach/advisor. Regular attendance is required.
10. If the number of students trying out for a sport/activity is more than the facilities and equipment can reasonably and safely accommodate, selection will be made by the coaching/advisory staff based on previous participation, ability, attitude, and work ethic.
11. Students who are dropped from an activity or sport for disciplinary reasons or who quit an activity or sport will not be refunded the registration fees.

Awards

1. An awards program for each team or co-curricular program will be held at the conclusion of each season. The D.C. Everest awards are presented in recognition of athletic or co-curricular program accomplishments.

2. The student must finish the season or program in good standing in order to qualify for an award. Under special or unusual circumstances, the coach/advisor may recommend an award be given though the specific award requirements are not met.

3. A student who fulfills the varsity letter requirements of the program will receive a chenille "E" letter. The coach/advisor may recognize outstanding accomplishments in each sport or co-curricular activity by presenting the Most Valuable and Most Improved awards. Other awards such as memorials and scholarships are presented according to the criteria established by the donors.

4. Club sport athletes may letter if they adhere to the rules in the D.C. Everest Athletic & Activities Handbook, which include the WIAA eligibility requirements. Any deviation from these rules must have school board approval. The club sport advisor will administrate and monitor these rules and regulations with guidance from the athletic director and principal.

5. Awards Nomination Process: (Athletics)

For those sports in which coaches are responsible for nominating their student-athletes for recognition for post-season awards and honors, the following guidelines will be followed:

A code violation will result in the loss of any recognition/award for that activity if the offense occurs before the awards. In-season violations will remove the individual from nomination or receipt of any awards for that sport/activity. If a suspension is carried over to another season, the student will only be penalized in the original season.

Note: Conference by-laws or coaches' expectations germane to their sport may be more restrictive. Sports in which the nomination process is presently used for selection for Conference Awards: Volleyball, Football, Basketball, Tennis, Soccer, Hockey, Baseball, Softball.

D.C. Everest Code of Conduct

Training rules are established for the best interests of the students, team, and activity groups. The student who complies with these rules demonstrates a desire to dedicate him/herself to self-improvement as well as to act in the best interest of his/her team, activity group, and school. All students must observe year-round training rules, refraining from any conduct at any time that would reflect unfavorably on him/herself or the school.

Substance

Such conduct includes, but is not limited to, sale, possession, or illegal use of illicit drugs, prescription medications, alcoholic beverages, tobacco and nicotine products (including smoking and chewing tobacco, e-cigarettes, vapor pens, and hookahs), and banned substances listed by the WIAA.

Conduct Unbecoming

Conduct Unbecoming of an athlete or co-curricular participant may include, but is not limited to:

- 1) a violation of law;
- 2) vandalism;
- 3) attending parties in which alcohol or other drugs are present;
- 4) disrespect to school authorities;
- 5) repeated violation of school rules including hazing or harassment;
- 6) immoral conduct: racial, sexist, and ethnic comments or other intimidating acts directed at classmates, teammates, officials, opponents or coaches;
- 7) inappropriate use of the Internet or other technology devices including derogatory statements about officials, opponents, coaches, team members, and peers;
- 8) hindering an investigation of an alleged incident by providing false or misleading information.

Penalties for Violations

Participation in interscholastic competitions is a privilege and failure to abide by the established rules may result in withdrawal of that privilege. A student reported for a violation of any of the training, eligibility or conduct rules may be required to appear before the Athletic or Activities Council. Any such appearance before the Athletic or Activities Council shall be conducted in accordance with the procedures described in this handbook. All penalties will be imposed under the jurisdiction of the Athletic or Activities Council. Students who participate in athletics and co-curricular activities may receive disciplinary consequences in both activities. Suspensions imposed under the athletic code will be served in an athletic activity, and suspensions imposed under the activities code will be served in the co-curricular activity.

Substance Violations

1. (Athletics only) A first violation will result in suspension from the team for not less than 30% of the season the student-athlete is participating in or the next season the student-athlete participates in if he/she is currently not participating in a sport. If the student-athlete is honest and cooperative in the Athletic Council meeting, the 30% suspension may be reduced to 20%.
2. (Athletics only) A second violation will result in suspension from the team for not less than 50% of the season the student-athlete is participating in or the next season the student-athlete participates in if he/she is currently not participating in a sport. The maximum penalty will be one calendar year.
3. (Co-curricular participants only) First and second violations of substance abuse violations will result in Activity Council hearings. Consequences will be determined by the Activity Council based on the circumstances of each individual case.
4. A third violation will result in suspension from all athletics or co-curricular activities for the remainder of the student's enrollment in the D.C. Everest School District. A student-athlete may request an Athletic or Activities Council review after one full calendar year from his/her last code violation, if during that time of suspension the student has remained free from any additional handbook violations. The Athletic or Activities Council may grant eligibility if it determines the athlete or situation warrants it.

5. Students hindering the investigation of an alleged incident by giving false or misleading information may be subject to receiving the minimum next penalty level or the possibility of losing their eligibility permanently.
6. A student must be eligible for the games, meets, or special events in order to serve a suspension.
7. Substances classified or presented as “look-alikes” shall be considered and responded to as if they were, in fact, the actual chemicals or restricted substances.
8. If the suspension comes at the end of a sport season, the student will serve the remaining portion of the suspension in the next sport season that the student goes out for. Students involved in co-curricular activities will serve the suspension during the next co-curricular activity the student participates in. No school awards will be given until the remaining portion of the suspension is served and the student finishes the season or activity in good standing.
9. (Athletes only) If the suspension results in a student being suspended for one or more WIAA tournament competitions, the athlete shall be disqualified for the remainder of total tournament series in that sport.
10. If a student does not finish the season or activity in good standing, the suspension in its entirety will be served during the next sport season or activity the student goes out for. “Good Standing” means the student must complete the season or activity to the head coach’s or advisor’s expectation and standards.
11. Any record of code violations will be expunged from a student’s code violation file if the student remains free of code violations for three full calendar years from the last recorded violation. At this time, the student will be given a clean slate and the next violation will be considered the student’s first.

Conduct Unbecoming Violations

For conduct unbecoming violations (excluding substance violations), the Athletic or Activities Council shall determine consequences, if any, depending on the nature of the violation and the number of offenses that the student has committed.

School Disciplinary Suspensions

1. If a student has been suspended “in school”/directed studies or serves a Saturday detention, he/she will be allowed to practice, but will not be allowed to dress or participate in any meet, game, or competition on that day. If the suspension occurs on a Friday, he/she will be allowed to participate in a Saturday event.
2. If a student has been suspended “out of school,” he/she will not be allowed to participate in the team’s or group’s activities (including practices and meetings) during the entire suspension. If the suspension occurs on a Friday, the student will not be allowed to participate or dress for a Saturday event or practice.

Parent(s)/Guardian(s) or Student Confidential Self-Referral to Student Services

A student or his/her parent(s)/guardian(s) may seek help through a school counselor. The school counselor will work with the student in strict confidence and may make an appropriate referral. Nothing will be communicated to the coach or administration. The student-athlete will be allowed to continue to participate in practices and contests while in an assistance program. However, if a coach, advisor, or administrator independently learns of a violation, penalties will be imposed.

The Athletic and Activities Council

The D.C. Everest Senior/Junior High/Middle School Athletic Councils are composed of the following: the principal, a counselor or assistant principal, the athletic director, the head coaches involved with the student-athlete and one coach elected for a one-year term by his/her coaching peers.

The D.C. Everest Senior/Junior High/Middle School Activities Councils are composed of the following: the principal, a counselor or assistant principal, the athletic director, the co-curricular advisors involved with the student and one adult employee appointed for a one-year term by his/her principal.

The Athletic or Activity Councils shall meet as often as necessary and will take action in a fair and impartial manner. Minutes of the meeting will be recorded and kept by the athletic director. The Senior High Athletic or Activities Councils will deal with students who participate in programs at the Senior High and violate the code of conduct. The Junior High/Middle School Athletic or Activities Councils will deal with students who participate in programs at the Junior High or Middle School and violate the code of conduct.

If the Athletic or Activities Councils cannot meet prior to the game, meet, event, or awards night that the student is participating in, the Athletic Director or the Principal may suspend the student from participation or from receiving any award. The student and parent/guardian will be notified prior to the event.

Any game, meet, or event suspensions that occur prior to the council meeting will be included in the total suspension that the student must serve.

In all cases involving the Athletic or Activities Councils, the student shall have a fair hearing, and the following process shall be used:

1. The student and parent(s) will be informed in writing of the nature of the accusation.
2. A student shall be entitled to a fair hearing before the Athletic or Activities Council. A student who commits a substance abuse violation, may choose to opt out of the Athletic or Activities Council meeting and accept the percentage penalty that is appropriate for that violation as assigned by the athletic director. Parents/Guardians or other representatives of the student's choice may attend the hearing on the student's behalf.
 - a. Council Agenda
 - i. Director of Athletics introduces participants.
 - ii. Director of Athletics informs Council of violation(s).
 - iii. Student presents their comments.
 - iv. Parents/Guardians may comment.
 - v. Council may ask questions of student.
 - vi. Final thoughts of any participants.
 - vii. Student and Parents/Guardians are dismissed.
 - viii. Council discusses any consequences.
 - ix. Director of Athletics informs student and Parents/Guardians of results of Council.
3. If a student wishes to appeal the decision of the Athletic or Activities Council, he/she may file the appeal with the Director of Secondary Education within ten days of the decision. Appeals will be considered for procedural or process matters only.
4. The student will remain ineligible during the time of the appeal.

CO-CURRICULAR PARTICIPATION FEES		
NO FEE		TIER I (\$55)
All 6-8th Grade Activities (boys & girls) Basketball Football Cross Country Soccer Track Swimming Volleyball Wrestling	9-12 Activities (boys & girls) Lacrosse Swimming Cross Country Golf Ski/Snowboard Tennis Track & Field Volleyball Curling	
TIER II (\$65)		TIER III (\$75)
9-12 Activities (boys & girls) Baseball Dance (each season) Soccer Softball	9-12 Activities (boys & girls) Football Basketball Hockey (girls) Wrestling	
TIER IV (\$325)		\$10 FEE
9-12 Activities (boys & girls) Boys Hockey (\$75 + \$250 ice fees)	FFA FBLA DECA	FCCLA Forensics Mock Trial Musical

*Please note individual athletic teams and clubs may have additional fees.

Dear D.C. Everest School Board,

Thank you for recognizing my retirement with the generous Chamber gift certificates and personalized metal Evergreen Sign. It was a wonderful evening socializing with retired educators and colleagues. I especially enjoyed watching and experiencing our students' culinary and musical talents.

I have a place picked out in front of my parking spot in my garage for the Evergreen Sign and I will use the Chamber gift certificates to purchase items for a trip I have planned to Hawaii for Christmas.

There is no doubt my day to day interactions



With the remarkable Staff and Students
Was a big reason why it was hard to
leave and why my time at the Senior High
was so memorable. There is no other
educational institution I would have chosen
to end my career with than D.C. Everest
Senior High.

Retiring as an ^{Hallmark} EVERgreen was a
dream come true!

Sincerely,
Michael Plaza