

Hatley Elementary School Parent Handbook 2011-2012



D.C. Everest Area School District

EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

“The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, physical, learning, mental, or emotional disability or handicap.”

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 ever-changing global society.

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HISTORY OF THE D.C. EVEREST DISTRICT

The D.C. Everest District was consolidated in 1950. In that year, the old Union High School was combined with the Common School District #1 to form the D.C. Everest Area School District. The district is named after David Clark Everest, once President of the Marathon Paper Mills Company, who encouraged expansion of educational opportunities for the young people of our area. In 1961, Hatley joined the district, as did Easton in the following year.

Today, the D.C. Everest Area School District includes the City of Schofield; the Villages of Hatley, Rothschild and Weston; the Townships of Easton, Ringle and Weston and parts of the Townships of Wausau, Norrie, Reid, and Kronenwetter. This area covers 162 square miles.

Before 1953, the district operated a kindergarten through tenth grade in Rothschild. A kindergarten through eighth grade was in operation in Schofield, and smaller one-room schools were in the Townships of Weston, Wausau, and Kronenwetter. Since most of these buildings were old, the district developed a plan to build new structures.

The first newly constructed elementary school was completed in Rothschild in 1960. By 1963, the D.C. Everest Junior-Senior High School (which is now the Junior High) was overcrowded, so a new section was added. During this time the Weston Elementary School was built and another section was added to Schofield Elementary School.

In 1968, the present Senior High School was built because the Junior-Senior High School continued to be overcrowded and facilities were becoming inadequate. In 1970 a new elementary school was started in the Junior High School section of the old Junior-Senior School building. The school became necessary because of increased elementary enrollments and was named Everest Elementary School.

In 1975, a ten-room open-concept structure was added to Weston Elementary School to accommodate continually growing district enrollments. In 1976, Evergreen Elementary School was built; the staff and about one-third of the students from Everest Elementary School moved into that building. The balance of the students came from other elementary schools in the district after a grade realignment. In 1977, the District Administration Building was built just north of the new Senior High School. In 1979, Riverside Elementary School was built. Further construction in 1979 included remodeling at the Schofield, Hatley, and Easton Elementary Schools and at the Junior and Senior Highs.

In 1990, the citizens of the Everest district approved a bond referendum that provided \$3.6 million dollars for remodeling and expansion of many of the district's buildings. The remodeling and projects were completed during the summer of 1991.

In 1998 the district completed construction of the Greenheck Fieldhouse. This facility was built with contributions from corporations and individuals in the Greater Wausau Area along with monies from the D. C. Everest Area taxpayer who approved partial financing of the project by the local bond levy.

Again, the District is in the process of growth. On October 12, 2000, construction of a new middle school was underway. Since the 2002-03 school year, the Middle School serves the District's 6th and 7th grade students. The Junior High serves 8th and 9th grade students.

Today, our school District is organized as a Common School District for kindergarten through grade twelve. The enrollment has grown from 1,688 in 1963 to over 5,000 this school year.

D. C. EVEREST SCHOOL BOARD

2011-12

Helen Ackermann	9410 Lambert Street Rothschild, WI 54474	359-4770
Joshua Dickerson	1720 Highland Avenue Weston, WI 54476	571-1774
Mary A. Hancock	1801 Laguna Avenue Weston, WI 54476	359-8373
Jason Jablonski	2064 Greenbud Road Mosinee, WI 54455	241-7416
Rita A. Kasten	2503 Camp Phillips Rd. Wausau, WI 54403	842-1131
Larry A. Schaefer	2176 Creciente Drive Mosinee, WI 54455	359-7374
Diane Stroik	218 Jones Drive Rothschild, WI 54474	355-7320

School board meetings are held on the fourth Wednesday of every month at 6:30 p.m., except the December board meeting, which is held on the third Wednesday. Meetings may be changed and special meetings scheduled with appropriate public notice. The school board will set the time and date of the annual meeting pursuant to state statute 120.08(1)(a).

Regular Board meetings are held at the Administration Building Board Room, 6300 Alderson Street, Weston. The 2011-12 annual meeting will be held at the DCE Senior High School Auditorium, 6500 Alderson Street, Weston, on Tuesday, October 25, 2011 immediately following the Budget Hearing set to begin at 6:30 p.m.

1.1. D.C. EVEREST SCHOOL BOARD

2011-12

President _____	Mary Hancock
Vice President _____	Larry Schaefer
Clerk _____	Rita Kasten
Treasurer _____	Jason Jablonski
Member _____	Helen Ackermann
Member _____	Joshua Dickerson
Member _____	Diane Stroik

WASB LEGISLATIVE NETWORK MEMBER – Diane Stroik

CESA #9 DELEGATE – Helen Ackermann

D.C. EVEREST AREA EDUCATION FOUNDATION BOARD – Joshua Dickerson

TERM EXPIRES 2012

Larry A. Schaefer
Diane Stroik

TERM EXPIRES 2013

Helen Ackermann
Joshua Dickerson
Rita A. Kasten

TERM EXPIRES 2014

Mary A. Hancock
Jason Jablonski

Hatley Elementary P.T.O

President- OPEN
Vice President-OPEN
Secretary-OPEN
Treasurer-OPEN

D.C. EVEREST AREA SCHOOL DISTRICT ADMINISTRATIVE STAFF—2011-2012

6300 Alderson Street, Schofield, Wisconsin 54476

Phone: 359-4221

TDD (Phone Service for the Hearing Impaired): 355-7334

Superintendent of Schools	Kristine A. Gilmore		
Assistant Superintendent, Business/Personnel Services	Jack E. Stoskopf, Jr.		
Human Resources Director	Kimberly D. Hall		
Supervisor of Administrative Services	Aaron P. Nelson		
Supervisor of Facilities & Community Services	Aaron W. Mull		
Supervisor of Food Services	Christine L. Welsh		
Supervisor of Maintenance Operations	Jeffrey J. Belott		
Assistant Superintendent, Curriculum, Instruction & Technology	Lois M. Alt		
Director of Assessment & Staff Development	Julianne E. Fondell		
Director of Pupil Services & Special Education	Jennifer L. Zynda		
School Nurse	Roxanne R. Kenitzer		
Information Systems Supervisor	Pauline P. Schield		
Senior High School Principal	Thomas W. Johansen		
Assistant Senior High School Principal	Todd J. Bohm		
Assistant Senior High School Principal	Jeffery N. Addison		
Athletic Director	LeeAnn Kitchell		
Psychologist	Tami L. Mlodik		
Junior High School Principal and IDEA Charter School Principal	Steven S. Pophal		
Assistant Junior High School Principal	Randy M. Weller		
Assistant Junior High School Principal/Athletic Director	Christopher J. Heller		
Psychologist	Tracy J. Hougum		
Middle School Principal	Casey J. Nye		
Assistant Middle School Principal	Jodi M. Devine-Schwantes		
Psychologist	Patrick B. Fergus		
Hatley Principal / Director of Assessment & Staff Development	Julianne E. Fondell		
Evergreen Principal	Richard L. Koepke		
Mountain Bay Elementary Principal	Patrick J. Phalen		
Psychologist	Michael J. Gontarz		
Riverside Elementary Principal	Patricia A. LesStrang		
Psychologist	Stefanie S. Teske		
Rothschild Elementary Principal / Lead Elementary Principal	Ronald L. Foreman		
Weston Elementary Principal	Fritz M. Lehrke		
Curriculum Coordinators			
Fine Arts	Diane L. Goetsch	Science	Scot F. Abel
Language Arts	Jennifer Rauscher	Social Studies	Paul S. Aleckson
Local Vocational Education	Aaron M. Hoffman	Physical Education/Health	Karen A. Wegge
Mathematics	Mark A. Schommer	Reading K-5	Penny A. Antell

HATLEY STAFF

Administrators

Dr. Julianne Fondell Principal

Kindergarten

Mrs. Beth Umlauf Kindergarten

Unit I

Mrs. Nancy Novak Grade 1

Mrs. Amy Rowlands Grade 2

Unit III

Mrs. Bobbi DeMuth Grade 3

Mrs. Tammy Fischer Grade 4

Mr. Phillip Beck Grade 5

Other Hatley Teachers

Mrs. April Brown

Speech/Language

Mrs. Teresa Pederson

Guidance Counselor

Mrs. Susan Benes

IMC Director

Mrs. Penny Antell

Literacy Support/Reading Recovery

Mrs. Connie Graham

Art

Mrs. Kathlyn Moore

Art

Mrs. Julie Burgess

Music

Mrs. Cassie Zell

Music

Mr. Jeffrey Wais

Physical Education/Specially Designed Physical

Education

Mrs. Pamela Zell

Secretary to the Principal

Mr. Randy Patnode

Custodian

Ms. Michelle Ojer

Instructional Aide/ Health Aide

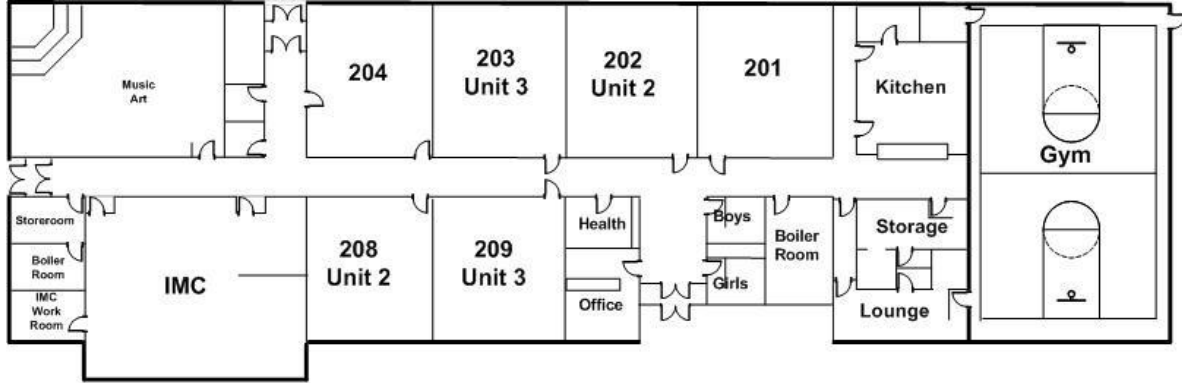
Mrs. Carol Reitz

Instructional Aide/IMC Aide

Mrs. Helena Flees

Cafeteria Server

Building Map



Hatley Elementary School

Scale 1" = 30'-0"

417 Emmonsville Road
Hatley, Wisconsin 54440-9769
715-446-3336



D.C. Everest Area

School District

5/29/02

District Calendar

August	24	2011	Wednesday	New teachers report for inservice
August	29	2011	Monday	All teachers report for inservice
September	1	2011	Thursday	Opening Day of School
September	5	2011	Monday	Labor Day
October	27	2011	Thursday	Vacation Recess
October	28	2011	Friday	Vacation Recess
November	24	2011	Thursday	Thanksgiving Day
November	25	2011	Friday	Thanksgiving Recess
December	22	2011	Thursday	Last day of school prior to winter recess
January	3	2012	Tuesday	First day of school following winter recess
March	23	2012	Friday	Last day of school prior to spring recess
April	2	2012	Monday	First day of school following spring recess
April	6	2012	Friday	Good Friday
May	7	2012	Monday	Possible snow make-up day
May	28	2012	Monday	Memorial Day
June	6	2012	Wednesday	Last day of school for students
June	7	2012	Thursday	In-service day for teachers

School Day

School Office Hours Hatley	8:00 AM-4:00 PM
Walking Students May Arrive	8:15 AM
School Breakfast Served	8:00 – 8:15 AM (K-2); 8:15-8:30 AM (3-5)
First Bell	8:15 AM
Tardy Bell	8:30 AM
Classes Begin	8:45 AM
AM Recess:	
Grades K – 2	10:00 - 10:15 AM
Grades 3 – 4	10:20 - 10:35 AM
Lunch:	
Kindergarten	11:30 AM –12:15 PM
Grade 1	11:30 AM – 12:15 PM
Grade 2	11:30 AM – 12:15 PM
Grade 3	12:00 PM – 12:55 PM
Grade 4	12:00 PM – 12:55 PM
Grade 5	12:00 PM –12:55 PM
PM Recess:	
Grades K – 2	2:00 – 2:15PM
Dismissal	3:11 PM

EARLY RELEASE/STAFF DEVELOPMENT DAYS

In order to give teachers time for long-range planning or to work on special building projects, students will be released early or school will not be in session. **For the 2011-12 School Year, the staff development days and times are as follows:**

DAY/MONTH	RELEASE TIME
Monday September 26, 2011	No classes K-12
Thursday November 10, 2011	Noon dismissal elementary
Monday January 23, 2012	No classes K-12
Friday March 2, 2012	No classes K-12
Tuesday, April 17, 2012	Noon dismissal elementary

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for **Parent-Teacher Conferences for the 2011-12 school year:**

ELEMENTARY SCHOOLS		
FIRST SEMESTER — 2011-12		
November 17, 2011	Thursday	4:20 p.m. – 8:00 p.m.
November 21, 2011	Monday	4:20 p.m. – 8:00 p.m.
November 23, 2011 (No school)	Wednesday	8:00 a.m. – 12:40 p.m.
SECOND SEMESTER – 2011-12		
February 2, 2012	Thursday	4:20 p.m. – 8:00 p.m.
February 7, 2012	Tuesday	4:20 p.m. – 8:00 p.m.
February 10, 2012 (No school elementary)	Friday	8:00 a.m. – 12:40 p.m.

RELATED ARTS TEACHERS

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT/TEACHER

INSTRUCTIONAL TIME WITH SPECIALIST

Art: Mrs. Graham- /Mrs. Moore

Grades K-5: 45 min/week

Music: Mrs. Zell /Mrs. Burgess

Grades K-5: 60 min/week

Physical Education: Mr. Wais

Grades K-5: 60 min/week

Guidance: Mrs. Pederson

Grades K-5: Schedule Varies

Library: Mrs Benes

Grades K-5: Schedule Varies

ATTENDANCE

ATTENDANCE

When a child is absent, a parent should call school in the morning (by 9:00 a.m.) to inform the office that the child will not be in attendance. "Voice Mail" messages about attendance may be phoned to school twenty-four hours a day by calling Hatley at 715-446-3336 and pressing choice #1.

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. **Absences beyond five per semester may need a doctor's excuse.** Please read the district Attendance and Truancy policy posted on the D.C. Everest districts website (www.dce.k12.wi.us/districtinfo/policies/index.htm).

STUDENTS WHO ARE TARDY

Children who arrive at school after the 8:45 attendance bell will be considered tardy. When such cases occur with the parents' knowledge, they must send a written excuse explaining the reason for the tardiness. All children who are tardy must report to the office to receive tardy slips admitting them to their classrooms.

STUDENTS LEAVING SCHOOL EARLY

At times, it may be necessary for parents to schedule an appointment, which requires an early release of a student. Please send a note to school informing the office and teacher of the early release. Parents picking students up during the school day must always check in at the school office. Parents may not remove students from a classroom or playground area. Students will not be sent unaccompanied to the parking lot to meet a parent.

Attendance

Highlights of this section:

- Call school when your child is absent 446-3600, press 1
- Tardy students must report in at the office
- Parents must check in at the office when picking students up. Parents may not remove students from classrooms or the playground
- Absences without proper explanation will be recorded as "unexcused"
- Police may be called for safety of child.

COMMUNITY SERVICES PROGRAM

Community Services 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 Services Program provides all residents of the D. C. Everest Area School District with opportunities in community education and recreation that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and advocational 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 Services 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 Services 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.

USE OF SCHOOL FACILITIES and GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 359-6563. 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 7 school days notice for past facility users and 10 school days notice for first time facility users. Requests are handled on a first come basis.

Community Services Program

Highlights of this section:

- The Community Services Program coordinates many classes and athletic programs for youth and adults.
- Rental of school facilities may be made through the Community Services Office: 359-4221 Ext. 248.

**FOOD SERVICES
(SCHOOL BREAKFAST & LUNCH PROGRAM)**

The D. C. Everest Area School District participates in the National School Lunch & Breakfast Program. Nutritious lunches and breakfasts are made available each day that school is in session for a full day.

Application forms for Free or Reduced Price Lunch/Breakfast benefits are sent to each family at the beginning of the school year. Parents are encouraged to complete and return this form if they feel their family may be eligible to receive these benefits. A new form must be completed each school year. Please submit only one form for all members of your family. Application for Free or Reduced Price Meals may be made at any time during the school year. Forms are available from the school office, online on the district website or by calling the Food Service office at 241-9700, extension 2407. All information on this form is confidential and will only be used to approve meal benefits.

At each elementary school, a student lunch account is set up with a PIN (personal identification number) assigned. Parents are asked to make payments to their child's lunch account to cover the cost of their child's meals. Each child inputs their PIN into a computerized register at mealtime. The cost of their meal is deducted from their lunch account. The elementary school lunch price is \$1.30 per day. For those students eligible for reduced price meals, the cost is 40¢ per day. School breakfast is \$1.00 per day. Students who qualify for free or reduced meal benefits receive breakfast at no charge.

Students who carry their lunch to school may purchase milk for 35¢ per 8 oz. carton. Skim milk, 1% milk, and chocolate skim milk is available on a daily basis. The cost of this milk will also be deducted from the student lunch account. **Students eligible for free meals receive free milk with school lunch only. No free milk is available for students who bring a cold lunch.** Parents are expected to provide payment for school lunch or a cold lunch for their child each day.

It is the parent's responsibility to track student usage and maintain a sufficient balance in the student lunch account to cover the cost of breakfast, snack milk, school lunch, or cold lunch milk. Students are reminded in the lunch line that their lunch account balance is getting low. The school district also utilizes School Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. You must contact the school office if your phone number changes. Parents may also monitor account payments and student usage online. Payment can be made by check at the school office. Please include the student name and PIN with the deposit. Payment may also be made by checking withdrawal or credit card over the internet. Please log into the district website and follow the Food Service link. Any balance in a student lunch account at the end of the school year is carried over into the next year. If a student leaves the district, a refund will be made for amounts over \$5.00 that are in the lunch account, at the parent's request.

If there is not a sufficient balance in the student lunch account, one lunch will be served to the student. The parent is expected to reimburse the school district for the cost of this lunch. If payment is not received by the following day, the student will be served a light lunch. A written notice will be sent to the parent prior to refusal to allow additional meals. Parents are encouraged to sign up for **LunchBox Online** found on the district website by following the Food Service link. This enables parents to view their child's lunch account activity on their computer.

The school lunch menu is sent home monthly with the school newsletter. Menus are also printed in the Wausau Daily Herald, announced daily on several local radio stations and available on the D. C. Everest home page, www.dce.k12.wi.us.

WISCONSIN SCHOOL DAY MILK PROGRAM

Students who wish to purchase milk for a morning break may do so. The cost of milk is 35¢ per 8 oz. carton. This cost will be deducted from the student lunch account. If a student in Grade K-5 is determined to be eligible for Free & Reduced Price Lunch/Breakfast, there will be no charge for snack milk. No additional application is needed.

FIELD TRIP BAG LUNCH MEAL DEAL

Students may choose to order a bag lunch from the Food Service program when students have 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 Lunchbox account. If a student is qualified for free or reduced meals, the meal will be charged accordingly.

The bag lunch consists of a choice of peanut butter & jelly or meat & cheese sandwich, snack chips, carrots, fresh fruit, cookie and milk.

ALTERNATE LUNCHESES

Students in grades 1-5 have the choice of the regular or the alternate lunches. Alternate lunches need to be ordered a day in advance.

SCHOOL BREAKFAST

School Breakfast will be served at Easton and Hatley School's each day that school is in session **unless there is a school delay.**

GENERAL PUPIL CONDUCT

CLASSROOM DISCIPLINE PLANS

In order to provide the best possible learning environments for students, individual teachers have developed discipline plans for their classrooms. Because children of different ages have different needs, rules, rewards, and consequences may vary from one grade level to another. The classroom discipline plan, which outlines specific classroom rules, procedures, rewards and consequences will be sent home along with the school discipline plan at the beginning of the school year.

Discipline

Highlights of this section:

- General school-wide rules are:
 1. Follow directions of staff
 2. Keep hands, feet, objects to self
 3. No name calling, teasing, cursing, or vulgar gesturing
 4. Speak and act respectfully
- Students who choose to violate school rules and create problems for others will be asked to demonstrate responsible behavior by "fixing" the problem. If they do not fix the problem they will need to experience a consequence.
- Consequences for violating school rules may be loss of recess, assignment to "late lunch", detention, in school suspension, out of school suspension, or a discipline conference among student, parent, teacher & principal.

Health Services

Highlights of this section:

- The Easton/Hatley Schools do not have their own nurse, but a registered nurse employed by the Everest School district supervises our delivery of health services.
- The schools have the services of a health aide.
- If a child becomes ill or injured at school, parents will be notified. It is very important that parents provide school with the telephone number of family members or friends who can assist in an emergency if a parent is not available.
- School staff may administer medication only to students who have the proper forms on file.
- A record of immunization must be provided to school.

Taking care of your child's health is a cooperative effort between the parent, school and physician. Good communication and planning for your child's needs minimizes lost academic time and helps reduce the number of absences during the school year.

DISTRICT HEALTH STAFF:

A **health assistant** works at each school. The health assistant works under the direction of the district school nurse. The health assistant has the following roles:

- Provides basic first aid care for injuries and illnesses.
- Observes for symptoms of communicable disease. Notifies the parent(s).
- Maintains student health records.
- Gives medications to students as ordered by the parent and/or the physician.
- Provides specialized healthcare for a student(s) as ordered by the parent and/or physician under the direction of the district health nurse.

The district employs a **registered nurse** to assist students with health care needs at the elementary schools, middle schools; and secondary schools. The district health nurse has the following roles:

- Evaluates and assesses a student's physical condition.
- Consults with the parents and/or physician to decide the health care needed by the student at school.
- Writes individualized health plan for the student as needed.
- Reviews and educates staff about a student's healthcare needs as directed by the parent and/or physician.
- Directs the district immunization program, hearing and vision program, and blood borne pathogen program.
- Develops policy/procedure to ensure the safety of the students.
- Educates staff on a need-to-know basis about the student's health needs.

The district employs a **licensed practical nurse**. The LPN functions under the direction of the district school nurse. The LPN has the following roles

- Provides specialized healthcare needs for students as ordered by the parent and/or physician under the direction of the district health nurse.
- Conducts the hearing and vision-screening program at the elementary schools.
- Contacts parents to refer a student for a professional vision and/or hearing examination.
- Contacts parents to update student immunization records.

HEALTH CONDITIONS:

School staff needs to know about your child's health and/or medical condition(s). Please contact the district health nurse at 241-9700 ext 2309; or the school health aide about your child's health condition(s). These include, but not limited to, students who have asthma, epilepsy, diabetes, a significant physical impairment or an anaphylactic – life threatening – reaction to latex, stinging insects or foods.

It is important that the school staff know about the care that your child needs and how to provide that care. Complete the annual action plan(s) for the condition and inform the school nurse of any changes in the care needed. All information shared is confidential; information is shared on a need-to-know basis with your child's teachers with your permission.

IMMUNIZATION DATABASE:

The district uses the RECIN – Registry for Effectively Communicating Immunization Needs – an electronic database from Marshfield Clinic as the district immunization registry. Immunization dates provided by the parent to the school are entered into RECIN as a permanent record for your child. Give updated immunization dates to the health aide at your child's school.

ILLNESS AND INJURY

If a child becomes ill or injured at school, parents will be notified by phone. If parents are unavailable, the emergency contact person(s) listed on the enrollment form will be called.

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

In cases for students with very involved specific health conditions, the health plan clearly states what ER to transport to.



Notice of Privacy Practices Immunization Data Network

This notice describes how your child's immunization record is used, maintained and maybe shared with other healthcare facilities.

District's Legal Duty:

State law requires D.C. Everest School District to keep your child's immunization record at school as long as your child is enrolled in the school District.

District Use of the Immunization Information:

The school health office has a copy of the immunization record that you completed when you registered or enrolled your child for school. This includes both dates of vaccination and/or waiver statements. The immunization record is kept in your child's health file. The dates of your child's vaccinations are entered into RECIN – Regional Electronic Immunization Network. RECIN is an electronic database owned by Marshfield Clinic. The district uses RECIN to collect and document immunization dates, print legal notices to parents for non-compliance, and submit annual state immunization reports.

District Disclosure of the Immunization Information:

Your child's immunization record is shared with designated staff within the school based on their need to know if the information relates to your child's education. Your child's immunization record is available to area medical care facilities contracted with the Marshfield Clinic RECIN program who provide medical and/or health care to your child. Copies of the immunization record are available to parents on request.

Parent's Responsibility:

Not all doctors and clinics use RECIN. Therefore, parents must bring a copy of their child's immunization record to the school at registration and/or whenever additional vaccinations are given. Areas clinics do not communicate dates of vaccinations to the school.

Contact Roxie Kenitzer, RN-BSN at 241-9700 ext. 2309 if you have questions and or concerns regarding the use of your child's immunization record



Medication at School

District staff are available to give prescription and over-the-counter medication to your child at school

Parent-Physician Consent

1. Complete the Parent-Physician Consent Form if your child needs to take prescription or over-the-counter medication at school.
2. Parent signature is required for over the counter medications.
 - *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 is required if the medication is not appropriate for your child's age.*
3. Parent and physician signature are required for all prescription medication.
4. Complete a new consent form when the dose of the medication is changed or the medication is discontinued.
5. *Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.*

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's full name.
 - Medication name.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. Over-the-counter medication **must** be in the original container or single dose unit package. Write your child's name on the container.
3. *Staff cannot give any medication sent in a plastic bag or an envelope.*
4. *Medication will not be dispensed to your child if the bottle is incorrectly labeled.*

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container.
2. Medications are stored in a locked cabinet in the health room.
3. Parents/guardian are called to pick up all unused, discontinued, or outdated medications.
4. Parents 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

1. Students are allowed to self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life-threatening health condition.
2. Emergency medications must be labeled as outlined above. Parents must complete the same parent/physician consent form even if your child self carries the medication.

General Safety Considerations

1. Bring your child's medication to the office.
2. Send only limited quantities of medication to school.
3. No medication will be given to your child without your written consent.
4. All medication is stored in the school health room.
5. District staff will not give any medication – prescription and/or OTC - to any student if the above criteria are not met

The purpose of the medication policy and procedure is to ensure the safety of your child and provide him/her with the medication ordered. Contact Roxie Kenitzer, RN-BSN at 715-241-9700 ext. 2309 with questions.



Vision and Hearing Screening Programs

Vision Screening Recommendations – Kindergarten Students

Research by the Wisconsin Optometric Association states, “Eighty percent of all learning during a child’s first twelve years is obtained through vision.” Routine vision screening is a part of the five-year old well check. This vision screening checks how well your child can see a chart from 20 feet away. This type of vision screening identifies about 30 percent of children who have vision problems.

The state of Wisconsin passed the Children’s’ Vision Initiative Law – Chapter 118.135 Wisconsin State Statutes in 2002. The law **recommends** that parents of Kindergarten students have their child’s vision checked by a licensed optometrist.

A copy of the Kindergarten VISION Examination Form is included. Take the form with you to your child’s eye exam. Ask your eye doctor to complete the form. Return the completed form to your child’s school. Copies of the form are available at your child’s elementary school.

The Wisconsin Optometric Association participating physicians will provide free eye examinations to students if parents cannot afford the cost of the eye exam. **VISION USA** is a Wisconsin State Project that offers basic eye examinations to children under the age of 18 for employed low-income families without eye care health insurance coverage. Applications are available at Marathon County Public Health Department (715-261-1900). You will be given the names of local physicians that will check your child’s vision after the completed application is approved. Parents need to schedule the appointment with one of those eye doctors.

State law recommends, but does not require this eye examination for kindergarten entrance.

District Sponsored Hearing and Vision Screening Programs

The district provides basic vision and hearing screening for all elementary students grades K – 5. Trained volunteers conduct the vision and hearing screening. Dates for the hearing and vision screening are listed in the school newsletters and school calendar.

This program is only a screening. It is not designed to replace the annual vision or kindergarten exams by eye care professional. Parents are notified if their child fails the screening and needs further evaluation by your primary care physician, eye care professional or audiologist.

Participation in the screening is *optional*. If you do not want your child’s hearing and vision screened notify the health aide at the school. *If your child wears glasses please make sure the glasses are at school for the vision screening. Students who wear hearing aides will not have their hearing screened at school.*

Contact Roxie Kenitzer, RN-BSN at the Middle School (241-9700 ext. 2309) with questions or concerns.

STUDENT IMMUNIZATION RECORD

INSTRUCTIONS TO PARENT: COMPLETE AND RETURN TO SCHOOL WITHIN 30 DAYS AFTER ADMISSION. State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. The current age/grade specific requirements are available from schools and local health departments. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. The purpose of this form is to measure compliance with the law and will be used for that reason only. If you have questions on immunizations or how to complete this form, contact your child's school or local health department.

PERSONAL DATA		PLEASE PRINT				
Step 1	Student's Name	Birthdate (Mo/Day/Yr)	Gender	School	Grade	School Year
	Name of Parent/Guardian/Legal Custodian	Address (Street, City, State, Zip)			Telephone Number ()	

IMMUNIZATION HISTORY					
TYPE OF VACCINE*	FIRST DOSE Mo/Day/Yr	SECOND DOSE Mo/Day/Yr	THIRD DOSE Mo/Day/Yr	FOURTH DOSE Mo/Day/Yr	FIFTH DOSE Mo/Day/Yr
DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis)					
Adolescent booster (Check appropriate box) <input type="checkbox"/> Tdap <input type="checkbox"/> Td					
Polio					
Hepatitis B					
MMR (Measles, Mumps, Rubella)					
Varicella (Chickenpox) Vaccine Vaccine is required only if your child has not had chickenpox disease. See below.					
Has your child had Varicella (chickenpox) disease? Check the appropriate box And provide the year if known: <input type="checkbox"/> YES _____ year (Vaccine not required) <input type="checkbox"/> NO or Unsure (Vaccine required)					*Hib vaccine is only required for children in licensed day care centers. Do not report the dates your child received Hib vaccine on this form.

REQUIREMENTS
Step 3 Refer to the age/grade level requirements for the current school year to determine if this student meets the requirements.

COMPLIANCE DATA
Step 4 STUDENT MEETS ALL REQUIREMENTS Sign at Step 5 and return this form to school. _____ Or
STUDENT DOES NOT MEET ALL REQUIREMENTS Check the appropriate box below, sign at Step 5, and return this form to school. PLEASE NOTE THAT INCOMPLETELY IMMUNIZED STUDENTS MAY BE EXCLUDED FROM SCHOOL IF AN OUTBREAK OF ONE OF THESE DISEASES OCCURS. <input type="checkbox"/> Although my child has NOT received ALL required doses of vaccine, the FIRST DOSE(S) has/have been received. I understand that the SECOND DOSE(S) must be received by the 90th school day after admission to school this year, and that the THIRD DOSE(S) and FOURTH DOSE(S) if required must be received by the 30th school day next year. I also understand that it is my responsibility to notify the school in writing each time my child receives a dose of required vaccine. NOTE: Failure to stay on schedule and notify the school may result in court action and a fine of up to \$25.00 per day of violation. WAIVERS. (List in Step 2 above, the date(s) of any immunizations your child has already received) <input type="checkbox"/> For health reasons this student should not receive the following immunizations _____ SIGNATURE - Physician Date Signed <input type="checkbox"/> For religious reasons this student should not be immunized. <input type="checkbox"/> For personal conviction reasons this student should not be immunized. LIST VACCINE(S) WAIVED _____

Step 5 SIGNATURE This form is complete and accurate to the best of my knowledge. _____ SIGNATURE - Parent/Guardian/Legal Custodian or Adult Student Date Signed



Parent-Physician Medication Consent Form

6300 Alderson Street
Weston WI 54476

District policy states that ALL prescription medication given at school, including students who carry and self-administer inhalers and Epi-pens, have written instructions signed by the physician and the parent/guardian. No physician signature is required for OTC medication *providing* the dose is within the manufacturer's guidelines.

It is understood that:

1. All medications must be in an **original over the counter (OTC) and/or pharmacy container** with student's name, name of medication, dose and time of administration on the label and/or container.
2. **For students' safety**, medications sent in baggies or not in the original package will not be given by staff.
3. Students will be taken to the emergency room after using an Epi-pen or giving Glucagon.
4. Students are responsible for taking self-carried, emergency medications on field trips.
5. Students must notify a staff member if they use an emergency medication(s) at school.

Name of student: _____ Date of Birth: _____
 Address: _____ Phone: _____
 School: _____ Grade: _____
 Medical diagnosis(es): _____

MEDICATION INSTRUCTIONS

Medication	Dosage	Frequency	Times given at home	Times given at school

Medication order effective from: _____ until: _____

Emergency Medication Administration Section: Check all boxes that apply.

Student understands the correct use of his/her emergency medication.

Student has permission to self-carry and self-administer the medication as needed at school.

- Epi-pen for anaphylactic life threatening reactions Yes No
- Inhalers for breathing emergencies. Yes No

PHYSICIAN-PARENT CONSENT

Physician's signature authorizes staff to give the listed medication to my son/daughter. I hereby give permission to the staff designated by school principal or district nurse to give the above medication to my son/daughter according to the instructions stated above and authorize them to contact the physician if necessary. A new form is needed when there are changes in the dose of medication or if the medication is discontinued. Consent is valid for the current school year.

Physician's name, address, phone

 Physician's signature/date

 Parent/guardian signature

 Date

TRANSPORTATION POLICY

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 baby-sitters 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 carefully arranged locations.

The district will honor requests for multiple pick-up or delivery points for the same days during the same 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 baby-sitter 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.

All students will be sent home based on their transportation arrangement. Parents must provide a note, for each child, or phone call to change this arrangement on each day. Parents must also notify the school of who the person picking up the child will be.

Calls should be made to the office before 2:30 PM on the day of or we cannot guarantee the student can be notified of the change.

Requests for alternate pick-up and drop-off locations must be in writing, must meet the above criteria, and be approved by the Supervisor of Administrative services. 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 obtained at the Laidlaw Bus Company, (6206 Alderson Street, Schofield), the Weston school office, or at the D. C. Everest Administration Building. Requests for the next school year should be submitted no later than July 15th, so the change, if approved, can be incorporated into the bus routing.

BUS TRANSPORTATION RULES AND REGULATIONS

Previous to Loading

1. Be on time at your bus pick up point.
2. Wait as far to the right side of the road as is practical for the bus and behave in a safe manner while waiting.
3. If there is no sidewalk on the way to the bus pick up point, walk on the side of the road facing traffic.
4. Before boarding any bus, wait until it comes to a complete stop.
5. Use the grab rail by the step when boarding the bus.

While Riding the Bus

1. Obey the driver promptly and cheerfully. Be courteous to fellow students and the public.
2. Do not rush or push past others while boarding and moving to your seat.
3. Stay in your seat until you reach your destination.
4. Do not talk to the driver while the bus is in motion.
5. Keep your hands and head inside the bus at all times.
6. No loud talking, laughing or unnecessary disruption that might divert the driver's attention from the road.
7. Normal classroom behavior is expected and no bullying is allowed.
8. Keep books, packages, coats and all other objects out of the aisles.
9. Damage to seats or equipment may require restitution. Never tamper with the bus or any of its equipment.
10. Leave nothing behind on the bus. Neither the bus contractor nor the school district is responsible for lost articles.
11. In case of emergency, remain in the bus unless directed to do otherwise by the driver.
12. Do not throw anything out bus windows or litter inside the bus.
13. Keep absolutely quiet when approaching a railroad crossing.
14. Misconduct may result in detentions, and/or suspension or expulsion from the bus.
15. No unauthorized student or adult is allowed to ride the school bus.

After Leaving the Bus

1. When it is necessary to cross the road after leaving the bus, check to be sure no traffic is approaching, and after receiving a signal from the driver cross it at least 10 feet in front of the bus.
2. Be alert to any danger or danger signal from the bus driver.

Parental support is critical in addressing safety. Please discuss with your child the importance of appropriate behavior on a bus. Should a student be disruptive, disrespectful or endanger others on a bus the consequences listed below may be taken. The order of process listed below may be altered by administration.

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

1. Student conference.
2. Warning letter sent to parent.
3. Assigned seating.
4. Parent contact.
5. Bus suspension.
6. Directed study or in-school suspension.
7. Out of school suspension.
8. Public School Transportation Waiver Agreement (extended bus suspension).
9. Expulsion from the bus.
10. Referral to police or other law enforcement agency.

- 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 his/her responsibilities.

Thank you for taking time to read and discuss this information with your child. Reference: Wisconsin Statute 121.56

MISCELLANEOUS

ACCESS TO THE BUILDING

Students, parents and other visitors are asked to enter and exit the building by the front doors. Other doors to the building will be locked throughout the day to provide students and staff with greater security and safety. Visitors are required to sign in and take a visitor pass upon arrival. Individuals who are making deliveries or have other legitimate reasons to use doors other than the front doors should contact the school office to make special arrangements for special access.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES

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, Rollershoes & 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 at Hatley School are required to send a change of address and phone number to us as soon as the move is completed.

DANGEROUS OR DISRUPTIVE OBJECTS

Objects that might be considered dangerous or that are disruptive to the educational process are not allowed in school. Objects such as knives, fireworks, squirt guns, cap guns, rubber bands, pins and so forth, will be confiscated. Possession of such items could result in disciplinary action including but not limited to in-school or out of school suspension.

ELECTRONIC DEVICES AND TRADING CARDS/OBJECTS BROUGHT FROM HOME

Because the focus of our time with students is educational, all electronic devices such as cell phones, Ipods, MP3 players, DS players, CD players, CD's, Gameboys, SEGA, trading cards (baseball, Yugi Oh) etc., should be left at home. We cannot be responsible for items brought from home that get lost or taken. We are not able to supervise the types of music, games, etc., students may possess and therefore, they are not to be brought to school.

TOYS FROM HOME

Children's toys should be left at home. This includes all trading cards, trucks/cars, dolls etc. Baseball gloves and foam balls may be used at school.

DISTRICT 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 providing information to aid in the remediation of student weaknesses in academic areas.

In November, students in grades 3, 4 and 5 are administered the Wisconsin Student Assessment System's (WKCE) Knowledge and Concepts Examination. The tests are written with the expectation that students will score in the proficient or advanced proficient categories.

All students are participants in a writing assessment during the school year. The writing sample is used to evaluate student's writing and to provide the elementary teachers with strategies to improve the teaching of writing.

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, which publicize tobacco use, alcohol, or drugs, shirts with spaghetti straps (under 1 inch wide), tube tops (No Straps), exposed midriff tops, short shorts or low cut waist pants/shorts, etc., are not appropriate.

DRUG/ALCOHOL ABUSE

According to the D.C. Everest District's School Board Policy (5131.6), 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.

EARLY DISMISSAL OF STUDENTS FOR APPOINTMENTS

If for any reason a student needs to leave school early for an appointment, parents should send a written note stating the time and reason for the early departure from school. Parents picking students up early should come into the school and sign students out. **Parents may not remove students from the 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.**

EDUCATIONAL STUDY/FIELD TRIPS

Field trips are used to enhance the study of many concepts or units. Whenever your child is going on a field trip, a notice will be sent home. Your child will not be permitted to attend a field trip 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 year.

FIRE AND TORNADO DRILLS

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

NO FLOWERS OR BALLOONS DELIVERED TO SCHOOL

Occasionally, families request that florists or other businesses 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. Therefore, we ask that families not have flowers or other special deliveries made to school. Balloons will not be allowed to be taken on the bus.

GUIDANCE SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by our school's guidance counselor and teachers as a regular feature of the school's curriculum.

Counseling services 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 guidance counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information contact our Guidance Counselor, Mrs. Pederson , at 715-359-0511 ext. 3506

INCLEMENT WEATHER

On those rare days on which school must be called off because of weather conditions, the decision to cancel school will be made at the district level. Local radio and television stations will carry public notification.

In the event that weather patterns change during the day and become a threat to the safe transportation of students, school may be dismissed early. On such days, please listen to your radio for information regarding an early dismissal. In anticipation of such days, please develop a plan for early dismissal.

INSURANCE

The D.C. Everest District does not carry an accident insurance policy for students. However, if you wish to purchase insurance, a program is made available for a small fee. Information about one company's accident insurance will be sent home with students during the first week of school. The school is not an agent for this company and will not collect policy premiums on behalf of the company. Parents wishing to purchase accident insurance should send premiums directly to the company.

LIBRARY BOOKS

Students are permitted to check books out of the library for a period of two weeks. If a child fails to return or damages a book, he or she will be charged with the cost of replacing the book.

LIFE EDUCATION

Life Education is a special program for fifth grade students and their parents. In this special curriculum, students and their teachers discuss how the human body grows and changes during puberty. Students study how life begins as well as special health concerns during puberty.

Because our school wants to work cooperatively with parents to instruct our students in these important concepts, we actively seek parental involvement. Each year, parents 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 inspect teaching materials and to meet with the teachers of the Life Education curriculum. We look forward to your active involvement in this curriculum when your child is in the fifth grade.

LOST AND FOUND

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 term. Each week, many articles of clothing are left at school. These items are placed in the "Lost and Found Box". 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. At the conclusion of the school year, all unclaimed items will be discarded.

NO SODA AT LUNCH

The Hatley School staff strongly discourages students from bringing soda to school as a beverage with lunch. Students are asked to make a healthier choice of beverage such as milk or fruit juice. Milk is available through our Food Service department at a cost of .35 cents per 8 oz. carton and is available in 2%, skim, or 1% chocolate.

NEWSLETTER

Each month, Hatley School sends home a newsletter. Our newsletter, The Soaring Hawk, contains information for parents such as important dates, information about special events at school, as well as classroom news. If there is something you feel should be included in the newsletter, please contact the school principal.

NON-CUSTODIAL PARENT MAILINGS

DCE elementary schools will send the following information to non-custodial parents routinely: state test scores, progress reports, parent/teacher conference schedules, gifted & talented program information, and excessive absence reports.

Copies of other information students receive at school, newsletters, etc., are given to students in the classroom. Parents can receive this information by making arrangements with the homeroom teacher. It is the responsibility of the parents to make this contact.

PARENT-TEACHER CONFERENCES

Formal conferences will be held each Fall and Spring to permit teachers and parents to discuss a student's progress in school. An assigned time will be sent home with each child about two weeks before conferences. If a change of time is desired, parents should call the school office immediately. 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.

Should parents desire to confer with teachers in addition to these conference dates, we encourage them to call the school. Arrangements will be made to accommodate all such requests.

PARENT VOLUNTEERS

The school staff appreciates any assistance that parent volunteers contribute to school. Parents have helped type classroom materials, drilled students in math, listened to youngsters read aloud, and so forth. If you desire to volunteer at school, please contact your child's teacher, our principal, or an officer of the Easton/Hatley PTO.

PERSONAL CHECKS

During the course of the year, students will bring money to school to purchase lunch, milk, and other items. As an aid to bookkeeping, please make all checks payable to Hatley Elementary School. Checks to be deposited into your child's student lunch account should include the student ID number.

PREARRANGED 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 family vacations and not miss learning experiences at school.

Upon written request from parents, the principal may approve the prearranged absence of students. Requests should be made one week prior to the intended absence. All students are expected to make up work missed.

A form to be used to arrange for a future absence is included in the appendix of this handbook. Additional copies are available in the school office.

PTO

The school staff feels very strongly that parents must play an active role in the education of their children. Our school will provide many opportunities for parents to become involved.

The PTO provides parents with an opportunity to participate in special school projects, to raise funds for the benefit of the school and to meet teachers on an informal basis. Parents are encouraged to attend monthly PTO meetings and to help with special projects whenever possible.

RECESS

All children are expected to participate in school recesses. Except on days when inclement weather would be a threat to student health, recesses will be held out of doors.

The only exceptions to the above policy are as follows:

1. The child has a medical excuse from a physician,
2. Other written requests from parents approved by the principal on a daily basis for severe, short-term health concerns.

Since students will be out in cold weather, parents are asked to help their children make wise choices about outer clothing. Except in times of exceptional changes, the school policy is to send students out for recess in the outer clothing that they wore to school. Students often decide after leaving home that they do not want to wear the hat or boots in which their parents dressed them. Students are responsible for dressing appropriately.

SCHOOL BUS ROUTES

Prior to the opening of school in the fall, the First Student Bus Company will mail each student information about the bus that 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.

SCHOOL FOREST

The D.C. Everest District has made a major commitment to developing its School Forest facilities. At the present time, classes of students at all grade levels may visit the School Forest on day trips. Students at the fifth grade level may participate in over-night camping in the district lodge at Twin Oaks. Each year, teachers send out information about this unique opportunity.

SCHOOL PICTURES

In the fall, a professional photographer will visit the school to take student pictures. All students should have their pictures taken, even if they do not intend to purchase a package of pictures. D.C. Everest schools attempt to select a school photographer who will produce high quality pictures for the children at a reasonable rate.

SMOKE-FREE ENVIRONMENT

The School Board prohibits the use of all tobacco products on all school district property and in all school vehicles by all persons at all times. This rule applies to students, staff, parents and other citizens.

Smoking and the use of tobacco in any form by elementary students on school property, at school-sponsored activities, and on school buses is expressly forbidden. Tobacco products, lighters, and matches shall be confiscated from students violating this rule. Students in possession of tobacco in any form will face disciplinary action, including suspension.

STUDENT ARRIVAL AND DISMISSAL

Students who ride the school bus will arrive at school not earlier than 8:00 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 8:00 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 for an organized, coach-supervised practice or game. Students will go home with planned dismissal. In the event that children return to the playground after dismissal, teachers or other school personnel will not be responsible for supervising their play.

All students will be sent home based on their transportation arrangement. Parents must provide a note, for each child, or phone call to change this arrangement on each day. Parents must also notify the school of who the person picking up the child will be.

Calls should be made to the office before 2:30PM on the day of or we cannot guarantee the student can be notified of the change.

STUDENT DIRECTORY

According to Wisconsin law, public institutions must provide “directory” information to individuals who request this information. Therefore, the D.C. Everest District Board of Education has adopted a policy, which enables individuals to secure information about students. The directory information includes only the child’s and parents’ names, and address. No other information will be provided.

STUDENT-OWNED ITEMS

Students are not allowed to bring expensive personal items to school. Boom boxes, computer games, radios, and other such equipment is expensive, and can be accidentally damaged or stolen. Therefore, these items are not permitted at school.

TECHNOLOGY USE

In this time of digital citizenship, it is important to help students understand the rules of technology and why they exist. Of course, children at a very young age should be closely guided and supervised in their computer use both at school and at home. We will continue to do our part to teach and reinforce safe computer use with your children. For more defined information please read the attached policy and have both you and your child sign the form. Students without signed forms will not be allowed to use the computer lab and other means will be provided for them to accomplish their activities or lessons.

All use of technology must be consistent with the goals and objectives of the D.C. Everest Area School District. All users should appreciate that when they use online services, they are entering a global community, and any actions taken by them will reflect upon the district as a whole. The following eight points summarize the Acceptable Use Policy.

1. For personal safety reason, students will never type any personal information about themselves or any other person online.
2. Students will not intentionally tamper with hardware or software that is provided for their use.
3. Students will not use computer hardware or software to conduct any activity that is illegal.
4. Students will not use inappropriate language or engage in personal attacks or harassment of any kind.
5. Students will use electronic resources for activities that are directly related to classroom activities.
6. Students will obey all copyright guidelines. They will not plagiarize words that they find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.)
7. Students will not use the D.C. Everest network system to access material that is inappropriate for student use. (The school district uses filtering software to limit access to inappropriate Internet sites. However, no filtering software is foolproof.)
8. Student files are not private. If routine maintenance of the system and/or monitoring of the system lead to the discovery of inappropriate material which violates the District Acceptable Use Policy, disciplinary action will be taken.

The entire “Guidelines for Acceptable Use of Technology” Policy may be viewed at:
<http://www.dce.k12.wi.us/districtinfo/policies/pdfs/06000/6161.4P.pdf>.

D. C. Everest Acceptable Use Policy for Technology Services

STUDENT

I have read and do understand the **Acceptable Use Policy for Technology Services** of the D. C. Everest School District and agree to abide by them. I further understand that any violation of the policies referenced above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action (including fines) may be taken, and/or appropriate legal action may be pursued.

Student's Full Name (Please print) _____

Student's Signature _____

Date _____ Grade _____

Building _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the **Acceptable Use Policy for Technology Services** regarding the acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I also understand that I am financially responsible for my student's actions should those actions result in damage to district resources. I hereby give permission for my child to use the networked computer system which includes filtered Internet access.

Parent/Guardian Name (Please print) _____

Parent/Guardian Signature _____

Date _____

Exhibit Adopted: 11/23/99
Exhibit Revised: 12/18/07
KAG:ems

SCHOOL BOARD
D.C. Everest Area School District
6300 Alderson Street
Weston, Wisconsin 54476

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 can leave a voice mail.

TENNIS SHOES

All students should wear tennis shoes for physical education activities. Students who wish to keep an extra pair of tennis shoes at school may do so. For safety reasons, students may not participate in gym activities wearing street shoes.

TEXTBOOKS

All textbooks and workbooks needed for the education of your child will be furnished by the school district.

Texts and all other school property are to be handled with care by the students to ensure long use. Any property that is damaged through misuse or carelessness will be replaced at student expense.

PARENTS ARE WELCOME

Parents are welcome to visit school to observe their children learning. Visiting parents should make advance arrangements with their child's teacher and must check in at the school office to obtain a visitor's pass.

DISTRICT POLICIES

Please refer to the following district policies and protocols as needed. These policies are posted on the district website (www.dce.k12.wi.us/districtinfo/policies/index.htm) or contact the school office for copies of the following policies:

Appendices

- ❖ Attendance and Truancy – 5113(a)(b)(c)
- ❖ Truancy Legal Reference – WSS 118.16(1)
- ❖ Code of Student Conduct – 5130, 5130R
- ❖ Possession or Use of Weapons – 5131.1
- ❖ Gang Activity or Association – 5131.2
- ❖ Gang Activity or Association – 5131.2R
- ❖ Student Locker Searches - 5131.7
- ❖ Equal Education Opportunities - 5100
- ❖ Pupil Nondiscrimination – 5100E-A
- ❖ Pupil Nondiscrimination/Harassment – 5100R(a)(b)
- ❖ Pupil Nondiscrimination Equal Access of Non-Curriculum-Related Student Groups - 5101
- ❖ Pupil Discrimination Complaint Procedures - 5145.4
- ❖ Pre-Arranged Absence Request
- ❖ D.C. Everest Acceptable Use Policy for Technology Services – 6161.4-E
- ❖ Acceleration/Retention Policy – 5123R(a)
- ❖ Elementary Progress Grade Advancement Grade 4-5 – 5123.1R
- ❖ Rules and Regulations for School Bus Riders – 3541.3