

Odyssey Elementary

PARENT AND STUDENT HANDBOOK

2020-21

ODYSSEY
ELEMENTARY



Table of Contents

<i>EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS</i>	3
<i>DISTRICT MISSION STATEMENT</i>	3
<i>TITLE IX NOTICE</i>	3
<i>STAFF DEVELOPMENT DAYS</i>	4
<i>QUARTER DATES FOR 2020-2021 SCHOOL YEAR</i>	4
<i>THE SCHOOL DAY</i>	4
<i>RELATED ARTS INSTRUCTION</i>	4
<i>ODYSSEY LEARNING ENVIRONMENT</i>	5
<i>ODYSSEY BUILDING MAP</i>	6
<i>ATTENDANCE PROCEDURES</i>	7
ATTENDANCE.....	7
STUDENTS WHO ARE TARDY	7
STUDENTS LEAVING SCHOOL EARLY	7
CHANGES FOR STUDENT PICK-UP DURING THE DAY	7
STUDENT ARRIVAL AND DISMISSAL	7
PRE-ARRANGED ABSENCE	8
<i>FOOD SERVICES</i>	8
SCHOOL MEAL PROGRAM	8
MEAL PAYMENTS.....	8
FREE AND REDUCED	9
MENUS.....	9
BREAKFAST PROGRAM	9
WISCONSIN MORNING MILK PROGRAM.....	9
LUNCH PROGRAM	9
FIELD TRIP BAG LUNCH MEAL DEAL	9
NUT FREE POLICY.....	9
<i>HEALTH SERVICES</i>	10
WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS.....	10
MEDICATION AT SCHOOL.....	12
HEARING AND VISION SCREENING PROGRAMS.....	13
<i>GENERAL INFORMATION/POLICIES</i>	13
BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES	13
CHANGE OF ADDRESS.....	14
DANGEROUS TOYS/WEAPONS	14
DISTRICT/STATE TESTING	14
DRESSING AND GROOMING	14
DRUG/ALCOHOL ABUSE	14
ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME.....	15
EMERGENCY MEETING LOCATIONS	15
EVEREST SYSTEM OF SUPPORT (ESS)	15
FIELD TRIPS/EDUCATIONAL STUDY	15
5th GRADE RESIDENT CAMP EXPERIENCE.....	15
FIRE, TORNADO, AND LOCKDOWN DRILLS.....	16
FLOWERS OR BALLOONS, PARTY INVITATIONS.....	16

GYM SHOES 16

HOMEWORK POLICY..... 16

INCLEMENT WEATHER 17

INSURANCE..... 17

IPADS & TEXTBOOKS 17

LIBRARY BOOKS ARE AVAILABLE 17

LIFE EDUCATION 17

LOST AND FOUND/LABELING OF CLOTHING..... 17

MANDATED REPORTING OF CHILD NEGLECT OR ABUSE 18

NEWSLETTER 18

NON-CUSTODIAL PARENT MAILINGS 18

PARENT-TEACHER CONFERENCES 18

PARENT VOLUNTEERS 18

PARENTING CLASSES 18

PARKING/STUDENT DROP OFF SITE 19

PERSONAL CHECKS 19

PETS VISITING SCHOOL..... 19

PTO 19

RECESS 19

SCHOOL COUNSELING SERVICES 19

SCHOOL PICTURES..... 20

SCHOOL SOCIAL WORKERS..... 20

SCREENERS 20

SMOKE-FREE ENVIRONMENT 21

SOFT DRINKS..... 21

STUDENT DIRECTORY INFORMATION 21

TECHNOLOGY AND ACCEPTABLE USE 21

TELEPHONE..... 22

VISITING SCHOOL 22

GENERAL PUPIL CONDUCT (PBIS)..... 22

GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE 23

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE..... 24

TRANSPORTATION POLICY..... 24

 SCHOOL BUS ROUTES 24

 ALTERNATE PICK UP AND DROP OFF LOCATIONS 24

DISTRICT POLICIES FOR ELEMENTARY HANDBOOKS 25

EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

The D.C. Everest School 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 programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies:

Kimberly Hall, Director of Human Resources
6300 Alderson Street, Weston WI 54476
715-359-4221 Ext 1225, khall@dce.k12.wi.us

Matthew Spets, Assistant Superintendent
6300 Alderson Street, Weston WI 54476
715-359-4221 Ext 1243, mspets@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:

Dr. Jeff Lindell (Students), Director of Student Services
6300 Alderson Street Weston, WI 54476
715-359-4221, ext. 1351, jlindell@dce.k12.wi.us

Kimberly Hall (Staff), Director of Human Resources
6300 Alderson Street, Weston WI 54476
715-359-4221 Ext 1225, khall@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 2020-2021 school year:

- Friday, October 30, 2020
- Monday, November 9, 2020
- Friday, January 22, 2021
- Friday, February 26, 2021
- Friday, March 26, 2021

QUARTER DATES FOR 2020-2021 SCHOOL YEAR

- 1st quarter ends November 6, 2020
- 2nd quarter ends January 21, 2021
- 3rd quarter ends March 25, 2021
- 4th quarter ends June 4, 2021

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.

ODYSSEY LEARNING ENVIRONMENT

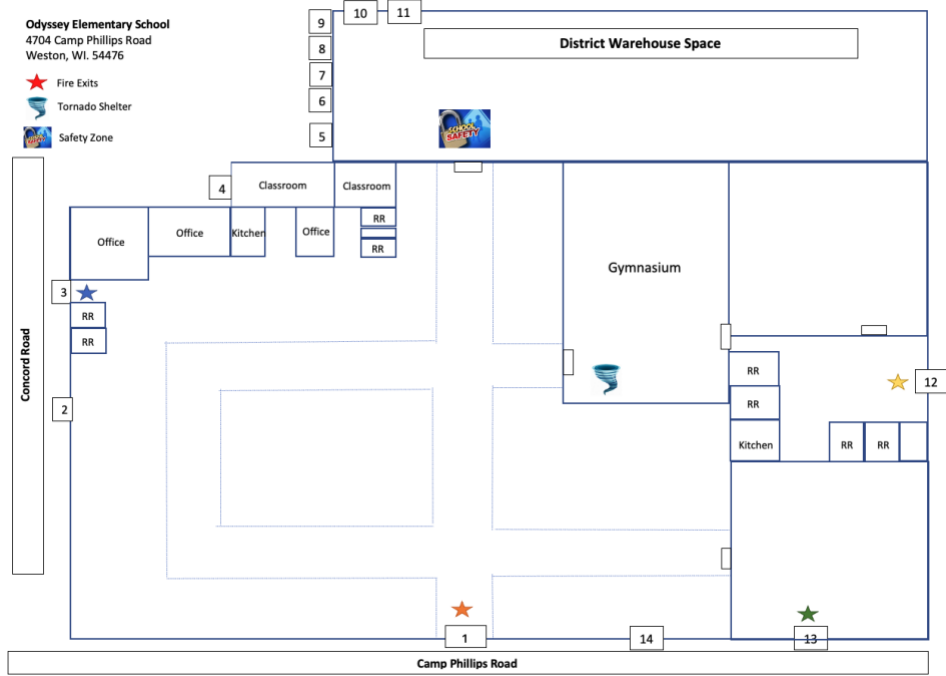
Core Values: Discovery, Innovation, Creation, Curiosity, Empowerment, Connection

Vision: Empower curious, creative learners to discover and connect in an innovative learning environment.

PBIS Matrix: Be Responsible, Be Respectful, Be Safe

Mission: In partnership with our families and community, we allow students to thrive in an authentic, collaborative learning environment which engages their mind through interdisciplinary project-based learning. These interactive, inquiry-based models of learning foster student imagination, exploration of passions and innovation, support collaboration and critical thinking, and guide students to flourish as empowered leaders and life-long learners in our ever-changing global society.

ODYSSEY BUILDING MAP



ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school 715-359-1040, press 1 for attendance voicemail, by 8:15 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 2:00pm. 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 7:20am. 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 7:30am 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 715-359-6563.

PRE-ARRANGED ABSENCE

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

Highlights of the Attendance Section:

- **Call school when your child is absent, 715-359-1040, choose 1**
- **Tardy students must report in at the office**
- **Parents may not remove students from classrooms or the playground**
- **When returning from a doctor or dentist appointment, please bring slip from their office to have the absence considered as a medical excuse.**
- **Police may be called for the safety of the child.**

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 2020-2021 Table

	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast, & Lunch
Daily	\$0.40	\$1.35	\$1.85	\$3.60
Weekly	\$2.00	\$6.75	\$9.25	\$18.00
Monthly (20 days)	\$8.00	\$27.00	\$37.00	\$72.00
Quarterly (45 days)	\$18.00	\$60.75	\$83.25	\$162.00
Semester (90 days)	\$36.00	\$121.50	\$166.50	\$324.00
Reduced Costs:	\$0.00	\$0.00	\$0.40/day	NA

MEAL PAYMENTS

We accept cash or check payments in person at the school office. Please include the student name and ID number with the deposit. Payment may also be made online for a small fee on the MySchoolBucks website, 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.

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 \$0.40 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.

LUNCH PROGRAM

There are two main meals offered each day. Students in grades 1-5 have the choice of the main or alternate lunch. Alternate lunches are listed as the second meal on the menu and must be ordered one day in advance.

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 K-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 a registered nurse on site at all times.**
- **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. The Phonological Awareness Screening Test (PAST) is an informal, diagnostic, individually administered assessment tool used with select students in grades K-5 to obtain additional information to inform foundational literacy instruction.
- 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, Odyssey students will walk to Lamers Bus Service. The building administrator at Lamer's Bus Service will be notified. Parents will be required to sign their children out when picking up from that 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 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. DC 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>. 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, a number of 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 “Tidbits” is posted through infinite campus. 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 to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. 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.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor's badge. If you are interested in volunteering, please contact your child's teacher or office staff. We appreciate any help.

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 Odyssey needs to be a safe place.

- Please note the area designated for buses from 2:30-2:45.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- 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 or bookkeeping, please make all checks payable to the Odyssey 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. **NO PTO at this time.**

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, Roxanne Brecke 715-359-2417 ext 5326.

SCHOOL PICTURES

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

SCHOOL SOCIAL WORKERS

School social workers assist students who have academic, social, or emotional difficulties within school. They serve a critical role in providing the vital link between the home, school, and community, and facilitate referrals to available community resources. School social workers may participate in parent-teacher conferences, student evaluations, and team meetings. The school social worker is available to work with students individually or in groups to improve academic and behavioral outcomes through social-emotional learning. For more information, contact our school social worker, Erin Jacobson 715-359-6561 ext 4200

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 interventions 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.
- The Phonological Awareness Screening Test (PAST) is an informal, diagnostic, individually administered assessment tool used with select students in grades K-5 to obtain additional information to inform foundational literacy instruction.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-6) focuses on identifying students who may benefit from behavioral supports. The b.e.s.t. is a teacher-completed evaluation of each student.

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 \$30, a power block \$12, a charging cable is \$6. 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.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

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 and obtain a visitor's pass. Visitors will need to leave an ID or car keys in exchange for a visitor badge. When dropping off students in the morning or picking up at the end of the day, parents can go no further than the lobby.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting 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 PBIS at 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 FIELD HOUSE/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 FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <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 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 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 2270 Religion in the Curriculum
- 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