

D.C. Everest High School

Student Handbook 2019-2020

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<https://www.dce.k12.wi.us/seniorhigh>



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School Code
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Attendance Office
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WELCOME

Welcome to D.C. Everest Senior High School! We hope all students will take advantage of the excellent academic and extracurricular opportunities available in our school including getting involved in the total school program. Participation in activities builds pride in one's school. Let's all contribute to that pride by getting involved.

ATTENDANCE PROCEDURES

The attendance office is located in the main office. The attendance secretary checks, records, and verifies excused and unexcused absences. They also grant early dismissals for pre-arranged appointments. Before the start of the first class period, the student should bring a parental permission slip to the attendance office authorizing the student to leave school.

EXCUSED ABSENCES - School staff consider student absences as excused for illness, family emergencies, drivers license examinations, medical, dental, or other valid professional appointments, and preapproved school activities. School will excuse students for 2 hours for routine medical and dental appointments. Students must confirm a professional appointment with a verification slip from the office of professional service. Parents should contact the attendance secretary at 359-6562, between 7:15 and 9 a.m. when a student will be absent from school. If a parent does not call, students must report to the Attendance Office with a parent excuse note prior to first period on the first day of their return to school. Staff may request a doctor's excuse if a student has excessive absences. *Note: administration reserves the right to make all final attendance decisions.*

Parents may excuse their children up to 10 school days under state statute. Notification of such absence must be made 24 hours in advance of the requested absence or as soon possible after the parent makes the decision to keep the student home. Under state statute, a requested absence of 1 period or more counts as a full day of absence.

UNEXCUSED ABSENCES - Unexcused absences include oversleeping, missing the bus, personal business, senior pictures, car problems, appointments not approved in advance, leaving school without permission, or any unauthorized absence such as class skipping.

CLASS ATTENDANCE - Academic success results from regular class attendance. Therefore, the school administration has adopted the following policies for unexcused class absences: 1) If a student is unexcused on the absence list, he/she is responsible for clearing it with the attendance secretary. 2) A lunch containment will result from failure to clear an unexcused absence within one day. 3) A Saturday detention will result from failure to serve a lunch containment for uncleared absences. 4) A truancy citation may be given for skipping Saturday detention or for multiple times not clearing unexcused absences.

START ON TIME PROGRAM

LATE ARRIVAL TO SCHOOL - If the student will arrive late to school (see excused absences), parents should inform the attendance secretary. Students who arrive tardy to school should report to the attendance office. Unexcused students will receive a lunch detention.

LATE ARRIVAL TO CLASS – Students will have 5 minutes of passing time between classes. A one-minute warning bell will sound prior to the start of each class period. Students who arrive late to class without an excused pass must report to the Tardy Check-in window of the main office. Students will receive a return-to-class pass and consequences applied if necessary. The student should return to class, sign in at the back of the classroom, and move to his/her assigned seat without disturbing other members of the class.

TARDY POLICY DISCIPLINE LADDER –

1st: Warning 4th Offense: 25 min. lunch detention & parent notification

2nd: Warning 5th Offense: Saturday detention

3rd: 25 min. lunch detention 6th: Saturday detention

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

CODES OF CONDUCT

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES - Every student at D.C. Everest High School receives access to this document. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action available to the administration if a student violates school rules. Copies for review purposes are located in the school counseling office and IMC.

D.C. EVEREST HIGH SCHOOL ATHLETIC AND CO-CURRICULAR HANDBOOKS - All students planning to participate in athletic competition or co-curricular activity will receive a copy of an Athletic or Co-Curricular Handbook. Training rules, eligibility requirements, and penalties for code violations are stated as conditions for participation.

STUDENT CODE OF CONDUCT FOR BUS TRIPS AND FIELD TRIPS:

1. All students will return on the bus that they rode to the activity unless a parent has contacted the chaperone. Parents may only transport their own children.
2. All school rules pertaining to proper student conduct on the bus and on school grounds apply to bus trips and attendance at out-of-town activities. If a student breaks a rule, the same consequences will apply as when a student breaks a rule during the school day on campus.

STUDENT TRANSPORTATION TO OUT-OF-SCHOOL ACTIVITIES WHEN SCHOOL PERSONNEL ARE NOT PRESENT - When stipulations below are met, students may transport themselves and/or other students or parents may transport students to out-of-school activity sites without school personnel present:

1. Parents or age of majority students must comply with all school rules related to field trips, class projects, and out-of-school curricular and co-curricular activities when transporting students by administrative authorization.
2. Parents may not transport students to school-sponsored activities in a school vehicle.
3. The parents of all students must complete the "Parent Permission Slip" indicating they know who is driving; they understand what the activity entails; they understand the distance being traveled; and they recognize the liability of the owner of the vehicle in case of an accident. A student who has an

approved age of majority release with the Attendance Office may complete this slip without parent permission.

CODE OF CONDUCT FOR OVERNIGHT TRIPS - The following procedures will be in effect for all overnight trips:

1. An authorization form signed by student and parent must be submitted to the person in charge of the activity two days prior to the trip date.
2. Students are expected to adhere to the same rules for which they are accountable during the school day and any specific guidelines given by the activity adviser. The advisers have the right to exercise fair discipline if a breach of good conduct occurs. Serious discipline problems involving insubordination, alcoholic beverages, drugs, or other controlled substances, etc, will be reported to a school administrator. Similar disciplinary consequences will apply as when a violation is committed during the school day. Students violating or ignoring any of the conduct rules may be sent home immediately at their own expense.
3. Damages to any property or furnishings in the hotel rooms or other buildings, will be paid for by the individual responsible or the student group.
4. Students should keep their advisers informed of their activities and whereabouts at all times. Students are not allowed to leave their housing area at anytime without the adviser's permission.
5. The adviser will make his/her whereabouts known to the students for communication in case of emergencies.
6. Students should be prompt and prepared for all activities.
7. Students shall stay in designated housing, not with friends or relatives.
8. Room doors must be kept wide open at all times when members of the opposite sex are visiting.
9. Curfew will be 11:00 p.m. unless an earlier curfew is established by the place where students are housed. Advisers will check that all students are in their room by curfew time. Curfew is defined as being quiet in your own room. Students agree to conduct themselves in a professional and ethical manner at all times and to follow the directives of adult supervisors and hotel staff.

GENERAL SCHOOL POLICIES

STUDENT REGISTRATION FEE \$20 - When students pick up their schedules, payment must be submitted for school registration fees. This fee includes payment for the following school services and activities: Athletic Pass, Lyceum Programs, School Play/Musicals (does not include Variety Show), Newspaper, Renaissance, Student I.D, and Student Council activities.

This fee does not include the athletic user fees for each sport season, the yearbook fee, the parking fee, and the co-curricular participation fees.

STUDENT DRESS CODE – Responsibility for the personal appearance of students enrolled in the D.C. Everest District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- a. affect the health or safety of students; or
- b. disrupt the learning process within the classroom or school.

In order to assure a healthy and safe school environment for students, the high school will enforce the following student dress code guidelines:

1. Clothing should always completely cover the torso from above chest cleavage to mid-thigh. Clothing items such as backless tops, halter tops, strapless tops and tube tops are not allowed. Undergarments must be worn and shall not be visible. Shoes must be worn at all times.

2. During the school day, hats, caps, bandannas, head coverings and jackets shall be taken off and placed in the student's locker. Students should remove hats and lower hoods upon entering the building.
3. No student shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
4. Students shall not wear or display medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang or other illicit behavior in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which the student wears a particular item of clothing. Students may not wear, possess, use, distribute, display, carry or sell gang insignia on school grounds or at school-related activities at any time.

This code does not limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If students and/or parents disagree with school staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Students who violate the rules will remove the inappropriate items and/or go home for appropriate wearing apparel. Repeated violations of school rules may constitute grounds of suspension or other appropriate action to correct the situation.

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

BACKPACK POLICY – Students must place backpacks and bookbags in their lockers during normal school hours. On an individual basis only, students with special circumstances may receive approval to take their backpacks to class. Exceptions require the permission of a principal.

CLOSED CAMPUS – All students must remain in the school building for the entire day. According to the closed campus policy, noon hour releases are not authorized. Leaving school grounds or being outside of the building during unauthorized times is considered an unexcused absence without an excused pass. Loitering in the parking lot at any time is strictly forbidden. See Senior/Junior Release Incentive for exception to this policy.

TRAFFIC/PARKING - No unauthorized motorized vehicles are allowed on school grounds, athletic fields, school forests, or other district property. Cars of students may be parked only in the north parking lot. Greenheck parking lots are restricted from student use. Areas designated for Renaissance are by permit only. Violators will be ticketed.

PARKING POLICY/PERMITS - Students who wish to use the student parking lot must purchase a parking permit. Cost is \$40 if purchased for full year, \$30 if purchased in quarter 2, \$20 if purchased in

quarter 3, \$10 if purchased in quarter 4. A parking registration card needs to be filled out and turned in to obtain parking stickers. The stickers must be placed on the outside windshield in the upper right hand corner (passenger side) and on the driver's side rear bumper. If the permits are not placed in the designated areas or are not visible, a citation will be issued that cannot be cancelled. If a student drives more than one vehicle (this includes mopeds and motorcycles) to school or buys a different vehicle, he/she must purchase an additional parking sticker for \$2. A one-day Temporary Parking Pass may also be purchased for \$2.

Parking in the student parking lot is a first come first serve basis. Students parking in the student parking lot must park in a legal parking space. Students who violate the parking regulations of the school will be issued a parking citation through Everest Metro. If problems continue, the privilege of parking may be denied. The administration reserves the right to deny students from access to parking privileges.

Students are not allowed to be in the student parking lot except when going to or coming from their vehicle. Students are also not allowed to loiter in their vehicles in the student parking lot. These rules are established for the protection of student vehicles from damage and vandalism. Violation of these rules will result in appropriate disciplinary measures being taken.

Vehicles parked on school property are also subject to search by school authorities if reasonable suspicion exists regarding the presence of any item that poses a safety concern for others. Canine units/local authorities may be used to randomly search the exterior of vehicles in the high school parking lot for items of contraband or any item that may place any student, employee, or other person on the premises in danger.

Any student observed driving dangerously on school property will be referred to Everest Metro for appropriate legal actions as well as being subject to possible school disciplinary action. Dangerous driving will result in the revocation of parking privileges.

Students are not allowed to park in the Visitor and Traveling Teacher sections or in the Faculty Parking Lot. Students found parking in these areas will be issued a citation and/or have their parking privileges revoked. Only students who have met criteria for Platinum Renaissance may park in Renaissance designated areas. Citations will be issued and parking privileges revoked for students found parking in the Renaissance area without a Renaissance parking permit.

PARKING REGULATIONS - Parking areas are clearly marked. Parking violations outside the marked areas will result in one or more of the following disciplinary consequences: ticketing from the Everest Metro Police Department, suspension from school, suspension of parking privileges, towing of vehicle at the owner's expense, and student/parental/administrator conferences.

FOOD – Students are allowed to purchase and consume food and drink in the commons area only. Consumption of food and drink outside of the commons area will be treated as a disciplinary infraction and may be subject to disciplinary consequences.

HALL PASSES - Students must obtain a hall pass from their assigned teacher/supervisor's area to go to another teacher, the main office, or the health office. Passes are not required, once permission is granted, for bathroom, lockers, or drinking fountain.

TOWN OF WESTON JURISDICTION - Students can have legal complaints filed against them for violating the town ordinances on school property. Students engaged in disorderly conduct, smoking/vaping, possession or use of alcohol or drugs, engaging in dangerous activities, using profanity that causes a disturbance, etc. on school property may receive a municipal citation for such actions.

Students should be aware that at the age of 17 disorderly conduct citations will be recorded and remain on their permanent criminal record. Violations such as these may have serious repercussions for future admission into military branches, post-secondary educational institutions, or employment opportunities. Seventeen-year-old students should also be aware that more serious offenses such as battery and theft may result in immediate incarceration.

CELL PHONES - Students may use cell phones in the commons area of the high school building during lunch periods and during passing times. Students must turn cell phones off and put them away during class periods. In approved situations and areas of the building, students must use personal cell phones responsibly, following the rules and guidelines of the Student Acceptable Use Policy for Technology Services and in a manner to not disturb other students or staff. Failure to meet these expectations will result in confiscation of the cell phone/device. All cell phones and personal music devices that are confiscated will require the parents to pick them up. Repetitive or severe violations of the cell phone and personal music device policy may result in additional disciplinary measures and phone restrictions. In classrooms during administration of tests or assessments, cell phones are strictly forbidden.

LASER PENS - Laser pens and other laser lights are prohibited on school property. Staff will confiscate laser pens if brought on school property, and students face disciplinary action if in possession of such items.

VISITORS – D.C. Everest does not permit students to bring friends or relatives to visit during the school day. Unauthorized persons who are in school or on school property between the hours of 7 a.m. and 4 p.m. on school days may receive a municipal citation for "unauthorized persons on school property" (Weston Ordinance).

LOCKERS/PERSONAL PROPERTY - On the first day of school, all students receive an assigned locker. Each student has an individual responsibility to secure personal property. Keep hallway and gym lockers locked at all times. Do not reveal locker combinations to other students. The school cannot accept responsibility for the valuables of students. If a locker is damaged or articles are stolen from a locker, report the damage/theft to office personnel immediately.

STUDENT LOCKER SEARCHES -- A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. Items brought to school or those in lockers are not insured for reimbursement by the D.C. Everest Area School District. Respectful use of the locker is expected. Charges will be billed to the student for damages made to the locker during the school year.

The school locker assigned to a student is the property of the D.C. Everest Area School District. The use of a locker other than the one assigned to the student is prohibited. At no time does the D.C. Everest Area School District relinquish its exclusive control of such lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger. School personnel shall maintain a passkey to all lockers so that the school shall have access to all lockers at all times. Students shall not be allowed to secure their lockers in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian's right to obtain other items removed from the locker.

VEHICLE AND PERSONAL SEARCHES - Vehicles parked on school property are also subject to search by school authorities if reasonable suspicion exists regarding the presence of any item. If a school authority believes that a student may possess: any item that poses a safety concern for others, cigarettes/vaping device or other tobacco products, drugs or drug paraphernalia, or any item that could distract others from their educational pursuits, he/she may have to empty their pockets, book bags, backpacks, purses, etc. as well as open their vehicle for a full car search. The school's Police Liaison Officer may assist in any search at the direction of a school administrator.

SURVEILLANCE CAMERAS – D.C. Everest High School has great concern for the safety of all students and public on school property. To better provide a safe and healthful environment, the school uses surveillance cameras and recording devices. While staff on occasion may monitor an area, we record areas under surveillance at all times.

PROHIBITION OF TOBACCO, NICOTINE, ALCOHOL AND ILLEGAL DRUGS - Possession or use of tobacco, nicotine, contraband, alcohol or other illegal drugs on school property by students during the school day is strictly prohibited. Failure to obey this regulation will result in suspension and/or expulsion, and a citation from Everest Metro Police. Alcohol and drug violations will result in restrictions of attendance at all school co-curricular activities, dances (including Prom), and the graduation ceremony. Tobacco, alcohol and drug education is an important part of our required health course and cessation information/support is available from Student Services. Cigarette lighters and matches are restricted and will be confiscated if found in a students' possession.

POSSESSION OF WEAPONS - Possession or use of weapons or look alike weapons on campus is strictly prohibited. Knives, guns, clubs, brass knuckles, or any other devices that are usually constructed for or can be used to physically harm another will be immediately confiscated and turned over to the Everest Metro Police. Students who have possession of such weapons may be suspended from school until a board hearing is scheduled to consider expulsion.

MANAGEMENT OF VIOLENT STUDENT BEHAVIOR – The D.C. Everest Area School District recognizes the need to deal quickly and appropriately with violent student behavior when it seriously disrupts the educational program and/or has the potential to cause physical and/or psychological harm to other students, school staff or the students themselves. Acts of violence, whether physical, implied non-verbal and/or verbal, toward others will result in discipline ranging from verbal warnings to suspensions and/or expulsion from school depending upon the severity of the act.

Acts of violence include but are not limited to:

1. Physical acts (shoving, striking, kicking, throwing of objects);
2. Implied non-verbal actions (cutting, shooting, or other similar actions which are interpreted by the receiver to imply harm) or physical contact;
3. Verbal statements (threats, figures of speech, or other communication interpreted by the receiver to imply harm).

COMPUTER USE – Students must follow all rules and guidelines of the Technology Acceptable Use Policy/Agreement policy. You can locate this policy (po7540.03) on the District Website (<https://www.dce.k12.wi.us>) under the District Info tab then School Board.

MISUSE OF SCHOOL COMPUTERS - Tampering and/or vandalism of computer equipment will result in a fine of not less than \$25. This fine will increase if additional resources or outside personnel are needed to repair or replace the damaged equipment. In that case the student(s) will be responsible for the full cost of that repair or replacement. Computer networks are to be used for educational purposes only. Viewing, retrieving, or printing of inappropriate material from the Internet or other computer programming will result in suspension and/or a revocation of computer use privileges.

HOMEROOM/EXTENDED LEARNING TIME (ELT) – Homerooms/ELTs will be scheduled to accommodate student council activities, guidance support services, remediation, and enhanced learning activities. When scheduled activities are not taking place, students should engage in quiet study. Unexcused absences from homeroom will be treated as class skips.

ACADEMIC DETENTIONS – Academic detentions may be assigned by teachers when a student needs additional academic assistance, when required work has not been completed, or when the work that has been completed is below the quality standards of the course.

FINES/FEES - Students with outstanding fines and fees will receive periodic reminders via email. Payments of cash or checks can be made to the finance secretary or by credit card on the Infinite Campus Portal. Students will not be allowed to participate in the graduation ceremony until all fines/fees are paid.

SENIOR SKIP DAY - Senior skip day is not recognized by the school and is in violation of attendance laws of Wisconsin. Students who participate in a skip day will be unexcused and will not be allowed to make up work. They will also be subject to a 1 to 3 day out-of-school suspension, subject to a truancy citation, and restricted from participation in the graduation ceremony.

STUDENT ID CARDS - All students must carry an ID card in the school building. ID cards are used as tickets to school activities, to check out materials in the library, and for the purpose of identification. ID's are issued to all students at the beginning of the school year. The first card is furnished to the student; if lost, a replacement card costs \$6 and may be purchased in the Front Office.

AGE OF MAJORITY - A student who has reached the Age of Majority (18) and who chooses to make changes to their demographic information, MUST complete the Age of Majority Form. These forms can be obtained from the student's school counselor. Once the form is complete the student must return it to their counselor. The school social worker should also be informed of the completion of the form for all students. Once the student has completed the process for Age of Majority, their information will be updated in the Student Information System.

Adult students are not exempt from complying with the rules and policies enacted by the D.C. Everest Board of Education or D.C. Everest High School. By State Statutes, school boards have authority to make rules, including rules pertaining to student conduct, or to delegate this rule making function to the district's administrators or teachers. School rules made under the authority of the State Statutes are binding on pupils regardless of age. Adult students also remain subject to the same disciplinary procedures as students under the age of 18.

WITHDRAWAL PROCEDURES - Withdrawal procedures are initiated in the Student Services Office. Students withdrawing from Everest need to complete the withdrawal form that requires signatures from the IMC, Attendance Office, Student Services Office, Front Office, and all teachers. All obligations are noted on this form. The completed form is to be returned to the Student Services Office. Students will not be officially withdrawn until all financial obligations are met and required signatures are completed.

GANG POLICY – Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel including bandanna, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and are prohibited.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate corrections. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

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

WORK PERMIT REGISTRATION - Students who are under 16 years old are required by law to obtain a work permit. Work permits are issued in the senior high main office as a special service to our students. In order to obtain a work permit the student must be present and the following criteria must be met: 1) a letter of request from the employer stating type of work and hours of work, 2) a parental permission slip, 3) a birth certificate, baptismal certificate, or driver's license (a passport may be used only if the others are not obtainable), 4) the original social security card, and 5) a \$10 fee (to be reimbursed by employer to employee). If all of the following are not obtained, a work permit will not be issued. There are no exceptions.

GRADUATION PARTICIPATION - Participating in the graduation ceremony is a privilege, not a right. Students eligible to participate in the ceremony are students who have:

1. Met the requirements set forth by the Department of Public Instruction and the School Board for graduation.
2. No outstanding fines to the Senior High School.
3. Been enrolled for at least a semester of the year of graduation.
4. Completed their high school enrollment as an enrolled member of D.C. Everest School District.

Participation in graduation may be limited at the discretion of the building principal for any of the following:

1. Student was involved in any way in a senior prank or disruption of normal school procedures
2. Student was involved in a significant behavior concern at school (including but not limited to a disruption in the building, drugs, alcohol, anything that reflects negatively on the students, the school, or the school community, or anything that threatens the health and safety of any member of the school community).

DISCIPLINARY ACTIONS

PROGRESSIVE CONSEQUENCES - Teachers and principals use a discipline plan that progressively increases the severity of the consequences assigned to students each time a student violates a school rule. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from school.

LUNCH CONTAINMENTS - Teachers may refer incidents of rude behavior, excessive tardiness, etc., to an assistant principal or may administer detentions to students themselves. Lunch containments will be served during lunch periods. Skipping an assigned detention may result in a Saturday Detention.

SATURDAY DETENTION - Saturday detentions will be held from 8:00 - 11:00 a.m. Students assigned will be required to follow specific rules and do school work under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in a truancy citation.

OUT-OF-SCHOOL SUSPENSION - A one- to five-day suspension from school will result when a student substantially disrupts or distracts the learning atmosphere in school or chronically violates school rules after other disciplinary action has failed.

APPEAL PROCEDURES - A student may appeal a disciplinary action if he or she feels the school regulations have been wrongfully interpreted and applied. The appeal must be made to the principal within five days after the occurrence of the event on which it is based. Appeals after five days will be considered waived. The principal will investigate and rule on the appeal. Further appeal may be made to the Assistant Superintendent's office after the principal's ruling is made.

ACADEMIC INCENTIVES

ACADEMIC LETTER - Students may earn an academic letter by maintaining a 3.90 cumulative grade point average as a freshman, a 3.75 CGPA as a sophomore, and a 3.50 CGPA as a junior with at least one semester of the qualifying year of 3.9/3.75/3.5 GPA respectively, and by being involved in an academic contest or project.

HONOR ROLL - A student needs to earn a 3.5 GPA for a semester to earn the distinction of honor roll.

LOCAL SCHOLARSHIPS – Senior students can apply for and earn scholarships from local agencies, family memorials, and businesses each year. Students can find applications and information in the Student Services Office.

SENIOR/JUNIOR RELEASE INCENTIVE PROGRAM - Qualifying senior and junior students can earn release privileges at the beginning and end of the school day. This release recognizes students for academic achievement, good behavior in school, and good attendance. Students who qualify may choose release from either period one or period eleven during the school day. The student qualification criterion follows:

Parental Permission

- A waiver and permission form signed by a parent or guardian and on file in the attendance office
- Students will have no outstanding fees or fines

Attendance

- Students will have no unexcused absences
- No more than 3 class tardies per quarter

- Administration will make determinations of excused/unexcused absence
- Students with this privilege should schedule appointments during their release time
- Students must attend all mandatory class meetings, assemblies, etc.

Behavior

- Students will have no disciplinary or academic referrals
- Students will have no violations of athletic or school activity codes
- Students on release will demonstrate appropriate behavior in the community

Academics

- Students will have no recorded grades less than a “C” at the end of the previous quarterly grading period

Violations of any of the qualifying criteria will result in immediate loss of privilege for the remainder of the quarter grading period. At the discretion of administration or by request of the parent or guardian, administration may revoke these privileges.

NATIONAL HONOR SOCIETY - Students who meet the standards established by the faculty in the areas of scholarship, leadership, service, and character may earn induction into the program.

National Honor Society Selection Procedures:

- 1) General Guidelines:
 - a) candidates must have attended D.C. Everest High School the equivalent of one semester.
 - b) junior and senior students qualify for membership.
- 2) Staff reviews students’ academic records to determine student scholastic eligibility for membership. To meet the standard, students must have an accumulative GPA of 3.5 or above.
- 3) Staff will notify scholastically eligible students that for further consideration of selection to this chapter they may complete the student activity information form outlining their accomplishments in the areas of service and leadership.
- 4) All faculty members have the opportunity to write their comments about the character, service, and leadership traits of eligible students.
- 5) The 5-member faculty council reviews the student activity information forms and faculty comment forms. In addition, the council reviews the leadership, service, and character of all candidates carefully. Candidates receiving a majority of the vote of the faculty council earn induction into the National Honor Society.
- 6) Selected candidates will receive notice in writing about their selection and the timing of the induction ceremony. Non-selected students will also receive written notice about their non-selection into the National Honor Society.

Note: The faculty of the school through the faculty council Members select students to join the Chapter. Individuals do not apply for membership but rather submit information, via the Student Activity Information Forms for use by the faculty council in determining membership. Membership, therefore, is an honor bestowed upon an individual and thus a privilege and not a position for which one applies nor to which one is elected or a right of any individual.

RENAISSANCE AWARD - The Renaissance Award Program provides incentives for students to maximize their educational opportunity. The two levels include: Platinum and Gold.

Platinum Award Requirements

1. GPA of 3.7
2. 15 hours of community service

Platinum Card Benefits

1. Open campus privileges during lunch w/parent permission *

3. No more than one disciplinary infraction that must be bought back through 5 addition hours of community service
4. No failures or incompletes
2. Parking privileges (with driver's license)

Gold Card Requirements

1. GPA 3.5-3.7
2. 20 hours of community service
3. No more than one disciplinary infraction that must be bought back through 5 hours of community service
4. No failures or incompletes

Gold Card Benefits

1. Open campus privileges during lunch w/parent permission*

* Upon parent request, any off-campus behavior that violates the on-campus behavior code, traffic violation, any tardiness or excessive absences (mirroring state guidelines), or the loss of teacher endorsement for falling below a C or any incomplete work in any class, students can lose off campus lunch privileges.

Seniors with GPA's of 3.0 who have performed 25 hours of community service, have no disciplinary infractions, have parent permission, may petition the assistant principal for consideration for off-campus privileges after the first six weeks of school. Students may earn off-campus lunch privileges on a probationary status after Principals poll the student's teachers regarding their effort and good standings (passing the course at least at the C level and no incomplete work). Probationary seniors may not receive off-campus privileges for falling below a C average in any class, incomplete work, or for inappropriate behavior on or off campus.

MISCELLANEOUS INFORMATION

REPORT CARDS - Report cards are issued every nine weeks using the following system:

1. Semester standing in grades 10-12 are final grades.
2. Letter grades will be used as prescribed by School Board Policy.

Letter Grade	Point Value	Letter Grade	Point Value
A	4.0	D	1.0
AB	3.5	F	0 Fail
B	3.0	I	INC.
BC	2.5	S	Satisfactory performance in lieu of a grade
C	2	U	UNSAT.
CD	1.5		

Note that Alternative classes do not count in grade point averaging.

LIBRARY (Instructional Media Center) - The IMC is located on the third floor next to the main north stairwell. It houses a computer lab with available reference databases, reference books, periodicals, and leisure reading material. The IMC also features a café and soft seating area. The attached Production Lab houses AV software and hardware, along with a second computer lab. Assistance and equipment can facilitate a variety of production needs. Staffed work in the IMC/Production Lab 6:30 a.m. until 3:15 p.m. Monday through Friday to further assist students.

HEALTH AIDE - The Health Room has a full-time health aide. If you feel ill or must go home, the health aide can grant you permission (after calling your parents) to leave school based on their health assessment. Before you go to the health room, obtain a pass must be from the teacher of the class you will miss.

MEDICATIONS - Students must check in all medications (exception-asthma inhalers) and Epipens with the health aide who will store them and administer when needed.

SCHOOL CODE NUMBER - Scholastic Aptitude Test, American College Testing Program, Financial Aid Form, and Family Financial Statement Code Number: 502-060.

THE POLICE-SCHOOL LIAISON OFFICER PROGRAM - The Police Liaison Officer serves as a resource person and an educational aide in addition to serving as a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. The liaison officer fulfills an important task as a resident friend and listener to youth with personal problems that they may bring to his or her attention. This role is carried out in cooperation with authorized school officials.

The Police Liaison Officer also serves as a referral agent. The officer has knowledge of health and service agencies available on a local level to young people and their families. He or she will help students contact local agencies that can aid them in matters beyond the officer's or school's capacity to solve.

The liaison officer will also serve an educational function by assisting school staff in the provision of courses of study or programs designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives. The officer can also provide parent groups information to acquaint them with the law.

EARLY COLLEGE CREDIT PROGRAM AND START COLLEGE NOW

GUIDELINES FOR ATTENDING UW-STEVEN'S POINT AT WAUSAU OR NORTHCENTRAL TECHNICAL COLLEGE - The following characteristics should apply to a student who wishes to take a course at Northcentral Technical College or the UW-Stevens Point at Wausau concurrent with attendance at D.C. Everest:

1. UW-Stevens Point at Wausau - Junior student who ranks in the top 25% of his/her class and has completed the coursework offered at the high school level.
2. Students who select university courses offered at or similar to those offered at D.C. Everest will not receive reimbursement for tuition expenses.
3. Evidence exists that the student will benefit from the UW-Stevens Point at Wausau or the Technical College experience and that the time spent at these institutions will not unduly conflict with participation in the high school graduation requirements.
4. Students must apply for enrollment for obtaining high school credit courses by March 1 for the fall semester and by October 1 for courses taken during the spring semester.
5. Students must start application for a UW-Stevens Point at Wausau or Technical College with their school counselor.
6. The principal (or their designee) will grant high school credit and the student must receive approval *prior to taking the course*.
7. Note: According to state statute, "If a pupil receives a failing grade in a course, or fails to complete a course, at an institution of higher education or technical college for which the school board or the governing body of a participating private school has made payment, the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the school board or the governing body the amount paid on the pupil's behalf upon the request of the school board or governing body. If a school board or

governing body that requests reimbursement of a payment made under this section is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program under this section.” <http://docs.legis.wisconsin.gov/statutes/statutes/118/55/7t/c>

SCHOOL COUNSELING SERVICES

The Student Services department has counselors to assist students with a variety of tasks and concerns. The program includes individual and group counseling in which personal, academic, career, college, and educational concerns may be discussed in a confidential manner. Appointments can be made using the online Counselor Scheduling program in Student Services. Counseling time is available during a student's study hall, unscheduled time, and before or after school.

Groups are a part of the Student Services Delivery Model. Some groups are facilitated by Marathon County Consortium approved therapists. Please contact the main office during registration if you do not wish for your child to participate in any groups facilitated through D.C. Everest Senior High Counseling Department. Students will be invited to participate as they choose without notification to parent/guardian.

SENIOR GRADUATION REQUIREMENTS

<u>Subject Area</u>	<u>Credits</u>
Mathematics	3
Science	3
English	4
Social Studies	3
Physical Education	1 1/2
Health	1/2
Finance	1/2
REQUIRED CREDITS	15 1/2
ELECTIVE CREDITS	8
TOTAL CREDITS	23 1/2

STUDENT SERVICES RESOURCES – Online resources are available through Canvas which is located on the Senior High Website.

EARLY GRADUATION - Students who plan to complete high school in less than eight semesters must complete a written application form (available in Student Services). Students seeking early graduation must apply and complete this form prior to their senior year. A statement of reasons for early graduation in addition to a letter of approval from parents or guardian must accompany this application form. The school counselor will schedule a conference with the applicant and his/her parents. The high school principal will determine approval or disapproval.

PREPARATION FOR COLLEGE - The following general program of courses will keep options open for students even if students cannot decide about going to college or future career plans:

English: 4 years: literature, composition, standard language usage, essay/theme writing, including 1/2 year on research paper and 1/2 year speech.

Mathematics: 3 years: 1 year each in algebra, geometry, and advanced algebra

Natural Science: 3 years: 1 year each in biology, chemistry, physics, or integrated science program

Social Studies: 3 years: 2 years in U.S. History, .5 in World History and in a social science.

World Language: 2 years in one language.

Additional Coursework: If students have made a career choice, consult the catalogs of colleges and universities that offer the program you want. Specific careers or colleges may require or recommend additional courses not listed above. See your counselor with questions.

SCHEDULING AND ASSIGNMENT

The Senior High makes every effort to develop a master schedule according to student needs and interests. The process does involve students, parents and the school counselors. Each student must recognize that the complexity of the scheduling process and that their selections determine curriculum offerings, the final master schedule, and teacher contracts. Considerable time and effort are put into a flexible schedule, and once the Senior High establishes final schedules in May, schedule changes will be exceedingly difficult.

As a result of the scheduling process, and the input students have beforehand, scheduling changes are not permitted except for one of the following reasons.

- A student with medical reasons
- A student with a computer error on their schedule
- A student with two study halls in one semester and none in another
- A student whose IEP or 504 Plan requires that modification be made
- A student who needs a class added as it is a graduation requirement or failed a class needed to fulfill graduation requirements
- A student who has not met the prerequisites for a scheduled class
- A student who recovered credit in Summer School and no longer needs the class they are currently scheduled for.

Any student interested in requesting a schedule change must make an appointment to meet with his/her school counselor BEFORE the semester begins. The Senior High will consider schedule changes PRIOR TO THE START OF EACH SEMESTER and will limit adjustments to absolutely necessary changes due to:

***A low or failing grade will not be considered as justification for withdrawal from a course.

***Changes will depend on the enrollment size of the class the student is dropping and the class he/she is adding.

***Student must follow his/her current schedule until notified by counselor that the change has been made. Students who do not report to currently scheduled classes will be marked unexcused.

***Students withdrawn from a course because of undesirable conduct will result in a failing semester grade for that course. Students will also receive disciplinary action.

*** **Note to seniors planning on attending a 4-year college:** Prior to requesting a schedule change, you need to get permission from all colleges/universities that you applied to so that your admission status is not compromised. *Universities have informed us that if you have been accepted and you change your schedule without their permission, you may no longer be accepted.*

Dropping a class after the add-drop timeline

In rare situations, the school team may approve a student drop from a class after the beginning of a semester. Students must follow the guidelines below to drop a class after the beginning of a semester:

1. Contact with student, parent(s), teacher(s) and school counselor must take place to discuss the reason(s) for dropping the course and the implications for the student. The school counselor will inform a building administrator.
2. After meeting, if the team decides a class drop best serves the interests of the student, the student must complete the following steps:

- a. All materials and textbook returned immediately
 - b. An add-drop form must be completed and signed.
3. A grade of W/F will be given for the course. This grade will affect the student's grade point average or rank in class.
 4. A student must maintain a full course load (6 classes each semester) throughout the year.

ALTERNATIVE PROGRAMMING - Any student's parent or guardian, or the student may request that the school board provide the child with program or curriculum modifications. School personnel will perform evaluations and make accommodations when appropriate.

INCOMPLETES - School staff will change Incompletes not made up within 2 weeks from the end of the semester to an F.

REPORT CARD ERRORS - Report report card errors to your teacher. If promptly reported, it staff can correct on the next report card.

INFORMATION SERVICES - Information is available from the Student Services Office through several sources. Announcements are made over the public address to the homerooms. Bulletin boards with guidance information are located throughout various areas of the building, inside and outside the guidance office, and also within the main lobby of the school building. Guidance news and information may also be found within our school parent newsletters issued through the principal's office. Counselors are also involved with individuals, small groups, classrooms, parent conferences, and large group orientation information activities.

STUDENT RECORDS - Student records will reflect the student's physical, emotional, social, and academic growth in the educational process. Any student interested in reviewing his/her records should see his/her counselor to discuss what they can review and to interpret any information that the student may question.

CAREER EXPLORATION SERVICES – Student Services provides students and their families with a host of resources and services to assist in the career development process. The student services office houses a Career Center highlighting a wide range of career opportunities and choices available to students through self-discovery, market research, action planning, and making community connections. The counselors can help students with individual career planning, job shadowing, finding a college, and job hunting strategies, all of which can provide a successful transition from high school. The D.C. Everest High School purchases an online career web resource for students to assess their interests, skills, aptitudes, and values. The Career Center provides many resources such as 2-year/4-year college information, specialty school literature, military options, ACT/SAT materials, local business references and promotion, scholarships, and financial aid information.

TAKING THE ACT AT DCE – D.C. Everest Senior High functions as a test center for the ACT college entrance exam. Students should designate DCE as their testing site when they register for the ACT. DCE's test site code number: 209-400.

STUDENT ACTIVITY INFORMATION

INTRAMURAL SPORTS - The Community Education Services Office offers evening intramural sports. Provided that sufficient interest exists, all students have the opportunity to become team members in intramural volleyball, basketball, and other sports. The community education office charges a fee.

CLUBS AND ORGANIZATIONS - If you would like to join any clubs or organizations, contact the teacher in charge and listen to daily announcements for meeting times and places. The activities office and the school counseling office has information on clubs.

SCHOOL BOARD POLICIES

The public can access School Board policies for review on the District Webpage (<https://www.dce.k12.wi.us>) under the District Info tab then School Board. Recommended policies for review include:

❖ PO2260 – Nondiscrimination and Access to Equal Educational Opportunity
Statements of equal educational opportunity for all students in the District. Notice in handbook must list the following information: District Compliance officers are: Kimberly Hall, Director of Human Resources 6300 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1225, khall@dce.K12.wi.us and Jack Stoskopf, Assistant Superintendent, Business/Personnel Services, 6300 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1243, jstoskopf@dce.K12.wi.us.

❖ PO2416 - Student Privacy
The School Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

❖ PO5200 – Attendance
State law requires the School Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

❖ PO5430 Guideline - Laude Program

The School Board has authorized the use of a Laude Program of academic recognition for grades 9 through 12. The Laude Program provides incentives for students who challenge themselves in high-level curricula and recognizes those students who successfully complete this coursework.

The Laude Program uses a point-based system to recognize students who complete high-level coursework in grades 9 through 12. To be considered for a Laude award, a student must first have a cumulative grade point average (GPA) of 3.5 or higher. The Laude score will be determined by counting the number of semester credits successfully completed by the student for all pre-approved Laude courses. One point for each completed semester course will be awarded for approved courses.

Laude Program honor distinctions and point requirements:

Cum Laude - honor distinction 15-24 points

Magna Cum Laude - great honor distinction 25-34 points

Summa Cum Laude - highest honor distinction 35 or more points

The Laude System will replace the class rank system. Class rank will not be proved to colleges for admission purposes. The transcripts will report students' cumulative grade point averages with accompanying Laude distinctions and point scores. A cover letter will be provided to the college or university explaining the Laude Program.

Approved Laude courses will be listed in the course description booklets that are accessible to students and parents each school year. A student's grade point average shall be entered on his/her record and shall be subject to the Board's policy on the release of student records.

The top scholastic honors of Valedictorian and Salutatorian are determined by calculating the grade point average of all final grades for each subject taken by a student in grades 9 through 12. In the event of a tie for the highest cumulative grade point average, all students who have achieved that grade point average will receive the designation of Valedictorian.

❖ PO5516 - Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal or to the Superintendent.

❖ PO5517 – Student Anti-Harassment

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

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

❖ PO5771 – Search and Seizure

When school administrators have reason to suspect an illegal or dangerous substance, object, or stolen property may be in the possession of a student, the administrator may conduct a search of the student's possessions, locker, desk, vehicle, breath, or person.

❖ PO5772 - Weapons (Abbreviated)

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

❖ PO5500/5511/5530 - Student code of Classroom Conduct/Dress and Grooming/Drug Prevention

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. The School Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

❖ PO7440.01 - Video Surveillance and Electronic Monitoring

The Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

❖ PO83330 - Student Records

That the D.C. Everest area School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (j) has designated the following as Directory Data as provided in said Act and statute:

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Once every calendar year, the Assistant Superintendent of Curriculum & Learning, will see that a notice is published listing the type of records that are considered "Directory Data." Principals will publish a brief directory data notice in their school newsletters, which will include information on how to obtain a copy of the student records notice. After the parents or adult student have been notified, they will have two (2) weeks to advise the school district in writing of any or all of the items they refuse to permit the district to designate as "Directory Data" about that specific student. Under the "No Child Left Behind Act of 2001," Section 9528, a school district is required to release name, address, and telephone listing of secondary school students upon request by military recruiters or institutions of higher education without prior written parental consent. The district must comply with such a request.

The District is also required to notify parents of secondary students that they may request that their student's name, address and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal Funds.

Parents need to use Form 8330F5 to request to inspect and review students records and submit the form to the building principal. The building principal will arrange a mutually agreeable time for the review with the parents. Copies of records, subject to the limitations within the law, policy, or guidelines will be provided upon request for the current cost of duplication unless that fee effectively prevents the parents from exercising the right to inspect and review the records. Parents may request the amendment of the student's school records if they believe the records are inaccurate or misleading. This request should be made in writing to the building principal.

❖ PO9151 - Use of Cameras and Other Recording Devices in Locker Rooms

The School Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities. No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual. To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

CAMPUS CRIME STOPPERS PROGRAM

The D.C. Everest School District, in cooperation with Marathon County Crime Stoppers, Inc., participates in the Campus Crime Stoppers Program in an effort to promote school safety and maintain a safe learning environment. The program allows staff to confiscate any drugs, alcohol or weapons in schools, or at school activities, and to deter anyone from bringing in that type of contraband in the future. Also to share information you may know about of theft/vandalism, threats, sexting, missing persons, suspicious activity, and any other crime.

The program is simple and safe. Students who have information about drugs, alcohol, or weapons on school property, or at school sponsored events, are encouraged to report the information. Along with theft/vandalism, threats, sexting, missing persons, suspicious activity and any other crimes. The recommended procedure is for students who observe this type of contraband to seek out a trusted school official or the School Liaison Officer to report the information. The person receiving the information is required to keep the student's identity confidential. School staff understand the importance of **not revealing the students identity to anyone.**

The school official will verify the tip information and contact Crime Stoppers and law enforcement as appropriate. Cash rewards will be given to students whose tip information leads to an arrest or disciplinary action. No one from Crime Stoppers ever meets with the student.

Although less-preferred, students have other options for methods of reporting. Students may call the Crime Stoppers tip line 24/7 at 877-409-8444 to submit an anonymous tips or Tap the App using P3Tips to submit anonymous tips. When reporting directly to Crime Stoppers, without going through a school staff member or the liaison officer, the students are able to do so anonymously. Arrangements can be made to have the reward payment made anonymously as well, without ever identifying the student caller.

Benefits of the Program are:

- Removal of dangerous contraband (drugs, alcohol, weapons)
- Increase safety for all students
- Reinforcement of academic skills (problem solving, leadership skills, communication, peer interaction)
- Assuming responsibility for student property, school property and peer property
- Building respect, citizenship and civic responsibility

The focus of the program is a proactive approach to the problems of drugs, alcohol and weapons in our schools. Encourage your student to help take responsibility for keeping their school safe! Keep in mind that persons of any age may report information on any crime or criminal activity to Crime Stoppers and be eligible for a reward of up to \$1000. Let's all do our part to make our community a safer place to live, work and visit.



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

D.C. EVEREST SCHOOL DISTRICT
NOTICE IS HEREBY GIVEN
(Pupil Non-Discrimination)

The School Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

In order to achieve the aforesaid goal, the Superintendent or designee shall:

- A. Curriculum Content
review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;
- B. Student Access
 - 1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
 - 2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society.
- C. Student Evaluation
verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Board designates the following individuals to serve as the District's Compliance Officers:

Kimberly Hall, Director of Human Resources
6300 Alderson Street

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services

Weston, WI 54476
715-359-4221, ext. 1225
khall@dce.k12.wi.us

6300 Alderson Street, Weston, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

The Superintendent or designee shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

D.C. Everest Area School District
Lus Ceem Toom
(Kev txwv tsis pub ntsub ntxaug cov tub ntxhais kawm ntawv)

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv tau cog lus los muab kev kawm sib npaug rau txhua tus tub ntxhais kawm ntawv nyob hauv lub District/koog tsev kawm ntawv no.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv yuav tsis caiiv thiab *kev ntsub ntxaug ua saib tsis taus rau ib tus neeg twg vim nws yog ib haiv neeg twg, yog tawv nqaij txawv, muaj los sis tsi muaj kev ntseeg, nws li caj ceg, muaj dab qhuas, muaj me nyuam/cev xeeb tub, muaj txij nkawm thiab tsis muaj, nyiam poj niam los nyiam txiv neej, yog ib tus neeg hloob cev los sis xav tias lawv yog poj niam los yog txiv neej, thiab yog tias nws lub cev, lub hlwb, kev xav, los sis kev xiam oom khab tsis zoo xws li lwm tus (Cov Uas Muaj Cai Tiv Thaiv) nyob rau hauv nws cov programs thiab activities.*

Yuav kom ua tau raws li lub hom phiaj ua twb hais law, tus Tuam Thawj Saib Kev Kawm los sis tus tau kev tso cai yuam tsum:

- A. Cov Ntawv Kawm
Txheeb xyuas cov kev kawm thiab cov phau ntawv kawm tam sim no kom paub txog cov kev tsis txaus siab raws li Cov Uas Muaj Cai Tiv Thaiv tau tshawb pom.txawm yog muaj los tsis muaj cov ntaub ntawv ntiv, txawm yog ib tug los tag nhro, yuav qhia ncaj student accessnces rau kev koom tes ntawm txhua tus neeg, txhua haiv neeg, thiab lwm yam, tsuas yog hais tias pab tau thiab tsim qho neeg muab cov khoos kas tsim nyog rau cov tub ntxhais kawm uas tsis siv lus Askiv
- B. Kev Pab Cuam Ntawm Cov Tub Ntxhais Kawm
 1. Txheeb xyuas cov kev kawm, cov dej num, cov chaw, thiab cov kev coj kev ua tam sim no thiab cov uas yuav muaj rau yav pem suab kom paub tseeb tias txhua tus tub ntxhais kawm ntawv muaj feem sib npaug zos thiab tsis raug cais raws li Cov Uas Muaj Cai Tiv Thaiv hauv kev ua dej num, hauj lwm, kev ua sis, cov chaw kawm, lossis kev xyaum ua hawj lwm tshwj tsis yog tau kev tso cai los ntawm lub Xeev cov kev cai;
 2. Xyuas kom paub tseeb tias cov tsev kawm ntawv txhob muaj kev ntsub ntxaug raws li lub rooj tsam xwm txoj cai [7510](#) – Siv Hauv Paus Tsev Kawm Ntawv cov chaw ua cov dej num uas tsis kawm ntawv uas niam txiv lossis lwm tus sab nraud hauv zej zog tau pib nrog rau tiam sis tsis txwv rau cov pab pawg koom ua ken rog Boy Scouts of America lossis lwm pab pawg uas nyob rau hau Title 36 ntawv lub teb chaws United States cov cai rau nws haib neeg
- C. Kev Ntsuam Xyuas Ntawm Tub Ntxhais Kawm
Saib kom paub tseeb tias cov ntawv xeeb, cov txheej txheem, lossis cov kev taw qhia thiab cov khoom siv tawm tswv yim uas yog tsim los txheeb xyuas cov menyuam kev kawm, ntsuas qhov ua tau zoo, ntsuas tus kheej, lossis txhua yam kev tsim los tsim ib qho uas tus menyuam raug txiav txim, yuav tsis txawv thiab muaj kev ncaj nces ntawm Cov Uas Muaj Cai Tiv Thaiv.

Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yuav taw thiab nthuav tawm lub npe ntawm tus neeg saib thiab ua raws cai ntawm Haus Paus Tsev Kawm Ntawv kom ua raws li cov cai thiab kev tswjfwv los ntawm Tsoomfwv Qibsiab thiab lub Xeev tau muaj nrog rau lub Haus Paus Tsev Kawm Ntawv li luag haujlwm kom muab kev ncaj nces rau tej lus nug thiab kev tsis txaus siab txog kev ntsub ntxaug kom sai li sai tau. Tus neeg saib thiab ua raw cai yuav tshawv xyuas thiab ceeb toom tsis pub muaj kev sib cais raws li txoj cai Title II of the Americans with Disabilities Act, Title VI thiab VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended). Cov cai no kuj muab rau cov tub ntxhais kawm, cov niam txiv, cov neeg ua hauj lwm rau Haus Paus Kev Kawm, thiab ib tsoom zej zog sawv daws.

Lub Rooj Tsav Xwm Saib Kev Kawm Ntawv xaiv cov neeg nram qab no los ua cov neeg ua tau lub meej mom ua cov neeg Saib Thiab Ua Raws Cai:

Kimberly Hall, Director of Human Resources
6300 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1225
khall@dce.k21.wi.us

Jack Stoskopf, Assistant Superintendent
Business/Personnel Service
6300 Alderson Street, Weston, WI 54476
715-359-4221, ext. 1243
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Tus Thawj Saib Haus Paus Tsev Kawm Ntawv los sis tus neeg sawv cev yauv tsum sim nrhiav cov menyuum uas muaj hnuv nyoog li 3-21 xyoos uas xiam oob khab txhua txhua xyoo. Tsis tas li ntawd xws, nws yuav tsim tsa cov txheej txheem los nrhiav cov menyuum kawm ntawv uas tsis paub lus Askiv txaus, nrog rau cov menyuum yaus thiab cov hluas, tuaj ntsuam xyuas lawv qhov peev xwm los koom nrog Hauv Paus Tsev Kawm Ntawv cov kev pab cuam, thiab tsim thiab tswj cov txheej txheem uas ua tau raws li lus Askiv thiab cov kev kawm tau ntawm cov menyuum kawm ntawv. Qhov kev qhia no yuav tsum muaj cov txheej txheem rau cov menyuum kawm ntawv, kev pabcuam, kev tshuaj ntsuam, thiab tawm thiab yuav tsim los pab cov menyuum kawm ntawv kom muaj kev qhia zoo uas ua rau kev kawm vam meej thiab yuav ua kom tau txais sijhawm kawm thiab tau taub lus Askiv. Ib feem ntawm qhov kev kawm no, Hauv Paus Tsev Kawm Ntawv yuav ntsuam xyuas kev kawm ntawm cov menyuum kawm ntawv kom kawm tau lus Askiv zoo nyob rau ntawm kev mloog, hais lus, nyeem ntawv thiab sau ntawv, txhua xyoo.

D.C. Everest Area School District
Mary Jo Lechner, Ed.D. Assistant
Superintendent Curriculum & Learning
6300 Alderson Street
Weston, WI 54476

Área Escolar de D.C. Everest
AVISO DADO AQUÍ
(No a la Discriminación del Alumno)

La Junta Escolar se compromete a brindar una oportunidad educativa igual para todos los estudiantes en el Distrito.

La Junta directiva no discrimina por motivos de raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estado parental, orientación sexual, sexo (incluido el estatus transgénero, cambio de sexo o identidad de género) o físico, discapacidad mental, emocional o de aprendizaje ("Clases protegidas") en cualquiera de sus programas y actividades estudiantiles.

Para lograr la meta antes mencionada, el Director o persona designada deberá:

A. Contenido curricular

Revisar los cursos de estudio actuales y propuestos y los libros de texto para detectar cualquier sesgo basado en las Clases Protegidas que determinen si los materiales suplementarios, individualmente o tomados como un todo, representan justamente la contribución de ambos sexos de diferentes razas, grupos étnicos, etc. hacia el desarrollo de la sociedad humana;

Proporcionar que los programas necesarios estén disponibles para estudiantes con uso limitado del idioma inglés;

B. Acceso de estudiantes

1. revisar los programas, actividades, instalaciones y prácticas actuales para garantizar que todos los estudiantes tengan acceso equitativo a ellos y no estén segregados sobre la base de las Clases Protegidas en ningún deber, trabajo, juego, aula o práctica escolar, excepto puede ser permitido bajo las regulaciones estatales;

2. verificar que las instalaciones estén disponibles de manera no discriminatoria, de acuerdo con la Política 7510 de la Junta Directiva - Uso de Instalaciones del Distrito, para actividades estudiantiles no curriculares que sean iniciadas por padres u otros miembros de la comunidad, incluyendo pero no limitado a cualquier grupo oficialmente afiliado a Boy Scouts of America o cualquier otro grupo juvenil listado en el Título 36 del Código de los Estados Unidos como una sociedad patriótica.

C. Evaluación del Estudiante

Verificar que las pruebas, los procedimientos y los materiales de orientación esten diseñados para evaluar el progreso del estudiante, calificar aptitudes, analizar la personalidad o de alguna manera establecer o tender a establecer una categoría por la cual un alumno pueda ser juzgado, no estén diferenciados o estereotipados sobre la base de las Clases Protegidas.

El Director o persona encargada designará y publicará el nombre del funcionario(s) de cumplimiento que es responsable de coordinar los esfuerzos del Distrito para cumplir con las leyes y regulaciones federales y estatales aplicables, incluido el deber del Distrito de abordar de manera pronta y equitativa cualquier pregunta o queja con respecto a la discriminación o la igualdad de acceso. El(los) Oficial(es) de Cumplimiento también verifican que el aviso apropiado de no discriminación para el Título II de la Ley Estadounidenses con Discapacidades (según enmendada), Título VI y VII de la Ley de Derechos Civiles de 1964, Título IX de la Ley de Enmienda a la Educación de 1972, Sección 504 de la Ley de Rehabilitación de 1973 (según enmendada), se proporciona a los estudiantes, sus padres, miembros del personal y el público en general.

La Junta Directiva designa a las siguientes personas para que sirvan como Oficiales de Cumplimiento del Distrito:

Kimberly Hall, Directora de Recursos Humanos
6300 Alderson Street
Weston, WI 54476
715-359-4221, ext. 1225
khall@dce.k12.wi.us

Jack Stoskopf, Asistente de la Directora Servicio de
Negocios/Personal
6300 Alderson Street, Weston, WI 54476
715-359-4221, ext. 1243
jstoskopf@dce.k12.wi.us

El Director o su designado intentarán anualmente identificar a los niños con discapacidades, de 3 a 21 años de edad, que residen en el Distrito pero que no reciben educación pública. Además, establecerá procedimientos para identificar a los estudiantes con dominio limitado del inglés, incluidos los niños y jóvenes inmigrantes, para evaluar su capacidad de participar en los programas del Distrito y desarrollar y administrar un programa que satisfaga el idioma inglés y las necesidades académicas de estos. Este programa incluirá procedimientos para la colocación de estudiantes, servicios, evaluación y pautas de salida, y estará diseñado para proporcionar a los estudiantes una instrucción efectiva que conduzca al logro académico y la adquisición oportuna del dominio del idioma inglés. Como parte de este programa, el Distrito evaluará el progreso de los estudiantes para lograr el dominio del idioma inglés en las áreas de escuchar, hablar, leer y escribir, sobre una base anual.

Área del Distrito Escolar D.C. Everest
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Currículo y Aprendizaje
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