



**D.C. EVEREST
JUNIOR HIGH**

2011-2012

STUDENT HANDBOOK

Steven S. Pophal
PRINCIPAL

Randy M. Weller
ASSISTANT PRINCIPAL

Christopher Heller
ASSISTANT PRINCIPAL /
ATHLETIC DIRECTOR

1000 Machmueller Street
Schofield, WI 54476

<http://www.dce.k12.wi.us/jrhigh/>

(715) 359-0511

TTY – 359-8385

EVENT CALENDAR

<http://www.dce.k12.wi.us/events/>

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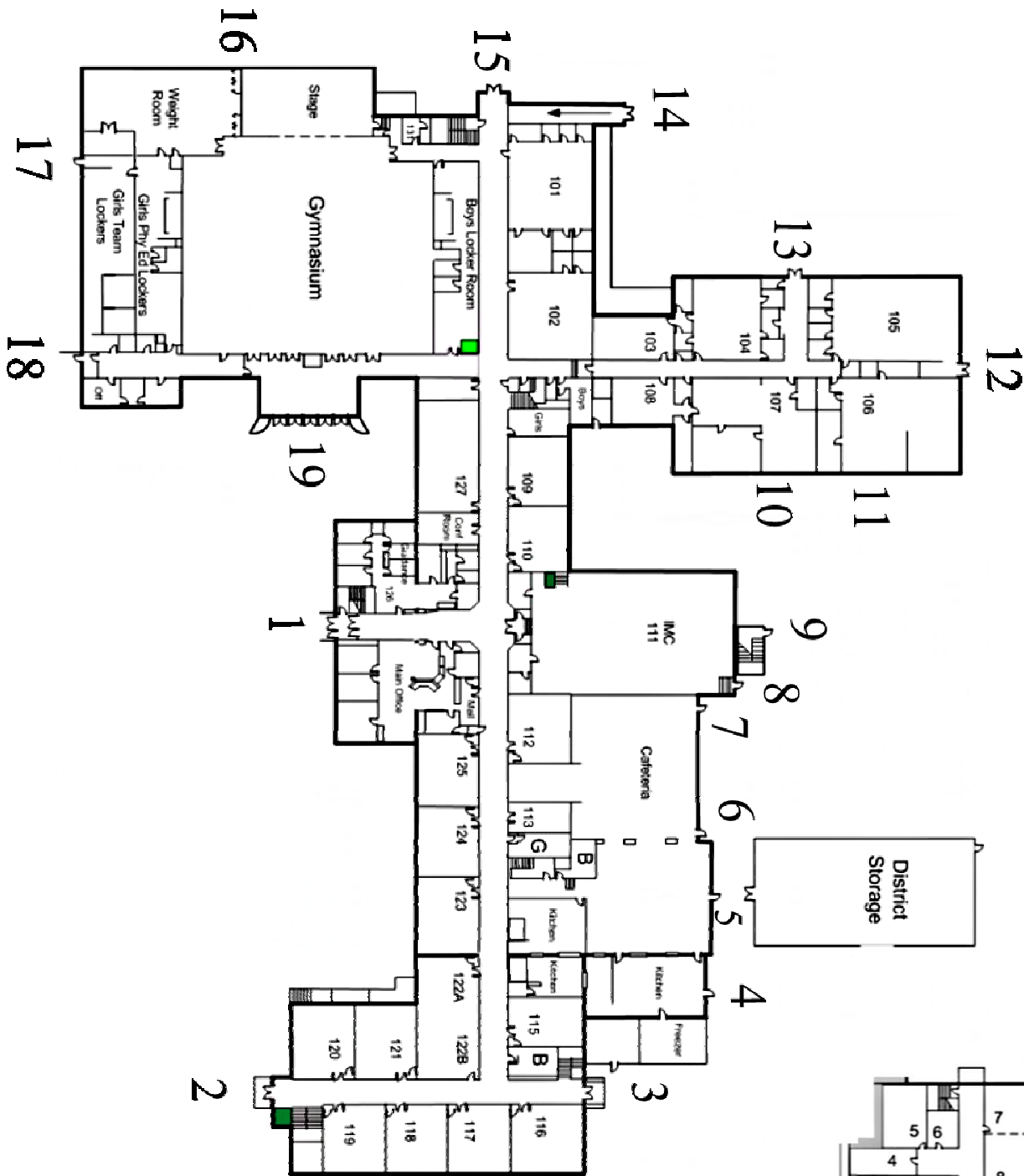
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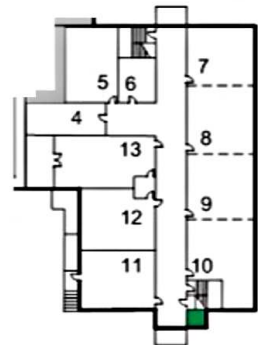
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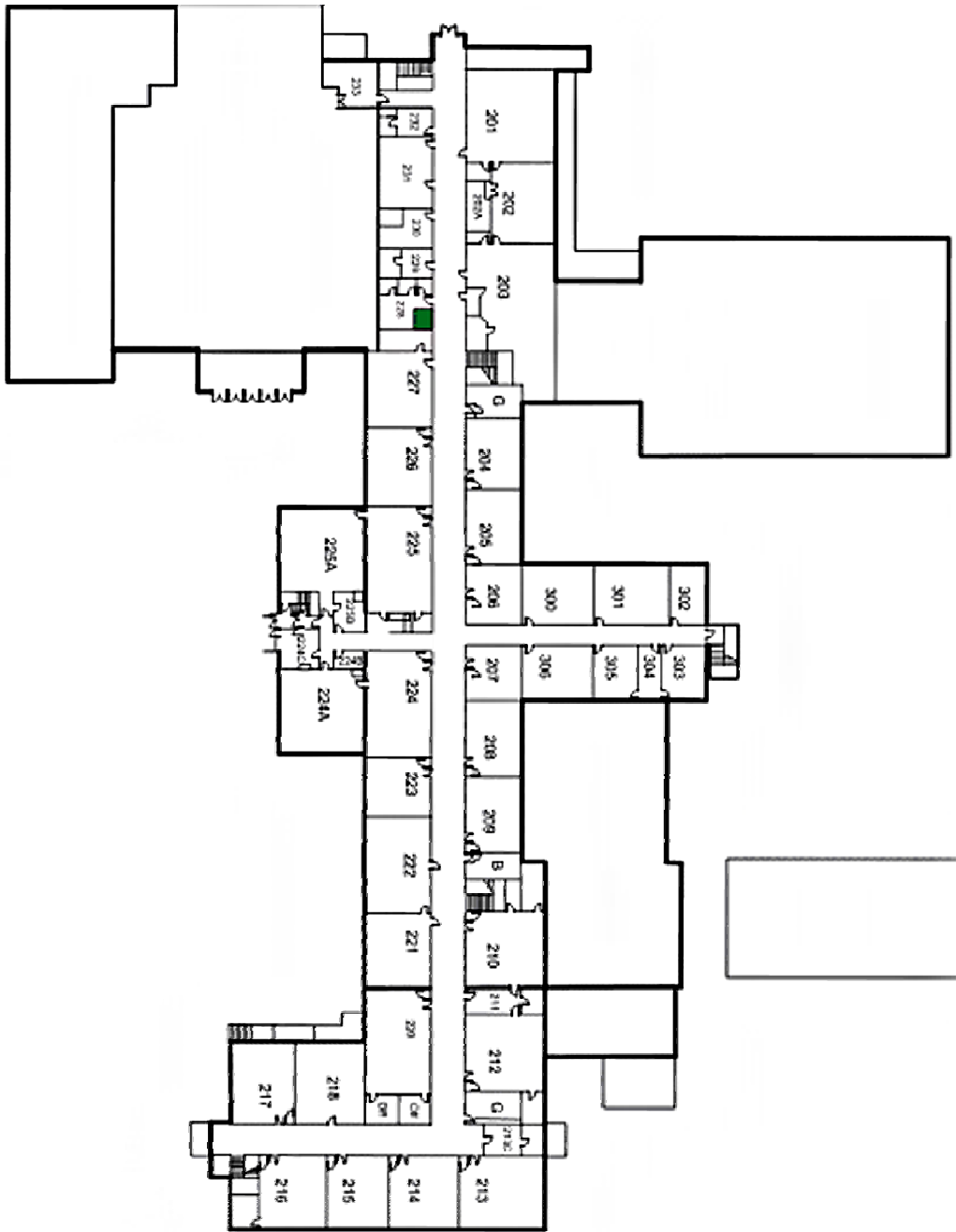
D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH BASEMENT



D.C. EVEREST JUNIOR HIGH SECOND FLOOR



2011-2012 JUNIOR HIGH SCHOOL CALENDAR

September 1	Thursday	First Day of School
September 5	Monday	Labor Day—No School
September 19	Monday	Parents' Night 6:30-8:30 p.m.
September 26	Monday	Teacher Inservice Day—No School
September 29	Thursday	School pictures taken 8:00-11:00 a.m.
October 3	Monday	Midterm *
October 25	Tuesday	Parent/Teacher Conferences 3:30-7:00 p.m.
October 27-28	Thursday-Friday	Teachers' Convention—No School
November 8	Tuesday	First Quarter ends
November 10	Thursday	Parent/Teacher Conferences 3:30-7:00 p.m.
November 15	Tuesday	Report Cards mailed home
November 21-22	Monday-Tuesday	Ninth Grade Science Project
November 22	Tuesday	Parent/Teacher Conferences 2:00-6:30 p.m. Dismissal 1:35
November 23	Wednesday	Parent/Teacher Conferences 8:00-11:30 a.m.—No school
November 24-25	Thursday-Friday	Thanksgiving Recess—No School (School resumes Nov. 28)
December 12	Monday	Midterm *
December 23-January 1		Winter Recess—No School (School resumes Jan. 2)
January 13	Friday	EVERCON 6:00 p.m.-10:00 p.m. (Gaming Club Activity)
January 14	Saturday	EVERCON 8:00 a.m.-10:00 p.m. (Gaming Club Activity)
January 20	Friday	Second Quarter, Semester One, ends
January 23	Monday	Teacher Inservice Day—No School
January 31	Tuesday	Report Cards mailed home
February 2	Thursday	Parent Night for 2011-2012 registration
February 13	Monday	Parent/Teacher Conferences 3:30-7:00 p.m.
February 14	Tuesday	Ninth Grade Science Fair
February 16	Thursday	Eighth Grade History Day
February 21	Tuesday	Midterm *
February 23	Thursday	Parent/Teacher Conferences 3:30-7:00 p.m.
February 28	Tuesday	Parent/Teacher Conferences 2:00-5:30 p.m. (Dismiss @ 1:35)
March 2	Friday	Teacher Inservice Day—No School
Mar. 26-30		Spring Recess—No School (School resumes April 2)
April 2	Monday	Third Quarter ends
April 6-8		Easter Recess (School resumes April 9)
April 10	Tuesday	Report Cards mailed home
May 3	Thursday	Midterm *
May 7	Monday	Open Day—Snow make-up if necessary, otherwise no school
May 28	Monday	Memorial Day—No School
May 30	Wednesday	Eighth Grade Civil War Day
June 6	Wednesday	Last Day of School
June 11	Monday	Final reports cards mailed

For more D.C. Everest district wide events, please see: www.dce.k12.wi.us/events

- Parents may check their student's academic progress at any time online at www.edline.com
- Midterm reports will be posted on Edline only. Teachers will have midterm grades posted on this date.

NON-DISCRIMINATION

“The D.C. Everest School District shall not discriminate on the basis of race, religion, creed, political affiliation, physical, mental, emotional, or learning disabilities, handicap, sex, sexual orientation, age, national origin, citizenship, marital or parental status, ancestry, color, arrest or conviction record, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or any other reason prohibited by state or federal law.”

STUDENT RIGHTS AND RESPONSIBILITIES

It is the responsibility of each student and parent to be familiar with both the Student Rights and Responsibilities Handbook and the Student Handbook. Rights bring responsibilities and a student is responsible for the manner in which his/her individual rights are exercised. This statement of responsibilities is not expected to cover every situation that may arise. All students attending D.C. Everest Junior High have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions.
2. Pursue and attempt to complete the course of study prescribed by the state and local school authorities.
3. Make necessary arrangements to make up school work when absent.
4. Assist school staff in maintaining a safe school for all students enrolled therein.
5. Be aware of all school rules and regulations and conduct themselves in accordance with them.
6. Assume until a rule is waived, altered, or repealed, it is in full effect.
7. Be aware of and comply with state and local law.
8. Be aware of and comply with WIAA regulations and D.C. Everest School Board policy when participating in extracurricular activities.
9. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
10. Protect and take care of school property and the property of others.
11. Dress and groom to meet fair standards of safety, health, and standards of decency.
12. Avoid indecent or obscene language, both written and verbal.
13. Express ideas in a manner that will not demean or slander others.

BUILDING HOURS / DAILY TIME SCHEDULE

The Junior High opens to students at 7:00 a.m. Buses leave at 3:04 p.m. Students not involved in an activity with a staff supervisor or coach must leave the building by 3:30 p.m.

Grade 8 Schedule

Homeroom: 7:50-8:05
Period 1: 8:09 - 8:53
Period 2: 8:57 - 9:41
Period 3: 9:45 - 10:29
Period 4: 10:33 - 11:17
Lunch: 11:17 - 11:47
Period 5: 11:47 - 12:31
Period 6: 12:35 - 1:19
Period 7: 1:23 - 2:07
Period 8: 2:11 - 2:55

Grade 9 Schedule

Homeroom: 7:50-8:05
Period 1: 8:09 - 8:53
Period 2: 8:57 - 9:41
Period 3: 9:45 - 10:29
Period 4: 10:33 - 11:17
Period 5: 11:21 - 12:05
Lunch: 12:05- 12:35
Period 6: 12:35 - 1:19
Period 7: 1:23 - 2:07
Period 8: 2:11 - 2:55

On the first and third Thursday of each month we have an activity period at the end of the day. We will follow these schedules on those days:

Activity Thursday Grade 8 Schedule

Homeroom 7:50 - 8:01
Period 1: 8:05 - 8:45
Period 2: 8:49 - 9:29
Period 3: 9:33 - 10:13
Period 4: 10:17 - 10:57
Lunch 10:57 - 11:27
Period 5 11:27 - 12:07
Period 6 12:11 - 12:51
Period 7 12:55 - 1:35
Period 8 1:39 - 2:19
Homeroom 2:23 - 2:55

Activity Thursday Grade 9 Schedule

Homeroom 7:50 - 8:01
Period 1: 8:05 - 8:45
Period 2: 8:49 - 9:29
Period 3: 9:33 - 10:13
Period 4: 10:17 - 10:57
Period 5 11:01 - 11:41
Lunch 11:41 - 12:11
Period 6 12:11 - 12:51
Period 7 12:55 - 1:35
Period 8 1:39 - 2:19
Homeroom 2:23 - 2:55

ACADEMIC POLICIES

We believe close communication and cooperation between parent and school is essential in achieving the greatest educational progress for each child.

Students at our school will be graded through the use of letter grades: A, B, C, D, and F.

INCOMPLETES

When a student's report card shows a grade of "incomplete," this means the student was given an opportunity to make up some outstanding requirement of the grading period. Students must assume this responsibility within ten days of the end of the grading period or the incomplete will be changed to an "F."

ADD/DROP POLICY

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

REQUIRED CREDITS

Students are required to take courses that total up to 6.75 credits for grade eight and 6.5 credits for grade nine. Credits a ninth grade student earns at D.C. Everest Junior High School in mathematics, science, English, social studies, and physical education will be transferable as credits to D.C. Everest Senior High School. A student must earn 2.5 credits in these subjects to go on to the High School. The grade point average a student attains in ninth grade will be used in the accumulative grade point average for grades nine through twelve.

ACADEMIC RECOGNITION

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

Eighth and ninth grade students may participate in the **National Junior Honor Society**. To be eligible for membership consideration, students must be in the first semester of eighth or ninth grade and receive and maintain an accumulative GPA of 3.5 or higher. Eligible students will be mailed an interest letter with an Activity Form. The Activity Form must be returned to the Student Services Office by the second Friday in October. The Faculty Council will evaluate these forms and consider leadership, service, citizenship, and character to determine membership. More information on the NJHS may be obtained in the Student Services Office.

HOMEWORK

Experience has taught us students cannot reach their full potential without devoting some time to homework. It is our expectation

students will spend time above and beyond the regular classroom setting to meet their educational objectives.

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

Wednesday nights have been set aside as family activity night. Families are encouraged to be involved in activities in the community or in their homes on Wednesday night. No homework will be assigned for Wednesday night. Major tests will not be given on Thursday.

ELECTRONIC HOMEWORK / GRADES ACCESS

The Junior High uses an online program called Edline for posting students' assignments, work completion, and grades. Parents and students will receive passwords to access this information at www.edline.com.

Progress reports will be given via Edline. Teachers will have midterm grades posted on Edline on the dates listed in the calendar.

STUDY HALLS

The purpose of study hall is to provide a **quiet place for study**. In order to maintain a quiet study environment, the following rules have been established:

- Students must be seated and silent when the bell rings. No signing out will take place until it is quiet.
- Schoolwork or other reading materials must be brought to study hall, whether a student is planning to sign out or not.
- Personal music devices, food and drink, cards, and games are not permitted.
- Students must be productive with homework, reading, or studying. Students must remain in their seats working quietly until the supervisor dismisses them at the end of the period.
- With permission of the study hall supervisor, two students may be permitted to work together quietly. If students are not quiet, they will have to return to their original desks.
- When leaving the room, there is a maximum passing time of four minutes.
- Pre-signed passes (written in ink) are required for the IMC, resource rooms, and teachers' rooms.
- Study hall supervisors may write a pass for a resource room on a limited basis.
- Study hall LOP's, (Loss of Privileges) will result in a loss of sign out privileges from all study halls to **all** other locations.
 - First Offense—one week LOP
 - Second Offense—two week LOP
 - Third Offense—three week LOP
 - Fourth Offense—office referral

HONOR STUDY HALL

The honor study hall is an academic incentive promoting positive behavior and academic achievement. Eligibility for the Honor Study Hall is granted by meeting these criteria:

- o A minimum 3.5 GPA in the previous quarter.
- o Positive behavior in the classroom and throughout the school.
- o Good academic standing with current teachers (core and elective teachers.)

Honor Study Hall privileges may be revoked at any time for abuse of the privilege, failure to follow all school rules, or failure to maintain the eligibility listed above.

AFTER SCHOOL ACHIEVEMENT PROGRAM (ASAP)

The After School Achievement Program (ASAP) is an intervention program for students with academic difficulties, who have not responded to a progression of other interventions. ASAP meets Tuesdays and Thursdays from 3:05-4:00 p.m. ASAP seeks to have students complete quality homework, pass classes, and stay on track for on-time graduation. When referred, student attendance is mandatory and comes before participation in all other school programs (sports practices/games, drama rehearsals, clubs, or any other school sponsored social activity.) Coaches or club sponsors may impose further restrictions when a student is in ASAP. Students will be required to complete ASAP both Tuesday and Thursday of the week they are assigned. If the student does not complete their work, they will continue in the program the following week. Students are responsible to bring all missing work and supplies to the sessions.

The teacher referring a student to ASAP will notify the student and contact the parents when a student is placed into ASAP. Excused absences from a session need to be approved from the assistant principals' office prior to 1:30 p.m. on the day the session is to be served. When an excused absence is granted, a "make-up" session will be scheduled for the upcoming Saturday from 8:00-10:00 a.m. The consequences for skipping a session without pre-approval from an assistant principal may include lunch containments, assignment to Saturday ASAP sessions, and/or loss of privileges for dances and social trips.

ATTENDANCE

The School Board of the D.C. Everest Area School District believes it is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance.

- a. As required by current laws and D.C. Everest School Board policy, students shall be in attendance each day school is in session. Students returning to school following an absence will be expected to complete all the missed assignments within a reasonable period of time.
- b. Truancy, for the purpose of this policy, is absenting of one's self from school or class without approval. The authority to

decide whether an absence is excused or unexcused rests with the building administration.

- c. Every pupil must attend school punctually. Continued tardiness without sufficient excuse is considered truancy.
- d. If a student misses fifteen minutes or more for a class period, it is considered a class skip. If three or more classes, including homerooms, are missed without a valid excuse, a student is considered truant for a **half-day**.

ATTENDANCE PROCEDURES

Regular school attendance is required by law and is critical to success at school. Frequent absence is one of the main causes of poor academic performance in school.

Please report absences due to illness by telephoning the Attendance Office at **359-0511, ext. 3404**. This extension has voice mail twenty-four hours a day. Please state the student's name and spell the last name, student ID number, reason for the absence, and the name of the person calling.

Parents, who cannot call the school, must send an explanatory note to the office within 48 hours of the student's return to school. This note must be presented to the Attendance Secretary before 7:50 a.m.

Illness of a pupil up to five days per semester is a normal circumstance for excused absences. Students, who have absences due to illness beyond five days per semester or more than ten days per year, may be required to submit a doctor's excuse.

TARDINESS

Being on time to school and class is an important life skill and the responsibility of the student. If a student is not in the classroom when the bell rings, this is considered tardiness.

If a student is tardy to any class period, s/he should report directly to class. Do not come to the Main Office. The teacher will issue a warning for the first and second tardies. On the third and fourth tardies, the teacher will assign a detention to be served before or after school or during lunch. The detention for the third tardy will be for fifteen minutes. The detention for the fourth tardy will be for thirty minutes. On the fifth tardy to a class, the teacher will assign a thirty-minute detention, and the parents will be contacted. Each additional tardy will result in a referral to an assistant principal. A regular detention, lunch containment, Saturday detention, or directed study may be issued to the student. Tardiness in excess of fifteen minutes will be considered a class absence in the school attendance record.

When a student receives the 7th, 11th, and 15th tardy per class, Saturday detention, lunch containment, or directed study will be assigned, and the student may be referred to truancy court if tardies are excessive.

Tardies will be reset back to zero at semester.

TRUANCY

The building principal or his designee shall enforce school district attendance policies via the following means:

Intervention #1: First known truancy/truancies—Parents will be notified. An assistant principal will meet with the student to create understanding of the truancy laws and regulations, Wisconsin Statutes 118.15 and 118.16, and the D.C. Everest District Truancy Policy. As a result of the truancy, a student will be assigned Saturday detention or lunch containment. A first letter will be sent for eight excused absences.

Intervention #2: The student will meet with an assistant principal and police liaison officer. Parents will be called and notified. As a result of the truancy, a student will be assigned Saturday detention or lunch containment. A second letter will be mailed to parents with the Village of Weston Ordinance 54.114. The student will lose privileges to attend school activities during the current semester of truancy including school dances or school assemblies.

Intervention #3: Parents will be called and notified. A third letter will be sent home and the student may be assigned Saturday detention, lunch containment, or directed study.

Intervention #4: Parents will be called and notified. A fourth letter will be sent home, the student may receive a citation, and a conference will be arranged with parents and school staff. As a result of the truancy, the student may be assigned a Saturday detention, lunch containment, or directed study. If applicable, a final notice will be mailed home before the student goes to court.

Intervention #5: Parents will be called and notified. A fifth letter with a truancy court referral notice will be mailed home. The student will be issued a Marathon County truancy citation from law enforcement. The student will be issued a date and time for court appearance and will be required to appear in court. If the student does not come to court, a *capias* (warrant) will be issued for the student's arrest.

ANTICIPATED ABSENCE

Requests for permission to be absent for three or more consecutive days should be submitted a minimum of three days before the start of the absence. The student will be given a "Permit to Leave School (Anticipated Absence)" slip, which must be signed by all teachers. This informs teachers the student will be absent and allows time to provide information on upcoming assignments. The slip is then brought home for the parents' review and signature. Prolonged absence is detrimental to the student's academic progress.

WORK FOLLOWING STUDENT ABSENCE

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

PERMIT TO LEAVE SCHOOL

Whenever possible, doctor and dentist appointments should be scheduled outside of school hours. If this is not possible, try to have such appointments scheduled during study periods. In cases where it is necessary to leave school early, the student must report

to the office for a "**Permission to Leave School**" slip. Early dismissals will be granted only if:

- A student has written permission from a parent.
- The student has a valid reason for leaving which is acceptable to the school.
- The student has requested a "**Permit to Leave School**" before 7:45 a.m.

When a student arrives on school grounds, the student must remain on school grounds. No student is to leave the school building, school grounds, or assigned area, until s/he has a "Permit to Leave School" slip which the student must obtain from the main office or the health aide. A student, who becomes ill at school, will be given a "Permit to Leave School" form from the health aide.

A parent/guardian must excuse their student from school, if they wish to take the student out for lunch. The parent must escort the student from the school grounds.

ILLNESS AT SCHOOL

In the case of a serious illness at school, the student is to get a corridor pass from his/her teacher to go to the health office. A student should not go to the nurse's office between classes except in an emergency. The school health aide will make every effort to contact the parents for instructions regarding procedures they wish the school to follow.

HALL PASSES

Students must have a teacher issued hall pass to be in the halls or bathrooms during class periods. The student planner will be used to issue hall passes. Hall pass information must be completely filled out **in ink** and signed by the teacher. Study halls will use a sign-out sheet to account for student location. Students wanting to see another teacher must have a pre-signed pass **in ink** from the teacher whom the student wishes to see.

CHANGE OF RESIDENCE / CONTACT INFORMATION

If your place of residence or contact information changes during the school year, please contact the Student Services office.

TRANSFER TO ANOTHER DISTRICT

All students moving from our school district should follow the procedure below:

- At least two days before leaving bring a note from a parent giving the date of departure and name of your new school or community. This note should be taken to the Student Services office to obtain the necessary transfer form.
- The transfer form should be signed by each of your teachers. All books, gym lock, uniforms, IMC books, and other material belonging to the school must be returned before you will be officially withdrawn. You should check out with your classroom teachers, study hall teachers, physical education teacher, IMC personnel, and counselor.
- Return your completed form to the Main Office for final signatures. Arrangements for any refunds will be made once all books are returned and street locker is inspected.

- Students are responsible for cleaning out their street and physical education lockers.

School grades and transcript will be forwarded upon request from your new school. If available, you should take your last report card with you, when registering at your new school.

STUDENT CONDUCT

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

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

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

1. Possession, use and/or transmission (including being under the influence and possession of look alike substances) of any narcotic drug, hallucinogenic drug, inhalant, toxic substances, intoxicating beverage, any paraphernalia associated with such controlled substances, or the unauthorized use of prescription drugs.
2. Possession, use, and/or transmission of tobacco in any form.
3. Possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon: weapon means a knife; firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; destructive explosives, any incendiary device or look alike, and/or the threatened intent or intent to cause an explosion; or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such.
 - a. A student who commits a weapons infraction will be immediately suspended from school.
 - b. The expulsion process may be immediately initiated.
4. Possession and/or use of any music devices or electronic two-way communication device, including a cell phone. All devices must be turned off when entering the building and stored in the street locker at all times. (Exception: music devices for honors study hall.) Failure to follow this rule will result in confiscation of the cell phone/device; a parent will have to pick it up; and may include a school consequence.
5. Violations against persons communicated or attempted to be communicated by any means. Such violations include, but are not limited to: verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; bullying, racial harassment; harassment on the

basis of disability; sexual harassment/violence; indecent exposure; hazing.

6. Violations against property, including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others (even though such an act was accident or a result of poor judgment;) vandalism; trespassing; arson; theft or robbery; possession of stolen property;
7. Violations of school procedures or acts disruptive to the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarms, activation of stink bombs, and unauthorized access to school data.
8. Violation of school bus or transportation rules.
9. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
10. Student attire and/or personal grooming which creates a danger to health or safety; creates a disruption to the educational process, or violates common standards of decency as they apply to a community school setting, or any apparel, jewelry, accessories, or matter of grooming which by virtue of its color arrangement, trademark, or any other attribute (as a primary purpose) denotes membership in an organized gang.
11. Cheating of any kind will not be tolerated. Cheating will result in consequences established by the teacher involved and the student's parents will be contacted.
12. Behavior significantly disrupting the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
13. Behavior endangering the pupil or other pupils, or surrounding persons, including school district employees, or the property of the school.
14. Criminal activity.
15. Violation of other school rules, policies, or procedures.
16. Snowballing on or near the campus is strictly prohibited.
17. Squirt guns, firecrackers, smoke bombs, and cards are not permitted on school grounds.
18. Skateboards or rollerblades may not be used on school district property. Failure to follow this rule will result in the skateboard/rollerblades being confiscated, and a parent will have to pick them up.

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

1. Student conference.
2. Parent contact.
3. Directed study.

4. Out of school suspension.
5. Detention, including lunch containment/A.M. containment.
6. Removal from class.
7. Saturday detention.
8. Suspension from extracurricular activities.
9. Referral to SAP Team.
10. Expulsion or exclusion from school.
11. Referral to police or other law enforcement agency.

When determining an appropriate action, the administrator will consider the extent of the disruption to the safety of an individual, a group, or to the disruption of the learning environment in the school.

DETENTION

When a student violates a rule or regulation at school, s/he may be assigned a detention. A detention is considered part of the school day. A student may not leave the school grounds prior to serving detention.

If a teacher, counselor, or administrator desires to keep a student after 2:55 p.m. for a detention, the student will be issued a Detention Notice the day before the detention is to be held. Students receiving a Detention Notice must take it home, have it signed by a parent or guardian, and return it to the person who issued it the next morning. The purpose of the detention notice is to inform parents of the child's misconduct and to notify them their child will be serving the detention on the day designated on the Detention Notice. This notice also indicates the time the student will be dismissed from the detention. Detentions cannot be made up during the normal school day without the assistant principal's consent.

The student is responsible to show the Detention Notice to a parent, have it signed, and return it to the assigning teacher. If these responsibilities are not met, the student is still expected to serve the detention.

A detention assigned for misbehavior during a regularly assigned class (or study period) will be served with the teacher who assigns the detention. All other detentions will be served in after-school detention. All students serving detentions must understand the following procedures:

- Detention normally meets Monday through Friday from 3:00 p.m. until 3:30 p.m. The office will inform students of the location. No food or drink is allowed in detention.
- Students must serve a detention on the assigned day, unless a note from a parent or a phone call from a parent is received by the appropriate teacher or an assistant principal prior to 1:30 p.m. on the day the detention is to be served.
- Detentions are to be served on the scheduled date regardless of the student's extracurricular commitments.
- Students who have two or more detentions may serve a double detention in one afternoon. It is the student's

responsibility to inform his/her parents whenever this situation exists.

- Any student, who does not appear for an assigned detention will automatically be assigned another detention to be served in after-school detention. If the student fails to report for detention, s/he may be assigned to directed study or suspended out of school. Any student who skips two detentions will be assigned a Saturday detention each time they fail to report. If this problem reoccurs, a suspension from school may be lengthened up to five days.
- Any students who are late for their assigned detention will be assigned an additional detention.
- Students, who fail to report for a detention and have not had the absence cleared by an assistant principal, will not be allowed to attend dances or other school social events. These students may be excluded from school assembly programs during such assemblies for the remainder of the semester.

SATURDAY DETENTION

Students may be assigned a Saturday detention if:

- They skip a detention.
- They are unexcused for all or part of any school day.
- They receive their 7th, 8th, 9th, or more tardy per class.

Saturday detention will run from 8:00 a.m. to 10:00 a.m. in the Junior High lunchroom.

Students who skip a Saturday detention may be assigned to directed study or suspended from school for up to three days.

DRESS GUIDELINES

Our school takes pride in the appearance of the students.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others, or disrupts the learning environment is prohibited.

In order to assure a healthy and safe school environment for students, the following students' dress code guidelines will be enforced:

1. During the school day, all head coverings shall be taken off upon entering the building. Head coverings and jackets must be placed in the students' street lockers. These items shall not be worn in the classroom. They shall not be worn in the school building except when the student has immediately entered or is leaving the building. (Individual exceptions may be made for students with medical conditions or religious beliefs on a case-by-case basis.)
2. No student shall be permitted to wear any clothing displaying pictures and/or writing referring to alcoholic beverages, tobacco products, sexual reference, profanity, promotion of gambling, illegal drugs, and/or gangs.
3. Appropriate clothing is expected. Examples of some prohibited dress may include, but are not limited to, exposed undergarments; bare midriff shirts; shirts without a shoulder

strap of at least two inches; see-through clothing; or attire exposing cleavage.

4. No adornments such as chains, heavy necklaces, or spikes that reasonably could be perceived as, or used as a weapon may be worn. Any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups may not be worn or displayed in school or at school events. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time. The reference to "gang insignia" would encompass items of clothing signifying gang activity by the manner in which they are worn.

Students, who refuse to change clothes, will be sent home and may return after a change in clothing is made.

Responsibility for the personal appearance of students enrolled in the D.C. Everest School District shall normally rest with the students themselves and their parents/guardians.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress disrupting or threatening to disrupt the learning environment of our school. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing or other paraphernalia, the building principal will use his discretion to make the final decision.

LUNCHROOM CONDUCT

Any inappropriate behavior or damage to school property in the lunchroom will result in the student being assigned to "lunch containment." Students will be told where to report, will receive a sack lunch, and may be assigned lunchroom clean-up duties.

HALLWAY CONDUCT

- Please walk in the halls.
- Go directly from one class to another.
- Keep to the RIGHT in passing through the halls.
- Keep to the RIGHT going up and down the stairs.
- Do not loiter in the halls after school is over. Students must be out of the building by 3:30 p.m., unless attending an activity or meeting with a teacher.
- KEEP VOICES LOW while passing in the halls.
- Avoid gathering in groups which block hall traffic. If you have to speak with another student in the hallway, move over to one side or out of the way of hall traffic.
- Students misbehaving in the halls before school begins at 7:50 a.m. are subject to conduct consequences.
- Throw garbage away in appropriately marked containers.

DAMAGING SCHOOL PROPERTY

Students are expected to respect the property of others. Any careless or deliberate destruction of school property will result in the student and parents being liable for the cost of the repair or

replacement of the damaged property. Any student involved in theft will face school consequences and be referred to law enforcement.

WEAPONS POLICY

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

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

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

Students, who have possession of such weapons, may be suspended from school until a School Board hearing to consider the student's expulsion.

INVESTIGATIONS

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

SURVEILLANCE CAMERAS

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

CANINE SEARCHES

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

SMOKING / TOBACCO USE OR POSSESSION OF LIGHTERS

Summary of School Board Policy 5131

Possession, use, or distribution of tobacco products or paraphernalia on school property is prohibited at all times.

Offenses for smoking or possession of tobacco products will accumulate during grades 8-9. This means a student does not start over each year with a first offense.

HAZING

“Hazing” means committing an act against a student, or coercing a student into committing an act, creating a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization*, or for any other purpose. The term “hazing” includes but is not limited to:

- Any type of physical brutality such as striking, branding, electric shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity subjecting the student to an unreasonable risk of harm or adversely affecting the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or other food, liquid, or substance subjecting the student to an unreasonable risk of harm or adversely affecting the mental or physical health or safety of the student.

Any activity intimidating or threatening the student with ostracism; subjecting a student to extreme mental stress, embarrassment, shame, or humiliation; or adversely affecting the mental health or dignity of the student or discourages the student from remaining in school.

Any activity causing or requiring the student to perform a task involving violation of State or Federal law or of a School District policy or a school regulation.

* “Student Organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

STUDENT CONFLICT

Bullying has become the buzzword to describe all conflicts between students. Indeed, they are significantly different. In fact, most disagreements are usually student conflict not bullying. Examples of bullying include repeated intimidation, humiliation, physical contact, repeated rumors and exclusion. Bullying is when the victim feels powerless to defend themselves against these unwelcome actions. Hence, it is rare for victims to defend themselves or to respond to the bully. On the other hand, student conflict occurs when two or more students are participating somewhat equally in an exchange of words or physical aggression toward each other.

BULLYING

The D.C. Everest Area School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, at bus stops, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying so there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

- 1) Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior.
- 2) Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- 3) Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet—also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Parents and school staff must let students know bullying is wrong and will not be tolerated. It is the responsibility of all bystanders to report all cases of bullying to an adult or staff member.

PHYSICAL AGGRESSION / FIGHTING

Disputes between students need to be handled by reporting the dispute to a school staff member. Physical aggression/fighting is extremely disruptive. Consequences will be applied as noted in School Conduct if it is determined a student has been physically aggressive toward another student or if a student has to be

restrained in order to prevent harm to another student. Physical aggression will be defined as any physically violent contact with another student or group of students regardless of who initiated it, in which a student intentionally inflicts or attempts to inflict bodily harm on another person.

Disputes between students leading to assault will be dealt with as indicated in the Student Conduct section. The definition we use for assault is:

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

SEXUAL HARASSMENT

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

Sexual harassment may include, but is not limited to:

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

PUBLIC DISPLAY OF AFFECTION

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

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

Consequences are listed under "Student Conduct."

LOCKERS

Combination street lockers are provided for students' convenience at no cost. The street locker assigned to a student is the property of the D.C. Everest School District. All lockers are subject to search from school personnel at any time. The school shall maintain a passkey to all lockers, so the school has 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. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search

warrant. All lockers and contents therein may be searched for weapons, drugs, other contraband, or any item that may place any student, employee or anyone else on the premises in danger.

If the building administration has reasonable suspicion a student may be in possession of stolen property or any item posing a safety concern for others, cigarettes or other tobacco products, drugs or drug paraphernalia, or any item distracting others from their educational pursuits, a student may be asked to empty their pockets, book bags, backpacks, purses, etc.

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

It is the responsibility of each student to report any locker malfunction immediately to the office for repair. Students are encouraged not to bring valuable items to school to be stored in any locker. The school will not be responsible for lost or stolen items.

TRANSPORTATION – BUSES

(Portions of School Board POLICY 3541)

RULES AND REGULATIONS – STUDENT BEHAVIOR

The responsibility of the building principal for the safety and discipline of students is delegated to the bus driver when students are loading or unloading at points not immediately adjacent to the school and while in transit. All students riding a school bus will be expected to follow the bus rider rules and regulations. A copy of the rules and regulations is mailed/given each bus rider at the beginning of each school year or at registration. Additional copies are available from the school office, district office, or bus company. Violations of the rules will be handled in the following manner:

First written-up offense: the bus company will send a warning letter with a copy of the misconduct slip to the parent/guardian. By order of the building principal or his designee, suspension of riding privileges may occur, if the offense is deemed severe.

Second written-up offense: A letter with a copy of the misconduct slip will be sent to the parent/guardian from the bus company. When appropriate, the bus company will follow up with a phone call to the parent/guardian. By order of the building principal or his designee, suspension of riding privileges shall be up the three (3) days.

Third written-up offense: A mandatory conference will be held with the building principal or his designee and the parent/guardian. Suspension of riding privileges will be up to five (5) days.

Fourth written-up offense: A mandatory conference will be held with the building principal or his designee and the parent/guardian. Suspension of riding privileges shall be five

(5) days. Further infractions may result in expulsion of riding privileges.

Fifth written-up offense: Suspension of riding privileges for six or more days, or if appropriate, a recommendation to the School Board for expulsion from the bus.

The sequence of actions to be taken for rule infractions may be bypassed. If the offense is serious enough, and the building principal or his designee feels immediate removal from the bus is necessary, the building principal or his designee has the right to suspend the student's bus riding privilege after the first offense.

BUS RULES AND REGULATIONS

Suspension of the riding privilege will be in the form of a written notice to the parents and will contain the following information:

- The reason for the suspension.
- The number of warnings given before the suspension became necessary.

To ensure even distribution of loads and delivery of students to the designated school, pupils will board only the bus to which they have been assigned. Bus drivers will not permit leaving the school bus at any point between when the student gets on the bus and the schools they serve without authorization. Permission to leave a school bus at any point other than the point at which any pupil daily boards or leaves the bus can be granted only upon a written request of the parent or guardian to the Supervisor of Administrative Services.

Students must go directly to the school building after getting off the bus in the morning. **No student who rides the bus may leave the school grounds.**

BUS ROUTE CHANGES

Requests of a social nature will not be approved (scouts, parties, lessons, practices, employment, sleepovers, etc.). Temporary bus changes will be approved on a short-term basis for emergency situations only. All oral or written parent requests for students to change buses must be routed through First Student at 359-3555.

EXTRACURRICULAR TRIPS

The transportation rules and regulations will apply to any trip under school sponsorship. Students will respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

HEALTH SERVICES

It is important the school and parents work together to provide quality health care for the student to minimize lost academic time and reduce the number of absences during the school year. A health assistant is assigned to the school. The health assistant functions under the direction and the licensure of the district nurse.

MEDICATION

Before administering prescription or non-prescription medication to students during school hours, Wisconsin state law requires **written permission and medication in the original container.** Medication Request forms are available from the health assistant

or main office. All medications, both prescription and non-prescription, must be taken in the health room. All medications must come in the original container and clearly include the dosage and time to be given on the request form. Medications must be properly labeled with the student's name and the name of the medication. Students, who give or sell medications at school, will be referred to authorities.

POSSESSION AND USE OF INHALERS

While in school, at a school-sponsored activity, or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

- a) The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b) The pupil has the written approval of the pupil's physician, and if the pupil is a minor, the written approval of the pupil's parent or guardian.
- c) The pupil has provided the school health aide with a copy of the approval or approvals under paragraph (b).

ELEVATOR KEYS

At times a student may have a need for an elevator key. The key can be obtained in the Main Office and must be returned when no longer needed. If the key is lost, a \$10.00 fee will be charged to replace the key.

INSURANCE

Group insurance will be offered to students at the beginning of the school year at minimal parents' expense. The applications for this insurance will be sent home with students during the first week of school.

LUNCH / BREAKFAST

All students must stay on the campus upon arrival to school grounds, including the noon hour.

All students are to bring their coats with them to lunch. Students may be asked to go outside after they finish eating.

Application forms for free or reduced price lunch/breakfast benefits are mailed to each student before school begins. Forms are available from Student Services office or by calling the food service office at 241-9700, ext. 2408. All information on this form is confidential and will only be used to approve meal benefits. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Student lunch accounts are each set up with a personal identification number (PIN) assigned. Parents make payments, preferably with checks, to their child's lunch account to cover the cost of their child's meals. Please include the student name and

PIN with the deposit. Each student inputs a PIN into a computerized register at mealtime, and the cost of his or her meal is deducted from his or her lunch account. Deposit envelopes are available in the lunchroom for making deposits.

Students who carry their lunch to school may purchase milk. Skim milk, 2% milk, and chocolate 1% milk are available on a daily basis. The cost of this milk will also be deducted from the student lunch account. Students eligible for free meals, receive free milk with school lunch only. No free milk is available for students who bring a cold lunch.

Ala carte items are available daily in the lunchroom. The cost of these items is deducted from the student's lunch account. Students must have money in their lunch account in order to purchase ala carte items. If you would prefer your child only have access to the school meals, please contact the Junior High kitchen at 359-0511, ext. 3346 before 2:00 each school day.

The school lunch menu is available to students in the school office. Menus are printed in the Wausau Daily Herald; announced daily on several local radio stations; and available on the D.C. Everest web page at www.dce.k12.wi.us.

IMC

All students are invited and encouraged to make use of the facilities of the **I**nstructional **M**aterials Center.

STUDENT VISITORS

Students, who wish to have a friend attend school with them, **must obtain a visitor pass from the building principal or an assistant principal at least twenty-four hours in advance.** In addition, the visiting student **must:**

- Live outside north central Wisconsin.
- Be currently enrolled in eighth or ninth grade.
- Be in good standing in his/her school.

PHYSICAL EDUCATION

All students must wear proper attire. A gym shirt may be purchased through the physical education department.

A gym locker with a lock will be provided during the first week of attendance. **Students are reminded to keep their gym lockers locked at all times.** The school is not responsible for lost or stolen items. Students who lose their gym lock must report it immediately to their instructor to make arrangements to purchase another lock. All new locks will cost \$5.00.

If a student must be excused from gym class for more than a week, a doctor's note **MUST** be provided. If a student is excused for an extended period of time, s/he will be rescheduled into a specially designed physical education class.

ATHLETICS

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

- A student must meet school and DPI requirements defining a full-time student and have received no more than one failing

grade (including incompletes) in the most recent grade reporting period.

- Eighth grade students pay a \$45 user fee for each sport. Ninth grade user fees will vary by sport. All students from financially challenged families may apply for a waiver from the fee.
- Turn in a completed insurance/pledge card.
- Turn in a completed emergency card.
- Turn in a completed W.I.A.A. physical card or alternate card.

All of the above cards may be found in and returned to the main office.

W.I.A.A. PHYSICAL EXAMINATION CARD

Physical examinations taken after April 1 are good for the following two school years. The Alternative Card is needed for the second school year.

Physical examinations taken before April 1 are good for the remainder of the school year.

INTERSCHOLASTIC SPORTS

Baseball	(9 boys)
Basketball	(8-9)
Dance Team	(9)
Cross Country	(8-9)
Curling	(9 – club)
Football	(8-9)
Golf	(9 boys)
Hockey	(9)
Ski/Snowboard	(8-9 - clubs)
Soccer	(8-9)
Softball	(8-9 girls)
Swimming	(8-9 girls, 9 boys-club)
Tennis	(9)
Track	(8-9)
Volleyball	(8-9)
Wrestling	(8-9)

LOCKER ROOM PRIVACY

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

- No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time.
- No cameras, video records, or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

ACADEMIC / SOCIAL GROUPS

Clubs that may be offered include: Art, Book, Chamber Singers,

Culture Club, Drama, Early Intervention Program, FCA, Forensics, For Ever-GREENS, Gaming, National Junior Honor Society, Newspaper, Oral History Project, Outdoor Club, Science Olympiad, Sherpas, Student Council, Weightlifting, Yearbook.

SPORTSMANSHIP

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

UNPAID FINES/FEES

Students will not be able to participate in social field trips, if they have not paid their fines/fees or made arrangements and begun payment on their fines/fees. Please contact the principal or his secretary, if you need to make arrangements for payment.

LOST AND FOUND

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

ASSEMBLIES

Students misbehaving at assembly programs will be referred to an assistant principal and may be banned from further assemblies. Students, who choose not to follow the school rules, may not be allowed to attend assemblies. The decision, as to who will not be able to attend an assembly, will be made by the administration. These students will be required to attend a study hall and work on homework during the assembly.

STUDENT DANCES

All school dances are closed to students who do not attend D.C. Everest Junior High School. Parents may attend. All dances begin promptly at 7:00 p.m. and end promptly at 10:00 p.m. Parents should pick up the students on time. Students wishing to leave early must have a note from their parents.

Students who have been involved in serious or frequently recurring disciplinary matters, truancy, or matters warranting a suspension, may not be allowed to attend social functions after school. These decisions will be made by the administration.

All dances will strictly follow the school dress code rules. Students will NOT be allowed to wear prom-like dresses, dresses with little or no straps, backless, etc. Over the years some female students have felt it was necessary to buy expensive dresses, have their hair and nails done, etc. spending a fair amount of money and leave school early for various beauty appointments—this is not allowed. Young men renting tuxedos is not necessary. Students, who don't follow the dress code, will not be allowed to enter the dance.

LAND LINE TELEPHONE

A courtesy phone is available in the Main Office. Use of this phone is a privilege. If the privilege is abused, the student will no longer have access to this phone. A pay phone for student use is provided at the north end of the first floor hallway. If a student

needs to use the telephone during the school day, **s/he must first receive permission to do so from a teacher or from the office.**

BACKPACKS, PURSES, BAGS

As a result of concerns for the physical health of our students, building security, and building cleanliness, our school does not allow backpacks, bags, or purses to be carried to classrooms, study halls, or the IMC during the school day. Students will be allowed to carry materials and books into the school at the beginning of the school day and out of the school at the end of the day in backpacks, bags, or purses. At all other times, backpacks, bags, or purses are to be in the student's street locker. On an individual basis only, students with special circumstances may be allowed to take their backpacks to class. Exceptions require the permission of the building principal or an assistant principal.

AUTOMOBILES

No Junior High student is allowed to drive a vehicle to school.

BICYCLES

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

FLOWERS & BALLOONS

No flowers or balloons will be delivered to students during the school day. Please do not have these items delivered to the school.

PETS / ANIMALS

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

PLEDGE OF ALLEGIANCE

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

REFERRALS

Parents may refer their children to counselors or other available specialists when they see a need. Referrals may be made through Student Services.

The specialists available are:

- English as a Second Language
- Learning Disabilities Teacher
- Psychologist
- Reading Teachers
- District Social Worker
- Speech and Language Pathologist
- Teacher of the Emotionally Disturbed
- Teacher of the Cognitively Disabled

Community Agencies work with children and families who are experiencing problems. These agencies are listed in the telephone

yellow pages under Social Service Organizations. Appointments with community agencies may be made by phoning directly or by contacting the Student Services office.

DIRECTORY INFORMATION

The following information summarizes the use of Directory Data in public schools in Wisconsin. Please contact the Principal's Office of your child's school if you wish to submit a written request to withhold Directory Data on your child.

The D.C. Everest Area School District, pursuant to the Family Educational Rights and Privacy Act and State Statute 118.125(1)(d) and (2)(j) has designated the following as Directory Data: student's name; parents' names; present address; current grade; date and place of birth; participation in officially recognized activities and sports; weight and height of members of high school athletic teams; dates of attendance; student photographs; degrees and awards received; and the school most recently previously attended by the student.

Once every calendar year, the District notice is published listing the type of records that are considered "Directory Data". Principals publish a brief Directory Data notice in their school newsletters, which includes information on how to obtain a copy of the student records notice. After the parents or adult students have been notified, they have two weeks to advise the 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 and institutions of higher education. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released to 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 provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employees of these students.

D.C. EVEREST SCHOOL BOARD POLICIES

All D.C. Everest School Board policies are listed at <http://www.dce.k12.wi.us/districtinfo/default.htm>.

At the start of each school year, or when a student enrolls at the Junior High, the student receives and signs for a "Student Rights and Responsibilities Code" packet. Policies to pay special attention to are:

- 4126 Staff/Student Ethical Relationships
- 5100 Pupil Nondiscrimination
- 5121 Attendance and Truancy
- 5340 Student Locker Searches
- 5105 Pupil Discrimination Complaint Procedures
- 5300 Student Conduct

- 5301 Bullying
 - 5310 Code of Student Conduct
 - 5350 Management of Violent Student Behavior
 - 5360 Electronic Communication Devices
 - 6200 Acceptable Use Policy for Technology Services
- Wisconsin State Statutes 118.15 and 118.16.

In addition the following policies are important to students:

- 3532E-A School Bus Rider Rules
- 5440 School Medication Policy
- 5370 Locker Room Privacy

FEES FOR 2011-2012

REQUIRED FEE FOR ALL STUDENTS

Registration: \$20.00 _____

Eighth Grade Class Fees: (These fees are required, if you are in the class listed.)

PE shirt (comes in adult sizes-- <u>not necessary if you already own one</u>)	\$ 6.00 _____
Woods /Construction	\$22.00 _____
Manufacturing	\$18.00 _____
Research and Development	\$ 7.50 _____
Safety Glasses for Woods, Manufacturing, Research/Dev.	\$ 2.00 _____
Design for Tech Ed	\$10.00 _____
Choices	\$15.00 _____

Ninth Grade Class Fees: (These fees are required, if you are in the class listed.)

PE shirt (comes in adult sizes-- <u>not necessary if you already own one</u>)	\$ 6.00 _____
Woods /Construction	\$30.00 _____
Manufacturing	\$18.00 _____
Research and Development	\$ 7.50 _____
Safety Glasses for Woods, Manufacturing, Research/Dev.	\$ 2.00 _____
Design for Tech Ed	\$10.00 _____
Food for Teens	\$10.00 _____

TOTAL: _____

ADDITIONAL EXPENSES:

- *Field trips will have various costs.*
- *The yearbook will be paid separately.*
- *Athletic user fees are in addition to the fees listed here.*
- *Breakfast/lunch costs are separate.*
- *The music instructors will collect fees for instrument rental, Solo/Ensemble, percussion, etc.*

No student will be denied participation based on his or her inability to pay a fee. Parents should speak with the building principal or secretary to make other arrangements for fees to be covered, if there is a documented hardship.

READING / LEARNING STRATEGIES

- **Activate Prior Knowledge**
 - What you know about the topic
- **Make Predictions**
 - What you expect to happen next based on evidence
- **Make Connections**
 - Text-to-Text
 - Text-to-Self
 - Text-to-World
- **Create Mental Images**
 - Making a movie in your mind
 - Visualizing
- **Determine What's Important**
 - The heart of the author's message
 - The key concepts/ideas
 - Reading for a purpose
- **Ask Questions**
 - Ask questions to assess what you know
 - Ask questions to enlarge knowledge
 - Ask questions to make predictions or link knowledge
- **Make Inferences**
 - The ability to connect what is in the text with what is in the mind to make an educated guess
- **Summarize**
 - Tell your audience what you read
- **Synthesize**
 - A new perspective is achieved from the reading experience
 - Create something new from the reading experience
 - The readers thinking has changed based on new information
- **Clarify/Use Fix-Up Strategies**
 - Does it make sense?
- **Use Text Features**
 - **Bold print**, *italics*, headings, graphics.....
 - Text structures

SIX TRAITS OF WRITING

Six Traits is a shared writers' language that helps students become better writers by defining what it means to write well. When students learn and understand the characteristics of good writing, they can assess their strengths and weaknesses to improve writing.

Writing that is strong should have the following six traits:

IDEAS

- Clear, focused content
- Rich, vivid, and meaningful details
- Clear sense of purpose right from the start
- Fresh and original thinking

CONVENTIONS

- Correct spelling, punctuation, and capitalization
- Proper grammar, usage, and paragraphing
- Proofreading and editing are evident

ORGANIZATION

- A snappy introduction gets the reader's attention
- Thoughtful transitions between paragraphs
- Logical sequencing of information
- A satisfying conclusion

SENTENCE FLUENCY

- Rhythm and flow to the words
- Smooth phrasing from one sentence to another
- Variation of style and length of sentences
- Sentences express ideas effectively

WORD CHOICE

- Vocabulary that conveys meaning
- Rich, colorful, and precise language
- Clear pictures created in the reader's mind

VOICE

- Conscious concern for reader's interests and needs
- Personality of the author shows
- Commitment to the topic
- Appropriate for audience, topic, and purpose



Help Get Alcohol, Weapons and Drugs
OUT of our Schools

Crime Stoppers Quick 50 Program Marathon Co. Crime Stoppers Inc. **1-877-409-8777** 500 Forest Street · Wausau, WI 54403 www.marathoncountycrimestoppers.org

The DC Everest School District, in cooperation with Marathon County Crime Stoppers, Inc., is participating in the Crime Stoppers Quick 50 School Program in an effort to promote school safety and maintain a safe learning environment. The program is designed 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.

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. 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. Crime Stoppers then makes arrangements to pay the student a \$50 cash reward through the school official. No one from Crime Stoppers ever meets with the student.

Although less-preferred, students have other options for methods of reporting. Students may use the **NEW** text method and text their tip to **274637 (crimes)** using the keyword mctip, or send a web-tip via the Crime Stoppers web-site or call the tip line @ 1-877-409-8777. 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 Quick 50 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 Quick 50 program is a pro-active 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.