



# Crime Stoppers Quick 50 Program

The D. C. 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.

PLEASE FILL OUT AND TURN IN TO THE OFFICE BY SEPTEMBER 9, 2011

6161.4-E

**D. C. EVEREST ACCEPTABLE USE POLICY FOR TECHNOLOGY SERVICES  
2011-2012**

**STUDENT**

I have read and do understand the **Acceptable Use Policy for Technology Services** of the D. C. Everest School District (**pg. 24**), and agree to abide by them. I further understand that any violation of the policies referenced above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action (including fines) may be taken, and/or appropriate legal action may be pursued.

Student's Full Name (Please print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

School Building: D. C. Everest Middle School

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the **Acceptable Use Policy for Technology Services (pg. 24)** regarding the acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I also understand that I am financially responsible for my student's actions should those actions result in damage to district resources. I hereby give permission for my child to use the networked computer system, which includes filtered Internet access.

Parent/Guardian Name (Please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**BOARD OF EDUCATION**

Exhibit Adopted: 11/23/99 D.C. Everest Area School District  
6300 Alderson Street  
RWD:ems Schofield, Wisconsin 54476

**CONSENT FORM**

**ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the D. C. Everest Middle School Handbook or I can access the handbook on our district website (Middle School) for 2011-2012. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior at D. C. Everest Middle School.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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NAME \_\_\_\_\_

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### MISSION STATEMENT

The D. C. Everest Middle School community will provide a safe, caring, and supportive environment, which will allow and inspire **everyone** to grow and be successful.

### BELIEFS

We believe that **everyone**:

1. Can learn, but may do so in various ways and at different rates.
2. Has the right to be treated with respect and dignity.
3. Is responsible for his/her own choices and actions.
4. Is a creative individual with special abilities.
5. Benefits from open communication and honesty.
6. Needs to challenge himself/herself to grow.
7. Is entitled to input, which is essential to a positive learning environment.

*Providing an education is the responsibility of the entire community; learning is the responsibility of the individual.*

### D. C. EVEREST MIDDLE SCHOOL TIME SCHEDULE

Monday, Tuesday, Wednesday, Thursday

<u>Grade 6</u>		<u>Grade 7</u>	
Period 1	7:30 – 8:17	Period 1	7:30 – 8:17
Period 2	8:21 – 9:06	Period 2	8:21 – 9:06
Period 3	9:10 – 9:55	Period 3	9:10 – 9:55
Period 4	9:59 – 10:44	Period 4	9:59 – 10:44
Lunch	10:49 – 11:18	Period 5	10:48 – 11:33
Period 5	11:18 – 12:03	Lunch	11:38 – 12:07
Period 6	12:07 – 12:53	Period 6	12:07 – 12:53
Period 7	12:57 – 1:43	Period 7	12:57 – 1:43
Period 8	1:47 – 2:32	Period 8	1:47 – 2:32

### Friday' Schedule (Advisory Time)

<u>Grade 6</u>		<u>Grade 7</u>	
Advisory	7:30 - 8:08	Advisory	7:30 - 8:08
Period 1	8:12 – 8:52	Period 1	8:12 – 8:52
Period 2	8:56 - 9:36	Period 2	8:56 - 9:36
Period 3	9:40 - 10:20	Period 3	9:40 - 10:20
Period 4	10:24 - 11:04	Period 4	10:24 - 11:04
Lunch	11:09 - 11:38	Period 5	11:08 - 11:48
Period 5	11:38 - 12:18	Lunch	11:53 - 12:22
Period 6	12:22 - 1:03	Period 6	12:22 - 1:03
Period 7	1:07 - 1:48	Period 7	1:07 - 1:48
Period 8	1:52 - 2:32	Period 8	1:52 - 2:32

**D. C. EVEREST MIDDLE SCHOOL CALENDAR**  
2011-2012

<b>Day</b>	<b>Date</b>	<b>Event</b>	<b>Time</b>
Thursday	August 11, 2011	Middle School Open House – Picture Day	2:00-6:00 p.m.
Tuesday	August 16, 2011	Middle School Open House – Picture Day	1:00-4:00 p.m.
Thursday	September 1, 2011	FIRST DAY OF SCHOOL	7:30-2:30- p.m.
Monday	September 5, 2011	Labor Day	NO SCHOOL
Thursday	September 15, 2011	Parent Night	5:30-7:30 p.m.
Tuesday	September 20, 2011	Magazine Sale kickoff	
Tuesday	September 20, 2011	Picture Day Make-up	7:30
Wednesday	September 21, 2011	Magnet Booklet Only Collection Date	Before School
Monday	September 26, 2011	Professional Development Day	NO SCHOOL
Tuesday	September 27, 2011	Magazine Sale Collection Date	Before School
Tuesday	October 4, 2011	Magazine Sale Collection Date	Before school
Tuesday	October 18, 2011	Parent/Teacher Conferences - Team	3:00-6:00 p.m.
Monday	October 24, 2011	Parent/Teacher Conferences - Team	3:00-7:00 p.m.
Thursday/Friday	October 27-28, 2011	Teacher’s Convention	NO SCHOOL
Monday	November 7, 2011	End of 1 <sup>st</sup> quarter	
Tuesday	November 22, 2011	Parent/Teacher Conferences - Team (Dismissal – 1:10 p.m.)	1:40-5:40 p.m.
Wednesday	November 23, 2011	Parent/Teacher Conferences - Team	8:00-11:30 a.m. NO SCHOOL
Thursday	November 24, 2011	Thanksgiving Day	NO SCHOOL
Friday	November 25, 2011	Thanksgiving Recess	NO SCHOOL
Friday	December 23, -	Winter Recess	NO SCHOOL
Monday	January 2, 2012		
Tuesday	January 3, 2012	Return from Winter Recess	
Friday	January 20, 2012	End of 2 <sup>nd</sup> quarter	
Monday	January 23, 2012	Professional Development Day	NO SCHOOL
Wednesday	February 22, 2012	Parent/Teacher Conferences - Team	3:00-6:00 p.m.
Tuesday	February 28, 2012	Parent/Teacher Conferences – Team (Dismissal 1:10 p.m.)	1:40-5:40 p.m.
Thursday	March 1, 2012	Parent/Teacher Conferences - Team	3:00-6:00 p.m.
Friday	March 2, 2012	Professional Development Day	NO SCHOOL
Friday	March 23, 2012	End of 3 <sup>rd</sup> Quarter	
Monday-Friday	March 26-March 30	Spring Recess	NO SCHOOL
Monday	April 2, 2012	Return from Spring Recess	
Friday	April 6, 2012	Good Friday	NO SCHOOL
Monday	May 7, 2012	Snow Day Make-up	NO SCHOOL
Monday	May 28, 2012	Memorial Day	NO SCHOOL
Wednesday	June 6, 2012	Last day of school/students End of 4 <sup>th</sup> quarter	

More district-wide events are listed at [www.dce.k12.wi.us/events](http://www.dce.k12.wi.us/events)

\* Parents may check their student’s academic progress at any time online at [www.edline.com](http://www.edline.com)

## **GUIDANCE OFFICE**

All students have access to resources in the Guidance Office, which include two school counselors, psychologist, school social worker, school district nurse, and a police liaison officer. Please feel free to contact any of these resources if there are concerns with your child regarding academic, social, and /or medical issues.

Throughout the year, various confidential guidance groups are formed for issues such as divorce, grief, self-esteem, and drug and alcohol concerns within the family. If you do not want to have your child in one of these groups, please contact your child's guidance counselor at the start of the school year.

## **ELECTRONIC DEVICES-CELL PHONES**

We strongly encourage students to not bring expensive technology to school. The school is not responsible for these lost or stolen items. Students may not use electronic paging, cell phones, or two-way communication devices during the school day. Cell phones should be turned off and stored in students' lockers for the duration of the learning day. Exceptions for possession of such devices for medical or other legitimate use may be granted upon written request. Failure to follow this rule will result in the cell phone/device being confiscated and a parent will have to pick it up.

## **STUDENT RESPONSIBILITIES**

**Students at D. C. Everest Middle School are responsible to:**

- Be at school on time unless properly excused by a parent or sent home by a school official.
- Show respect and courtesy for others at all times, both physically and verbally.
- Take care of school property (desks, walls, lockers, bulletin boards, windows, halls, etc.) Help keep the building and grounds clean and attractive.
- Bring supplies to class daily (books, paper, pens, etc.) Do assignments and homework. **Students should have their planner at school every day!**
- Learn, make friends and have fun!

## **D. C. Everest Middle School Basic Rules of Conduct**

### **Core Values**

D. C. Everest Middle School will be a safe and respectful learning environment for every student when we all work together to emphasize respect, responsibility, safety, and honesty. The chart below provides examples of student behavior in a variety of school settings. Student conduct that exemplifies this behavior is guaranteed success at D. C. Everest Middle School. The following is our core values.

- Respectful
- Responsible (Productive)
- Safe
- Honest

**D. C. EVEREST MIDDLE SCHOOL – CORE VALUES.**

Core Values ↓	Setting →	Bus	Commons	Hallway	Recess	Classroom	Locker Rooms	Restroom	School Assemblies
<b>Responsible/ Productive</b>		Be on time.	Make food selection quickly.  Bring lunch money in a timely manner.  Raise your hand for dismissal.	Use time wisely to get to and from class.  Take most direct or quickest route.  Clean up the halls if you see garbage.	Be healthy and active.  Follow equipment checkout rules.	Complete make-up work.  Be on time.  Complete all learning tasks with high quality.  Have learning materials and study buddy.	Get dressed quickly ~ get in and get out.  Use your lock.	Use passing times.  Be timely.  Leave areas clear from garbage.	Involve yourself when possible.  Be on time.  Be prepared.
<b>Respectful</b>		Use conversation voices with respectful words.  Follow all driver directions.	Be patient – wait your turn in line.  Use conversation voices with respectful words.  Invite someone who is sitting alone to sit at your table.  Maintain a clean environment ~ throw all garbage away.	Use conversation voices with only encouraging words.	Take turns in games.  Use encouraging words.  Include everyone.	Conversation voices.  Encourage others to do their best.  Actively participate.	Use conversation voices with encouraging language.  Give others their space.  Keep a clean locker – wash clothes weekly.	Keep clean and graffiti free bathrooms.  Respect peoples privacy.	Support and encourage participants by clapping or cheering appropriately.  Show appreciation with applause.  Show good sportsmanship.  Know rules of event.  Represent the Middle School positively.
<b>Honesty</b>		‘Accept Behavior Correction’  Only ride your assigned bus.  Report any unsafe or illegal behaviors.	“Accept Behavior Correction”  Pay for what you take.	“Accept Behavior Correction”	“Accept Behavior Correction”  Follow all game rules.	“Accept Behavior Correction”  Do your own work.  Be honest.	“Accept Behavior Correction”  Report any unsafe or illegal behavior.	“Accept Behavior Correction”  Report any problems immediately.	“Accept Behavior Correction”
<b>Safety</b>		Remain seated until you reach your location.  Keep hands, feet and other objects to yourself.	Always walk.  Stay seated until dismissal.	Give students around you room to move.  Keep hands, feet, and other objects to yourself.  Always walk on the right side and keep moving.	Keep hands, feet and other objects to yourself.  Line up at the whistle.	Keep hands, feet and other objects to yourself.  Always walk.	Keep hands, feet and other objects to yourself.  Always walk.	Keep hands, feet and other objects to yourself.	Always keep hands, feet and other objects to yourself.  Always walk.  Wait for dismissal ~ be patient.

## **D. C. EVEREST MIDDLE SCHOOL DISCIPLINE STEPS**

Our Middle School core values are respect, safety, honesty, and responsibility. Our behavioral support program is designed to support students in achieving these. The faculty endorses the concept that “teachers have the right to teach and students have the right to learn.” The maintenance of good school discipline is an important part of the educational process and is necessary to reaching our goal of meaningful learning experiences. Students whose behavior is unsafe, not responsible, disrespectful, or dishonest will participate in a series of interventions to correct their behavior. The steps to help students correct their behavior include interventions with the classroom teacher, team referral, or office referral. Some behaviors require an immediate office referral. Those behaviors may include disrespect to staff, or students; illegal, or unsafe behaviors. D. C. Everest Middle School will be a safe and respectful learning place for everyone when we all work together to emphasize our core values.

### **Discipline Ladder**

The faculty endorses the concept that “teachers have the right to teach and students have the right to learn.” The maintenance of good school discipline is an important part of the educational process and is necessary to reaching our goal of meaningful learning experiences.

#### **Level I – Classroom Teacher**

1. The student is provided an opportunity to tell his/her version of the incident.
2. The teacher counsels with the student. (Include in discussion learning is the #1 priority in this school.)  
When you \_\_\_\_\_, that disrupts others.)
3. A variety of corrective interventions are initiated, as appropriate, included parent/guardian consultation and interventions.

#### **Examples of intervention strategies may include:**

- Warning from teacher
- Move student seat
- Loss of points
- Note to parent in planner
- Phone call to parent
- Student letter to parent
- After school detention
- Use of Acceptable/Unacceptable sheet
- Move student to another predetermined classroom
- Processing

#### **Level 2 – Team Referral**

If interventions at Level I have not been successful, including consultation with parent/guardian, the House/Team will meet to discuss further actions needed to improve the behavior or academic problems of the student.

1. If a Team perceives that a student might have a behavioral or academic problem that interferes with his/her learning or that of the other students, the team may refer the student to the appropriate counselor or staff member as an alternative to a behavioral referral to an administrator.
2. Teams are encouraged to make frequent parental contact, concerning students with behavioral or academic problems. Conferences with the student, teachers, parent/guardians and administrators should be held as needed.
3. Teams are requested to keep a file on students with behavioral or academic problems. These records should contain a list of problems, actions taken, and parent contacts made.
4. Help develop a behavior intervention plan.

#### **Level 3 – Administrative Level Referral**

When a teacher/team deems that the interventions are not changing a student’s unacceptable behavior and the student’s behavior is considered out of instructional control and is interfering with the education of students, they have the right to send the student to the office. The teacher should document the behavior or incident that led the student to be sent to the office.

1. Student is referred to the appropriate Administrator.
2. Documentation of the steps taken to intervene and change the student’s behavior is provided.
3. The student is provided an opportunity to tell his/her version of the incident.
4. The Administration will determine the appropriate interventions to be used to positively impact the student’s behavior. Progressive steps of consequences will be followed for same behavior referrals in a semester which may include:

- Conference
  - Parent phone call/meeting
  - Learning packet
  - 2-3 day lunch containment
  - ISS w/ parent contact
5. As an intervention to support positive school adjustment, in-school or out-of-school suspension may be utilized.
  6. If ISS is chosen for the intervention for the student's behaviors, then:
    - A letter will be sent to notify and engage the parents in their child's ISS role. Advice letter, expectations of ISS, and follow through at home of ISS.
    - ISS will follow a step program for the same referral.
      - 1<sup>st</sup> ISS – Students will learn rules, serve, and reflect on their ISS.
      - 2<sup>nd</sup> ISS – Parent involvement that may include a meeting, phone calls, or the picking up of their child from school.
      - 3<sup>rd</sup> ISS – Parent meeting.
      - 4<sup>th</sup> ISS – May result in OSS; the Principal or Assistant Principal will determine this.

**Level 4 – Suspension or Expulsion**

1. The Principal or Assistant Principal may consider an out-of-school suspension.
2. Such action must be consistent with the specific grounds, procedures, and due process outlined in the D.C. Everest Suspension policy.
- 3.

**Immediate Behavior Referral to Administrator**

Immediate referrals to an administrator or designee will be utilized by teachers for inappropriate behaviors such as disrespect, illegal, and unsafe behaviors.

**ANTI-BULLYING PLEDGE – STUDENTS**

We the students of **D. C. Everest Middle School** agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be cyber, physical, verbal, racial, or sexual. Some examples might be: pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being a target of bullying. Students who bully will receive consequences relative to D. C. Everest Middle School Discipline Steps and the District’s Student Harassment Policy.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a faculty member.
4. Support students who have been or are subjected to bullying.
5. Provide a good role model for younger students and support them if bullying occurs.
6. Participate fully and contribute to assemblies dealing with bullying.

*I acknowledge that whether I am being a bully or see someone being bullied, I will try to make a positive difference.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ (Please leave in your planner)

### Boys and Girls Club Membership Expectations:

Your Membership is a privilege.

Club members:

Are Respectful to: themselves, others, staff, and the Club

Are Safe: Follow Club/school policies and rules at all times.

Belong: treat others in a way that makes everyone feel like they belong at the Club.

- Breaking the law or acting otherwise in a way that brings discredit to you and/or the Boys & Girls Club may be grounds for suspension or revocation of membership privileges.
- All DC Everest Middle School rules and policies must be adhered to during Boys & Girls Club hours.
- Students must notify a BGC Staff member upon leaving the club.
- All students waiting after 2:45 p.m. or 15 minutes after a school activity must sign in to the club.
- Students must remain building areas designated for Boys & Girls Club 'while waiting to be picked up.
- Parents must enter the building to check their child out.



**I agree to follow the expectations of the Boys and Girls Club.**

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print your name: \_\_\_\_\_ (Please leave in your planner)

### DRESS GUIDELINES

D. C. Everest Middle School takes pride in the appearance of its students. Students' attire should reflect the quality of its students, community, and general atmosphere of the school. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. **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 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 shall be placed in the students' locker. These items shall not be worn in the classroom, and 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 that contains 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 2 inches; see-through clothing; or attire that exposes cleavage; short skirts or shorts that do not meet fingertips.
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 times. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manner in which they are worn.

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 that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and or parents and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

## CONSEQUENCES:

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, staff may collect the inappropriate items and require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

## DRESS GUIDELINES

We, at the D.C. Everest Middle School, believe that the students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety, and honesty.

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

### Examples of Prohibited Dress and Appearance

- ⊗ Shoulder straps less than 2 inches wide
- ⊗ Clothing that exposes cleavage
- ⊗ Short skirts or shorts that do not meet the fingertips
- ⊗ See-through clothing
- ⊗ Bare midriffs
- ⊗ Head coverings
- ⊗ Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, or gangs.
- ⊗ Symbols, styles, or attire associated with intimidation, violence, or gangs.
- ⊗ Exposed undergarments
- ⊗ Chains, heavy necklaces or spikes that could be perceived as or used as a weapon.

## POSSESSION OF WEAPONS

Possession or use of weapons or look-a-like weapons on school grounds is strictly prohibited. Knives, guns, clubs, brass knuckles, laser pointers, or any other device which is usually constructed for or can be used to physically harm another will be immediately confiscated and turned over to the local police. Students who have possession of such weapons may be suspended from school until a board hearing to consider the student's expulsion.

## SMOKING AND TOBACCO USE

Possession or use of tobacco products on school property is prohibited at all times. Students who fail to comply with this rule will be subject to the following consequences:

Student under 14 Years of Age:

First Offense: In-school/Out-of-school suspension with parental conference. Options for help in stopping smoking will be presented. The student is expected to respond to these suggestions in writing.

Second Offense: Three-day out-of-school suspension with parental conference. Options for help in stopping smoking will be presented. The student is expected to respond to these suggestions in writing.

Third and Subsequent Offense: A hearing before the Board of Education.

*Offenses for smoking or possession of tobacco products will accumulate during grades 6-7. This means that a student does not start over each year with a first offense.*

## **ALCOHOLIC BEVERAGES/DANGEROUS DRUGS**

Students in possession of any kind of alcoholic beverage or drug suspected to be dangerous, or are obviously under the influence of one of these, will be subject to strong disciplinary measures including suspension from school on the first offense and a recommendation for expulsion on any subsequent offense.

In the event that a student is caught in the act of distributing or selling a controlled substance, the offender will be recommended to the Board of Education for expulsion on his first offense.

## **ATTENDANCE PROCEDURE AND REGULATIONS**

Regular and punctual attendance is the first step to school success. Frequent absence is one of the main causes of discouragement and failure in school. We urge that no student be absent unless it is absolutely necessary. Each day something new is presented. Not only is regular school attendance required by law, it is a very important ingredient that goes into success at school. **It is the parent's responsibility to notify the school of their child's absence.** Report all absences by telephoning the D. C. Everest Middle School Attendance Office. To speak to the attendance secretary, please call and ask for extension 2349. **The district voicemail is accessible 24 hours a day, 7 days a week.**

**1. Dial 715-241-9700**

**2. Enter extension 2349 for the Attendance Office.**

Parents who cannot call the school must send an explanatory note to the office upon the student's return to school. This note must be presented to the attendance secretary before 7:25 a.m.

Occasionally school absences become excessive. When the school determines that a student's absences have significantly exceeded the normal absence rate, a doctor's statement will become mandatory in order for an absence to be marked as excused.

## **WORK FOLLOWING STUDENT ABSENCE**

An excused absence allows for make-up privileges. After such an absence, a student is expected to see his/her teacher at once to explain the reason for the absence, and to take the necessary steps to make up the work. In the case of planned absences we encourage you to cooperatively work with your teacher to make up the work prior to the absence.

## **PARENT REQUEST FOR WORK**

Edline is an excellent resource for all students and their families. You are encouraged to check Edline regularly – especially in cases of student absence. Parents may call the guidance office at extension 2316, to organize homework if a child has missed three or more days of school.

## **EARLY DISMISSAL**

Whenever possible, doctor and dentist appointments should be scheduled for sometime other than school hours. If this is not possible, try to have such appointments scheduled during study periods.

In cases where it is absolutely necessary to leave school early, the student must report to the office for a **“Permit to Leave School Early”** slip. Early dismissals will be granted only if a student:

- Has written permission from a parent.
- Has valid reason for leaving which is acceptable to the school, and
- Has requested a **“Permit to Leave School Early”** previous to 7:25 a.m. of that day.

No student is to leave the school building early until s/he has a **“Permit to Leave School Early”** slip which the student must obtain from the main office or the health assistant. A student who becomes ill at school will be given a **“Permit to Leave School Early”** form from the health assistant.

## **BOARD OF EDUCATION POLICY 5113**

### **Attendance And Truancy-Students**

#### **Attendance and Truancy**

##### **Philosophy**

The Board of Education 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. The Board expects that appropriate school personnel will implement this philosophy.

##### **Overview of Policy**

Students are expected to be in school. Illness of a pupil up to five days per semester is a normal circumstance where excused absence occurs. Students who have been absent due to illness beyond five days per semester may be required to submit a doctor's excuse. Absences for which a written statement by a physician or other authority as listed in s.118.15 (3)(a) is required but not presented will become unexcused. Habitual unexcused absences will be referred to the principal or his/her designee.

Every pupil must attend school punctually. Continued tardiness without sufficient excuse is considered truancy.

Principals will require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. Principals or their designees are to call home or place of business of parents who have not notified the school of their child's absence. The principal or designee may use his/her discretion to determine if the absence is excused or unexcused.

The Superintendent shall establish procedures for school attendance records and truancy. It shall be the duty of each building principal to assure the keeping of adequate pupil personnel attendance records and to make required reports to the central administrative office.

It shall also be the responsibility of each building principal to work with the District Administrator to implement and enforce the appropriate truancy regulations. It shall also be the responsibility of all district personnel to cooperate with the designated attendance officers of each school in implementing and enforcing attendance and truancy regulations.

**1. Attendance Required:**

All children between the ages of 6 and 18 years of age, except as provided by law\* and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil.

Tardiness is considered truancy on the part of the child, and will be brought to the attention of the child's parent or guardian. Tardiness is defined as being late to class or absent from class without permission. If it appears that the child is negligent, appropriate action will be taken. Students who are not currently enrolled in a diploma granting public or private school who wish to enroll in the high school must: submit a copy of the most recent transcript or a detailed description of the course of study.

The building principal will evaluate the records of these students and determine the student credit requirements in relation to the district's graduation requirements. Returning students may not receive credit if they do not begin school within three weeks of the start of a semester.

**\*Liability:**

Whoever violates the Wisconsin School Attendance Law may be fined not more than \$500 or imprisoned not more than 30 days or both. In a prosecution under this law, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be proceeded against under Ch. 48. Courts may take other action designed to ensure school attendance.

**2. Legal Excuse Required:**

The Superintendent and principals have the responsibilities of attendance officer for his/her school building. The District Administration/Attendance Officer is empowered to approve a legal excuse to any pupil for the following reasons:

- a. Bona fide religious holiday with three school days notice.
- b. A showing that the child is not in the proper physical or mental conditions to attend school or an educational program. The District may request the parent or guardian of the child to obtain a written statement from a physician, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid and shall not exceed thirty (30) days.
- c. Non-emergency medical appointments with three school days notice.
- d. At the discretion of family when a death occurs.
- e. An illness in the immediate family which requires the attendance of the student only during the period of time in which such attendance is required.
- f. A court appearance or other legal procedure that required the attendance of the student with three school days notice.
- g. A quarantine as imposed by the public health officer.
- h. Transportation delay beyond the control of the student.
- i. Inclement weather in situations when schools are not closed.
- j. Other emergencies which prevent attendance which are generally defined as an Act of God or other circumstances beyond the control of the student which prevents school attendance, in the discretion of the District Administrator.
- k. A bona fide suspension/expulsion pursuant to section 120.13, Wis. Statutes.

1. Personal illness of less than five days per semester will not require a doctor's excuse, but any absence beyond five days due to illness may require a statement from a doctor certifying that the student was ill. The doctor note is required within 48 hours of the date of the last absence.

Absences for which a written statement by a physician or other authority as listed in s 118.15(3)(a) is required but not presented will become unexcused. Other good cause as shown in advance to the principal including factors listed in Policy 5113.2.

### **3. Procedures to Enforce Attendance Policy:**

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

- a. Not later than the end of the second day after receiving a report of unexcused absence, notify the parent or guardian by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone call shall be attempted before notice by mail may be given. The parent or guardian shall be notified that the child is to return to school no later than the next day or an acceptable excuse is necessary. The letter marked Exhibit A may serve as documentation that this step has been completed.
- b. In the event of further truancy, meet or attempt to meet with the child's parent or guardian to discuss the child's truancy within four days of the unexcused absence. Parents shall be given notice that will include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. Letter B in the exhibits to this policy may be used to document this step.
- c. Within five school days of the unexcused absence, provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy; or have considered curriculum modification provided for by law. Evaluation of your child will determine whether learning problems may be the cause of the truancy, and, if so, placement of the child in an appropriate district program to overcome these learning problems has been undertaken. An evaluation will be conducted to determine whether social problems may be the cause of the child's delinquency at this stage.
- d. Students whose truancy becomes habitual must be referred to the Marathon County Juvenile Court authorities (Exhibit E). A notification letter will be sent to parents documenting that this referral has been made. The Letter D in the exhibits can be used to document this step of the process. If truancy continues after Juvenile Court referral and/or court appearance by the cited person, a letter will be sent to parents and the Marathon Juvenile Court documenting this continued truancy. Letter E in the Appendices may be used to document this step of the process.
- e. School district officials will continue to monitor and report the information to court officials.

### **4. Penalties:**

The District will not deny pupil credit in a course or subject solely because of a pupil's unexcused absences. However, the school board authorizes the Administration to take action to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to students who continue to be habitually truant.

Legal Reference:

118.15

118.16

48.01 ex sec (Juvenile Code)

(This policy will be distributed to all teachers and students at the beginning of each school year.)



## **RULES AND REGULATIONS FOR SCHOOL BUS RIDERS**

Dear Parents,

Many students are transported by school bus daily to and from school, and on occasion to athletic events or field trips. The safety of our students being transported is our prime concern and we expect our transportation provider to choose qualified drivers, inspect and maintain buses in good mechanical condition and to comply with all legal requirements. The students themselves also have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern and cannot be tolerated. Bus riding is a privilege that can be revoked. By order of the principal, suspension of riding privileges may occur at any time if the offense is deemed severe.

We need your help too in addressing safety. Please discuss with your child the importance of appropriate behavior while a passenger on a bus. Should a student be disruptive, disrespectful or endanger others on a bus certain actions may be taken and are listed below.

**First Written Offense -** A warning letter with a copy of the misconduct slip will be sent to the parent(s)/guardian(s) by the bus company. By order of the principal, suspension of riding privileges may occur if the offense is deemed severe.

**Second Written Offense -** A letter with a copy of the misconduct slip will be sent to the parent(s)/guardian(s) from the bus company. When appropriate, the bus company will follow up with a phone call to the parent(s)/guardian(s). By order of the principal, suspension of riding privileges shall be up to three (3) days.

**Third Written Offense -** A mandatory conference may be held with the principal and the parent(s) or guardian(s). Suspension of riding privileges shall be up to five (5) days.

**Fourth Written Offense -** A mandatory conference may be held with the principal and the parent(s) or guardian(s). Suspension of riding privileges shall be five (5) days. Further infractions may result in expulsion of riding privileges.

**Fifth Written Offense -** Suspension of riding privileges for five or more days or, if appropriate, a recommendation to the School Board for expulsion from the bus.

- The driver shall maintain order among passengers being transported and shall report misconduct. The driver may assign riders to specific seats.
- Passengers shall comply with any lawful order given by the driver while carrying out his/her responsibilities.

Thank you for taking time to read and discuss this information with your child. Please refer to DCE policy 3541.5R available at your school.

Reference: Wisconsin Statute 121.56  
Exhibit Adopted: 10/24/95  
Exhibit Revised: 4/25/06  
KAG:ems

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

## **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 assigned. Bus drivers will not permit debarkation at any point between embarkation 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 – Personnel

### **BUS TRANSPORTATION PREVIOUS TO LOADING**

1. Be on time at the designated school bus stop—the bus cannot wait for those who are tardy.
2. Wait for the bus as far to the right side of the road as practical. Conduct yourself in a safe manner while waiting.
3. Do not accept rides from strangers.
4. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file. Do not rush or push to get on the bus.
5. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
6. If there are no sidewalks it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
7. Use the grab rail and watch your step when getting on the bus.

### **BUS TRANSPORTATION - WHILE ON BUS**

1. The driver is responsible for controlling the bus riders. While you are riding the bus you must obey the driver and driver assistants promptly and cooperatively.
2. Students will be assigned a seat as the bus is loading and are expected to stay in that seat until they reach their destination. The only exception to this rule will be to enable pupils in the center aisle to fill in the front seats when they have been emptied.
3. Conversing with the bus driver while the vehicle is in motion is absolutely forbidden.
4. Keep your hands and head inside the bus at all times after entering and until leaving the bus.

5. Assist in keeping the bus safe and sanitary at all times. Eating will not be allowed.
6. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Treat bus equipment as valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
9. Never tamper with the bus or any of its equipment.
10. Leave no books, lunches or other articles on the bus.
11. Do not throw anything out of the bus window.
12. Always remain in your seats while the bus is in motion.
13. Be courteous to fellow pupils, the bus driver, the driver's assistants and passersby.
14. Keep absolutely quiet when approaching a railroad-crossing stop.
15. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privileges of riding.

### **BUS TRANSPORTATION-AFTER LEAVING THE BUS**

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after checking to be sure that no traffic is approaching and after receiving the signal from the driver.
2. Be alert to the danger signal from the driver.
3. Riders are not permitted to leave the bus at other regular stops unless proper authorization has been given in advance by parent and school officials.
4. Students must go directly to the school building after getting off the bus in the morning.
5. **No student who rides the bus may leave the school grounds.**

### **BUS ROUTE STUDENT CHANGES**

**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 to be routed through the First Student Transportation Office (359-3555)

### **SKATEBOARD POLICY**

Welcome to another great school year at D.C. Everest Middle School! We are a school that supports a variety of student interests. We recognize that students would like to bring their skateboard to school and ride their transfer bus to a place where skateboarding is allowed. We also recognize that students may be going to a friend's house and want to skateboard there. Therefore, we have a skateboarding policy that allows students to bring their skateboard to school although for safety purposes, they cannot skateboard on school property. We have developed a few guidelines so students and parents are clear about our skateboard policy. The guidelines are:

- All students who want to bring skateboards to school must attend an information meeting during lunch.
- All students who want to bring a skateboard to school must sign below agreeing to not skate on school property. Parents must also sign this indicating their commitment to support the school's policy. Students will not allowed to have skateboards at school until both the student and the parent have signed this agreement. This agreement should be returned to the main office.
- All skateboards must be kept in the main office. The skateboards must be put in the main office **immediately** up arrival at school.
- Students may not skateboard on any school property. The skateboards may be carried on the bus or transported home by a parent (If you are going to a friend's house.)
- Students who do not follow the guidelines will have their skateboards taken into the main office until an authorized guardian can pick it up.

I agree to follow our school's safety guidelines for skateboards at school.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Date

I agree to support the school's safety guidelines for skateboards at school.

\_\_\_\_\_  
Authorized guardian signature

\_\_\_\_\_  
Date

**SAMPLE:** Skateboard Contracts are available in the main office.

### REGISTRATION FEES

6 <sup>th</sup> Grade - \$20.00	7 <sup>th</sup> Grade - \$20.00
\$6.00 Tech Ed supplies	\$6.00 Tech Ed supplies
\$6.00 Family/Consumer Ed supplies	\$6.00 Family/Consumer Ed supplies
\$5.00 PE fee	\$5.00 PE fee
\$1.00 Art fee	\$1.00 Art fee
\$2.00 Student Planner	\$2.00 Student Planner

### LUNCH/BREAKFAST

Application forms for Free or Reduced Price Lunch/Breakfast benefits are mailed to each family in early August and are also available at orientation. A new form must be completed each school year. Please submit only one form for all members of your family. Application for free or reduced priced meals may be made at any time during the school year. Forms are also available from the main office, by calling the food service office at 241-9700, ext. 2407, or online on the D. C. Everest website. All information on this form is confidential and will only be used to approve meal benefits.

A student lunch account is set up with a PIN (personal identification number) assigned. Parents are asked to make payments, preferably with checks, to their child's lunch account to cover the cost of their child's meals. There are deposit envelopes available in the lunchroom and office for students to use to make deposits. Please include the student name and PIN with the deposit. Deposits may also be made online by clicking on the "Pay for Meals Online" icon at [www.dce.k12.wi.us](http://www.dce.k12.wi.us). There is a convenience fee for online payments.

Each child inputs a PIN into a computerized register at mealtime. The cost of their meal (\$1.45 for middle school students) is deducted from their lunch account. School breakfast is served each day school is in session unless there is a late start at a cost of \$1.00. There is no charge for breakfast for students receiving free or reduced price meal benefits. Ala carte items are also available. For those students eligible for reduced price lunch meals, the cost is \$.40 per day.

Students who carry their lunch to school may purchase milk for \$.35 per 8 oz. carton. Skim white milk, 1% white milk, and chocolate skim 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 breakfast and lunch. Free milk is not available for students who bring a cold lunch.

Ala carte items are available daily in the lunchroom. The choices may include juices, cookies, ice cream novelties, bottled water, and additional entrees. The cost of these items is deducted from the student's lunch account.

Students must have money in their lunch account in order to purchase ala carte items. If you would prefer your child only have access to the school meals, please contact the food service office.

Students are reminded in the lunch line that their lunch account balance is getting low. The school district also utilizes School Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. If there is not a sufficient balance in the student lunch account, one lunch will be served to the student. The parent is expected to reimburse the school district for the cost of this lunch. If payment is not received by the following day, the student will be served a light lunch. Parents are encouraged to sign up for LunchBox Online. This enables parents to view their child's lunch account activity. Please access the D. C. Everest website at [www.dce.k12.wi.us](http://www.dce.k12.wi.us) and follow the Food Service link to enroll.

Any balance, positive or negative, in a student lunch account at the end of the school year is carried over into the next year. If a student leaves the district, a refund will be made for an amount over \$5.00 that is in the lunch account at the parent's request.

The school lunch menu is available to students in the school office. Menus are also printed in the Wausau Daily Herald; announced daily on several local radio stations; and available on the D.C. Everest website at [www.dce.k12.wi.us](http://www.dce.k12.wi.us).

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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### PUPIL NONDISCRIMINATION

#### **Student Conduct**

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school.

The Assistant Superintendent, Instruction/Pupil Services is responsible for developing and administering reasonable rules and regulations for students. The Assistant Superintendent will, as needed, form a student code committee to revise the Student Rights and Responsibilities Code booklet. Such rules and regulations shall not conflict with Board policies, statutory law or case law.

All employees of the district share the responsibility for supervising student behavior.

Policy Adopted: 8-25-87

Policy Revised 8-22-95

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

Students who have been identified as having a handicap or disability, under Section 504 or the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures. Students will have access to a free appropriate public education (FAPE) as defined by statutes.

Nondiscrimination policies shall be printed in the student handbook, course selection book, enrollment material, and published annually in August in the local newspaper, to make students and parents aware of their rights.

Concerns regarding alleged violations of this policy shall be referred to the following:

Title IX—Director of Pupil Services

Section 504 -- Director of Pupil Services

Other - Equal Opportunity-Student Concerns—Dir. of Pupil Services

Policy Adopted: 12-22-92

Policy Revised: 3/22/94

### **STUDENT DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 school days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the district administrator, s/he may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. If the grievant is dissatisfied with the Board's decision, s/he may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
6. Discrimination complaints relating to the programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to:

**Office of Civil Rights, U.S. Department of Education  
300 South Wacker Drive, 8<sup>th</sup> Floor  
Chicago, Illinois, 60606**

Copies of these complaint procedures shall be included in staff and student handbooks.

Policy Adopted: 12-22-92

Policy Revised: 03-22-94

## DIRECTORY INFORMATION

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 Information:

Student's name; present address; date and place of birth; current grade; parents' names; dates and place of attendance; participation in officially recognized activities and sports; weights and heights of members of athletic teams; student's photograph; the most recent previous educational agency or institution attended by the student; degrees and awards received.

Directory information may be disclosed to any person unless any parent, legal guardian, guardian ad litem, or eligible student informs the district that all or any part of the directory information may not be released without the prior consent of the parent, legal guardian, guardian ad litem, or eligible student.

### Medication at School

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

#### Parent-Physician Consent

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

#### Medication Bottles and Labeling

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

#### Handling and Storage of Medication at School

1. **Medications are stored in the original labeled pharmacy container.**
2. Medications are stored in a locked cabinet in the health room.
3. Parents/guardian are called to pick up all unused, discontinued, or outdated medications.
4. Parents must pick up all medication at the end of the school year. Any unclaimed medication will be disposed of at the end of the school year.

#### Special Considerations – Inhalers and Epi-pens

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

#### General Safety Considerations

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

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

**Parent-Physician Medication Consent Form (5141.21 E-A)**

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

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

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

**MEDICATION INSTRUCTIONS**

Medication	Dosage	Frequency	Times given at home	Times given at school

Medication order effective from: \_\_\_\_\_ until: \_\_\_\_\_

**Emergency Medication Administration Section: Check all boxes that apply.**

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

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

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

**PHYSICIAN–PARENT CONSENT**

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

Physician’s name, address, phone

\_\_\_\_\_

Physician’s signature/date

\_\_\_\_\_  
 Parent/guardian signature

\_\_\_\_\_  
 Date

## NOTICE TO PARENTS NEW VACCINE REQUIREMENTS FOR 2011-2012

The Wisconsin State Immunization Law requires that parents have their child vaccinated or sign a waiver if they do not want their child to receive the recommended vaccinations.

The law requires students grades K - 12 have the following vaccines:

- 4 doses of DTaP/DT vaccine
- 4 doses of Polio vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of MMR vaccine

The Wisconsin State Immunization Law changed for the **2011-2012 school year**. Vaccine requirements **were added** for students **entering grades** as listed below.

Students in the following grades need these **additional vaccination(s) before September 1, 2011**.

<u>GRADES</u>	<u>NEW VACCINATIONS NEEDED</u>
GR K - 3	2 doses of Chickenpox vaccine
GR 4 – 5	<b>Exception:</b> Need only 1 dose of Chickenpox vaccine
GR 10-11	1 dose of Tdap and ONLY 1 dose of Chickenpox vaccine
GR 6 – 9 and 12	1 dose of Tdap and 2 doses of Chickenpox vaccine

What do parents need to do?

- Schedule appointments for the vaccinations needed.
- Sign a waiver if you do not want your child vaccinated. Return the completed signed form to the school health aide. (See back, step 2 - 4)
- Report the dates of the vaccinations, or history of chickenpox to the school health aide.

Questions.... call Roxie Kenitzer, RN-BSN  
715-241-9700 ext 2309

**STUDENT IMMUNIZATION RECORD**

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

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

IMMUNIZATION HISTORY						
Step 2	List the MONTH, DAY AND YEAR your child received each of the following immunizations. DO NOT USE A (✓) OR (X) except to answer the question about chickenpox. If you do not have an immunization record for this student at home, contact your doctor or public health department to obtain it.					
	TYPE OF VACCINE*	FIRST DOSE Mo/Day/Yr	SECOND DOSE Mo/Day/Yr	THIRD DOSE Mo/Day/Yr	FOURTH DOSE Mo/Day/Yr	FIFTH DOSE Mo/Day/Yr
	DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis)					
	Adolescent booster (Check appropriate box) <input type="checkbox"/> Tdap <input type="checkbox"/> Td					
	Polio					
	Hepatitis B					
	MMR (Measles, Mumps, Rubella)					
	Varicella (Chickenpox) Vaccine Vaccine is required only if your child has not had chickenpox disease. See below:					*Hib vaccine is only required for children in licensed day care centers. Do <u>not</u> report the dates your child received Hib vaccine on this form.
	Has your child had Varicella (chickenpox) disease? Check the appropriate box And provide the year if known: <input type="checkbox"/> YES _____ year (Vaccine not required) <input type="checkbox"/> NO or Unsure (Vaccine required)					

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

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

Step 5	<p>This form is complete and accurate to the best of my knowledge.</p> <p>_____ SIGNATURE - Parent/Guardian/Legal Custodian or Adult Student _____ Date Signed _____</p>
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**FALL-WINTER-SPRING SPORTS - 2011-12**

All 6-8 Sport fees are \$45.00, regardless of the activity.

<b>SPORT</b>	<b>GRADE</b>	<b>START DATE</b>
Boys' Basketball	7	Winter season - TBA
Girls' Basketball	7	Winter season - TBA
Co-ed Cross Country	6,7	Mrs. Thompson/Mrs. Baily
Girls' Swimming	6,7	Mrs. Soja/Ms. DeKoch
Co-ed Soccer	7	Mr. Hoenisch/Ms. Vollmer
Girls' Volleyball	7	Ms. Archiquette/Mrs. Rennie/Mrs. Heise
Track	7	Spring - TBA
Wrestling	7	Winter - TBA

**GUIDELINES FOR TECHNOLOGY USE**

The following guidelines are taken from the D. C. Everest Area School district Acceptable Use Policy. It should be noted that all use of technology must be consistent with the goals and objectives of the D. C. Everest Area School District. All users should appreciate that when they use online services, they are entering a global community, and any actions taken by them will reflect upon the school district as a whole. All telecommunications use must be under the direction of a district staff member. The D. C. Everest District makes no guarantees, regarding the reliability of the data connection.

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

**ATTENTION STUDENTS:**

**Appropriate use and handling of computers is expected at all times. Students who damage computer parts or alter computer programs will be fined a minimum \$25.00 plus an hourly fee for repair costs. This includes, but is not limited to, damage to the mouse, screen, keyboard, or programs.**

**NO 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.”

## FREE ONLINE RESEARCH TOOLS DC Everest Middle School



**Student Resource Center** is an On-line reference source designed especially for middle school students. It contains reference materials, magazine and newspaper articles and primary source documents. Students can access **Student Resource Center** at school via our school web page or at home using a computer with Internet access.

**World Book Online Reference Center** is an online electronic encyclopedia with additional features that is designed especially for students in grades 4-12, as well as adults. **World Book Online Reference Center** contains more than 25,000 carefully edited articles, 1800 tables, 100 animations and videos, 10,000 audio clips and more than 10,000 pictures. Students can access **World Book Online Reference Center** at school via our school web page or at home using a computer with Internet access.

**NetTrekker** is an award-winning Internet search engine created just for K-12 students, teachers, librarians and parents. Unlike ordinary search engines, **NetTrekker** delivers only the best educational resources from the entire Internet to very desktop, saving you valuable time and making your searches powerfully productive.

**SIRS Discoverer** is an award-winning, general reference resource for young researchers that makes learning fun and intuitive. SIRS Discoverer helps students in grades 1-9 develop their research, writing, language and computer skills. The database includes carefully selected full-text articles and images from more than 1,600 domestic and international newspapers, magazines and government documents.

**CountryReports.Org** CountryReports.org was established in 1997 out of a love for international relations and culture. Entirely web-based, this resource offers more than 26,000 pages of content covering a wide-range of topics. Their statistical data and cultural information has proven to be valuable to students, parents, teachers, and researchers alike. In a sea of competing websites, CountryReports.org stands out as a leader, according to accolades received from prominent media and national organizations:

TO ACCESS THESE RESOURCES FROM HOME:

Open your browser and go to <http://www.dce.k12.wi.us/midschool/imc.htm>

1. Click on the link to the IMC
2. Click on the appropriate link (World Book, SRC, SIRS, NetTrekker)
3. Type in our school's username: **dcems**
4. Type in our school's password: **dcems**

Note: for SIRS click: **Sirs Products**, then click: **Access SIRS Discoverer on the Web**

5. Start Searching

## NOODLE BIB

### Student Guide

#### DC Everest Middle School

A bibliography is a list of resources used for a project or a report. We have a computer software program that will generate, edit, and publish a bibliography list that complies with the rules of the current MLA Handbook. **NoodleBib** takes care of punctuation, alphabetization and formatting, producing a polished source list for import into Microsoft Word. This web-based software guides you through data entry for every citation. Students are able to access **NoodleBib** at school and at home. All that is required is a computer with Internet access. Follow these instructions:



1. Open your browser and go to <http://www.dce.k12.wi.us/midschool/imc.htm>
2. Click on the link to the IMC
3. Click on the link to **NoodleBib** or go to [www.noodletools.com](http://www.noodletools.com)
4. Click on the Sign In button at the top of the page
5. **For Home Use Only.** Type in our school's username: **dcems**
6. **For Home Use Only.** Type in our school's password: **bibs**.
7. Create your Personal ID and password (1<sup>st</sup> time only) Hint: use your school login and password. It will be easier to remember!
8. Select **Create New List**
9. Choose **MLA Advanced**
10. Type in a description of your list (title)
11. Click **Create List**
12. Follow the directions for adding each citation
13. When your citations are complete, click **Save as Word Doc**
14. Choose **Export and Print**
15. Make any changes necessary (font, title, etc.)
16. Save the document to your portion of the Server
17. Print your bibliography!