

**D.C. EVEREST JUNIOR HIGH**  
**2016-17**  
**STUDENT HANDBOOK**

**Jason McFarlane**  
PRINCIPAL

**Randy M. Weller**  
ASSISTANT PRINCIPAL

**Christopher Heller**  
ASSISTANT PRINCIPAL /  
ATHLETIC DIRECTOR

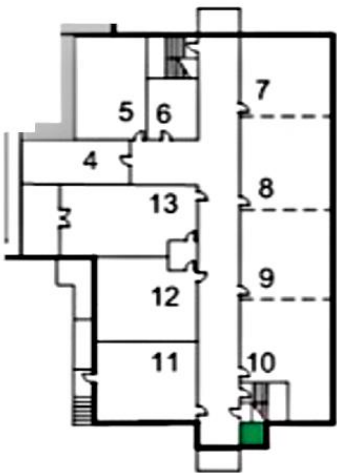
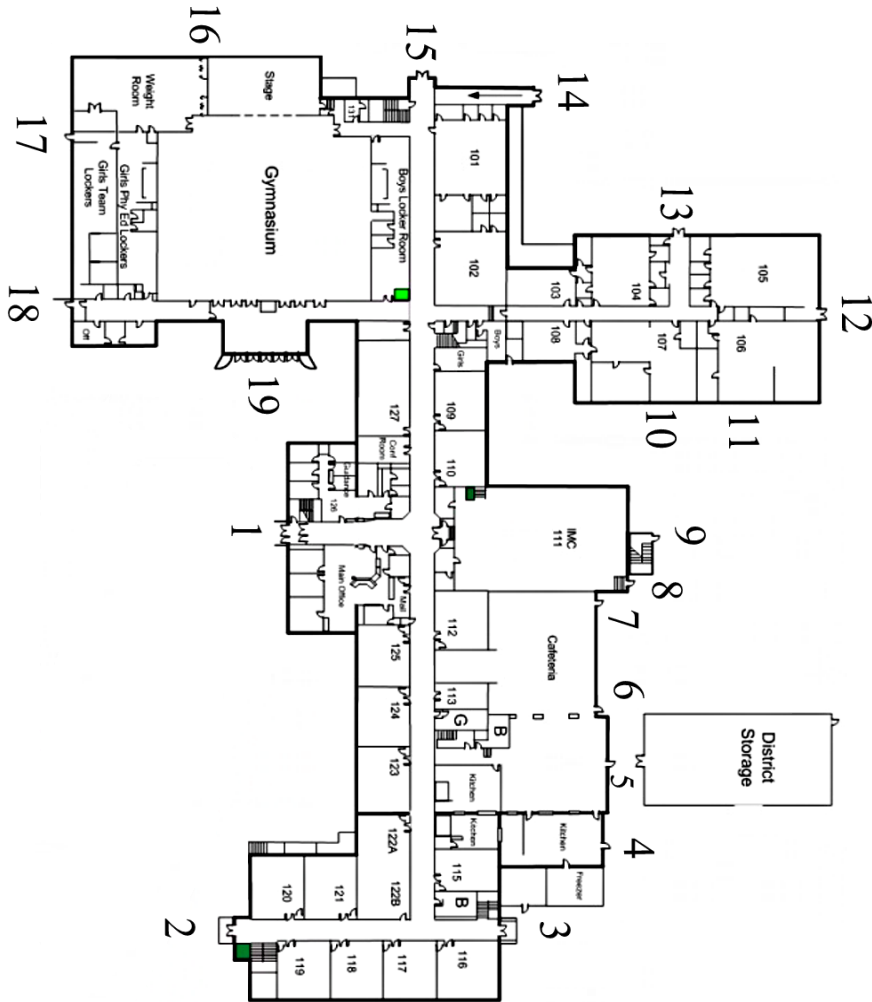
1000 Machmueller Street  
Schofield, WI 54476

(715) 359-0511  
Fax (715) 359-9395

**Web Page**  
<http://www.dcejrh.weebly.com>

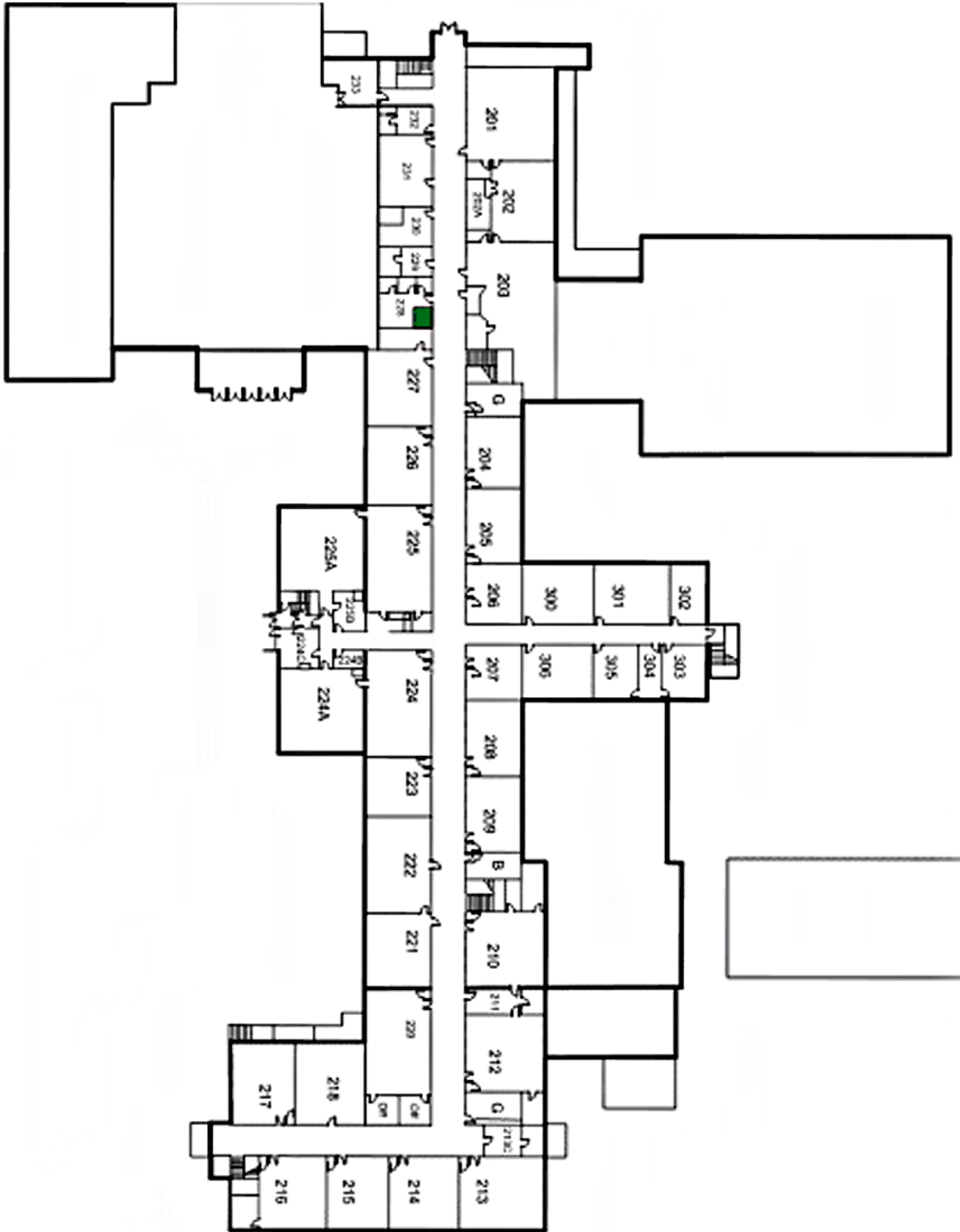
# MAPS

## D.C. EVEREST JUNIOR HIGH FIRST FLOOR



D.C. EVEREST JUNIOR HIGH BASEMENT 1

D.C. EVEREST JUNIOR HIGH SECOND FLOOR



**WELCOME** - Welcome to D.C. Everest Junior High School! Our goal is to provide a safe, healthy, and positive school climate that promotes school pride for all boys and girls. The Junior High is able to do this by involving students, staff, and parents in the process of constant school improvement. This is accomplished by teaching student expectations, observing behaviors, interacting positively with students, and correcting behavior. We look forward to working to making our school a great place. For 2015-2016 the Junior High has chosen three behavioral target areas to focus on. They are tardiness, lunchroom, and hallway behaviors. These targets will have clear expectations and rules supported by our school values of being respectful, responsible, and productive. These values will be applied to all school settings. Please be an active participant in support of increasing school pride and improving our school climate.

**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 CODE OF RIGHTS AND RESPONSIBILITIES** - Every student at D.C. Everest Junior High School has access to a copy of the Student Rights and Responsibilities. The Code of Rights and Responsibilities defines the rights of students while at school, as well as the disciplinary action which will be used by the administration, if school rules are violated. Copies for review purposes are located in the office, IMC, or school website.

**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. The regular daily time schedule is:

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 5A	Lunch A 11:17-11:47	Class 11:21-12:05
Period 5B	Class 11:47-12:31	Lunch B 12:05-12:35
Period 6 ELT	12:35-1:19	
Period 7	1:23-2:07	
Period 8	2:11-2:55	

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**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 (NJHS). 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 for the previous 2 semesters. Eligible students will be mailed an interest letter in

September and must attend a meeting to receive 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.

#### **ACADEMIC RESOURCES -**

- Extended Learning Time (ELT) 6<sup>th</sup> Period Daily
- Before and after school
- Classroom teachers
- Guidance counselors
- IMC (Library)
- SmartMusic – available in the music rooms

**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.

**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.

Student athletes must:

- Complete an insurance/pledge card.
- Complete a completed emergency card.
- Complete a completed W.I.A.A. physical card or alternate card.
- Complete concussion test form each school year in which the student participates in a sport.

All of the above cards and sport fee lists may be found in the Main Office and online at our website at: <http://dcejrh.weebly.com/athletic-information.html>. The completed forms should be 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.

**ATTENDANCE** - 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. Many times parents or guardians are unaware of the total number of days their child has been absent. Regular attendance is necessary for student success in school. Work or classroom experiences missed in school can never truly be made up in a complete manner because the value of in-class activities and discussion is missed forever. Attendance patterns are set when boys and girls are young.

**Excused Absences** -Whenever possible, doctor and dentist appointments should be scheduled outside of school hours. The only student absences considered excused are: illness, family emergencies, medical, dental, or other valid professional appointments, and pre-approved school activities. Students are excused for two hours for routine medical and dental appointments. Students may be asked to confirm a professional appointment with a verification slip from the office of professional service. Please report absences due to illness by telephoning the Attendance Office at **(715) 359-0511, ext. 3404**. This extension has voicemail twenty-four hours a day. If no message is left, students are required to report to the Attendance Office with a parent excuse note prior to 7:50 a.m. on the first day of their return to school. A

doctor's excuse may be requested if a student has repeated absences. Note: Administration reserves the right to make all final attendance decisions.

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.

Students may be excused for such activities as deer hunting, church retreats, college visits, and family vacations when the Permit to Leave School Anticipated Absence form has been signed by a parent, a student's teachers, and returned to the attendance office prior to the absence. Parents may excuse their children up to 10 school days under the family leave regulations. Notification of such absence must be made 24 hours in advance of the requested absence.

**Leaving School** - Upon arrival to school, all students are to remain in the school building or on school grounds for the entire day. According to the closed campus policy, noon hour releases are not authorized. Leaving school grounds or being outside of the building during unauthorized times is considered unexcused. All students leaving the building must sign out of the Main Office at the time they leave.

**Illness at School** - In the case of an illness at school, the student is to get a hallway pass from his/her teacher to go to the health office. A student should not go to the health aide between classes except in an emergency. The health aide will make every effort to contact the parents for instructions regarding procedures they wish the school to follow. Remember that prior permission is needed for a student to leave the building. If a student becomes ill during school hours he/she should report to the health aide. If necessary, the health aide will call the parent. Students are not to contact parents for pick up until authorization from the school health aide has been given.

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

**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.

**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.

**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. 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.

**BUS RIDER RULES** - Our students are transported to and from school daily by school bus, and on occasion they are transported to athletic events or field trips. Student safety is a prime concern and students themselves have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern; it is dangerous and cannot be tolerated. Misconduct may result in suspension or expulsion from the bus. All student consequences are subject to disciplinary action as per student conduct consequences. The driver shall maintain order among passengers being transported and shall report misconduct. Passengers shall comply with any lawful order given by the driver while carrying out his/her responsibilities.

**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 359-3004.

**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.

**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.

**DETENTIONS** - Teachers may refer incidents of misbehavior, excessive tardiness, etc., to an assistant principal or may administer detentions to students themselves. A detention assigned for misbehavior during a regularly assigned class (or study period) will be served with the teacher who assigns the detention. Office detentions will be served after school from 3:00-3:30 (4:00pm for a double detention) in room 125, or in the morning as arranged by the teacher. Skipping an assigned detention may result in a double detention. Skipping a double detention, may result in Directed Study or subject to disciplinary action.

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.

Any students who are late for their assigned detention will be assigned an additional detention.

## **DISCIPLINE**

**PROGRESSIVE CONSEQUENCES** - Teachers and principals use a discipline plan that may include combinations of consequences that progressively increase as with severity of each infraction. Consequences in extreme cases may result in a school board hearing to consider a possible expulsion from 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 some examples of unacceptable acts interfering with the mission or operation of the school or the safety and welfare of 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 any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited.
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 including lighters or look-a-likes, 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. Violations including, but are not limited to: verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; bullying/cyberbullying, racial harassment; harassment on the basis of disability; sexual harassment/violence; indecent exposure; hazing.
5. 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 accidental or a result of poor judgment;) vandalism; trespassing; arson; theft or robbery; possession of stolen property;
6. 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.
7. Violation of school bus or transportation rules.
8. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism.
9. Dress code violations.
10. Electronic Communication Device and technology violations.
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 that endangers the pupil 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.

**Possible 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.
6. Removal from class.
7. Loss of hallway passing privileges (LOP).
8. Suspension from extracurricular activities.
9. Referral to Collaborative Support Team.
10. A.M. Containment / lunch containment
11. Schedule restrictions or changes.
12. Saturday detention.
13. Referral to police or other law enforcement agency.
14. Expulsion or exclusion from school.

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.

**DRESS GUIDELINES** - The following guidelines have been established to help provide as clear of an understanding of the dress code as possible:

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered lewd, vulgar, obscene, or plainly offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Shirts, blouses, and wide-strap tank tops must cover the entire torso at all times. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, tank tops of any kind, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.
- The length of a skirt, dress, shorts/skorts must be approximately knee length (within 5" of the top of the knee.)
- Spandex/leggings are not allowed unless covered by a skirt, dress, shorts/skorts.
- Except for approved religious/medical purposes, head coverings including hats/caps may not be worn in during school hours.
- Outerwear must cover underwear. No tank tops are allowed.
- No pajamas or slippers – except during spirit week on PJ day.
- Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements.
- Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).
- Sunglasses are not to be worn at any time covering one's eyes or face. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
- Students may not wear hats, bandanas and/or handkerchiefs during the school day unless Administrative approval has been granted. Exceptions will be made for special activities. Headwear must be removed before entering the building.

When questions arise regarding the interpretation of this policy, administration shall make a determination as to the appropriateness of the student dress. D.C. Everest Junior High recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, staff and administration have the responsibility to ensure that our school atmosphere is conducive to learning. Balancing these interests, D.C. Everest Junior High has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Teachers, administrators and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Students who are inappropriately dressed will be asked to fix the concern, or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can

be reached. Students who refuse to change clothes may be sent home. A student's failure to follow the adult's directions will result in an office referral to address both the dress code violation and the refusal to comply.

**ELECTRONIC COMMUNICATION DEVICES (EDC) POLICY** - In order to provide safe, healthy, and confidential environments, it is important to follow these policies. Students may possess or use electronic communication devices (ECD's) on school grounds provided such devices do not disrupt the educational process or interfere with individual(s) learning. Students serving in-school suspension / lunch containment will not be allowed to possess ECD's. The ECD must be stored in their locker for the duration of the suspension. Classroom use will be managed by the teacher or supervisor.

ECD's will not be used to:

- Cheat on assessments.
- Humiliate, embarrass, threaten, or cyberbully others.
- Endanger the health or safety of self or others.
- Infringe upon the rights of others at school.
- Participate in illegal or prohibited conduct.

At no time may cell phones or ECD's be used to take, record or transfer audio / photographs or video images of an individual(s) in classrooms, school locker rooms, restrooms, private areas or anywhere on school grounds not open to the public without consent of the individual(s) being recorded. The posting of audio / video, and photographs in the prescribed unauthorized areas above to YouTube, Facebook, or any other social networking pages is prohibited.

When a teacher or supervisor determines the electronic device has become a disruption to individual(s) learning, the device will be immediately taken from the student and turned into the office. Parents will have to pick the device up in the office. Based on individual case-by-case situations, students may be required to store ECD in their lockers and not be allowed to carry them during the school day. In extreme cases, student may be required to store the ECD in the office.

The District may use videotaping, audiotaping or other means of recording students as a facet of instruction for enhancing student learning, to assist in providing a safe and secure learning environment or to inform the public about the educational environment and activities in the District. For District purposes, "videotaping" includes any means of recording students including photographs.

The District shall not be responsible for the security or safety of ECDs that students choose to bring to school.

Consequences for misuse are outlined under student conduct of the student handbook located on the DC Everest JH website: In addition, all offenses will result in immediate confiscation of the device.

**ELECTRONIC HOMEWORK / GRADES** - The D.C. Everest School District uses a program called Infinite Campus to record all student information. Parents and students have individual logins for this program. All student grades and demographic information will be in this system. More homework resources may be found on the D.C. Everest Junior High website Classes page at: <http://dcejrh.weebly.com/classes.html>

**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.

**EXTENDED LEARNING TIME (ELT)** - The Junior High believes learning is no longer optional but mandatory. "Failure is not an option". Extended learning time is designed to provide all students with greater "LEARNING" opportunities and additional support that is timely, more frequent targeted, and may be directive. Every student will have total access to all of their academic teachers daily during the school day. Students, staff, and administration will work together to provide enrichment opportunities, early academic interventions or strategies, and improve homework completion. ELT will also target opportunities for kids to participate in activities/clubs beyond the regular academic scope. **Electronic communication device usage may be limited or prohibited during this time.**

**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. D.C. Everest buildings are latex free environments.

**HALLWAY CONDUCT** - The hallways of the Junior High are a great place for students to demonstrate behaviors that are productive, responsible, and respectful. Successful students are respectful in the hallways at all times. They use “inside” voices. They throw garbage in appropriately marked containers. They stay to the right when walking the hallways and stairs to a new destination. Successful students use the most direct route from one class to another; however, if they choose to “hang out” they move to the outside edge of hallway, near the lockers, so that they are not obstructing others. Successful students avoid bullying and physical contact with other students; and are polite and apologetic, if they accidentally bump them. Students staying in the building past 3:05 p.m., to attend an activity or meet with a teacher, must be supervised. Allowing access to the building for anyone, except through the Main Office, is prohibited. Students who do not monitor their hallway behavior will be subject to discipline.

**HALL PASSES** - Students must have an individual staff issued hall pass to be in the halls or bathrooms during class periods. Group passes are not allowed. Students will have a 4 minute passing time to go directly to their designated location. Students are not allowed to go to other locations than prescribed on the original pass. If a student leaves their original sign out location, they must report back to the original sign out location (study hall, homeroom etc.) to go to other locations as approved by staff. Students wanting to see a specific teacher must have a pre-signed pass from the teacher whom the student wishes to see.

**HARASSMENT** - Harassment is systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purpose of 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., including racial prejudice, personal malice, or merely gaining pleasure from making someone fearful or anxious. Parents and school staff must let students know bullying is wrong and will not be tolerated.

**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.

**HOMEROOM** - Homerooms are scheduled daily to accommodate student council activities, guidance support services, remediation, and enhanced learning activities. When scheduled activities are not taking place, students should engage in quiet study. Unexcused absences from homeroom will be treated as class skips.

**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. The only exceptions to this rule are the Advance Placement (AP) classes.

**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.”

**INSUBORDINATION** - Definition of insubordination - Repeated failure to respond to the reasonable request of an adult, talking back to an adult, and/or socially rude interaction with an adult. The student's behavior is causing an interruption in a class or activity. This may include: talking loudly, yelling, screaming, noise with materials and/or sustained out of seat behavior.

The difference between this and gross misconduct can be a fine line, so students should always comply with directives from all D.C. Everest Junior High staff members (administrators, teaching/support staff, custodial, and our substitute teachers) and avoid repeating inappropriate behavior.

Students who fail to comply (who are considered to be insubordinate) are subject to consequences as prescribed under discipline section.

**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.

**iPADS** - It is the intent of the Junior High School to employ the use of iPads as a tool and or instrument of personalized learning that will create greater mobile academic learning opportunities for all students. Hence, with the support of parents and students, we want to reduce and prevent the likelihood of damage and or theft to your iPad. All students will be accountable for their iPads. Students should avoid leaving iPads unsupervised or in unsecure locations. Any iPads that are broken or fail to work properly must be reported to the office immediately. Loaner devices will be available. Students causing deliberate and or malicious damage to their iPads will be responsible for paying for the entire repair or replacement of the iPad. Administration will determine the intent of the damage to be reckless or intentional.

Families will be responsible for paying a deductible for accidental damage, loss or theft.

- 1<sup>st</sup> incident: A \$50 deductible and a review of iPad care and expectations review with administration to receive a new iPad.
- 2<sup>nd</sup> incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only. Duration to be determined by administration. Parent / guardian must complete iPad Academy class before allowed to use iPad outside of school.
- 3<sup>rd</sup> incident: Must pay actual cost of repair or replacement not to exceed \$429. Use will be in-school only for remainder of school year.

#### Student Expectations for iPad Use

1. I will only use my iPad for learning in ways that are appropriate/educationally focused and follow the direction of my teacher and DC Everest School District Acceptable Use Policy.
2. I will take responsibility for learning to use my iPad and apps and will use it for personal learning.
3. I understand that statement number 1 applies to usage of the iPad at all times and places, in school and outside of school.
4. I will follow my teacher, or principal's judgement as to appropriateness of an application, and understand they may ask me to discontinue use of an application that is not appropriate.
5. If I have misplaced, lost, broken, or think my iPad has been stolen I will report it to my teacher, or other staff member immediately. I understand that the sooner I report it the better chance I have to get it back. I may be asked to file a police report if the device has actually been stolen or vandalized.
6. I understand and that managing Apple IDs is the shared responsibility of the student and the family. My parent(s)/guardian(s) should have access to my Apple ID username and password and be able to monitor my activity as needed.
7. I understand there is no expectations of privacy. My iPad is subject to inspection and monitoring at any time without notice and remains the property of the DC Everest School District.
8. I will take good care of my iPad, know where it is at all times, and arrive at school each day with my iPad fully charged and ready for learning.

9. I will never leave my iPad unattended nor loan it out to other individuals.
10. I will keep food and beverages away from my iPad since they may cause damage to the device.
11. I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
12. I will not disassemble any part of my iPad, attempt any repairs or modify the operating system.
13. I will protect my iPad by only carrying it in the case provided. I will not remove my iPad from the case by provided by DC Everest unless I am using another case that has been approved for use by my building principal.
14. I will not place decorations (such as stickers, markers, etc.) on my iPad. I may decorate or personalize the case, provided the markings are appropriate for school.
15. I will not remove or deface any identifying marks or stickers that are on the iPad when I receive it.
16. I will be responsible for all damages or loss caused by neglect or abuse.
17. I agree to return the iPad, case and power cords in good working condition.
18. I will follow the stipulations set forth in the Student Handbook, Acceptable Use Policy, and expectations set forth by my school for iPad Use.

Students who withdraw, are suspended or expelled, or terminate enrollment at DCE for any reason must return their school iPad with cables and accessories on the date of termination. Failure to do so, may result in full replacement costs.

**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 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.

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. It is the responsibility of each student to report any locker malfunction immediately to the office for repair. No one is allowed to decorate the exterior of a student locker at any time. However, students may decorate the inside of their lockers appropriately. Decorations may not be disruptive, provocative, revealing, profane, vulgar, offensive or obscene, endanger the health and safety of a student or others, or disrupt the learning environment.

**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.

**LOSS OF PRIVILEGES (LOP)** - What is a LOP? A LOP is a loss of hallway and/or IMC privileges to all other locations on school grounds. What might be some reason a student would receive a LOP?

- Bullying

- Safety concerns
- Not reporting to pass locations
- Using more than allotted passing time
- Skipping classes
- Forging teacher passes

**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.

**LUNCHROOM** - In order to maximize students' valuable lunch time and allow lunchroom staff to effectively clean and prepare the lunchroom for two different lunch periods, it is important that all students cooperate and comply with lunchroom procedures.

When the students' lunch period bell rings, students should briefly stop by their lockers and walk immediately to the lunchroom. Upon arriving to the lunchroom, he/she should get in a line and wait patiently without cutting in front of others. Please move through the serving area as quickly as possible and avoid physical contact with others at all times both in the lunchroom and outside. Make sure you pay for everything you take, and then be seated at a table. While everything you take, and then be seated at a table. While sitting at your table, please use inside voices and appropriate language. If anyone is sitting alone, invite them to sit at your table. Students should always respect other's food and space. Keep all food and objects to yourself, tray, and table. Once you are done with your meal, every student at the table should check their area including their table and floor around them and pick up any trash and dump it into the garbage regardless of whose trash it is. It is the responsibility of each student sitting at the table to maintain a clean area. Once you dump your garbage, return to the table, or go outside. If you remain inside, you must remain seated until dismissed by a staff member. Once dismissed, exit the lunchroom in an orderly fashion. If you go outside, you will be required to line up single file on designated lines on the ground and enter the building in an orderly fashion. Finally, please respect and follow lunchroom staff directives. Students are allowed to purchase and consume food and drink in the commons area only.

**Possible Lunch Room Discipline**

- Sent outside
- Lunch containment
- Lunch room seating assignment
- Lunch room clean up
- Student conduct consequences

**Lunch Room Incentives**

- Lunch line Speed Pass
- Positive Referral
- Music / TV
- PBIS Bucks

If anyone is sitting alone, invite them to sit at your table. Students should always respect other's food and space. Keep all food and objects to yourself, tray, and table. Once you are done with your meal, every student at the table should check their area including their table and floor around them and pick up any trash and dump it into the garbage regardless of whose trash it is. It is the responsibility of each student sitting at the table to maintain a clean area. Once you dump your garbage, return to the table, or go outside. If you remain inside, you must remain seated until dismissed by a staff member. Once dismissed, exit the lunchroom in an orderly fashion. If you go outside, you will be required to line up single file on designated lines on the ground and enter the building in an orderly fashion. Finally, please respect and follow lunchroom staff directives. Students are allowed to purchase and consume food and drink in the commons area only.

**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. (District Medication Policy 5330) 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).

**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.

**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:

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

**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.

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

**PROFANITY/LANGUAGE/DISRESPECT** - The student delivers verbal messages or non-verbal gestures that include profanity, swearing, cursing, coarse language, dirty words, vulgar language, inappropriate language or using words in an inappropriate way directed at an adult in the school. Verbal messages of this type that are about, or directed to an adult, will not be tolerated and will require immediate referral to an administrator.

- Profanity towards an adult, first offense: Directed study or (OSS) Out of school suspension.
- Profanity towards an adult, second offense: 1-3 day OSS,
- Profanity towards an adult, third offense: 3 day OSS, Re-entry meeting with parent, administrator and Student Services.

**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.
- Holding hands.

Consequences are listed under "Student Conduct."

**REASSESSMENT** - The process to retake a summative (end of unit) exam is called reassessment. Any time a student scores below seventy percent (70%) on a summative assessment it is mandatory for him or her to be reassessed. Prior to being reassessed, a teacher will notify the student of minimum requirements they must complete before being reassessed. Examples of these tasks may include meeting with the teacher or other school-provided tutor, completing unfinished assignments or additional assignments, and establishing a timeline for additional work and the reassessment to be completed. The grade a student earns on the reassessment will replace the grade from the initial assessment, higher or lower.

When students score seventy percent (70%) or higher on a summative assessment, taking a reassessment is at the discretion of the teacher, unless there are extenuating circumstances. When students in Honors classes score seventy percent (70%) or lower on a summative assessment, they may only take two reassessments per semester.

Reassessments in Honors beyond these two are left to teacher discretion. If a student has special circumstances, they should refer to the process posted across the building.

**REQUIRED CREDITS** - Students are required to take courses totaling at least 6.5 credits, but no more than 7 credits in order to ensure a study hall each semester. All class credits in 9<sup>th</sup> grade will go on their high school transcripts and will be factored into their grade point average (GPA). The grade point average a student attains in ninth grade will be used in the accumulative grade point average for grades nine through twelve. A student must earn 2.5 credits in core subjects to go on to the High School.

**SATURDAY DETENTION** - Saturday detentions will be held from 8:00 - 10:00 a.m. Students assigned will be required to follow specific rules and do school work under the supervision of a staff member. Failure to attend an assigned Saturday detention will be considered an unexcused absence from school and may result in Directed Study, out of school suspension, or an additional Saturday detention.

**SCHOOL SPONSORED TRIPS** - It is a privilege for students of DCE JH to attend school sponsored trips. Student behavior is a direct reflection of our school's image. Therefore, all misbehavior will be handled in accordance to student conduct, possible consequences per this document. Upon notification of a school sponsored trip, administration and school staff reserve the right to revoke a student's privilege(s) to attend trip(s) if they are not in good academic and or behavioral standing prior to the trip. Advanced notice of a child not being able to attend the trip will be communicated prior to the event to the child and parent, or guardian. The school and 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.

**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.

**SMOKING / TOBACCO USE** - Possession, use, and/or transmission of any tobacco products or any product that emits vapors or smoke (examples: e-cigarettes, vapor pens) are prohibited. Summary of School Board Policy 5325. 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.

**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.

**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.

**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.

**STUDY HALLS** - The purpose of study hall is to provide a quiet place to study with an academic intent. Students must come to study hall with all homework or reading materials, and prepared to work. Sign outs are minimal and only if necessary. 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.
- Students must be productive with homework, reading, or studying.
- Students may be permitted to work together quietly with study hall supervisor permission only. If students are not quiet, they will have to return to their original seats.
- Personal music devices with ear bud headphones only are permitted.  
-Students should not be texting, gaming, or social networking during study hall time. Use of electronic devices must be used for an academic purpose. Misuse may lead to loss of electronic device privileges during study hall and or device taken by study hall supervisor.
- When signing out of the study hall, there is a maximum passing time of **4 minutes**. You must report directly to pass locations.
- 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.

**\*Students not in good academic standing may be assigned to resource rooms or locations without electronic device or sign out privileges.**

**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.

**TARDINESS** - Late arrival to school - Parents should inform the attendance secretary if the student is going to be late to school (see excused absences). Students who are tardy to school beyond 10 minutes should report to Tardy Central in

the Main Office. Unexcused students may be assigned consequences, if the tardiness is excessive. Tardiness is considered truancy on the part of the child, and will be brought to the attention of the child's parent or guardian.

Late arrival to class – Students will have 4 minutes of passing time between classes. A one-minute warning bell will sound prior to the start of each class period. Students who are late to class without an excused pass must report to Tardy Central located in the Main Office. A return-to-class pass will be given to the student and consequences applied if necessary. The student should return to class, sign in at the back of the classroom, and move to his/her assigned seat without disturbing other members of the class.

**TARDY POLICY DISCIPLINE LADDER** - Disciplinary action or consequences for these offenses may include, but are not limited to:

- 1st Offense: warning
  - 2nd: warning
  - 3rd: 15 min. detention
  - 4th: 30 min. detention & parent notification
  - 5th: Saturday Detention
  - 6th: Saturday detention & referral to principal
- \*Tardy counts will roll back to zero at each quarter.

**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. Students should check out with classroom teachers, study hall teachers, physical education teacher, IMC personnel, and counselor. Return your completed form to the Student Services 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. Any items left in the locker will be donated. Students are enrolled at DCE until they register at their new school. 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.

**TRUANCY** - 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. The building principal or his designee shall enforce the attendance policies. Students are expected to be in school. Illness of a pupil of up to five days per semester is a normal circumstance where excused absence occurs. Students who have absences 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 State Statute 118.15(3)(a) is required but not presented within 48 hours will become unexcused. Habitual unexcused absences will be referred to the principal or his designee. Principals will require a 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 will attempt to call home or workplace of parents who have not notified the school of their child's absence. The principal or designee may use their discretion to determine if the absence is excused or unexcused.

**Unexcused Absences** - Unexcused absences include oversleeping, missing the bus, personal business, car problems, “skipping class” or leaving school without a “Permit to Leave School” form from the school health aide or the office. Three or more unexcused absences within a semester may result in truancy counseling abatement and or a municipal citation. The fifth unexcused absence may result in a Marathon County court referral.

**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 alikes, 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.

**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.

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**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.neola.com/dceverest-wi/>

EXPECTATIONS	ALL DCE STAFF	ALL SETTINGS	CLASSROOM	HALLWAY	CAFETERIA	IMC/COMMONS COMPUTER LAB
<b>PRODUCTIVE</b>	<ul style="list-style-type: none"> <li>Promote professional learning standards</li> <li>Expect excellence</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared for classes &amp; other activities</li> <li>Have goals &amp; a plan to achieve them</li> <li>Carry Planner at all times</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely to learn</li> <li>Give your best effort</li> <li>Encourage others to do their best</li> <li>Use active listening &amp; ask questions</li> </ul>	<ul style="list-style-type: none"> <li>Keep moving</li> <li>Walk on the right side of hallway</li> <li>Take the most direct route</li> </ul>	<ul style="list-style-type: none"> <li>Keep the line moving</li> <li>Honor other students' positions in the lunch line</li> <li>Be considerate by allowing lunch staff to clean your table</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely to learn</li> <li>Use equipment, books, &amp; materials for intended academic purposes</li> <li>Search only approved sites</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Greet students</li> <li>Be friendly</li> <li>Make a difference at DCE</li> <li>Contribute to the DCE school community</li> <li>Actively supervise</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous (please/thank you/excuse me)</li> <li>Avoid physical contact</li> <li>Use appropriate language &amp; tone of voice</li> <li>Practice good manners</li> <li>Be considerate of others' learning</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive to all speakers</li> <li>Eliminate electronic distractions</li> <li>Follow teacher guidelines</li> <li>Cooperate with others</li> </ul>	<ul style="list-style-type: none"> <li>Respect others by keeping feet, hands, &amp; all other materials to yourself (PDA, rough housing)</li> <li>Respect others personal space a&amp; property</li> <li>Avoid physical contact at all times</li> </ul>	<ul style="list-style-type: none"> <li>Food &amp; belongings should remain at your table &amp; on your tray</li> <li>Use inside voice &amp; appropriate language</li> <li>Obey &amp; follow lunch staff directives</li> <li>Avoid physical contact at all times</li> </ul>	<ul style="list-style-type: none"> <li>Be in your seat for attendance</li> <li>Respect the facility, equipment, and its contents</li> <li>Follow Acceptable Use Policy</li> <li>Report any incidents</li> </ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Support the attendance policy</li> <li>Model positive behavior</li> <li>Arrive on time</li> <li>Be prepared</li> <li>Model appropriate dress code</li> <li>Acknowledge effort</li> <li>Collaborate</li> </ul>	<ul style="list-style-type: none"> <li>Follow rules, directions, &amp; procedures</li> <li>Listen carefully</li> <li>Follow school dress code</li> <li>Maintain clean environments</li> <li>Prevent &amp; report any bullying, emergencies, theft, vandalism, &amp; inappropriate activities</li> </ul>	<ul style="list-style-type: none"> <li>Be in class on time</li> <li>Be prepared for class with required materials</li> <li>Actively participate</li> <li>Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways clean &amp; clear of obstructions (groups of students &amp; other obstacles)</li> <li>Pick up after yourself</li> <li>Use time wisely to get to &amp; from classes – walk with purpose</li> </ul>	<ul style="list-style-type: none"> <li>Clean up table &amp; surrounding area</li> <li>Remain seated until dismissed by staff</li> <li>Maintain a clean environment – throw away garbage – recycle</li> <li>Pay for what you take &amp; eat</li> </ul>	<ul style="list-style-type: none"> <li>Follow check in/out procedures</li> <li>Ask for help if needed</li> <li>Leave equipment as you found it</li> <li>Log off computers</li> <li>Maintain clean environment – Throw away garbage - Recycle</li> </ul>

EXPECTATIONS	ARRIVAL & DEPARTURE	RESTROOM	LOCKER ROOMS & LOCKERS	SPORTS EVENTS/OFF CAMPUS ACTIVITIES	SCHOOL ASSEMBLIES
<b>PRODUCTIVE</b>	<ul style="list-style-type: none"> <li>Enter/Exit safely &amp; promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use during passing time</li> <li>Be timely</li> </ul>	<ul style="list-style-type: none"> <li>Keep locker clean &amp; organized</li> <li>Use your own locker</li> <li>Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Positively represent your school</li> <li>Be attentive &amp; focused</li> <li>Show positive spectator support</li> </ul>	<ul style="list-style-type: none"> <li>Positively represent your school</li> <li>Be attentive &amp; focused</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Respect others' property</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a clean, smoke, &amp; graffiti free environment</li> <li>Eliminate electronic distractions</li> <li>Respect others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>Respect facility &amp; others' property</li> <li>Maintain personal boundaries</li> <li>Keep electronic devices secure &amp; out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Follow the rules of the facility</li> <li>Show good sportsmanship</li> <li>Support &amp; encourage all participants</li> <li>Use electronic etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Respect audience &amp; presenters</li> <li>Use electronic etiquette</li> </ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Be save – wait your turn &amp; yield to others</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet</li> <li>Wash hands</li> <li>Throw away garbage</li> <li>Report any concerns</li> </ul>	<ul style="list-style-type: none"> <li>Lock your locker</li> <li>Put personal items in secure location</li> <li>Keep combination to yourself</li> <li>Return towels</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Be on time</li> <li>Complete attendance forms</li> <li>Know rules of events</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Be on time</li> <li>Stay with assigned group</li> </ul>