

Deerfield Community School District

Excellence and Equity in Education

DEERFIELD COMMUNITY SCHOOL DISTRICT

REGULAR BOARD MEETING

DISTRICT BOARDROOM

July 20, 2026 6:00 PM



AGENDA:

1. Call to Order
2. Call of Roll
3. Proof of Posting
4. Adoption of Agenda
5. Approval of minutes of the regular meeting on June 15, 2026 and special meeting on July 13, 2026
6. Financial Report and Approval of Current Expenditures
7. Public Input

8. COMMITTEE REPORTS

- A. Student School Board Representative Report
- B. Legislative Report
- C. Policy-Personnel Committee Report
- D. Health and Wellness Committee Report
- E. Joint Interactive Committee Report

9. NEW BUSINESS-ITEMS FOR DISCUSSION AND/OR POSSIBLE ACTION

- A. Donations to the District
- B. District Grants Update
- C. Building Project Update
- D. Fund 46 Transfer
- E. Proposal to Add High School Demon Legion Club
- F. Purchase of DES Staff Desks
- G. Student Accident Insurance for 2026-27
- H. Property Insurance for 2026-27
- I. Parent Transportation Agreement(s) for 2026-27
- J. Fees for 2026-27 Including Lunch Prices, Student Fees, Fitness Center Fees, and Facility Use Fees
- K. Annual Declaration and Parent Notice of District's Student Academic Standards for 2026-27
- L. Student Handbooks for 2026-27
- M. Staff Handbooks for 2026-27
- N. Extracurricular Student & Parent Handbook
- O. Extracurricular Coach & Advisor Handbook
- P. Staffing Resignation(s) including but not limited to:
- Q. Staffing Recommendation(s) including but not limited to:
- R. Staff Employment Report

10. SCHOOL BOARD PRESIDENT'S REPORT

11. ADMINISTRATIVE REPORTS

12. SCHEDULE UPCOMING MEETINGS

13. ADJOURNMENT

Posted 7/15/2026

Upon request to the District Office, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

Deerfield Elementary
340 West Quarry
Deerfield, WI 53531
(608) 764-5442
Fax (608) 764-8652

District Office
300 Simonson Blvd.
Deerfield, WI 53531
(608) 764-5431
Fax (608) 764-5433

Deerfield Middle/High
300 Simonson Blvd
Deerfield, WI 53531
(608) 764-5431
Fax (608) 764-5433

BOARD MEETING NOTES

From: Michelle Jensen
Date: July 20, 2026

AGENDA:

1. **Call to Order**
2. **Call of Roll-** Members must say their name to verify their presence at the meeting.
3. **Proof of Posting-**The board agenda was posted on July 15, 2026 on the district website and posted at the district buildings and Village Hall.
4. The agenda is enclosed in your packet.
5. Minutes should be in your packet for the regular meeting on June 15, 2026 and special meeting on July 13, 2026 .
6. **Financial Report:** Doreen or Laura will present the financial reports.
7. **Public Input:** If you know of issues coming forward for public input please let me know in advance of the meeting.
8. **COMMITTEE REPORTS**
 - A. **Student School Board Representative Report** - There will not be a student report during summer months
 - B. **Legislative Report-**Michelle will share updates.
 - C. **Policy-Personnel Committee Report-**Sandy will share the updates.
 - D. **Health and Wellness Committee Report-**Sandy or Michelle will share the updates.
 - E. **Joint Interactive Committee Report-**Michelle or Melissa will share the updates.
9. **NEW BUSINESS-ITEMS FOR DISCUSSION AND/OR POSSIBLE ACTION**
 - A. **Donations to the District-**I will present related documents in the packet.
 - B. **District Grants Update-**I will share any grant updates.
 - C. **Building Project Update-**I will share the enclosed memo of updates.
 - D. **Fund 46 Transfer-** Laura or Doreen will present the enclosed memo. I recommend approval of this transfer.
 - E. **Proposal to Add High School Demon Legion Club** - This information remains the same as presented at the COW meeting. I recommend approval of this new club and recommend providing a paid position to the advisor at our established school year club advisor pay rate.
 - F. **Purchase of DES Staff Desks** - I will present the enclosed memo. I recommend approval of this purchase.
 - G. **Student Accident Insurance for 2026-27** - This remains the same as presented at the COW meeting. I recommend approval of this contract.
 - H. **Property Insurance for 2026-27** - This remains the same as presented at the COW meeting. I recommend approval of this contract.
 - I. **Parent Transportation Agreement(s) for 2026-27** - Laura or Doreen will present this memo. By state statute, the board must provide transportation or provide a monetary equivalent for transportation based on a set formula. I recommend approval of this contract.

- J. Fees for 2026-27 Including Lunch Prices, Student Fees, Fitness Center Fees, and Facility Use Fees** - This remains the same as presented at the COW meeting. I recommend approval of this fee changes.
- K. Annual Declaration and Parent Notice of District's Student Academic Standards for 2026-27** - This remains the same as presented at the COW meeting. This is an announcement only and does not need board action.
- L. Student Handbooks for 2026-27** - These remain the same as presented and discussed at the COW meeting with the additional clarifying language.. I recommend approval of the handbooks.
- M. Staff Handbooks for 2026-27** - This remains the same as presented at the COW meeting. I recommend approval of the handbooks.
- N. Extracurricular Student & Parent Handbook for 2026-27** - This remains the same as presented at the COW meeting with the change of title. There may be formatting and layout changes made prior to posting on the website. I recommend approval of the handbook.
- O. Extracurricular Coaches & Advisors Handbook for 2026-27** - There has been an addition of language related to heat, humidity and air quality related to practices since this was presented at the COW meeting. We have also changed the title. There may be formatting and layout changes prior to posting on the website. I recommend approval of the handbook. .
- P. Staffing Resignation(s) including but not limited to:** None to bring forward at this time.
- Q. Staffing Recommendation(s) including but not limited to:** None to bring forward at this time.
- R. Staff Employment Report** - I will review the staffing report enclosed.

10. School Board President's Report

11. Administrative Report

- On behalf of the administrative team, we extend our condolences to Ryan Fankhauser and his daughters in the recent death of his wife Angie.
- The Response 2 Data Parent workshop was held on June 24. There were 23 parents in attendance that participated in the workshop. Following the workshop, Kelly Thompson compiled the recommendations and suggestions for action shared by the parents. At the COW meeting on July 13, we presented these recommendations, a summary of the parent exit slip feedback and the recommendations from the administrative team related to the parent suggestions. We will provide ongoing updates on this action plan at the monthly COW meetings. The staff Response 2 Data workshop will take place on August 27th.

12. Schedule Upcoming Meetings

August 3 - COW meeting at 5pm in board room

August 10 - Joint Interactive meeting at 3:30pm in board room

August 17 - Regular board meeting at 6pm in board room

13. Adjournment

**Deerfield Community School District
300 Simonson Boulevard
Deerfield, WI 53531**

**Board of Education
Regular Meeting
District Boardroom
June 15, 2026 6:00 p.m.**

BOE Present: Fischer, Frame, Hart (arrived at 6:20), Mack, Salkowski, Sigurslid
BOE Absent: Kessenich

Administration Present: Frey, Jensen, McDonough, Peachey
Administration Absent: Kamrath, Treuden

Others Present: Katie Michel, Scott Michel, Miley Michel, Danielle Johansen, Jamae Wierzba

1. Call to Order:

Meeting called to order by President, Lisa Sigurslid at 6:00 p.m. as duly posted under s.s. 19.84(1)(2)(c).

2. Call of Roll:

Present: Fischer, Frame, Mack, Salkowski, Sigurslid

3. Proof of Posting:

Michelle Jensen presented proof of posting of meeting agenda on June 11, 2026 at the village hall, district buildings, and the district website.

4. Adoption of Agenda:

Motion by Frame/Fischer to adopt the June 15, 2026 agenda as posted. Carried 5-0.

5. Approval of Minutes:

Motion by Fischer/Mack to approve the minutes from the May 18, 2026 regular and June 1, 2026 special meetings. Carried 5-0.

6. Financial Report and Approval of Current Expenditures:

Laura Peachey presented financial statements for April, noting total receipts of \$327,114.84 and vouchers of \$216,248.90. Motion by Fischer/Salkowski to approve the financial reports for April. A roll call vote is required to approve the current expenditures. All ayes.

7. Public Input: Comments were shared regarding the temporary closure of the fitness center due to the construction project.

8. COMMITTEE REPORTS

A. Student School Board Representative Report: No report.

B. Legislative Report: No report.

C. Policy and Personnel Committee Report: Items will be addressed under New Business.

D. Health and Wellness Committee Report: A WI Lions Foundation grant application was submitted for the elementary school, bike and helmet safety was promoted, responsive crisis counseling needs at the elementary school are high at the end of the school year, and the Walking School Bus was a fun group this year with 17 kids who participated at least once. The fitness center closed on June 1 due to construction and alternative options are being sought for students. All the fitness machines were serviced the first week of June.

E. Joint Interactive Committee Report: n/a

9. NEW BUSINESS-ITEMS FOR DISCUSSION AND/OR POSSIBLE ACTION

A. Donations to the District: No donations.

B. District Grants Update: No report.

C. Building Project Update: Michelle Jensen shared progress notes: interior demolition should finish up in the next couple of weeks, mechanicals are being roughed in, tectum panels in the big gym are being replaced, terrazzo flooring installation has begun, exterior brick started on middle school, roof tent has been installed above the front entrance, and parking lot demo has begun. The main entrance to the building for the summer will be at Door 23 which is the district office area on W. Quarry St. Communications have been sent out to students and families.

D. Class of 2026 Report: Michelle Jensen reviewed the annual report, noting there were 39 graduates.

E. Adoption of Agriculture Education Science Equivalency Crosswalk Courses: Michelle Jensen presented information on the three courses, noting no changes from the Committee of the Whole meeting. Motion by Salkowski/Frame to adopt the agriculture education science equivalency crosswalk courses as presented. Carried 6-0.

F. Adoption of High School Agriculture Classroom Curriculum: Michelle Jensen reviewed the classroom curriculum. Motion by Salkowski/Mack to adopt the high school agriculture classroom curriculum as presented. Carried 6-0.

G. Adoption of Middle School English Language Arts Curriculum: CommonLit 360: Michelle Jensen reviewed the curriculum, noting no changes from the Committee of the Whole meeting. Motion by Salkowski/Fischer to adopt the middle school English Language Arts curriculum as presented. Carried 6-0.

H. Adoption of High School Math Curriculum: Math Nation: Michelle Jensen reviewed the curriculum, noting no changes from the Committee of the Whole meeting. Motion by Salkowski/Fischer to adopt the high school math curriculum as presented. Carried 6-0.

I. Employee Group Wages for 2026-27: Sandy Fischer presented the recommendation for all employee groups as well as a longevity plan proposal. Motion by Fischer/Frame to approve the longevity plan and employee wage increases for 2026-27 as presented. Carried 6-0.

J. CESA2 Contract for 2026-27: Karen Frey reviewed the contract, noting no change in requested services. Motion by Salkowski/Fischer to approve the CESA2 contract for 2026-27 as presented. Carried 6-0.

K. Termination of Fort HealthCare School Nursing Contract: Michelle Jensen reviewed background information and reasoning behind the decision to end the contract. Motion by Fischer/Hart to approve the termination of the Fort HealthCare school nurse contract. Carried 5-0, 1 abstention.

L. Staffing Resignation(s) including but not limited to: No resignations.

M. Staffing Recommendation(s) including but not limited to: Part-time School Nurse: Administration recommended Stephanie Nanstad as the school nurse (.75 FTE). Motion by Frame/Fischer to approve the recommendation as presented. Carried 6-0.

N. Staff Employment Report: Michelle Jensen shared the summer staff list and presented a new format which includes certified staff, support staff and open positions.

10. School Board President's Report: Lisa Sigurslid offered thanks to Shannon McDonough for her three years of service to the district. There is a parent survey workshop scheduled for June 24 and those interested in attending should contact Angie Haag to sign up.

11. Administrative Reports:

Michelle Jensen: Superintendent Jensen shared that Kelly Thompson from School Perceptions will facilitate the parent survey workshop on June 24 which will begin with a light supper at 4:30pm followed by the workshop from 5-8pm. A communication has been sent to student and families sharing a variety of alternatives for fitness center options during the summer months. The school boundary detachment hearing took place and DPI ruled in favor of Stoughton School District.

Karen Frey: No report.

Melinda Kamrath: Principal Kamrath shared that High 5 Day went very well and the students loved the sundaes and fun activities. She offered thanks to the staff, custodial crew and all the volunteers. The sixth grade graduation was a wonderful event and included the fifth grade students as they will be moving to the middle school building next year. The first week of summer school ran smoothly.

Shannon McDonough: Principal McDonough shared that graduation was a wonderful success and offered thanks to Ryan Petersen for his organization. The efforts of Tricia Brummett and Andie Saari allowed students to receive their schedules before the end of the year and adjustments were able to be made. This will allow for a smoother start in the fall for students and staff.

Laura Peachey: No report.

Doreen Treuden: No report.

12. Schedule Upcoming Meetings: Upcoming meetings were scheduled.

13. Adjournment: Motion by Mack/Fischer to adjourn at 7:50 p.m. Carried 6-0.

Respectfully Submitted,

Shelley Mack
Board Clerk

**Deerfield Community School District
300 Simonson Boulevard
Deerfield, WI 53531**

**Board of Education
Special Meeting
District Boardroom
July 13, 2026 5:00 p.m.**

BOE Present: Fischer (arrived at 5:02), Hart (arrived at 5:03), Kessenich, Mack, Salkowski, Sigurslid
BOE Absent: Frame

Administration Present: Frey, Jensen, Kamrath, Kramper, Peachey
Administration Absent: Treuden

Others present: Jamae Wierzba, Reese Paoli, Henry Maginn, Marcus Novak, Anna Salkowski,
Maria Salkowski

1. Call to Order:

Meeting called to order by President, Lisa Sigurslid at 5:01 p.m. as duly posted under s.s. 19.84(1)(2)(c).

2. Call of Roll:

Present: Kessenich, Mack, Salkowski, Sigurslid

3. Proof of Posting:

Michelle Jensen presented proof of posting of meeting agenda on July 10, 2026.

4. Adoption of Agenda: Motion by Kessenich/Salkowski to adopt the July 13, 2026 agenda as posted.
Carried 5-0.

5. Public Input: No public input.

6. NEW BUSINESS-ITEMS FOR DISCUSSION AND/OR POSSIBLE ACTION

A. Staffing Recommendation(s) including but not limited to: High School Special Education Teacher, High School Social Studies Teacher: Administration presented the recommendations of Rebekah Lennberg as a high school special education teacher and Haydn Thon as a high school social studies teacher. Motion by Salkowski/Fischer to approve the recommendations as presented. Carried 6-0.

7. Adjournment: Motion by Mack/Fischer to adjourn at 5:04 p.m. Carried 6-0.

Respectfully Submitted,

Shelley Mack
Board Clerk

[illegible]

Fd	T	Loc	Obj	Func	Pri	Function	Beginning Balance	May 2025-26 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-2,728,525.36	281,230.90	-433,643.89
10	A	000	000	712110	---	DEERFIELD ICS	3,115,760.40	-951,862.72	2,127,300.73
10	A	000	000	712200	---	STATE INVESTMENT POOL	574,159.91	1,828.22	595,373.76
10	A	000	000	712210	---	WISC ACCOUNT	4,679.90	14.80	4,850.53
10	-	---	---	-----	---	GENERAL FUND	966,074.85	-668,788.80	2,293,881.13
21	A	000	000	711100	---	CASH ON DEPOSIT	213,534.59	-10,779.50	229,907.72
21	A	000	000	712100	---	CERTIFICATES OF DEPOSIT	33,156.32		34,549.52
21	A	000	000	712110	---	DEERFIELD ICS	11,450.26		11,463.16
21	-	---	---	-----	---	SPECIAL REVENUE FUND	258,141.17	-10,779.50	275,920.40
27	A	000	000	711100	---	CASH ON DEPOSIT	177,772.33	-167,750.36	-994,341.86
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	177,772.33	-167,750.36	-994,341.86
39	A	000	000	711100	---	CASH ON DEPOSIT	2,039,062.00		1,326,887.01
39	A	000	000	712200	---	STATE INVESTMENT POOL	169,296.31	539.07	175,551.41
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT	2,208,358.31	539.07	1,502,438.42
46	A	000	000	711100	---	CASH ON DEPOSIT	-28,998.16		-28,998.16
46	A	000	000	712100	---	CERTIFICATES OF DEPOSIT	248,400.00		248,400.00
46	A	000	000	712110	---	DEERFIELD ICS	919,768.47	2,705.98	961,345.99
46	A	000	000	712200	---	STATE INVESTMENT POOL	904,478.33	2,880.01	937,896.69
46	-	---	---	-----	---	LONG TERM CAPITAL IMPROVEMENTS	2,043,648.64	5,585.99	2,118,644.52
49	A	000	000	711100	---	CASH ON DEPOSIT	-5,000.00	-40,922.42	-45,922.42
49	A	000	000	712210	---	WISC ACCOUNT	1.05		1.05
49	A	000	000	712211	---	WISC BAN 2024	4,072,732.34	-84,827.92	2,125,669.71
49	A	000	000	712212	---	WISC BAN 2025	12,482,651.86	-903,490.80	1,547,905.89
49	A	000	000	712213	---	WISC BOND 2026		57,073.04	57,073.04
49	-	---	---	-----	---	OTHER CAPITAL PROJ FUND	16,550,385.25	-972,168.10	3,684,727.27
50	A	000	000	711100	---	CASH ON DEPOSIT	9,344.76	10,258.10	24,493.46
50	-	---	---	-----	---	FOOD SERVICE	9,344.76	10,258.10	24,493.46
80	A	000	000	711100	---	CASH ON DEPOSIT	57,614.57	-12,303.92	22,337.11
80	-	---	---	-----	---	COMMUNITY SERVICE FUND	57,614.57	-12,303.92	22,337.11
99	A	000	000	711100	---	CASH ON DEPOSIT	-721.83	-1,063.48	-18,070.80
99	-	---	---	-----	---	OTHER PACKAGE CO-OP PROG FUND	-721.83	-1,063.48	-18,070.80
Grand Asset Totals							22,270,618.05	-1,816,471.00	8,910,029.65

Number of Accounts: 22

***** End of report *****

DEERFIELD COMMUNITY SCHOOL DISTRICT
MONTHLY BUDGET UPDATE FOR BOE (Date: 5/2026)

06/15/26

Ed	T	Loc	Obj	Func	Pri	Obj	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	2025-26 Revised Budget	2025-26 FYTD Activity	2025-26 FYTD %
10	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCES	3,160,679.53	3,146,641.54	99.56	4,855,369.00	4,843,539.16	99.76
10	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS W/WI	710,820.68	11,741.66	1.65	870,603.00	4,351.98	0.50
10	R	---	5--	-----	---	REVENUE FROM INTERMED SOURCE	23,515.00	5,147.67	21.89			
10	R	---	6--	-----	---	REVENUE FROM STATE SOURCES	6,864,066.82	4,686,489.91	68.28	6,581,319.22	4,512,341.10	68.56
10	R	---	7--	-----	---	REVENUE FROM FEDERAL SOURCES	90,364.94	75,558.22	83.61	99,782.45	38,279.79	38.36
10	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	28,000.00	13,105.31	46.80	20,000.00	12,721.87	63.61
10	R	---	---	-----	---	Revenue	10,877,446.97	7,938,684.31	72.98	12,427,073.67	9,411,233.90	75.73
10	E	---	1--	-----	---	SALARIES	5,151,062.98	3,965,271.12	76.98	5,373,996.56	4,094,180.43	76.19
10	E	---	2--	-----	---	EMPLOYEE BENEFITS	2,009,287.25	1,501,191.76	74.71	2,063,325.01	1,561,398.55	75.67
10	E	---	3--	-----	---	PURCHASED SERVICES	2,162,550.89	941,991.86	43.56	2,442,101.15	979,230.26	40.10
10	E	---	4--	-----	---	NON-CAPITAL OBJECTS	460,509.90	383,272.51	83.23	549,726.05	354,752.81	64.53
10	E	---	5--	-----	---	CAPITAL OBJECTS	24,028.64	24,123.69	100.40	347,178.67	120,496.00	34.71
10	E	---	6--	-----	---	DEBT RETIREMENT				30,000.00		
10	E	---	7--	-----	---	INSURANCE AND JUDGMENTS	131,673.47	131,077.76	99.55	148,095.47	139,859.47	94.44
10	E	---	8--	-----	---	INTERFUND TRANSFERS	1,407,705.84			1,268,485.17		
10	E	---	9--	-----	---	OTHER OBJECTS	62,628.00	44,724.34	71.41	60,159.41	39,525.06	65.70
10	E	---	---	-----	---	Expense	11,409,446.97	6,991,653.04	61.28	12,283,067.49	7,289,442.58	59.35
10	-	---	---	-----	---	GENERAL FUND	-532,000.00	947,031.27	-178.01	144,006.18	2,121,791.32	1,473.40
21	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCES	236,961.05	151,460.24	63.92	185,950.00	284,775.78	153.15
21	R	---	---	-----	---	Revenue	236,961.05	151,460.24	63.92	185,950.00	284,775.78	153.15
21	E	---	1--	-----	---	SALARIES					150.96	
21	E	---	2--	-----	---	EMPLOYEE BENEFITS	28.70				24.05	
21	E	---	3--	-----	---	PURCHASED SERVICES	25,355.47	21,343.54	84.18	23,192.00	30,289.59	130.60
21	E	---	4--	-----	---	NON-CAPITAL OBJECTS	198,844.93	113,828.31	57.24	174,220.09	234,599.52	134.66
21	E	---	---	-----	---	Expense	224,229.10	135,171.85	60.28	197,412.09	265,064.12	134.27
21	-	---	---	-----	---	SPECIAL REVENUE FUND	12,731.95	16,288.39	127.93	-11,462.09	19,711.66	-171.97
27	R	---	1--	-----	---	INTERFUND TRANSFERS	1,370,974.94			1,250,768.18		
27	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS W/WI	13,903.73			10,863.74	580.82	5.35
27	R	---	6--	-----	---	REVENUE FROM STATE SOURCES	612,936.96	402,642.00	65.69	856,911.02	525,540.00	61.33
27	R	---	7--	-----	---	REVENUE FROM FEDERAL SOURCES	305,747.67	151,686.54	49.61	294,730.09	136,254.44	46.23
27	R	---	---	-----	---	Revenue	2,303,563.30	554,328.54	24.06	2,413,273.03	662,375.26	27.45

DEERFIELD COMMUNITY SCHOOL DISTRICT
MONTHLY BUDGET UPDATE FOR BOE (Date: 5/2026)

06/15/26

Id	T	Loc	Obj	Func	Pri	Obj	2024-25		2024-25		2025-26		2025-26	
							Revised Budget	FYTD Activity	FYTD %	Revised Budget	FYTD Activity	FYTD %		
7	E	---	1--	---	---	SALARIES	1,396,242.62	1,030,689.17	73.82	1,427,379.02	1,028,885.78	72.08		
7	E	---	2--	---	---	EMPLOYEE BENEFITS	650,497.67	463,067.95	71.19	641,628.66	444,987.78	69.35		
7	E	---	3--	---	---	PURCHASED SERVICES	180,757.42	148,067.27	81.91	298,897.03	190,638.46	63.78		
7	E	---	4--	---	---	NON-CAPITAL OBJECTS	20,351.59	16,271.45	79.95	44,368.32	18,270.70	41.18		
7	E	---	5--	---	---	CAPITAL OBJECTS	54,694.00	54,694.00	100.00					
7	E	---	9--	---	---	OTHER OBJECTS	1,020.00	1,796.62	176.14	1,000.00	600.00	60.00		
7	E	---	---	---	---	Expense	2,303,563.30	1,714,586.46	74.43	2,413,273.03	1,683,382.72	69.76		
7	-	---	---	---	---	SPECIAL EDUCATION FUND		-1,160,257.92			-1,021,007.46			
9	R	---	2--	---	---	REVENUE FROM LOCAL SOURCES	3,192,157.00	3,179,073.45	99.59	2,042,500.00	2,041,255.10	99.94		
9	R	---	9--	---	---	OTHER SOURCES OF REVENUE		207,605.00						
9	R	---	---	---	---	Revenue	3,192,157.00	3,386,678.45	106.09	2,042,500.00	2,041,255.10	99.94		
9	E	---	6--	---	---	DEBT RETIREMENT	2,079,318.00	2,206,592.90	106.12	2,747,176.00	2,747,174.99	100.00		
9	E	---	---	---	---	Expense	2,079,318.00	2,206,592.90	106.12	2,747,176.00	2,747,174.99	100.00		
9	-	---	---	---	---	REFERENDUM APPROVED DEBT	1,112,839.00	1,180,085.55	106.04	-704,676.00	-705,919.89	100.18		
6	R	---	2--	---	---	REVENUE FROM LOCAL SOURCES	90,000.00	86,963.47	96.63	80,000.00	74,995.88	93.74		
6	R	---	---	---	---	Revenue	90,000.00	86,963.47	96.63	80,000.00	74,995.88	93.74		
6	E	---	3--	---	---	PURCHASED SERVICES	200,000.00	11,347.00	5.67	200,000.00				
6	E	---	---	---	---	Expense	200,000.00	11,347.00	5.67	200,000.00				
6	-	---	---	---	---	LONG TERM CAPITAL IMPROVEMENTS	-110,000.00	75,616.47	-68.74	-120,000.00	74,995.88	-62.50		
9	R	---	2--	---	---	REVENUE FROM LOCAL SOURCES	375,000.00	957,242.26	255.26	700,000.00	586,539.61	83.79		
9	R	---	8--	---	---	NON-REVENUE SOURCES	15,000,000.00	15,000,000.00	100.00	5,700,000.00	57,000.00	1.00		
9	R	---	---	---	---	Revenue	15,375,000.00	15,957,242.26	103.79	6,400,000.00	643,539.61	10.06		
9	E	---	3--	---	---	PURCHASED SERVICES	24,755,967.85	20,745,640.01	83.80	15,000,000.00	11,643,600.98	77.62		
9	E	---	4--	---	---	NON-CAPITAL OBJECTS	500,000.00	408,730.18	81.75	400,000.00	348,757.78	87.19		
9	E	---	5--	---	---	CAPITAL OBJECTS		12,500.00						
9	E	---	7--	---	---	INSURANCE AND JUDGMENTS	97,264.43	85,449.00	87.85		15,441.00			
9	E	---	---	---	---	Expense	25,353,232.28	21,252,319.19	83.82	15,400,000.00	12,007,799.76	77.97		

DEERFIELD COMMUNITY SCHOOL DISTRICT
MONTHLY BUDGET UPDATE FOR BOE (Date: 5/2026)

Fd	T Loc	Obj	Func	Pri	Obj	2024-25		2024-25		2024-25		2025-26		2025-26		2025-26	
						Revised Budget	FYTD Activity	FYTD Activity	FYTD %	Revised Budget	FYTD Activity	FYTD Activity	FYTD %	FYTD Activity	FYTD %	FYTD %	FYTD %
49	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER CAPITAL PROJ FUND						-9,978,232.28	-5,295,076.93	-5,295,076.93	53.07	-9,000,000.00	-11,364,260.15	-11,364,260.15	126.27				
=====																	
50	R	-	-	-	-	25,000.00											
INTERFUND TRANSFERS																	
50	R	-	-	-	-	303,174.00	287,044.40	287,044.40	94.68	297,000.00		285,238.67		285,238.67		96.04	
50	R	-	-	-	-	5,661.00	1,734.66	1,734.66	30.64	5,800.00		5,588.26		5,588.26		96.35	
50	R	-	-	-	-	165,000.00	101,978.95	101,978.95	61.81	162,000.00		103,218.23		103,218.23		63.71	
50	R	-	-	-	-	498,835.00	390,758.01	390,758.01	78.33	464,800.00		394,045.16		394,045.16		84.78	
=====																	
50	E	-	-	-	-	140,649.98	124,613.97	124,613.97	88.60	147,578.29		128,408.24		128,408.24		87.01	
50	E	-	-	-	-	81,576.04	66,072.01	66,072.01	80.99	78,475.46		63,765.49		63,765.49		81.26	
50	E	-	-	-	-	2,600.00	4,352.46	4,352.46	167.40	4,600.00		5,703.02		5,703.02		123.98	
50	E	-	-	-	-	273,508.98	184,093.60	184,093.60	67.31	233,846.25		176,324.21		176,324.21		75.40	
50	E	-	-	-	-	500.00	255.50	255.50	51.10	300.00		64.50		64.50		21.50	
50	E	-	-	-	-	498,835.00	379,387.54	379,387.54	76.05	464,800.00		374,265.46		374,265.46		80.52	
=====																	
50	-	-	-	-	-		11,370.47	11,370.47				19,779.70					
=====																	
80	R	-	-	-	-	500.00	65.00	65.00	13.00	20,500.00		20,765.00		20,765.00		101.29	
80	R	-	-	-	-	500.00	65.00	65.00	13.00	20,500.00		20,765.00		20,765.00		101.29	
=====																	
80	E	-	-	-	-	46,550.02	29,116.16	29,116.16	62.55	39,114.78		28,343.81		28,343.81		72.46	
80	E	-	-	-	-	6,514.21	3,446.76	3,446.76	52.91	5,231.55		3,669.94		3,669.94		70.15	
80	E	-	-	-	-	6,887.60	9,951.02	9,951.02	144.48	20,900.00		18,315.56		18,315.56		87.63	
80	E	-	-	-	-	9,900.00	6,757.96	6,757.96	68.26	8,400.00		4,488.71		4,488.71		53.44	
80	E	-	-	-	-					500.00							
80	E	-	-	-	-					150.00							
80	E	-	-	-	-	69,851.83	49,271.90	49,271.90	70.54	74,296.33		54,818.02		54,818.02		73.78	
=====																	
80	-	-	-	-	-	-69,351.83	-49,206.90	-49,206.90	70.95	-53,796.33		-34,053.02		-34,053.02		63.30	
=====																	
99	R	-	-	-	-	11,730.90						17,716.99					
INTERFUND TRANSFERS																	
99	R	-	-	-	-					3,200.00		3,906.00		3,906.00		122.06	
99	R	-	-	-	-	16,500.00	15,748.55	15,748.55	95.45	27,151.26		18,715.60		18,715.60		68.93	
99	R	-	-	-	-	28,230.90	15,748.55	15,748.55	55.78	48,068.25		22,621.60		22,621.60		47.06	
=====																	
99	E	-	-	-	-	11,573.50	13,158.50	13,158.50	113.70	14,343.00		13,743.59		13,743.59		95.82	
99	E	-	-	-	-	1,365.71	1,351.73	1,351.73	98.98	1,516.03		1,285.28		1,285.28		84.78	

DEERFIELD COMMUNITY SCHOOL DISTRICT
MONTHLY BUDGET UPDATE FOR BOE (Date: 5/2026)

06/15/26

d T Loc		Obj	Pri	Obj	2024-25		2024-25		2024-25		2025-26		2025-26		2025-26	
		Func			Revised Budget	FYTD Activity	FYTD %		Revised Budget	FYTD Activity	FYTD %		Revised Budget	FYTD Activity	FYTD %	
9 E	---	3--	----	----	8,600.00	15,739.25	183.01		20,350.00	17,460.31	85.80		20,350.00	17,460.31	85.80	
9 E	---	4--	----	----	4,491.69	9,461.51	210.64		10,000.00	7,005.97	70.06		10,000.00	7,005.97	70.06	
9 E	---	9--	----	----	2,200.00	1,489.75	67.72		1,859.22	1,197.25	64.40		1,859.22	1,197.25	64.40	
9 E	---	---	----	----	28,230.90	41,200.74	145.94		48,068.25	40,692.40	84.66		48,068.25	40,692.40	84.66	
				Expense												
				OTHER PACKAGE CO-OP PROG FUND												
9 -	---	---	----	----		-25,452.19				-18,070.80						

Number of Accounts: 1643

***** End of report *****

9A

MEMO

To: Board of Education

From: Michelle Jensen

Date: July 20, 2026

Re: Donations to the District

The following individuals and/or businesses made donations to the district recently. Our appreciation is given to them for supporting our students and schools.

- Deerfield Athletic Boosters: donated \$200 to purchase softball regional champs t-shirts

9C

To: Board of Education
From: Michelle Jensen
Date: July 20, 2026

Re: Building Project Update (Agenda Item 9.C.)

- The OAC meetings are held bi-weekly. The purpose is to review safety, schedule updates, requests for information, owner concerns and new business. Here are a few actions happening in the upcoming weeks with the interior portion of the building:
 - Patio pavers installed
 - Drywall installation
 - Tiling in bathrooms continues
 - Installation of lights and ceilings
 - Pouring sidewalk at the stadium
 - Continued work on parking lot
 - Continued work throughout building by all contractors

There are several contractors and laborers on site daily. We are down to about 35 work days left prior to the start of school. Timelines are tight on all ends; the project is still on schedule to be completed for the beginning of the school year. We want to publicly extend our appreciation to all of the contractors working to meet the various deadlines. We greatly appreciate their efforts. A special thank you to the Vogel team and Bray team for their oversight and keeping things moving forward smoothly.

Deerfield Community School District

Excellence and Equity in Education



MEMORANDUM

To: Deerfield School District Board of Education

From: Doreen Treuden and Laura Peachey, Business Managers

Date: July 20, 2026

Re: Close of Fiscal Year 2025-2026; Potential Fund 46 Transfer

Although the 2025-26 audit has not yet taken place, the majority of tasks relating to closing out the 2025-26 fiscal year are complete. Due to the 2025-26 budget being underspent, we estimate the general fund balance will increase by \$1,050,000.

In the past, the Board has moved unspent dollars at fiscal year end to Fund 46 (Capital Projects Fund) in order to maximize state equalization aid to the district in the next fiscal year. The July 1, 2026 equalization aid estimate provided by the Department of Public Instruction assumes that we spend our entire budget. This aid estimate is also dependent on all other districts ending their year as budgeted.

We have previously discussed with the Board increasing the general fund balance by \$144,000 to offset the 2024-25 budget deficit. Based on this, we recommend the Board take action to move \$900,000 from Fund 10 to Fund 46 (maximizing state aid).

The deadline for funds to be received in the Fund 46 bank account, and be considered a 2025-26 expense, is July 30, 2026. The Fund 46 balance as of June 30, 2026 is currently \$2,122,099.22. This balance will allow for large-scale maintenance and improvements to be made to the aging elementary school.

Should we determine in the next week that our estimate is significantly different, we may need to change this Board action at a special Board meeting.

Board motion: I approve transferring \$900,000 from the General Fund 10 to the Capital Improvement Fund 46 effective for fiscal year 2025-26.

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Demon Legion



Student Athletic Marketing & Spirit Organization Proposal

1. Mission Statement

The Demon Legion is a student-led athletic marketing and spirit organization dedicated to promoting Deerfield High School student-athletes, increasing school-wide engagement, and enhancing the overall game-day experience. Through strategic promotion, creative media, themed events, and organized student support, the Demon Legion strives to build a unified culture of pride, energy, and excellence in maroon, black, and white.

One School. One Legion.

2. Purpose & Need

Deerfield athletics are a central part of school identity and community pride. However, there is an opportunity to:

- Increase student attendance at athletic events
- Improve student section organization and energy
- Promote student-athletes more consistently
- Create cohesive branding across all sports
- Enhance overall game-day atmosphere

Demon Legion addresses these needs by forming a structured, student-led organization focused on spirit, promotion, and engagement.

3. Goals & Objectives

Short-Term Goals (Year 1)

- Establish club leadership structure
- Launch official Demon Legion branding
- Increase average student attendance at home games
- Implement themed student section nights
- Begin weekly athlete spotlight promotions

Long-Term Goals

- Develop a recognized and respected student section culture
- Create consistent social media presence for athletic promotion
- Build partnerships with coaches and administration
- Establish annual traditions (Maroon-Out, Senior Night hype week, etc.)
- Create a yearlong Sports Marketing Course

4. Organizational Structure

Faculty Advisor

- Oversees operations
- Ensures school compliance
- Approves events and media

Student Leadership Positions

- President (overall coordination)
- Vice President (operations & events)
- Marketing Director (graphics, social media)
- Media Director (video, photography)
- Event Coordinator (theme nights, promotions)

Committees may include:

- Media & Content
- Game Day Operations
- Promotions & Sponsorship
- Spirit & Engagement

5. Core Activities

1. Athlete Promotion

- Weekly spotlight graphics
- Senior features
- Game-day hype posts
- Team highlight videos

2. Game-Day Experience

- Organized student section themes
- In Game Music/Announcers
- Entrance tunnels & Player Announcements
- Spirit giveaways

3. School Engagement

- Maroon-Out / White-Out nights
- Pep rally collaboration - Meet the team nights for fall, winter, spring seasons
- Spirit competitions
- Fan contests

4. Branding & Media

- Unified athletic branding templates
- Posters and digital schedules
- Social media campaigns
- Photography and highlight reels

6. Student Benefits

Participation in Demon Legion provides students with:

- Leadership experience
- Marketing and communications skills
- Event planning experience
- Team collaboration skills
- School involvement opportunities
- Portfolio-building media work
- Increased school pride and community connection

7. Community Impact

Demon Legion will:

- Strengthen relationships between students, athletes, and communities
- Improve school culture and unity
- Increase attendance and support at events
- Create positive representation of Deerfield athletics
- Engage families and community members in school events

8. Budget & Resources (Initial Estimate)

Potential Needs

- Printing costs (posters, flyers)
- Spirit giveaways (shirts, rally towels)
- Marketing materials
- Media equipment (if applicable)
- Social media design tools

Funding Options

- Booster club partnership
- Fundraisers - Concessions - Homecoming Class Tee Shirt Production
- School activity budget
- Sponsorships (if permitted)
- Spirit merchandise sales

9. Meeting Structure

- Bi-weekly club meetings (3rd Period)
- Leadership planning sessions
- Game-day coordination meetings
- Event preparation committees

10. Risk Management & Compliance

- All media approved by faculty advisor
- Social media guidelines aligned with school policy
- Supervised events
- Clear code of conduct for student section behavior
- Positive sportsmanship expectations

11. Evaluation & Success Metrics

Success may be measured by:

- Increased attendance numbers
- Social media engagement
- Athlete participation feedback
- Student surveys
- Coach and administration feedback
- Consistency of theme nights and promotions

12. Conclusion

The Demon Legion will serve as a unifying force within Deerfield High School, building energy, pride, and connection throughout the student body and athletic programs. By empowering students to lead spirit initiatives and marketing efforts, Deerfield can elevate the game-day atmosphere and strengthen its athletic culture for years to come.

One School. One Legion.



Demon Legion Goals for the 2026–2027 School Year



School Spirit & Student Engagement

- Increase student attendance at all home athletic events.
- Grow student attendance at select road games by organizing themed travel nights.
- Increase community attendance and involvement at home sporting events.
- Create a recognizable, energetic student section at every home contest.
- Promote school pride throughout the entire school year—not just during Homecoming.

Student Recognition

- Launch a Student-Athlete of the Week program featured on school TV monitors.
- Highlight academic, athletic, and leadership accomplishments of student-athletes.
- Celebrate coaches, teams, and student organizations through regular recognition campaigns.
- Recognize Deerfield alumni who are playing at the next level.

Game Day Experience

- Introduce student public address announcers for selected home athletic events.
- Recruit student DJs or music coordinators to improve the game atmosphere.
- Create engaging halftime and timeout activities that involve students and fans.
- Develop consistent pregame traditions that build excitement before contests.

Demon Legion Super Fan Program

- Establish a Demon Legion Super Fan Closet where students can check out:
 - School spirit apparel
 - Face paint
 - Wigs
 - Capes
 - Flags
 - Signs
 - Costumes
 - Theme night accessories
- Encourage participation regardless of a student's ability to purchase spirit gear.

Social Media & Communications

- Assist coaches with creating:
 - Game day graphics
 - Final score graphics
 - Schedule graphics
 - Senior Night posts
 - Championship and tournament graphics
- Increase the consistency and quality of athletic social media content.
- Promote every home event through coordinated social media campaigns.
- Highlight student sections and fans after each event.

Media Day & Creative Content

- Organize annual Media Days for every athletic program.
- Capture:
 - Individual athlete photos
 - Team photos
 - Action poses
 - Hype videos
 - Short player introduction videos
- Build a digital media library for coaches and school publications.
- Train students interested in photography, videography, and graphic design.

Student Leadership

- Develop a Demon Legion leadership team representing multiple grade levels.
- Give students ownership of theme nights and promotional campaigns.
- Recruit new members throughout the school year to ensure long-term sustainability.
- Host leadership and motivational speakers to inspire student-athletes and develop leadership skills.

Theme Nights & Promotions

- Plan creative student section themes well in advance.
- Publish a yearly theme calendar for all major home events.
- Coordinate spirit weeks with student council and school administration.
- Create rivalry game promotions that encourage record attendance.

Community Partnerships

- Partner with local businesses to sponsor giveaways and fan promotions.
- Collaborate with booster clubs to enhance game day experiences.
- Recognize community supporters during athletic events and on social media.
- Partner with the Art Club to paint local businesses on main street during Homecoming week.

School-Wide Spirit Initiatives

- Increase visibility of Demon Legion through posters, digital signage, and school announcements.
- Celebrate playoff appearances and championships with school-wide decorations.
- Encourage staff participation through themed dress days and friendly competitions.

Service to Athletic Programs

- Provide volunteers to assist with game-day operations when needed.
- Help teams promote fundraising events.
- Support youth camps and community outreach events.
- Assist with special events such as signing days, pep rallies, and awards nights.

Long-Term Goals

- Make Demon Legion one of the most recognizable and respected student sections in the conference.
- Create traditions that future students will continue for years to come.
- Foster a positive, inclusive environment where every student feels welcome to participate.
- Build a culture where school pride extends beyond athletics and strengthens the entire school community.

9F

To: Board of Education

From: Michelle Jensen, Doreen Treuden, Laura Peachey

Date: July 20, 2026

Re: Purchase of Elementary School Teacher Desks

Background:

As the ES reaches the 20+ years mark, we are working to address building needs. Capitol improvement needs have been identified on our long-range plan (Fund 46) and we are working on furniture and fixture needs through Fund 10. I met with the ES staff last spring to discuss furniture and fixture needs that they felt were most urgent. Together, we identified teacher desks, teacher chairs and classroom bookshelves as major areas of replacement. From what can be recalled, the ES furniture was moved from the old elementary to the new elementary when it was built. This means that there are a variety of ages and designs based on replacement as needed. All pieces have been well-used but are also well-worn and in need of replacement.

We have recently been in contact with EBI, the vendor that we worked with to purchase the staff desks in the middle/high school referendum project. We have secured pricing through them under the UW Contract pricing.

Board policy requires at least three (3) price quotations on purchases of more than \$15,000 for a single item. While this isn't technically one item, it is one order. An exception to this requirement is when materials are purchased through contract pricing when negotiations will not result in a savings to the District. Because EBI is receiving UW Contract pricing on the desks, the price has already been negotiated.

Recommendation:

We recommend the purchase of new staff desks to replace the current staff desks through EBI under the UW Contract pricing. The desk models will match the middle/high school desks so that there is the same desk type throughout the district in case desks need to be moved in the future.

The quote provided by EBI includes 41 desks with shipping and installation for \$64,207.10. This would be funded in the 2026-27 Fund 10 budget as a furniture expense.

Deerfield Community School District

Excellence and Equity in Education



MEMORANDUM

To: Deerfield School District Board of Education
From: Doreen Treuden and Laura Peachey, Business Managers
Date: July 13, 2026
Re: Student Accident Insurance Renewal

For Board consideration, the student accident insurance policy with Gallagher is up for renewal for 2026-27. The board has provided student accident insurance coverage for the past 30 years. The 2026-27 premium is \$10,652.00 and is the same amount paid for the past five years. The plan offers supplemental student accident insurance up to \$25,000 per injury during any school sponsored activity. The coverage dates of the policy are August 1, 2026 to August 1, 2027.

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Deerfield Community School District

Excellence and Equity in Education



MEMORANDUM

To: Deerfield School District Board of Education

From: Doreen Treuden and Laura Peachey, Business Managers

Date: July 13, 2026

Re: Property Insurance

The District belongs to the Wisconsin Educators Risk Management Cooperative (WERMC) along with several other school districts in Wisconsin. The WERMC negotiates property insurance coverage for all District members and periodically will request quotes from other property insurance carriers. For 2026-27 WERMC received a favorable quote from The Chubb Corporation. The new premium for coverage is a 19% decrease over last year's premium. The value of district property covered remained the same at \$66,571,996. However, when the MS/HS construction project is complete, district property values will be adjusted and a revised premium will be set.

CM Regent Insurance	2025-26 Premium	\$71,015
The Chubb Corporation	2026-27 Premium	\$57,345

We recommend approval of The Chubb Corporation as the District property insurance carrier for 2026-27.

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EXHIBIT A

As an addendum to the Parent Transportation Contract for Private School Transportation (Sec. 121.55).

Plan & Payment Schedule**A. Days of Service**

Said parent shall provide transportation to and from Utica Christian School for on all days that said school is in session.

B. Payments

According to the worksheet provided in Section 121.55 of the Wisconsin Statutes, the Deerfield Community School District shall reimburse said parent \$1,171.58 for each child.

C. Payment Schedule

According to Section 121.55 of the Wisconsin Statutes, "The contract shall provide for an annual payment for each pupil..." The payment in full of \$1,171.58 shall be made to said parent following June 4, 2027 the last day for students attending the Deerfield Community School District.

9J

To: Board of Education
From: Business Managers and Adam Dunnington, Food Service Director
Date: July 20, 2026
Re: Food Service Budget Update, 2026-27 Meal Prices and Fee Schedule

Food Service Budget Update

The 2025-26 food service budget is expected to end in a deficit of about \$6,000. This estimate is based on revenues and expenditures to date and prior to the fiscal audit. Events that contributed to the deficit are listed here and total \$15,279.

- Two snow days - \$3,080
- MS early release at year end - \$1,289
- Reduced ala carte sales - \$5,886
- Value of inventory on hand - \$5,024

The 2025-26 USDA reimbursement rate for a free lunch was \$4.69 (all grade levels) and is considered the national average for the true cost of a school meal.

We are recommending the following price increases for 2026-27. The proposed meal prices will generate an estimated revenue increase of \$9,884 if participation stays the same as last year.

2025-26 Lunch Prices	2026-27 Lunch Prices	Increase
Elementary - \$3.35	Elementary - \$3.50	\$.15
Middle and High - \$3.60	Middle and High - \$3.85	\$.25
Adult - \$5.15	Adult - \$5.25	\$.10
Carton Milk - \$.50	Carton Milk - \$.50	----

Comparable Meal Prices 2025-26					
	Elem	MS	HS	Adult	Milk
Deerfield	\$3.35	\$3.60	\$3.60	\$5.15	\$0.50
Cambridge	\$3.35	\$3.45	\$3.55		
Sun Prairie	\$3.25	\$3.50	\$3.60	\$5.00	\$0.50
Monona Grove	\$3.15	\$3.90	\$4.25		
Marshall	\$3.35	\$3.75	\$3.75	\$4.75	\$0.50
Columbus	\$3.50	\$3.75	\$3.90		
McFarland	\$3.40	\$3.75	\$4.00		
Average	\$3.34	\$3.67	\$3.81	\$4.97	\$0.50
Deerfield 2026-27	\$3.50	\$3.85	\$3.85	\$5.25	\$0.50

Fee Schedule Recommendation for 2026-27

Student Fees - Recommend no changes for next year.

Fitness Center Fees - Recommend no changes for next year.

Facility Use Fees - Recommend no changes for next year.

Academic Standards

Deerfield Community School District aligns its curriculum to the Wisconsin Academic Standards and the Next Generation Science Standards (NGSS). These subject areas include, but are not limited to, English Language Arts, Mathematics, Art, Early Learning, Health Education, Music, Physical Education, School Counseling, Science, Social Studies, Technology Literacy, World Languages, and Personal Financial Literacy. For a complete listing of academic standards, go to the Department of Public Instruction's website <http://dpi.wi.gov/standards>. NGSS standards can be found at <https://www.nextgenscience.org>.

9L

To: Board of Education
From : Melinda Kamrath-DES Principal
Scott Kramper-DMS/DHS Principal
Date: July 2026
RE: 2026-27 Parent/Student Handbook Changes

DES:

- Changed date to 2026-27 in whole handbook
- Reordered page numbers in Table of Contents
- Updated staff names/emails/extensions in whole handbook
- Page 2-Updated recess/lunch schedules
- Page 7-Added to Attendance-Co-curricular event attendance

Attending our school district's co-curricular and athletic events is a wonderful way to show school spirit, and we consider it a privilege to gather as a community! To ensure a fun, safe, and positive experience for everyone, we expect all students and families to demonstrate respectful behavior at both home and away events.

For the safety and supervision of our younger guests, students in grades 4K through 5th must sit with their families and remain in the immediate area of the event. We ask that everyone in attendance follow the specific rules of the venue. To keep these events enjoyable for all, students who are unable to follow these guidelines may be asked to leave and may have their privileges to attend future co-curricular events restricted.

- Page 7-Added to Transportation-Arrival/Dismissal Procedures

If normal after school pick up arrangements have changed, please call the office or email the school's attendance email by 2:00pm. This ensures office staff a window of time to notify the teacher, as staff may not be checking emails during instructional time.

- Page 7-Updated language regarding wheeled transportation to school

We love seeing our students stay active by riding to school, and we want to ensure that every journey is both fun and safe. Before allowing your child to ride a bicycle, e-bikes, skateboard, scooter, hoverboard, motorized device, or roller blades to school, please ensure they have the skills and confidence to handle their equipment safely. We ask that parents regularly remind their students to follow standard traffic rules, which includes waiting patiently for the crossing guard to completely stop traffic before entering an intersection.

To maintain a safe environment for all pedestrians, students are expected to dismount and walk their mode of wheeled transportation on all school sidewalks and pathways leading to the building. For personal safety, we strongly encourage all riders to wear helmets. Additionally, students should secure their items with a lock, as the school district cannot be held responsible for lost or stolen property. Please use the bike racks located at the bottom or top entrances. Do not park bikes against the school building.

Thank you for partnering with us to keep our community safe and rolling smoothly.

- Page 8-Added language under 4K Learn and Play program

There is an age requirement for 4 year old Kindergarten. Children must minimally be 4 years old on or before September 1. The Deerfield School District supports having student's progress with their same aged peers. Promotion and retention concerns will be addressed with parents, the principal and other staff members.

- Page 9-Jill Fleming updated Classroom Curriculum
- Page 11-Nurse Stephanie Nanstad updated the School Health Services Portion
- Page 14-Updated lunch and milk break prices
- Page 15-Updated class placements requests updated to May 1, 2027
- Page 17-Updated PBIS to Social Emotional Learning (SEL)

DES is focused on providing strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behaviors with all students. In conjunction with the school guidance curriculum, DES will continue to work on teaching being Honest, Helpful, Responsible, Respectful, and having a Positive Attitude.

- Page 17-Added Distractions to the Learning Environment (toys, beverages) under Student Conduct section

Toys/Personal Items: To support a focused and productive classroom, students should not bring toys, fidgets, stuffed animals, playground equipment, trading cards or other personal items to school or on the school bus unless specifically requested by the teacher for a special activity (Ex. play day).

Beverages: To support our custodial staff and cleanliness of the classrooms, students may have water or milk in the classroom. All other beverages (ie, Bubblr, juice box, soda) must remain closed and be consumed and discarded during the lunch period. Students should not come to school with opened beverage containers.

DMS/DHS:

- Changed date to 2026-27 throughout handbook
- Updated staff names/emails/extensions throughout handbook
- Updated use of "parent/guardian" throughout handbook
- Updated grade levels from 7-12 to 6-12 where applicable
- Pg. 5 - Updated cost of student yearbook from \$40 to \$50
- Pg. 6- Added language clarification: All open beverages (without closable lids) must be consumed in the cafeteria and will not be allowed in hallways, classrooms or lockers.
- Pg. 7 - Removed language ~~Failure to submit the advance make-up form to the office could result in the absence being unexcused.~~
- Pg. 8 - Nurse Stephanie Nanstad updated the School Health Services Portion
- Pg. 15 - Alcohol and Other Drug Abuse Coordinator - add Tom Kalhagen
- Pg. 17 - Added section Toys/Personal Items

Toys/Personal Items

To support a focused and productive classroom, students should not bring toys, fidgets, stuffed animals, playground equipment, trading cards or other personal items to school or on the school bus unless specifically requested by the teacher for a special activity.

- Pg. 19 - Removed ~~In following Board policy~~
- Pg. 25 & 26 - Added 'monetary restitution' in consequences column across from Infraction 'Destruction of Property/Vandalism'
- Pg. 31 - Added language In accordance with Policy - 5516 Student Hazing
- Pg. 34 - Added section on Bikes and Two-Wheeled Transportation

Bikes & Two-Wheeled Transportation

To maintain a safe environment for all pedestrians, students are expected to dismount and walk their bikes, ebikes, scooters and other modes of two-wheeled transportation on all school sidewalks and pathways leading to the building. For personal safety, we strongly encourage all riders to wear helmets. Additionally, students should secure their items with a lock, as the school district cannot be held responsible for lost or stolen property. Please use the bike racks located near the fitness center. Do not park bikes against the school building.

MEMO

C2

To: Board of Education
From: Stephanie Nanstad, school nurse
Date: July 13, 2026
Re: Student Handbook Updates - Health Services

The overall contents have not changed, rather reworded and organized for simplicity and consistency. The information is now the same for both student handbooks with the only difference being a section about self-carrying medication in the middle/high school handbook.

School Health Services

Student Annual Health Update

- A parent/guardian must complete the Student Annual Health Update during online enrollment at the beginning of each school year. Please provide information regarding any medical conditions, health concerns, allergies, medications, or other health-related needs that may affect your child's participation at school.
- Parents/guardians are responsible for notifying the school nurse of any changes to their child's health status, medical conditions, medications, emergency contact, or healthcare needs that occur during the school year to support student health and safety.
- Health counseling is available by the school nurse and may be requested by parents, students or staff.

Illness & Injury

- Students who become ill or injured during the school day should report to the main office, where a health room is available. Students should report to class first to receive any assignments or directions, then the teacher will issue a pass to the health room.
- In general, students may not remain in the health office for more than 30 minutes. The school nurse or office staff will evaluate the student and, if necessary, contact a parent/guardian if it is determined that the student should be sent home. If the parent/guardian cannot be reached, the emergency contact listed will be called.
- Students must remain at school until they are picked up by a parent/guardian, emergency contact, or another authorized adult.
- All accidents or injuries on school grounds must be reported immediately. Students should report injuries to the office on the same day or as soon as possible.
- If a student is injured during the school day or while participating in a school-sponsored activity and the injury is not apparent until after leaving, the parent/guardian should notify the principal as soon as possible.
- Regular school attendance is encouraged for optimal school success, however, if your child has an illness, please refer to the **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL PROTOCOL.**
- Students may return to school when they have been free of vomiting and diarrhea for 24 hours. Students must also be fever-free for 24 hours without the use of fever-reducing medications, unless a medical note is provided stating the fever is not due to a contagious illness. If your child has been diagnosed with a communicable disease, please notify the school.

Medication Policy/Medication at School

Medication should be administered at home whenever possible. If it is necessary for a student to take medication at school, please adhere to the district's medication guidelines below.

General Medication Requirements

- All medication administered at school requires a completed "Administering Medication to Students" form signed by the parent/guardian and healthcare provider.
- Medication forms must be completed annually, with one form required for each medication.
- Medication must be provided in its original, properly labeled container with the student's name, medication name, dosage instructions, pharmacy information (if applicable), and expiration date.
- All medication must be stored in the school health office unless otherwise authorized.
- Students may not share medication with others.
- Medication must be delivered to school by a parent/guardian.
- Parents/guardians are responsible for ensuring an adequate supply of medication is available at school.
- Parents/guardians are responsible for removing medication from school within two weeks of the last day of school or it will be disposed of by school personnel.

Prescription Medication

- Prescription medication requires a completed medication administration form signed by the parent/guardian and healthcare provider.
- Students may not self-administer prescription medications unless specifically authorized.
- Any change in dosage requires a new medication form and healthcare provider's signature.
- Antibiotics requiring fewer than four daily doses should be administered at home when possible.

Over-the-Counter Medication

- Over-the-counter medication requires a completed medication administration form signed by the parent/guardian.
- Dosage may not exceed manufacturer recommendations. If it does, a healthcare provider's signature is required.
- Non-FDA approved products require a healthcare provider's signature.
- Food supplements and natural health products are not administered during the school day.
- No CBD products are permitted for use at school or at school-sponsored events.

Self-Carry (Grades 7-12)

- Students in grades 7-12 may self-carry and self-administer over-the-counter medications with written parent/guardian approval and completed medication form on file.

Emergency Medications

- Emergency medications include, but are not limited to, epinephrine, seizure rescue medication, glucagon, and asthma rescue medication. These medications may be administered at school when prescribed by a healthcare provider and authorized by a parent/guardian.
- An Emergency Health Care Plan must be completed annually for students requiring any emergency medication.
- Emergency medications must be provided by the parent/guardian in the original, properly labeled container.
- Parents/guardians are responsible for monitoring expiration dates and replacing medications as needed.
- Emergency medications will be stored securely in the health office and made accessible to trained staff.

- Students may carry and self-administer emergency medications only as permitted with appropriate provider and parent/guardian authorization.

If an emergency medication is administered at school, parents/guardians will be notified as soon as possible. Emergency Medical Services (EMS/911) will be contacted following the administration of epinephrine, glucagon, or seizure rescue medication. The need for EMS/911 following administration of asthma rescue medication will be determined based on the student's condition and response to treatment.

Standing Orders for Emergency Medications

The medical advisor for the Deerfield Community School District has authorized standing orders for the use of diphenhydramine (antihistamine), epinephrine (for severe allergic reactions), and naloxone/Narcan (for suspected opioid overdose) in the school setting. These medications may be administered by trained school staff in emergency situations when symptoms indicate need.

Every effort will be made to contact parents/guardians prior to administration. However, due to the life-threatening nature of anaphylaxis or suspected overdose, medication may be administered without prior contact. If epinephrine or naloxone is administered, Emergency Medical Services (911) will be contacted immediately.

Note: Stock epinephrine is intended for emergency use only and does not replace the requirement for a parent/guardian to supply prescribed epinephrine for students with known allergies.

Immunization Requirements

- The Wisconsin Student Immunization Law mandates that all children in grades K-12 have the following vaccinations: 4 DTP, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella vaccine or evidence of the disease. If your child isn't up to date on the required immunizations by the 30th day of school year, they may be excluded from school until they have their vaccinations up to date or a waiver (for personal, religious or medical reasons) has been signed.
- Students entering 7th grade have additional immunization requirements as a result of changes to the Wisconsin Student Immunization Law (05/2024). One additional dose of Tdap vaccine (Tetanus, Diphtheria, and acellular Pertussis) and one dose of MenACWY-containing vaccine (Meningococcal) is required.
- Students who claim to have an exception to the varicella vaccination requirements because of having the chickenpox disease will need to meet the verification requirements. This verification must be provided by a qualified healthcare provider (M.D., D.O., N.P, or P.A.)
- Please contact your health care provider or public health department for vaccine information.
- Local health departments offer immunizations to students free of charge. If you would like to take part in this, contact Public Health Madison and Dane County at 608-266-4821.

In the event of a substantial outbreak of a vaccine preventable disease, the Department of Health and Social Services may direct schools to exclude unimmunized students, including those with waivers on file. Students may remain excluded until the outbreak has subsided.

Food Allergies

The school district will take all reasonable and appropriate steps to minimize exposure and provide a safe educational environment for students with life-threatening allergies. However, the Deerfield Community School District cannot guarantee an allergy-free environment.

Because each student's allergy and medical situation is unique, parents/guardians should complete the Emergency Health Care Plan for Severe Allergies and contact the school nurse.

In addition, the Food Allergy, Intolerance, or Dietary Restriction Form must be completed and signed by the parent/guardian and healthcare provider. This form is available on the district website.

Vision and Hearing Screening

Vision and hearing screening in school can provide early identification of possible vision impairments and hearing loss. Screen results are advisory, not diagnostic. Annual vision screenings are provided for students in 4K, 5K, 1st, 3rd, and 5th grade students. Annual hearing screenings are provided for students in 5K and 1st grades.

Physical Education Exclusions

All students are expected to participate in physical education classes unless a written, signed, and dated excuse is provided by a healthcare provider. The excuse must include the reason for the exemption and the length of time the student is to be excused from participation. Reasonable requests for exemption or modified participation will be honored in accordance with the healthcare provider's recommendations.

9M

To: Board of Education
From: Michelle Jensen
Date: July 13, 2026
Re: Employee Handbook Changes

I have reviewed the current employee handbook language from WASB in comparison to our current employee handbooks. I am recommending the following changes based on the WASB recommended language or our current practices.

Part I - All Employees

H. Personal Electronic Devices

- Because of the challenges associated with both confidentiality and records management in these situations, arrangements involving the use of a personal mobile device for regular, non-emergency work-related purposes are strongly discouraged, except in connection with actual voice phone calls and/or accessing the official District email system through the device.

In all situations, employees are strongly discouraged from using a mobile phone or device to create, maintain/retain, or disclose pupil records and/or any other confidential information, especially with respect to text messages and other types of records that are not easily retained or that are not easily located or reproduced in response to a records request. An employee who fails to comply with the District's records management requirements may be subject to discipline up to and including termination.

3.34 Anti-Nepotism and Related Conflicts of Interest

- D. **Standard for Employment Decisions.** Subject to all applicable laws and Board policies, the Board expects hiring and employment decisions to reflect the best interests of the District, which includes neither arbitrarily favoring nor arbitrarily disfavoring an applicant or candidate solely because the individual is related to a current District employee or current District official.
- E. **Exceptions Approved at the Discretion of the District.** Unless prohibited by law, the District Administrator or the School Board may expressly approve exceptions to the prohibitions listed in subsection C, above, based on a determination that the exception is in the best interests of the District, including that appropriate modifications to the relevant line(s) of supervisory authority or to the job responsibilities of the affected employees will be implemented such that the District is satisfied that the potential conflicts of interest will be sufficiently mitigated. The Board will decide whether to approve any such exception that involves the District Administrator. Even if it may be possible in a specific situation for the District to modify supervisory relationships and responsibilities, lines of authority, or specific job duties to eliminate or minimize a potential conflict of interest involving related persons, the District is not obligated to do so.

3.35 Operators of District Vehicles...

D. Student Transportation Using District Vehicles (Van)

- A school van is available for use when transporting up to 7 9 students or less.

3.41 Personnel-Student Relations

~~All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.~~

~~The Board fully supports the right and desire of teachers to maintain a proper disciplinary atmosphere in all classrooms. The Board further realizes that this is necessary if students and teachers are to realize maximum effectiveness in the cooperative goals of educational excellence.~~

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

In performing their responsibilities and interacting with students, District staff members are expected to (1) uphold the rights of students, as established by state and federal law and under District policies; (2) comply with the District's separate policy that establishes standards for appropriate content and appropriate methods of communication with students; and (3) model behaviors that are expected of students, including by following applicable rules, engaging in respectful interpersonal interactions, and acting in an ethical manner. When interacting with students, no staff member may engage in any activity or communication that constitutes, encourages, or invites (1) unlawful conduct; (2) conduct that would unreasonably endanger the safety or well-being of any person; or (3) conduct that compromises relevant boundaries and jeopardizes the staff member's ability to serve effectively in his or her District-assigned role, such as by engaging with students in an inappropriate, peer-like relationship that affects the staff member's ability to serve as an effective authority figure.

Part II - Certified Staff (118.22)

Article IV-Insurance K

- 4. Subject to the terms and conditions specified by the carrier, part-time teachers working at least ~~0.5 FTE~~ 30 hours per week or 0.75 FTE shall be responsible for the ~~following contribution based on the percentage of full-time employment:~~ health insurance contribution based on the chart below. Employees may complete the Health Risk Assessment to earn a 3.5% discount on the employee premium contribution. No contribution shall be made for employees who work less than 30 hours per week.

Emp contribution is calculated on hours/day and not FTE	2026-27	
	NEW	NEW
	Contribution %	HRA Discount %
7.5 to 8	16.00%	12.50%
7.25	18.50%	15.00%
7	21.00%	17.50%
6.75	23.50%	20.00%
6.5	26.00%	22.50%
6.25	28.50%	25.00%
6	31.00%	27.50%

~~a. Pro-rated portion of the health insurance premium plus an additional 3.5%. Part time employees may complete the Health Risk Assessment to earn a 3.5% discount on the employee premium contribution. (For example, a certified employee working a 0.5 FTE contract will be responsible for 53.5% of the health insurance premium. If the employee completes the Health Risk Assessment, the employee will receive a 3.5% discount changing the premium contribution to 50%.)~~

- K. Workday end time changed from 3:35pm to 3:30pm.

Section II-A Certified Staff

Daily Student Schedule (for DES)

- ~~7:35~~ 7:45 Supervision starts
- ~~7:50~~ Students begin entering the building **Teachers must be at their homeroom door at this time, ready to greet children.**
- ~~7:55~~ 8:00 School begins
- ~~8:00~~ 8:10 Attendance must be submitted

Attendance Taking

- Elementary teachers should complete attendance by 8:010am
- In addition, any **written** note stating the reason for an absence **must** be put outside the classroom door by 8:00am received in the office by 8:10am.

Budget

- Receipts from purchases using the District credit card ~~should~~ must be submitted with the purchasing card form.

Classroom Maintenance

- ~~Should a room require special maintenance or repair, a maintenance request form should be filled out online via rSchool.~~ All maintenance requests should be made through OperationsHero found in the waffle menu.

Classroom Volunteers

- ~~Volunteer forms should be picked up from the main office in each building and should be returned to the building principal for approval and a background check.~~ An electronic Volunteer form can be filled out on the district website.

Long Distance Phone Calls (eliminate this topic as no longer applicable)

- ~~Long distance phone service is available from any phone in the District. Teachers are asked not to use long distance lines for personal phone calls. Students will not be called out of class for a phone call unless it is an emergency.~~

Staff Hours

- The normal workday for teachers is 7:30am-~~3:35~~ 3:30pm except on Wednesdays

Appendix A - Certified Staff Compensation Model Guidelines

F. Longevity Plan

Beginning in 2026-27 school year, longevity pay increases will be given to certified staff based on years of service in the district. The employee will receive a \$500 increase to salary for every five years of service, based on a full year of service. Staff working part-time will have their years of service calculated based on their pro-rated contract. The initial year of employment will be counted as a full year if the employee is hired before November 1.

The longevity pay increase will be provided up to a maximum of \$3,500 or 35 years of service. To onboard staff in the 2026-27 school year, there will be an initial increase of \$100 per full year of service and subsequently paid in 5-year increments going forward. For example, an employee with 16 years of service will be onboarded with \$1,600 added to salary and paid an additional \$400 in 2030 after their 20th year.

Part III - Support Staff

Article IV - Insurance

A. Health Insurance for Non-exempt Staff

The District will prorate the contribution for regular part-time employees based on a ~~40-hour work week~~ eight (8) hour work day. ~~All regular part-time employees will contribute an additional 3.5% to the prorated portion with a minimum of 13.5% toward the cost of the health insurance premium. Support staff working less than 7.5 hours: the increase will be based on FTE times 3%.~~ Employees may complete the Health Risk Assessment to earn a 3.5% discount on the employee premium contribution. No contribution shall be made for employees who work less than 30 hours per week. Employees electing to participate in a health insurance plan more expensive than the base plan are required to pay the difference in premium in addition to the required employee contribution. Employee contributions shall be based on the chart below.

Emp contribution is calculated on hours/day and not FTE	2026-27	
	NEW	NEW
	Contribution %	HRA Discount %
7.5 to 8	16.00%	12.50%
7.25	18.50%	15.00%
7	21.00%	17.50%
6.75	23.50%	20.00%
6.5	26.00%	22.50%
6.25	28.50%	25.00%
6	31.00%	27.50%

Article XXII - Retirement

- A. The employee will contribute the employee portion to the Wisconsin Retirement System. ~~Staff not eligible to receive WRS will receive a cash benefit equal to the contribution made to the WRS by the District.~~ Staff employed on or before June 30, 2026 who are not eligible to receive WRS will continue to receive a cash benefit equal to the District's WRS contribution. **New employees hired after June 30, 2026 are not eligible for this benefit.**

Part VI - Substitute Employees

Section 2 - Substitute Teachers

2.02 Training and Evaluation

All paid employees will be responsible for completing the required trainings in accordance with District policies, the Department of Public Instruction, state and federal laws.

Section 3 - Support Staff Substitutes

3.02 Training and Evaluation

All paid employees will be responsible for completing the required trainings in accordance with District policies, the Department of Public Instruction, state and federal laws.

Additional Note:

- There could be additional changes to the staff handbooks regarding communications between staff and students related to Act 89. We are in the process of transitioning to Bound for all extra-curriculars and are exploring what options this provides for two-way communication.

DEERFIELD MIDDLE/HIGH SCHOOL STUDENT & PARENT EXTRACURRICULAR HANDBOOK



Participation is a privilege, not a right.

When students choose to participate in a co/extracurricular activity,
the students not only represent themselves, but their school and community as well.
As a result, there are higher expectations for the behavior of students in co/extracurricular activities
and such students are held to a higher standard.

DEMON PRIDE

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Communication, Expectations and Support

CONTACT INFORMATION

Deerfield Middle/High School
300 Simonson Boulevard
Deerfield, WI 53531
608-764-5431

Athletic Director:	Matt Polzin polzinm@deerfield.k12.wi.us
AD Admin. Assistant:	Angie Haag haaga@deerfield.k12.wi.us
Principal:	Scott Kramper krampers@deerfield.k12.wi.us
Superintendent:	Michelle Jensen jensenm@deerfield.k12.wi.us
Director of Student Services:	Karen Frey freyk@deerfield.k12.wi.us
School Social Worker:	Tom Kalhagen kalhagent@deerfield.k12.wi.us
MS/HS School Counselor	Tricia Brummett brummettt@deerfield.k12.wi.us
Building and Grounds Supervisor:	Ryan Fankhauser fankhauserr@deerfield.k12.wi.us

Preface

This handbook acts as a resource for anyone involved in the Deerfield Community School District (DCSD) athletic and other extracurricular activities programs. It is designed to define expectations, clarify procedures and contribute to the efficiency and management of the extracurricular programs. While every possible situation cannot be covered in a handbook, many of the situations which may arise in DCSD's extracurricular programs are addressed in this handbook.

Nondiscrimination and Equal Opportunity Employment

It is the policy of the Deerfield Community School District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during non working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Student Nondiscrimination Policy

It is the policy of the Deerfield Community School district that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973. *The district will provide reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements per PI4 41.04(1)(a). For more information or to file a complaint, contact Ms. Karen Frey, freyk@deerfield.k12.wi.us, 608-764-5431, Deerfield Community Schools, 300 Simonson Boulevard, Deerfield, WI 53531.

Title IX Notice of Nondiscrimination

The Board of the Deerfield Community School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Karen Frey

Director of Pupil Services

300 Simonson Blvd.

Deerfield, WI 53531

freyk@deerfield.k12.wi.us

608-764-5431

The Board's non-discrimination policy (#2266 – Non-Discrimination on the Basis of Sex in Education Programs or Activities) and grievance procedures can be located on the district website.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities](#), which can be found on the district website.

Contact information for the Office for Civil Rights (OCR) is available on the district website.

Section 504/ADA Prohibition Against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Board Policy 2431 – Interscholastic Athletics

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures against those who violate these sportsmanship expectations. The District provides the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

Introduction

The Deerfield Community School District believes that while participation in co/extracurricular activities is valuable, it is also a privilege which bears certain academic, attendance, and behavioral expectations. With privilege comes responsibility. Appropriate behavior is expected of all students, whether a participant or a spectator, at all school-sponsored athletic and co/extracurricular events.

The Wisconsin Interscholastic Athletic Association (WIAA) requires that each participating school has a policy on eligibility, expected behavior, and the use of controlled and performance-enhancing substances. Participating students must be academically eligible to play in interscholastic sports.

The standards outlined in this code are the minimum; higher standards may be established by the coach/advisor of each activity or organization. These additional rules/guidelines will be reviewed by the athletic director and/or building principal and will be enforced by the coach/advisor.

GENERAL INFORMATION

Governing Bodies

Athletic activities for grades 6-12 are governed by this handbook and by the rules of the following national, state and conference organizations, as well as policy of DCSD:

- ❖ *National Federation of High School Associations - www.nfhs.org*
- ❖ *Wisconsin Interscholastic Athletic Association - www.wiaawi.org*
- ❖ *Trailways Conference - www.trailways-athletics.org*
- ❖ *Mauneshia League - [Mauneshia League Conference By-Laws](#)*
- ❖ *Deerfield Community School District - www.deerfield.k12.wi.us*

Academic eligibility, conduct and training regulations are established with the best interests of the student, team, school and community. These regulations are clearly defined so that all persons affected by them clearly understand what is expected. The Board believes that the parent(s)/ guardian(s) and the participant should know and support the regulations governing activities.

Students and parents are required to read, understand and agree to abide by the extracurricular Code of Conduct. A student who complies with the rules and regulations demonstrates a desire to demand excellence of himself/herself and a willingness to make a sincere commitment towards student activities. A student who does not comply with the rules and regulations will face disciplinary action aimed at helping the student realize they made a mistake and to prevent violations of the activity code in the future.

The Code of Conduct applies to participants and managers of all grade 6-12 interscholastic athletics, as well as all other activities offered.

As prescribed in the WIAA Rules of Eligibility, "A student is required to follow the school's code of conduct on a year-round (12 month) basis" (Article VII, Section 3, Item C). The Athletic Director will enforce those rules as defined by the WIAA and DCSD all calendar year (January 1-December 31).

PROGRAM OFFERINGS

Activities for Grades 6-8

The mission of middle school activities is to provide a safe, enjoyable, and educational experience tailored specifically to the developmental needs of young adolescents. Programs focus on fostering self-esteem, citizenship, responsibility, and leadership within a positive climate supported by strong adult guidance. As an essential part of the educational process, these activities offer an opportunity for the home, school, and community to collaborate while allowing students to explore varied interests. All programs endorse a policy of wide participation, welcoming all eligible students and actively encouraging multi-sport involvement whenever possible. While individual participation will gradually be influenced by skill, maturity, and work ethic, competitive situations must be carefully managed to ensure every student has an opportunity for success. A list of activities can be found at <https://www.deerfield.k12.wi.us/schools/middle/athletics-activities/>.

List of Middle School Activities - **grade 6-8 in bold**, all others are grade 7-8

Fall: **Co-ed Cross Country**, **Football**, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, **Wrestling**

Spring: Co-ed Track

Clubs: **Art Club**, **Forensics**, **Student Council**

Activities for Grades 9-12

The mission of high school activities is to serve as a vital supplement to the academic curriculum, striving to develop students physically, mentally, socially, and emotionally. While opportunities are provided for any interested student across a diverse range of athletic, intellectual, and artistic pursuits, participation is a privilege that requires students to assume specific responsibilities to themselves, their team, and the community. Because of the highly competitive nature of interscholastic sports, participants may need to actively compete for positions by continuously developing and preparing their skills. Ultimately, these experiences are designed to cultivate essential learning skills and emotional patterns that empower students to achieve the maximum benefit from their overall education.

A list of activities can be found at <https://www.deerfield.k12.wi.us/schools/high/athletics-activities/>.

List of High School Activities

Fall: Boys and Girls Cross Country, Football, Boys Soccer, Spirit Squad, Boys Volleyball, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, E-Sports, Spirit Squad, Wrestling

Spring: Boys Baseball, Girls Soccer, Girls Softball, Boys and Girls Track

Clubs: Academic Decathlon, Art Club, Demon Legion Club, Forensics, National Honor Society, Student Council, TRUE ID, United Against Hate

ACTIVITIES COVERED BY THE SCOPE OF THIS POLICY (as of 7/20/26)

Academic Decathlon	Art Club	Demon Legion Club
Esports	FBLA	Forensics
Homecoming Court/Escort	Interscholastic Athletics – Deerfield Middle/High School	Interscholastic Athletics – Cooperative Sports Programs
Jazz Band	Math Team	Middle School Show Choir
National Honor Society	Non-Academic Trips (incl senior trip)	Out of State or Overnight Trips
Prom King/Queen	School-Sponsored Events	Solo/Ensemble Music Festival (district and state levels)
Spirit Squad/Dance Team	Spring Play	Student Council
TRUE ID	United Against Hate	

Please Note: This list is subject to change as new extracurricular activities are established or existing activities are modified. The Deerfield Community School District reserves the right to determine which activities fall under the scope of this Extracurricular Handbook.

Activities Scheduling and Updates

DCSD will be using Bound software for scheduling all athletic and extracurricular activities. Bound is considered the primary scheduling source and communication tool for these activities. Coaches, students, parents and community are strongly encouraged to use the Bound app to follow the activities of their choice. All changes and modifications to activity schedules will be posted immediately on Bound.

Awards and Recognition

High school coaches are expected to hold Parents Night and Senior Night. These dates should be determined prior to the start of the season and shared at the required Parent/Guardian and Student Meeting. The head coach will schedule the post-season awards program for high school athletics. The date, time and location will be shared by the head coach at least two weeks in advance of the date of the program.

STUDENT ELIGIBILITY AND PARTICIPATION GUIDELINES

In order to maintain eligibility to participate fully in co/extracurriculars:

- Students must be registered full-time, as defined by District [Policy 5200.1](#), throughout the time of co/extracurricular participation including both semesters for winter sports and activities.
- Homeschooled students are eligible to participate if the proper form(s) are on file with the Department of Public Instruction AND the student is a resident of Deerfield Community School District.
- Virtual school students are eligible to participate in the district in which they are enrolled, not in which they reside.
- Open enrolled students are eligible to participate according to WIAA [Transfer Rule guidelines](#).
- Students must watch the Co/Extracurricular Code Meeting video with a parent/guardian each school year. This is located on the district website under Athletics & Activities.
- High school students are required to submit to a random drug test when asked. Failure to do so will result in the student being charged with a code violation and will face the consequences as set forth in this handbook.
- Student must maintain Academic, Attendance and Behavioral Standards as set forth in this handbook.

Required Documents

Participants are required to have the following documents on file with the District Office before they will be allowed to participate in a practice or contest.

1. **Medical Eligibility Form or Alternate Year Athletic Permit Form** – Required each school year dependent on the date of physical exam. May be found on the [Athletics & Activities](#) website. All managers along with participants in non-athletic clubs are exempt from this requirement.
2. **Extracurricular Code Form** - Required each school year. May be found on the [Athletics & Activities](#) website. This form is completed on-line after the student and parent/guardian watch the code video. This form includes acknowledgement of [concussion and head injuries](#), [sudden cardiac arrest](#) and [WIAA Rules of Eligibility](#).
3. Students will not have outstanding equipment from previous athletic or activity affiliation. Students will not be allowed to practice nor compete in a subsequent athletic activity until this is resolved. The student must return the equipment or pay the fee for replacement charged in their Skyward account. Exceptions may be made which allow a student to at least start practice without turning in their previous uniform depending on the timing of the end of one season and start of the subsequent season.

Homeschool Student Participation

Requests from families with students wanting to participate in extracurricular activities, but are not enrolled in DCSD, will follow [WIAA guidelines](#) for athletics and the guidelines outlined in the extracurricular handbook to be eligible for participation.

WIAA Eligibility Verification of Transfer Student

DCSD adheres to all WIAA eligibility requirements related to transfer students. Consult the [WIAA Transfer Student](#) rules to learn more.

Red Card - Verification to Participate

Upon submission of forms, the student-athlete will receive a **RED CARD** from the District Office. The **RED CARD** serves as official notification that the athlete has been cleared to participate. **Athletes must turn the RED CARD into the coach on the first day of practice to be eligible to practice.** Coaches may not allow a student-athlete to practice until a Red Card has been turned in to the coach. A **RED CARD** needs to be picked up at the start of each new season.

Required Parent/Guardian and Student Meeting

Before the first competition of the season, the head coach will hold a mandatory parent/guardian and student meeting. The coach must announce to students and parents the date and time of the meeting at least one week in advance.

Topics for the parent meeting should include:

- Philosophy and expectations of the coach
- Practice and competition schedules
- Team communication methods
- Attendance expectations
- Procedures for reporting absences
- Varsity lettering criteria
- Equipment requirements
- Team apparel orders
- Fundraising activities
- Parent expectations
- Senior Night, Parent Night and any other special events
- Notify parents of team social media platforms

Changing Sports During A Season

Student-athletes are encouraged to remain committed to the sport in which they begin the season. However, circumstances may arise in which changing sports is appropriate.

When a student wishes to change sports during an athletic season:

- Both head coaches must agree that the change is in the student's best interest.
- The Athletic Director will participate in the decision-making process.
- The coaches and Athletic Director will determine the number of practice days necessary before the athlete is eligible to compete in the new sport.

Joining A Team After The Season Begins

Students are expected to begin participation when the official WIAA season begins. If a student is unable to begin with the team, arrangements should be made with the head coach prior to the season whenever possible.

Students wishing to join a team more than **14 calendar days** after the official start of the season must receive approval from the head coach and the Athletic Director and/or building principal.

Students wishing to join a team after receiving a code violation in order to serve a suspension must receive the approval from the head coach and the Athletic Director.

Late participation may affect eligibility for team awards or other program recognition at the discretion of the head coach.

Participation Following Suspension From A Sport

A student who is suspended from one sport during a season may not join another sport for the remainder of that season.

Dual Sport Participation

When a student chooses to participate in two sports during the same athletic season, cooperation among coaches is expected.

Prior to the beginning of the season, the following individuals should meet to develop a participation plan:

- The student-athlete
- Both varsity head coaches
- The Athletic Director
- Parents or guardians

The participation plan should outline expectations regarding:

- Practice attendance
- Competition schedules
- Determination of "primary" sport to prioritize same day competitions
- Communication procedures

Conduct and training rule violations accumulate separate from one another and must be served while in good academic standing.

PRACTICES

The WIAA has established a minimum number of practices a team must have prior to any competition. Even though these are team practices, it is expected that each athlete be held to these minimums.

- Baseball, basketball, cross country, softball, track, volleyball - Seven (7) practice days
- Football - Fourteen (14) practice days, five (5) of which must follow WIAA acclimatization protocol
- Wrestling - Ten (10) practice days

A student-athlete is expected to meet a five (5) practice minimum. If special circumstances arise, the Athletic Director may approve to have a student-athlete participate with less than 5 practices. This exception does not apply to football and wrestling. In football and wrestling, an individual is required to complete 5 practices which in football, also has an acclimatization protocol. Teams are required to have one off day after 6 consecutive days of practice or competitions.

Vacation and Holiday Practices

Students missing practices on recognized religious holidays will be considered excused and will not be penalized. Coaches should inform participants, parents and the Athletic Director of all non-school practice dates in advance.

School Closings/Cancellation and Practices

When school is closed or cancelled before the start of the school day due to inclement weather, all DMS after school activities will be cancelled. DHS coaches may conduct practices after conferring with the Athletic Director. Participation at practices when school is cancelled is not required, provided coaches are communicated with in advance by the participant or his/her parent or guardian. The Athletic Director and/or building principal may decide to terminate all practices for a particular date due to inclement weather or safety concerns. Administration will take into consideration the need for the practice (tournament series & pre-game practices will have higher priority), grade level of team members, geographic distance team members from the school, time of practice, location of practice, weather forecast and travel conditions. When school is cancelled after the academic day is already in session, all practices are cancelled. The Athletic Director, building principal and Superintendent will make an informed decision on interscholastic competitions for that day.

EQUIPMENT AND APPAREL

The care and maintenance of equipment and apparel will be the co-responsibility of coaches, athletes and DCSD. All athletic teams will wear uniforms issued by the Deerfield Community School District. Player names will not be allowed on any jersey or uniform. The school district makes every effort to ensure that all athletic teams are in a rotation for purchasing new equipment and uniforms. Additional items such as team warm ups or specialized pieces of equipment may need to be purchased through fundraising efforts of the team.

Distribution and Use

When equipment and apparel is distributed to the students, coaches should specify any instructions regarding the proper care, storage, cleaning and safeguarding of all equipment.

Students are responsible for all equipment and apparel issued to them. The coach will complete an equipment/apparel tracking form, containing complete itemized lists of the equipment issued to each student. Students need to inform coaches of any damaged or defective equipment as soon as possible. Apparel, both practice and game, are supplied for the sole purpose of athletic participation. This apparel is not to be used for any other purpose nor lent to other individuals.

Collection

At the end of the season, coaches will make arrangements for the return of all equipment and apparel. Coaches are encouraged to collect uniforms and other equipment on the day of or day directly after the last contest. Coaches should use the equipment/apparel tracking form to verify that each item has been returned. All lost and excessive usage of equipment needs to be replaced and will be paid for by the athlete to whom it was issued.

Outstanding Equipment/Apparel

If any equipment or apparel is missing after the final check-in, the coach will make note on the Uniform Tracking form. The AD Admin. Assistant will send an email to the parent/guardian of the student and, if necessary, document the item value on the student's Skyward fees account. The list of the item(s) and any costs incurred due to the missing item(s) will be removed when the student either returns the item(s) or pays the original value of the item(s). Students will not be allowed to participate in subsequent activities until all equipment is returned or all pending fines are paid.

Personal Equipment

For some activities, it is necessary for the participants to purchase equipment items and/or uniform items. Examples of this are volleyball shorts and knee pads, baseball or softball gloves, baseball hat, shoes or cleats. In such cases, the head coach is encouraged to advise the students in advance of the purchases and of recommended equipment that meets desired product quality. Students needing financial assistance through the DEAR Fund to purchase needed equipment should contact Karen Frey at freymk@deerfield.k12.wi.us.

LOCKER ROOMS AND LOCKERS

The Athletic Director will provide the high school head coach with locker combinations for the assigned locker room. The coach can assign lockers to each athlete and should keep a record of the locker assignments. At the end of the season, the coach is responsible for checking athletes 'out' of their assigned locker. All items must be removed from the locker.

The locker rooms are not to be left open for the use of unsupervised students. Cell phones with video capabilities are not allowed in locker room and rest room facilities. Coaches and athletes are responsible for keeping the locker rooms clean and neat. All items must be placed in lockers so that custodial staff can sweep and mop the floors daily.

DISTRICT TRANSPORTATION

DCSD shall provide transportation for participants, support personnel and coaches in authorized school vehicles. The Athletic Director will schedule transportation for all athletic contests. The District will use buses whenever possible, however, due to bus driver shortages, coaches may need to use school vans, personal

vehicles or parent transportation to transport students to competitions. All policies and administrative guidelines related to student transportation must be followed, including Policy 2340 - District Sponsored Trips, Policy 8600 - Transportation, Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Coaches/advisors and students will follow the guidelines listed below when traveling to/from a school-sponsored activity:

1. Students are expected to use the school provided transportation to an event (bus, van, other approved vehicles).
2. Students must remain in their seats and maintain conversational noise levels.
3. Coaches/advisors must be seated on the bus in the areas that will give them the maximum supervisory coverage.
4. Co-ed bus trips must be closely monitored, and male and female passengers may sit together only with coach/advisor permission and supervision.
5. Students are to be at the point of departure on time.
6. Students who miss the bus and travel to the contest late shall not be permitted to compete unless prearranged and approved by the coach/advisor and Athletic Director.
7. Any unusual circumstances during a trip must be immediately reported to the coaches/advisors, bus driver and Athletic Director.
8. Courtesy and mutual respect for team members and fellow passengers must be practiced at all times. This includes refraining from loud talking, shouting, whistling, profanity or unnecessary noises.
9. Students are reminded that they represent their activity, their school and the community.
10. Food and drink will be allowed on buses only with the approval of the coach/advisor and bus driver.
11. Coaches/advisors will inspect the bus upon arrival back to the school and make sure it is cleaned up before students are allowed to leave.

For end-of-season tournament play, DCSD will pay for bus transportation for the participants who are competing or on the roster and their coaches.

Coach/Advisor Drivers

When necessary, coaches/advisors may serve as drivers. Coaches/Advisors transporting students must complete the required driver paperwork. The coach/advisor will work with the Athletic Director to reserve the school vans.

Parent Transportation

Under certain circumstances or exceptional situations, parents may be needed to help transport students to an event or activity. Parents willing to serve as drivers must complete the required paperwork at least three days prior to the event. This required paperwork can be obtained from the Athletic Director. The coach/advisor may be asked to help coordinate which students will ride with each family.

A student is permitted to ride home from an event with the parent/guardian. The parent/guardian must sign out the student with the coach after the event. A student may ride home from an event with someone other than a parent/guardian, if pre-approved by the Athletic Director. In no case will participants be allowed to ride with another student or transport themselves.

Overnight Accommodations

All overnight trips must be approved by the School Board at least thirty (30) in advance of the trip, when possible. Coaches are responsible for notifying the participants and families of the purpose of the trip, date and time of departure, date and estimated time of arrival home, mode of transportation, location of team housing and phone number and expenses that students will incur.

Early Release for Activities

Activity contests are scheduled in an attempt to avoid disturbance to the academic program. However, competition schedules may require students to be excused from their academic class time. When students are released early from school for competition, they will be released from class fifteen (15) minutes prior to departure time. Students are responsible to communicate with teachers in advance of missed class time and are responsible for academic material that they may miss due to the early release.

WIAA NIL GUIDELINES

Understanding Name, Image, and Likeness (NIL)

Name, Image, and Likeness (NIL) refers to the ability of student-athletes to receive compensation for activities that involve their personal brand—such as appearing in advertisements, running a monetized social media account, or signing autographs. While these opportunities are now permissible under specific guidelines, preserving amateur status remains essential for continued eligibility in WIAA-sanctioned high school athletics.

Amateur Status and Athletic Instruction

Amateur status regulations prohibit student-athletes from receiving payment for self-employed instruction in a WIAA sport. For example, providing private lessons or advertising training services independently would violate these rules. However, students may work part-time for a third-party entity—such as a recreation department or training facility—and receive compensation as an employee. This distinction ensures students can gain experience and income without compromising eligibility.

What's NOT Permitted (Loss of Amateur Status):

- Student-athletes cannot receive payment for self-employed lessons in any WIAA sanctioned sport
- Students providing individual instruction independently will lose their amateur status and become ineligible for competition
- Example: A basketball player advertising and providing private shooting lessons for payment

What IS Permitted:

- Student-athletes may be employed on a part-time basis as an instructor for another entity (such as a recreation department, club, or facility)
- They may receive payment for these services as employees, but cannot provide lessons on an individual, self-employed basis
- Example: The same player working part-time for the local recreation center as a youth basketball coach

Out-of-Season Training and Financial Support

When participating in out-of-season camps, clinics, or training not organized by the school, students must cover 100% of their own expenses, including transportation. Schools may only provide financial support or transportation during the actual sport season or for the summer contact days authorized by the Board of Control. Fundraising to cover nonschool training costs, including the use of crowdfunding platforms like GoFundMe, is strictly prohibited.

Updated Regulations on Awards and Mementos

Recent adjustments to amateur status regulations now allow students to retain:

- School mementos (e.g., rings, t-shirts, or sweatshirts) valued under \$200
- Awards valued under \$100
- Uniform apparel issued as part of a nonschool team

Important Note: Items such as equipment (helmets, bats, sticks, etc.), duffel bags, and backpacks do not qualify as uniform apparel and may not be retained without risk to amateur standing.

NIL Restrictions and Prohibited Activities

It is important to note that NIL deals must remain entirely separate from school affiliation. The following are strictly prohibited:

Prohibited NIL Activities:

- Compensation tied to performance or recruiting inducements
- Use of school logos, uniforms, or team references
- NIL arrangements involving restricted industries (gambling, alcohol, or tobacco)
- School staff, including coaches, teachers, and alumni facilitating or promoting NIL opportunities for students in any capacity

Additional Restrictions:

- NIL deals must be completely separate from school affiliations
- Students may not hire agents (though they may consult legal counsel)
- Misunderstandings can easily lead to violations that jeopardize eligibility

ATTENDANCE ELIGIBILITY

- Students may participate in a practice or contest only if in attendance at school for all periods on days when school is in session.
- A student's school day begins when their schedule begins. (e.g. student has a 7:00am class, he/she is expected to be in school by 7:00am).
- If a student needs to be absent for any part of the day to attend a medical appointment, he/she is expected to provide evidence of attending upon their return to school.
- Any unexcused absence or tardiness will result in the student being ineligible to participate in any co/extracurricular practice or event that day, or the day it is discovered
- A student who is absent (excused) for reasons other than illness (e.g. appointments, vacations) will be eligible for co/extracurricular participation provided he/she makes every effort to have prior approval from the principal and, in the case of vacations, has the absence pre-approved through the office.
- A student is expected to notify the office as soon as possible if absent for a reason beyond their control. (e.g. student gets a flat tire on the way to school) Eligibility will be determined by the principal and/or Athletic Director on a case-by-case basis.
- When students return home late from competitions, they are expected to be in attendance according to their schedule the next morning. Students will not be excused for being late to school the following day because of a late return from an away event.
- Attendance rules will be followed in accordance with Policy 5200 - Attendance.

Unexcused Absences and Tardies

After 3 tardies during a season, the student will be ineligible to participate in the next event. A pattern of unexcused absences will result in the student being ineligible to participate in the next event.

Truancy

A student who accumulates sufficient absences (excused or unexcused) that lead to truancy being filed with law enforcement will be ineligible for the next event following notification. A student who has reached the age of 18 and is considered truant according to Wisconsin State Law, even if truancy is not filed, will be ineligible for the next event.

Participation During An In-School or Out-of-School Suspension

A student serving an in-school suspension may attend practice or a competition but not participate or wear the uniform. A student serving an out-of-school suspension may not participate in or attend practices, games or events for the duration of the suspension.

Attendance At Practices, Games And Activities

Attendance is mandatory, with the exception of injury, illness, pre-approved family vacation, school-sponsored trip, or with the specific consent of the coach or advisor. Consequences for absences will be determined by the coach or advisor.

- A student must consult with his/her coach/advisor before missing a practice, game or event. Failure to do so will result in an unexcused absence. This does not apply to excused absences from school.
- Missing practice or a game to play a non-district sponsored sport will be considered an unexcused absence.
- If a student has four (4) unexcused absences, whether from practices or games, he/she will no longer be a member of the team.

ACADEMIC ELIGIBILITY

Students are expected to have **no Fs and no more than one D** (including incomplete grades when converted to a letter grade) at the time of any grade check throughout the school year. Grade checks will be done for all students participating in co/extracurriculars at the end of the 3rd and 6th weeks of each quarter, as well as at the end of each 9 week quarter.

Academic Probation

Student is placed on **Academic Probation** when he/she fails to meet the academic standard when grade checks are done **at the 3rd and 6th weeks of each quarter**. Students receiving **one failing grade or two or more D's** will be placed on probation for one week. During Academic Probation, student-athletes can continue to practice and compete. If after one week, academic standards have not been met, the student-athlete will become ineligible to compete until at which time, grades have improved.

Academic Ineligibility

Level 1 Ineligible - Student receives two or more 'D's or one 'F' at the end of a quarter.

- Student will continue to practice and attend events with the team but is ineligible to participate in the next 20% of the sport's scheduled events. Student may not dress in uniform for any games during this period of ineligibility. With non-athletic clubs, the student will continue to attend club meetings but is ineligible to participate in the next event that occurs in the first three weeks of the following quarter.
- Student will become eligible if his/her grade(s) have to improved to meet standard.

Level 2 Ineligible - Student receives two or more 'F's at the end of a quarter.

- Student will continue to practice and attend events with their teams/clubs but is ineligible to participate in the remainder of the current season and 50% of the next sport's scheduled events. Student may not dress in uniform for any games during this period of ineligibility.
- Student will continue to attend club meetings but is ineligible to participate in any events that occur in the first three weeks of the following quarter.

End of Quarter 1: Athlete is ineligible for the remainder of the fall season (if contests remain) and the first 50% of the winter season.

End of Quarter 2: Athlete is ineligible for the remainder of the winter season and will remain eligible until the end of 3rd quarter.

End of Quarter 3: Athlete is ineligible for the first 50% of the spring season.

End of Quarter 4: Athlete is ineligible for the first 50% of the following fall season

The Athletic Director and/or building principal will notify students on academic probation or academic ineligible status. The Athletic Director will share this information with the coach. Likewise, the Athletic Director will notify the student and coach if the eligibility status changes. All parents/guardians of students determined to be on academic probation or ineligible will receive an email from the Athletic Director. Penalties accumulated at the middle school level will not be carried over to the high school level. Academic eligibility penalties do not accumulate.

BEHAVIORAL STANDARDS

A student whose conduct reflects poorly on himself/herself, the team, the organization or activity, or the Deerfield Community School District, whether or not such behavior takes place during or outside school hours, at Deerfield Middle/High School, or while representing Deerfield Middle/High School, is unacceptable and will be subject to disciplinary action as set forth in the student handbook. Depending on the level of infraction, a student may be found to be in violation of the co/extracurricular code. Disciplinary action may include suspension from co/extracurricular events.

Ethical and behavioral ideals, principles and standards include, but are not limited to, criminal behavior, negative and/or illegal acts against persons or property and involvement in acts which are viewed as contrary to accepted moral and legal standards including, but not limited to, profanity, racial slurs/terminology, abusive/vulgar language, vandalism, fighting, hazing, bullying/harassment, use of illegal substances, indecent exposure, cheating on tests or school work and theft. A complete list of policies associated with student behavior expectations can be found in the 5000 Student policy section posted on the website.

Criminal Behavior

Criminal behavior is prohibited. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served including probation, community service, etc.

Behavior Contract

A student may be asked to follow an individual behavior contract for repeated and documented unacceptable behaviors.

Social Media Usage and Online Behaviors

Students should recognize that all forms of social media, content shared online or content shared by others that includes them may be used when determining whether a violation of the code of conduct has occurred. For this reason, students are encouraged to exercise good judgment regarding the situations they choose to be part of, both in person and online.

- Any identifiable social media image, photo, video, or message which implicates a student to have been in possession or in the presence of illegal use of drugs or alcohol may result in confirmation of a violation of the co/extracurricular code.
- Any identifiable social media image, photo, video, or message that is inappropriate or unacceptable per the behavioral standards of the school district may also be used as confirmation of a violation of the co/extracurricular code.
- Absence of a date and/or time stamp on any of the aforementioned forms of social media will have no bearing on determining whether a code violation has occurred. In other words, a student can and will be charged with a code violation at the time the violation has been discovered.
- Unacceptable online behavior includes, but is not limited to, content that is discriminatory against a protected class such as race, religion, ethnicity, gender and gender identity, and disability, indecent pictures or videos, bullying, harassment or threatening images or messages. Students who re-post inappropriate, threatening or disruptive material originally written by others are subject to the same consequences.

Consequence for Behavior Violations

1st Offense: Minimum penalty is 20% of athletic events, suspension from one club event/activity.

2nd Offense: Minimum penalty is 40% of athletic events, suspension from two club events/activities.

3rd (and Subsequent) Offense: Minimum penalty is 36 week (one school year) suspension from all extracurriculars.

BANNED SUBSTANCES

In accordance with Board of Education policies, students participating or wishing to participate in any co/extracurricular activity are prohibited from consuming or possessing alcohol, tobacco or nicotine products (including any and all smoking materials and devices), anabolic-androgenic steroids, performance-enhancing substances or illegal drugs, such as, but not limited to marijuana, THC, and synthetic cannabinoids (CBD); AND from knowingly attending events where such items are being illegally consumed. This prohibition is in force 12 months a year throughout the student's tenure at Deerfield Community Schools.

Attending Parties or Events

Students who knowingly attend an event where any of the above banned items are being illegally consumed, but who do not themselves consume banned substances are still subject to a code violation.

Consequence for Attending Party/Event Where Controlled Items Are Present

1st Offense: Penalty is 20% of athletic events, suspension from one club event/activity, 2 hours of AODA counseling*

2nd Offense: Penalty is 40% of athletic events, suspension from two club events/activities, 2 hours of AODA counseling*

3rd (and Subsequent) Offense: Penalty is 36 week (one school year) suspension from all extracurriculars.

*AODA counseling is required to be completed within one month from the date on the notification letter. Failure to do so will result in the student being suspended from all extracurricular activities for a full calendar year. Counseling may be with the school AODA counselor or a licensed AODA professional at the student's own expense.

Consuming or Possessing Controlled Items

Students who through admission, witness evidence, or through medical or forensic tests, are determined to have consumed any of the banned substances described above or who are found possessing such items at any time are subject to a code violation.

An exception to these policies would be if a student finds him/herself at a party or event at which any of the banned items are being illegally consumed can avoid sanctions by leaving immediately upon learning of the illegal consumption. A student in this circumstance is encouraged to call a parent/guardian and report the illegal party or event so that dangerous driving can be prevented. Records of a cell phone call can be evidence of the time a student has left an event. Sanctions will not be avoided if the student has consumed any of the banned items listed in this handbook.

Random Drug Testing

High school students participating in Deerfield athletics and activities are subject to the district's random drug testing program. All drug testing is urine based and is performed by a certified lab. Samples are collected by trained technicians. Four students are tested on average every two weeks. Names of students are drawn at random by the lab. Collection of samples is done in privacy in the main office health room. Students selected for testing are brought to the office; names are not announced over the PA system. We test for alcohol, nicotine, marijuana and other illegal narcotics. Two to three days after a student is tested, the results are sent to the district. If a student tests positive, the lab also contacts the parents of the involved student. Once the results are provided to the school district, a letter is sent home to the parents indicating the results. Any student who has a positive result will be notified of the consequences as outlined in the co/extracurricular code. A positive result is considered as consumption/use of the substance.

Any evidence of tampering with the testing procedure is treated as a positive result and students will be given the appropriate consequence(s).

Students do have the right to refuse being tested but by doing so, will be counted as a failed test thus resulting in a code violation.

Consequence for Consuming Or Possessing Controlled Item(s)

1st Offense: Penalty is 20% of athletic events, suspension from one club event/activity, 4 hours of AODA counseling*

2nd Offense: Penalty is 40% of athletic events, suspension from two club events/activities, 4 hours of AODA counseling*

3rd (and Subsequent) Offense: Penalty is 36 week (one school year) suspension from all extracurriculars.

*AODA counseling is required to be completed within one month from the date on the notification letter. Failure to do so will result in the student being suspended from all extracurricular activities for a full calendar year. Counseling may be with the school AODA counselor or a licensed AODA professional at the student's own expense.

Items To Note Related to Code Violations and Consequences

- If a code violation is such that a student receives an in-school or out-of-school suspension, the code and school suspensions will begin simultaneously.
- An athlete must continue to practice and travel with the team, but is suspended from competition and may not be in uniform for events.
- The number of events an athlete is suspended for is calculated based off of a sports full schedule.
- The suspension will carry over to the next season if necessary to serve the required percentage of the schedule.
- For non-athletic groups and clubs, the student must still attend club meetings but is suspended from the next scheduled events/activities
- The suspended athlete will be ineligible for major team awards (MVP, MIP, or all-conference nomination) in the season the sanction began, or, for inactive athletes, the next season in which the athlete participates.
- An athlete serving a code violation cannot be named team captain for the season in which they are serving the suspension.
- A student who has a leadership position in a non-athletic club is required to forfeit this position for the remainder of the school year once they receive a code violation.
- A student must remain academically eligible in order for the missed events to count towards the code violation suspension.
- A student who is suspended from one sport during a season may not join another sport for the remainder of that season.
- If a student wishes to join a team after receiving a code violation in order to serve a suspension, they must receive approval from both the head coach and the Athletic Director.
- A student who completes one calendar year without any additional violations will have his/her last violation dropped provided all requirements of the suspension were met.
- An athlete serving a 36 week suspension may, after 18 school weeks, petition the Board of Education to request a reduced suspension. The student needs to show that positive steps and results have been documented regarding the issues that led to the suspension.
- Penalties accumulated at the middle school level will not be carried over to the high school level.

WIAA Performance-Enhancing, Banned Substances, Discouraged Substances

WIAA has a list of performance-enhancing and banned substances and discouraged substances. Students should be aware of substances on the [WIAA list](#). Use of any of the banned substances will result in a code violation. Schools and coaches may not provide or allow discouraged substances in conjunction with a school sponsored program. Students may not use any of the discouraged substances when representing Deerfield as a student athlete or using any of the school facilities.

Investigation of Suspected Code Violation

When a violation of the conduct or substance abuse rules is suspected, the Athletic Director and/or building principal will investigate the case, determine whether or not a violation has occurred and determine the appropriate penalty if necessary. The Athletic Director and/or building principal will explain the evidence to the student accused when a violation may have occurred.

Integrity Clause: In the event a student is being questioned for a possible violation of the provisions of the co/extracurricular code, it is expected that:

1. The student will be truthful.
2. The student will be forthcoming with information.
3. The student will not be deceptive.
4. The student will be cooperative.

If it is determined that the student was untruthful or deceptive prior to, or after determination of a violation of the co/extracurricular code, an administrator and/or Athletic Director has the authority to increase the consequences to the next level of violation.

Notification of Code Violation

If it is determined that a violation has occurred, the Athletic Director and/or building principal shall send a letter to the student's parent/guardian, with a copy of the letter provided to the student. The Athletic Director will notify the coach and/or advisor. The letter shall describe the violation and summarize the penalty to be assessed, advise that harsher penalties will be assessed for subsequent violations, and inform the procedure for appeal.

Appeal Process

A student or the student's parent or legal guardian may appeal the determination of the building administrator or designee that a violation of the Athletic Code has occurred by delivering a written notice of intent to appeal to the office of the building administrator by 3:00 PM on the third school day subsequent to receipt by the student of written notice of the violation.

There may be two primary purposes for an appeal:

1. A parent and/or student wants to better understand why the student is being punished.
2. A parent and/or student wants to present information which they feel could change the initial finding by the school's administration.

NOTE: Suspensions and penalties will be enforced during the appeal process.

Unless otherwise stated in this code document, the appeal board does NOT have the authority to change a punishment because the parent and/or student, or members of the appeal board believe the code and its provisions are inappropriate. Only the Board of Education may modify the code or the punishment for a violation.

STUDENT WELLNESS AND MENTAL HEALTH

While participating in athletic activities carries an inherent risk of injury, the physical, social, and emotional benefits of sports are invaluable to a student's personal growth. Coaches and school personnel are deeply committed to student safety, continuously working to minimize risks through proper training, equipment, and supervision so that students can safely enjoy the thrill of competition and teamwork.

Student Accident Insurance

The District maintains student accident insurance to act as a supplementary policy for the benefit of students and families. Claim forms are available in the middle/high school office and should be filed by the parent as soon as possible after the injury/medical emergency.

First Aid

Each team will be provided with a first aid kit. Coaches will ensure that:

- The first aid kit is available at every practice and contest.
- Supplies are replenished as needed.
- Their staff knows the location of additional first aid supplies and the athletic ice machine.
- The Athletic Director is informed when particular supplies need to be replenished.

Reporting Injuries

When an athlete is injured during practice or competition, coaches should:

1. Provide appropriate first aid.
2. Notify the athlete's parent or guardian as soon as possible
3. Inform the Athletic Director or High School Office.
4. Complete the district Accident Report Form within **24 hours**.

Prompt reporting is important because delayed reporting may affect the student's eligibility for supplemental insurance coverage. Accident Report Forms are available electronically and through the High School Office.

Emergency Medical Situations

If a serious injury or medical situation arises, coaches are to:

1. Activate emergency medical services by calling 911.
2. Notify the student's parent or guardian immediately.
3. If a parent or guardian is unavailable, every effort will be made to ensure a responsible adult accompanies the student to a medical facility.
4. File an Accident Report form within 24 hours of an occurrence and notify the Athletic Director.

Return to Participate

If a physician removes an athlete from competition or practice, the coach must receive written clearance from a physician or other qualified medical personnel before the athlete can participate in practices, meets or games. The written clearance must be shared with the Athletic Director for review and approval. If the athlete is provided after-visit care instructions that include a specific timeframe that the athlete can return to participate, the district's Athletic Trainer can provide medical clearance. Coaches should never permit participation until the required documentation has been received.

Medical Information

It is important that parents share a student's essential medical information with/between a physician, licensed athletic trainer, school nurse, coach, the Athletic Director and/or others of like responsibility who may be reasonably described as "needing to know" in order to provide for the safety and well-being of the student athlete. Essential medical information will be kept confidential except in the narrow scope of "needing to know."

Athletic Trainer

DCSD contracts with the University of Wisconsin Sports Medicine Department to provide athletic training services. has entered into an agreement with sports medicine practitioners to provide athletic training services. The athletic trainer:

1. Visits the school to meet with athletes during the school day, typically Tuesdays and Thursdays.
2. Communicates with coaches regarding the athlete treatment plans.
3. Assists with return-to-participate decisions when outside medical personnel have not been involved.
4. Provides coverage for a majority of varsity athletic contests which includes on-site recognition, evaluation and treatment of injury and illness, with appropriate referrals.

Mental Health Resources

The Deerfield Community School District understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing access to physical and mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible. Students and families are encouraged to seek assistance whenever they are experiencing an issue where the school counselor or social worker should be involved.

All coaches and club advisors are encouraged to contact the school counselor or social worker if they have concerns regarding a student. All paid coaches and advisors are considered mandatory reporters for child abuse reporting and must follow the mandatory child abuse reporting laws.

Middle/High School Counselor - Tricia Brummett brummettt@deerfield.k12.wi.us

School Social Worker - Tom Kalhagen kalhagent@deerfield.k12.wi.us

Weather Safety Guidelines & Procedures

DCSD follows the WIAA guidelines and recommendations regarding threatening weather and thunder and lightning.

Cancellations/Postponement of Contest

The following factors to be considered in the decision to cancel or postpone a context:

- a. Safe playing conditions and surfaces for participants and officials.
- b. Safe travel for the teams.
- c. Safe travel for students and fans.
- d. Safe travel for game workers and officials.
- e. Damage to equipment/facilities.
- f. Safety of spectators on or on school grounds.
- g. Time of the event.
- h. Conference guidelines specific to weather conditions.

After considering the above-listed factors, the Athletic Director will confer with the opposing school's athletic director to make the determination to play or postpone the contest. The Athletic Director will attempt to reschedule the contest and may consult head coaches to assist in securing a new date. The Athletic Director will notify coaches, the bus company, officials, event workers and the school media of cancellations and rescheduled events. Coaches will notify participants. Once a contest begins, game officials are in charge of stopping and restarting a contest.

COMMUNICATION, EXPECTATIONS AND SUPPORT

Parents and Guardians Support

Parents are encouraged to support their child's decision to participate in athletic and other extracurricular activities and to attend their events. Parents are the key, and are asked to help participants understand and abide by the regulations, policies and guidelines in the extracurricular handbook. Promoting good relations between parents, coaches, advisors and participants is an important means of obtaining a quality program and experience for students.

Parent/Student/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, everyone is better able to accept the actions of both parties and provide greater benefits to the participants. When a student becomes involved in an activities program, parents and coaches have a right to understand what expectations are going to be placed on the student and on each other. This begins with clear communication from the participant, parent, coach and Athletic Department.

Parent/Guardian Concerns/Complaints

DCSD supports open lines of communication between students and coaches. Student participants are encouraged to speak directly with their coaches about concerns. (In-season coaches who have direct contact with the athlete may also be present when discussing concerns).

Parents/guardians should express their complaints at a mutually agreed upon time. Sharing of concerns should not be before, during or after contests, nor conducted with other participants in the nearby vicinity. If a parent/guardian cannot reach a coach, the parent/guardian should contact the Athletic Director who will arrange for the coach to contact the parent/guardian. When a coach meets with the parent/guardian, the coach, at the discretion of the Athletic Director, may include members of the coaching staff who work directly with the student.

Meetings will be scheduled in a private, non-threatening environment; no surprises with either issues or people in attendance. The conference will deal with specific issues directly related to the original complaint/concern.

Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm and mature nature or the meeting will be terminated immediately. The coach or advisor has a responsibility to the parents to hear, within reason, their concerns. However, the coach has the final decision relative to these concerns. Coaches and advisors are not to discuss other participants involved in their activity, parents of other activity programs, or other coaches and advisors with a student or parent.

Topics which may be discussed are:

- Ways in which participants may be helped in an effort to improve performance and skill level.
- Concerns about the participant's behavior in school, during practice and at competitions or events.
- The makeup of the team or group and the decision as to who participates on a particular team or in a particular group.
- The mental and physical treatment of the participant.
- An individual's playing time relative to the team structure in an athletic program.

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Building Principal.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within five (5) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

DEERFIELD COMMUNITY SCHOOL DISTRICT COACH/ADVISOR EXTRACURRICULAR HANDBOOK



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CONTACT INFORMATION

Deerfield Middle/High School
300 Simonson Boulevard
Deerfield, WI 53531
608-764-5431

Athletic Director:	Matt Polzin polzinm@deerfield.k12.wi.us 608-658-4675
AD Admin. Assistant:	Angie Haag haaga@deerfield.k12.wi.us 608-764-5431 ext. 8100
Principal:	Scott Kramper krampers@deerfield.k12.wi.us 928-304-8549
Building and Grounds Supervisor:	Ryan Fankhauser fankhauserr@deerfield.k12.wi.us 608-235-3681
Superintendent:	Michelle Jensen jensenm@deerfield.k12.wi.us 608-239-9575
Director of Student Services:	Karen Frey freyk@deerfield.k12.wi.us 608-764-5431
School Social Worker:	Tom Kalhagen kalhagent@deerfield.k12.wi.us 608-764-5431
MS/HS School Counselor:	Tricia Brummett brummettt@deerfield.k12.wi.us 608-764-5431

Preface

This handbook acts as a resource for anyone involved in the Deerfield Community School District (DCSD) athletic and other extracurricular activities programs. It is designed to define expectations, clarify procedures and contribute to the efficiency and management of the extracurricular programs. While every possible situation cannot be covered in a handbook, many of the situations which may arise in DCSD's extracurricular programs are addressed in this handbook.

Nondiscrimination and Equal Opportunity Employment

It is the policy of the Deerfield Community School District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during non working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Student Nondiscrimination Policy

It is the policy of the Deerfield Community School district that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973. *The district will provide reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements per PI4 41.04(1)(a). For more information or to file a complaint, contact Ms. Karen Frey, freyk@deerfield.k12.wi.us, 608-764-5431, Deerfield Community Schools, 300 Simonson Boulevard, Deerfield, WI 53531.

Title IX Notice of Nondiscrimination

The Board of the Deerfield Community School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Karen Frey

Director of Pupil Services

300 Simonson Blvd.

Deerfield, WI 53531

freyk@deerfield.k12.wi.us

608-764-5431

The Board's non-discrimination policy (#2266 – Non-Discrimination on the Basis of Sex in Education Programs or Activities) and grievance procedures can be located on the district website.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities](#), which can be found on the district website.

Contact information for the Office for Civil Rights (OCR) is available on the district website.

Section 504/ADA Prohibition Against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Board Policy 2431 – Interscholastic Athletics

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures against those who violate these sportsmanship expectations. The District provides the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

GENERAL INFORMATION

Governing Bodies

National Federation of High Schools (NFHS) - www.nfhs.org

DHS is a member of the National Federation of High Schools. The NFHS promotes amateur sports participation and athletics programs at the high school level. In addition, the NFHS provides leadership in the field of high school athletics/activities administration, establishes rules and regulations for the sanctioning of high school athletics/activities events and formulates model rationales for high school eligibility rules for use by high school athletics/activities administrators. All coaches must be familiar with the rules and regulations pertaining to NFHS and the activities as set forth in its rulebook.

Wisconsin Interscholastic Athletic Association (WIAA) - www.wiaa.wi.org

DHS is a member of WIAA. Therefore, holds all participants in WIAA sanctioned events to eligibility requirements. DHS will also follow all WIAA guidelines. Coaches must be familiar with WIAA rules and regulations and must ascertain that all students meet the requirements. All leaders of other activities must be familiar with and conform to any conference, regional, state or national rules regulations that apply to them. Coaches should be knowledgeable of WIAA rule adaptations, which are provided to head coaches prior to the season. All high school coaches of WIAA sponsored teams are required to complete a rules examination and watch their sports rules video prior to their first competition.

Mauneshia League (ML) - [Mauneshia League Conference By-Laws](#)

DMS (grades 6-8) belongs to the Mauneshia League for all athletics other than football (Trailways Conference) and Cross Country (independent). Middle School coaches will be provided by-laws for the conference that their sport competes in. Mauneshia League bylaws are subject to review each year by the athletic directors at their annual November meeting.

Trailways Conference (TC) - www.trailways-athletics.org

DHS belongs to the Trailways Conference. The conference by-laws are available on the conference website. TC by-laws are subject to review each year by athletic directors and high school principals at the large group conference meetings. TC athletic directors will discuss and vote on recommendations. TC coaches are able to make recommendations to the ADs on changes they would like to see in their sports. These discussions will happen at the all-conference meeting each sport has at the end of their respective season.

Educational Value of Extracurricular Activities

Athletic and other extracurricular activities are an important part of the District's curriculum. The primary goal is to provide a sound academic experience for students. Interscholastic activities are voluntary and complement the required educational program. It is the interest of the schools and community that equitable standards for participation be established and administered.

Athletic and other extracurricular activities provide special opportunities for participants to advance their intellectual, physical, social and emotional development. They offer competitive and challenging experiences to stimulate the development of students. The activities provide students the opportunity to strive for the achievement of personal and team goals, as well as to represent the District and the community. The District strives to make the experience fulfilling and enjoyable for all students.

The community should realize that control of and responsibility for school activities rests with school authorities. All stakeholders should keep in mind the fact that an activity is primarily part of a school program due to its educational implications. When an activity ceases to have educational value, it should cease to be a school function.

The District aims to promote a positive value system and create meaningful opportunities that make student participants, the student body, coaches/advisors, school personnel and community members proud to be a Deerfield Demon.

Sportsmanship

The Athletic Department aims to develop a positive reputation in the area of school and community sportsmanship.

- Spectators represent the school and community; the same as an athlete.
- The good name of the school is more valuable than any game won by unfair play.
- Decisions of officials are accepted as final.
- Recognizing and showing appreciation of fine play and good sportsmanship on the part of the opponents.
- Advocate that spectators or participants who continually demonstrate poor sportsmanship will be dismissed from the activity and future events.

ROLES AND RESPONSIBILITIES

Athletic Director Roles and Responsibilities include but are not limited to:

1. Develop and monitor the athletic budget.
2. Onboard, mentor and support coaches throughout the season.
3. Advise and supervise the inventory turned in by the head coach of each sport.
4. Prepare sports schedules for teams in grades 6-12.
5. Contract officials for all athletic contests in grades 6-12 not assigned by the conference.
6. Coordinate practice schedules for all sports.
7. Arrange transportation for all teams including vehicles and time schedules.
8. Coordinate the use of district facilities for the school athletic teams.
9. Coordinate with the maintenance staff to prepare athletic facilities for practice and home events.
10. Coordinate event supervision.
11. Coordinate application of the athletic code.
12. Assume for determining when athletic contests should be scheduled or postponed and re-scheduled.
13. Coordinate the hiring and evaluation of coaches, or termination of coaches when necessary.
14. Coordinate the Athletic Trainer services for the school.
15. Represent the School District at WIAA and Conference meetings and communicate information to the administration and coaches from these organizations.
16. Schedule and coordinate Athletic Awards Night Programs as appropriate.
17. Schedule transportation for away athletic events.
18. Perform grade checks to determine athlete eligibility.
19. Communicate with coaches regarding equipment/uniform replacement and repair.

Head Coach Roles and responsibilities include but are not limited to:

1. Provide expectations to all team members, their parents, and coaches prior to the start of competition.
2. Hold a parent meeting prior to the first competition to share expectations.
3. Be responsible for all matters pertaining to the organization and administration of the coaching of the team. The head coach shall enforce all the rules of the WIAA as they pertain to the respective sport.
4. Be a member of the corresponding state association.
5. Assign duties to all assistant coaches and volunteer coaches. Plan and conduct all practice sessions while following the rules and regulations regarding the school facility use.
6. Exhibits poise and dignity, behaves in a professional manner.
7. Supervise behavior in the locker room, competition area, and bus.

Head Coach Roles and responsibilities include but are not limited to: (cont.)

8. Inspect all equipment and keep it up-to-date and legal.
9. Be respectful of multi-sport athletes and current season coaches when it comes to off season practices/workouts/meetings.
10. Instruct middle school coaches of your program that the middle school level focuses on development and participation. Winning is not the primary goal.
11. Work with the AD on identifying assistant and volunteer coaches
12. Be familiar and adhere to the current Activity/Athletic Code
13. Complete WIAA rules video and rules exam (HS coaches)
14. Report injuries in a timely manner (within 24 hours if possible)
15. Coordinate bus departure times with the AD
16. Rank varsity officials
17. Be familiar with WIAA season regulations
18. Be familiar with Trailways Conference by-laws
19. Be CPR, AED, & First Aid certified
20. Schedule summer contact days & open gyms with the AD
21. Be responsible for posting results and statistics to applicable websites
22. Plan & organize a post season awards program (HS coaches)

Assistant Coach Roles and Responsibilities include but are not limited to:

1. Support and assist the head coach
2. Complete assigned duties given by the head coach.
3. Exhibits poise and dignity, behaves in a professional manner.
4. In the absence of the head coach assume all responsibilities designated as those of the head coach.
5. Teach the basic skills necessary for each student athlete to reach their own potential.
6. Be familiar with and adhere to the current Activity/Athletic Code.
7. Complete WIAA rules video and rules exam (HS coaches)
8. Report injuries in a timely manner (within 24 hours if possible)
9. Be CPR, AED, & First Aid certified
10. Supervise behavior in the locker room, competition area, and bus
11. Be familiar with WIAA season regulations
12. Be familiar with Trailways Conference by-laws

Volunteer Coach Roles and Responsibilities include but are not limited to:

1. Support and assist the head and assistant coaches
2. Complete assigned duties given by the head coach and assistant coaches
3. Exhibits poise and dignity, behaves in a professional manner.
4. In the absence of a head or assistant coach, assume duties as necessary to help fill in.
5. Teach the basic skills necessary for each student athlete to reach their own potential.
6. Be familiar with and adhere to the current Activity/Athletic Code.
7. Complete WIAA rules video and rules exam (HS coaches)
8. Report injuries in a timely manner (within 24 hours if possible)
9. Supervise behavior in the locker room, competition area, and bus
10. Be familiar with WIAA season regulations
11. Be familiar with Trailways Conference by-laws

Program Offerings

Activities for Grades 6-8

The mission of middle school activities is to provide a safe, enjoyable, and educational experience tailored specifically to the developmental needs of young adolescents. Programs focus on fostering self-esteem, citizenship, responsibility, and leadership within a positive climate supported by strong adult guidance. As an essential part of the educational process, these activities offer an opportunity for the home, school, and community to collaborate while allowing students to explore varied interests. All programs endorse a policy of wide participation, welcoming all eligible students and actively encouraging multi-sport involvement whenever possible. While individual participation will gradually be influenced by skill, maturity, and work ethic, competitive situations must be carefully managed to ensure every student has an opportunity for success. A list of activities can be found at <https://www.deerfield.k12.wi.us/schools/middle/athletics-activities/>.

List of Middle School Activities - **grade 6-8 in bold**, all others are grade 7-8

Fall: **Co-ed Cross Country, Football**, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, **Wrestling**

Spring: Co-ed Track

Clubs: **Art Club, Forensics, Student Council**

Activities for Grades 9-12

The mission of high school activities is to serve as a vital supplement to the academic curriculum, striving to develop students physically, mentally, socially, and emotionally. While opportunities are provided for any interested student across a diverse range of athletic, intellectual, and artistic pursuits, participation is a privilege that requires students to assume specific responsibilities to themselves, their team, and the community. Because of the highly competitive nature of interscholastic sports, participants may need to actively compete for positions by continuously developing and preparing their skills. Ultimately, these experiences are designed to cultivate essential learning skills and emotional patterns that empower students to achieve the maximum benefit from their overall education.

A list of activities can be found at <https://www.deerfield.k12.wi.us/schools/high/athletics-activities/>.

List of High School Activities

Fall: Boys and Girls Cross Country, Football, Boys Soccer, Spirit Squad, Boys Volleyball, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, E-Sports, Spirit Squad, Wrestling

Spring: Boys Baseball, Girls Soccer, Girls Softball, Boys and Girls Track

Clubs: Academic Decathlon, Art Club, Demon Legion Club, Forensics, National Honor Society, Student Council, TRUE ID, United Against Hate

ACTIVITIES COVERED BY THE SCOPE OF THIS POLICY (as of 7/20/26)

Academic Decathlon	Art Club	Demon Legion Club
Esports	FBLA	Forensics
Homecoming Court/Escort	Interscholastic Athletics – Deerfield Middle/High School	Interscholastic Athletics – Cooperative Sports Programs
Jazz Band	Math Team	Middle School Show Choir
National Honor Society	Non-Academic Trips (incl senior trip)	Out of State or Overnight Trips
Prom King/Queen	School-Sponsored Events	Solo/Ensemble Music Festival (district and state levels)
Spirit Squad/Dance Team	Spring Play	Student Council
TRUE ID	United Against Hate	

Please Note: This list is subject to change as new extracurricular activities are established or existing activities are modified. The DCSD reserves the right to determine which activities fall under the scope of this Extracurricular Handbook.

Activities Scheduling and Updates

DCSD will be using Bound software for scheduling all athletic and extracurricular activities. Bound is considered the primary scheduling source and communication tool for these activities. Coaches, students, parents and community are strongly encouraged to use the Bound app to follow the activities of their choice. All changes and modifications to activity schedules will be posted immediately on Bound.

Admissions and Passes

DCSD does not charge a DCSD student admission fee to any home regular season event. DCSD does charge a fee for adults and seniors. Passes are available for purchase through e-funds or at the gate. Admission fees for WIAA tournaments vary by sport and are established by the WIAA with approval of the member schools.

Adding an Activity

Recommendations for adding a school-sponsored extracurricular program may be forwarded to the Athletic Director and/or building principal. A representative of the interest group may be asked to present a proposal to the building principal and to the Athletic Director. Requests which meet the criteria for adding an activity will be forwarded to the Superintendent. Recommendations supported by the Superintendent will be forwarded to the Board of Education.

Criteria for Adding an Activity

1. Student Interest – Maintains a satisfactory level for a minimum of two years.
2. Coaches/Advisors – Competent leadership available.
3. Facilities – Space is available and will not infringe on other activities.
4. Funding – Provisions for adequate funding available. Funding will not be diverted from existing programs to create new programs.
5. Scheduling - The potential for scheduling competition series is available. Travel costs, distance and time of competitions will be considered.
6. Impact on Athletic Department – New activity will support and enhance current programs and will not draw student interest away from current programs.
7. Gender Balance – Maintains compliance with Title IX.
8. The Board will make the final decision. If an activity becomes a financially sponsored activity of DHS or DMS, DCSD will:
 - a. Appoint or hire a qualified advisor/coach.
 - b. Provide transportation.
 - c. Approve guidelines if not affiliated with a state or national organization.
 - d. Provide a facility to conduct requirements of the activity.
 - e. Set up approved financial accounts.

Deleting an Activity

Recommendations for deleting a school-sponsored activities program may be directed by the Athletic Director in collaboration with the school building principal. A representative of the activity may be afforded an opportunity to defend the status of the existing program. Recommendations that meet the criteria for deleting an activity will be forwarded to the Superintendent. Recommendations supported by the Superintendent will be forwarded to the Board of Education.

Criteria for Deleting an Activity

1. Student Involvement – Lack of student interest and participation over a three-year period of time.
2. Sanction - Retracted by WIAA or NFHS.
3. Coaches/Advisors – Inability to secure competent leadership.
4. Facilities - Space is not available or will infringe on existing activities.
5. Scheduling - Securing contests becomes increasingly difficult. Either lack of competition with consideration of travel costs, distance (weather and geography) and/or time of competitions.
6. Gender Balance – Maintain compliance with Title IX.

COACH EMPLOYMENT & EXPECTATIONS

Coaching has been accurately described as a highly specialized and challenging form of teaching that is conducted in an extremely competitive environment. The validity of this proposition is supported by several facts not readily apparent to casual observers or to inexperienced coaches. Along with the traditional, strategic, tactical and conditioning preparations expected of coaches, school boards, parents and court systems have also come to demand competence in a variety of administrative and management duties. Of major importance to all coaches is the fact that contemporary public expectations carry with them legal implications and challenges of significant dimension. This comprehensive instructional and supervisory expectation has evolved due to the legal and ethical duties that are assigned to coaches while working with students "in loco parentis". Originally, this legal doctrine was conceived as a rationale for the control of student behaviors. However, more recent interpretations have focused on the protective and advocate responsibilities that coaches incur while directing student activities.

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors:

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- Coaches are to abstain from alcohol and other drugs during any time they are performing their duties as a coach. These times include any time they are working with or supervising student athletes, including any time the students are away from Deerfield HS on a school sponsored trip. Violation of this rule may result in immediate termination of their coaching assignment.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with booster clubs and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give students special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Employment

The employment of an individual for extracurricular duty is primarily related to the formulation of educational policy and to the management, operation and direction of DCSD; and clearly within the scope of responsibilities outlined in this extracurricular Handbook. DCSD has an obligation to hire coaches and/or advisors for all Board-approved extracurricular activities, as they are an integral part of the total educational program.

These employees may be subject to the Fair Labor Standards Act, WIAA rules and guidelines, DCSD handbook(s) and rules and guidelines of the NFHS. Employees will also be subject to Board policy and procedures, as well as the evaluation process.

The District may find it necessary to employ, on a part-time basis, coaches or advisors who are not members of the professional staff. Subject to and consistent with any applicable terms of this extracurricular Handbook and WIAA rules and guidelines, such part-time employees may not exceed 40 hours worked per week. The Athletic Director shall establish procedures to ensure that each person employed as a coach or advisor has the appropriate qualifications, has been properly interviewed and signs an Extra-Curricular Assignment form, which includes the conditions of employment and compensation arrangements. There must also be verification that a satisfactory background check has been conducted by DCSD through appropriate state agencies or other applicable means.

The employment policies and rules that govern all extracurricular assignments fall under Policy 3120.08, Employment of Personnel for extracurricular/Extra-Curricular Activities, for contracts/agreements, recruitment, appointment and employment, and extra-curricular assignments. All paid and non-paid coach/advisor contracts and agreements are assigned on a year-to-year basis and are based on an annual evaluation by the Athletic Director and/or building principal.

Coaches Not Licensed to Teach (CNLT)

In accordance with WIAA requirements, all paid and volunteer 6-12 grade athletic coaches who are NOT licensed to teach or do not hold a coaching degree are required to complete the National Federation of State High School Associations (NFHS) Fundamentals of Coaching and First Aid, Health and Safety for Coaches or the American Sport Education Program (ASEP) Coaching Principles and Sport First Aid Courses. Coaches must complete the coursework prior to the start of their second year of coaching.

Volunteers

The Board recognizes that there are members of the community that have an interest in serving as volunteers in athletic or other extracurricular activity programs. An extracurricular volunteer is a person who works on an occasional or regular basis in extracurricular programs to support the efforts of professional coaches and other school personnel. Such extracurricular volunteers will serve in that capacity for one season at a time without compensation or employee benefits. The use of extracurricular volunteers shall not conflict with or replace any regularly authorized personnel allotment.

The Board also recognizes that it can be advantageous to athletic coaches and extracurricular advisors to use volunteers for assisting with particular coaching assignments. Therefore, extracurricular volunteers may be utilized as needed in accordance with established administrative procedures.

All volunteers must complete a background check provided by the District. extracurricular volunteers shall serve at the discretion of DCSD and may be removed from the position at any time. extracurricular volunteers shall be expected to abide by all policies, rules and regulations applicable to their particular volunteer assignment, as well as all WIAA, Mauneshia League and Trailways Conference rules and regulations.

The following procedures will be followed by all volunteers interested in assisting with DCSD extracurricular programs:

1. If varsity coaches, head coaches or advisors deem it appropriate to have volunteer services, they should discuss the reasons with the Athletic Director. After receiving permission from the Athletic Director, they may then seek volunteers for approved positions.
2. When volunteers have been selected by coaches or advisors, a recommendation should then be forwarded to the Athletic Director for approval. No volunteer may be involved in activity programs without the Athletic Director's approval and a criminal background check.
3. The volunteer will not be given any assignments that cannot be closely supervised by the coach or advisor in charge of that activity, unless approved by the Athletic Director.

4. The volunteer will serve at the discretion of DCSD and may be removed from the position by the Athletic Director at any time it is deemed necessary.
5. Volunteer assignments are for the season in progress only.
6. Pursuant to Policy 8120 - Volunteers, the Board requires an inquiry into the background of all volunteers.

Key/Key Fob

Paid and volunteer coaches will be issued a key fob to open the exterior and interior building doors nearest the athletic areas. Paid coaches will be issued a locker room door key. Keys should not be given to a student.

Attendance

Head coaches are expected to be present at all practices and contests. Assistant coaches should communicate requests of absence in advance to the head coach. Head coaches should submit requests of absence in advance to the Athletic Director. Coaches expect players to be present at practices and contests and coaches should model this expectation.

Rules Meeting and Exam Requirement

All coaches, whether paid or unpaid, shall be required to watch a WIAA sport/rules video and complete the WIAA sport/rules exam prior to the start of their assigned season.

Conference Meetings for Coaches

Head coaches of each WIAA sport must attend the coaches meetings. Meetings are held at the conclusion of each season for most sports and at various dates for others. Upon notification of the meetings, the Athletic Director will inform head coaches of the dates and times. Meeting items will include the announcement of all-conference and other award selections, as well as to discuss recommendations for changes in conference bylaws. The assistant coaches may also attend these meetings, but at no additional expense to DCSD. DCSD will provide a district vehicle (if available) for TC meetings. If a district vehicle is not available, mileage reimbursement at the current approved mileage rate will be paid. In those cases where a group of head coaches are traveling to the same site, the Athletic Director may arrange for common transportation for the group. In that case, DCSD will not compensate or reimburse costs to those individuals choosing to travel separate from the group.

Assessment and Evaluation

An assessment process will be used to determine a coach's supervision, evaluation and professional development. Inexperienced coaches need guidance to improve their craft of coaching. At the same time, veteran coaches can utilize feedback to evaluate the critical elements of their programs. There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that should be considered whenever he or she is evaluated. The assessment process is designed to provide meaningful and comprehensive feedback. The Athletic Director and building principal will evaluate head coaches every year at the completion of the activity. (See Head Coach Evaluation form included at the end of this handbook.)

Professional Development

- ❖ **In-District Coaching Clinics/Workshops** - All paid coaches are required to have current CPR/AED and First Aid Certification in accordance with WIAA. The Athletic Director will send links to accredited online programs. Certification will be paid for and/or provided by the District.
 - ❖ **Out-of-District Coaching Clinics/Workshops** - Coaches are encouraged to attend their state association sponsored clinic, or a comparable professional development clinic. Paid coaches are allowed one (1) out-of-district clinic per sport per year. The District will provide the following support for approved clinic attendance:
 - o Registration fees for paid and volunteer coaches
 - o Release time from school duties, if applicable
 - o Hotel accommodations for approved clinics located more than 60 miles from Deerfield
 - o Meal reimbursement in accordance with the DCSD travel and conference reimbursement policies.
- Policy 4440 - Job Related Expenses

Volunteer coaches are eligible for registration fee reimbursement for approved clinics but are not eligible for hotel or meal reimbursement.

Coaches wishing to attend an alternative clinic in place of the state association clinic will receive the same release time from school, provided the alternative clinic has been approved by the Athletic Director. Requests to attend an alternative clinic must be submitted to the Athletic Director at least 30 days prior to the clinic.

- ❖ **State Tournament Attendance** - Paid high school coaches will be permitted to attend state tournaments, even if their respective teams are not competing. The District will provide admission tickets to the WIAA State Championship for the coach's sport. Release time will be granted under professional development release time and a substitute teacher will be paid by DCSD to attend the day of the tournament corresponding to the division in which DHS would compete. Personal expenses to attend the state tournament will not be covered by DCSD. Coaches wishing to attend additional days of the State Championships that require release from school duties, may do so by using available personal leave, subject to district approval.
- ❖ **NFHS Coaches Courses** - Coaches are encouraged to further their learning by taking free or paid courses through NFHS. There are a variety of topics applicable to all sports. As part of our District goal to earn the WIAA Award of Excellence, the District needs three or more coaches to take the free NFHS Sportsmanship course (one hour). Paid courses will be reimbursed through the Athletic Department with prior approval and a copy of certification of completion.

Evaluation of WIAA Officials

The head coach of each WIAA high school sport will complete the evaluation of officials as requested by the conference and/or by the WIAA coach evaluation process in an effort to help the WIAA identify those officials to be considered for tournament play. Coaches are advised to informally document each official/crew at the conclusion of each event and use the documentation at completion of the season when completing the WIAA evaluation form.

Media

Coaches are required to report scores or stats and/or upload film to the designated website or online forum that is applicable to their sport.

Required Parent/Guardian and Student Meeting

Before the first competition of the season, the head coach will hold a mandatory parent/guardian and student meeting. The coach must announce to students and parents the date and time of the meeting at least one week in advance.

Topics for the parent meeting should include:

- Philosophy and expectations of the coach
- Practice and competition schedules
- Team communication methods
- Attendance expectations
- Procedures for reporting absences
- Varsity lettering criteria
- Equipment requirements
- Team apparel orders
- Fundraising activities
- Parent expectations
- Senior Night, Parent Night and any other special events
- Notify parents of team social media platforms

Social Media and Cell Phone Usage Policies

Social media can be an effective communication tool when used responsibly. But we also have some policies that we require coaches to follow.

Team social media accounts should follow these expectations:

- The Athletic Director must have administrative access to all team accounts.
- Student-athletes should not serve as administrators of official team pages.
- Coaches should maintain appropriate professional boundaries on social media.
- Coaches should not follow current student-athletes on personal social media accounts nor allow students to follow them.

Coaches are encouraged to model positive digital citizenship in all online interactions.

A coach may communicate with students through text messaging. The coach may communicate only with students currently on their teams. The coach shall not communicate with any student between the hours of 10 p.m. and 7 a.m. unless the employee has supervisory responsibilities for the student at that time. The coach/advisor shall limit communications to matters within the scope of the coach's/advisor's professional responsibilities. If a coach/advisor receives an unsolicited electronic contact from a student that is not within the coach's/advisor's professional responsibilities, the coach/advisor shall not respond to the student using any electronic media except to address a health or safety emergency.

PRACTICES & FACILITY MANAGEMENT

Well-designed practices are a basic component of a successful program. Practices are used for conditioning, learning techniques, improving skills and preparing for competition. Therefore, coaches should create a plan for each practice, which includes specific objectives for participants to accomplish. Organization will be a key factor to a coach's success in working with young people. Students enjoy structure and practice activities that make sense by fitting pieces together in meaningful sequences. A coach's practice session needs to be planned with care and thought. Whether a coach realizes it or not, the flow of their practice plan is evaluated daily by the participants.

Maintaining practice plans on file helps provide important protection for coaches. When situations involving injury to athletes that result in a liability or litigation, it can be important to coaches to be able to certify what instruction the participant has received. A thoroughly planned and efficiently run practice may be one of the most important teaching devices a coach can utilize. Coaches should recognize both long- and short-term goals in their planning, and balance the length and intensity of practices with the abilities and age level of participants they are coaching.

Coaches are expected to start and conclude practice sessions as close as possible to the times that have been provided to students and parents. Coaches should submit a practice schedule to the Activities Director and report changes to participants, the Activities Director, staff and any other personnel affected by the change. Coaches are discouraged from having their own children at practices. However, on occasion it may become necessary. If necessary, the coach's children must not present safety concerns or behave in such a way that the behavior is a distraction to the coach or participants.

WIAA Minimum Number of Practices

The WIAA has established a minimum number of practices a team must have prior to any competition. Even though these are team practices, it is expected that each athlete be held to these minimums.

- Baseball, basketball, cross country, softball, track, volleyball - Seven (7) practice days
- Football - Fourteen (14) practice days, five (5) of which must follow WIAA acclimatization protocol
- Wrestling - Ten (10) practice days

A student-athlete is expected to meet a five (5) practice minimum. If special circumstances arise, the Athletic Director may approve to have a student-athlete participate with less than 5 practices. This exception does not apply to football and wrestling. In football and wrestling, an individual is required to complete 5 practices which in football, also has an acclimatization protocol. Teams are required to have one off day after 6 consecutive days of practice or competitions.

A student-athlete is expected to meet a five (5) practice minimum. If special circumstances arise, the Athletic Director may approve to have a student-athlete participate with less than 5 practices. This exception does not apply to football and wrestling. In football, an individual is required to at minimum, satisfy the acclimatization protocol before participation in a competition.

Teams are required to have one off day after 6 consecutive days of practice or competitions.

Supervision Before and After Practices and Away Competitions

Coaches are responsible for the supervision of their athletes. This includes the locker room before and after practices and games and any athletes the coach allows into the fitness center. Coaches should be familiar with [Policy 5516 - Student Hazing](#). A coach should not give athletes permission to use school facilities without proper supervision. Coaches are to make sure the locker rooms and practice facilities are kept clean and neat.

Vacation and Holiday Practices

Students missing practices on recognized religious holidays will be considered excused and will not be penalized. Coaches should inform participants, parents and the Athletic Director of all non-school practice dates in advance to be entered in the District facilities calendar. This ensures administrators and custodial staff are aware when facilities are in use. Coaches wishing to practice on a recognized holiday must receive prior approval from the Athletic Director. For security purposes, doors cannot be propped or left open. Coaches are responsible to be sure the building is secured before leaving.

School Closings/Cancellation and Practices

When school is closed or cancelled before the start of the school day due to inclement weather, all DMS after school activities will be cancelled. DHS coaches may conduct practices after conferring with the Athletic Director. Participation at practices when school is cancelled is not required, provided coaches are communicated with in advance by the participant or his/her parent or guardian. The Athletic Director and/or building principal may decide to terminate all practices for a particular date due to inclement weather or safety concerns. Administration will take into consideration the need for the practice (tournament series & pre-game practices will have higher priority), grade level of team members, geographic distance team members from the school, time of practice, location of practice, weather forecast and travel conditions. When school is cancelled after the academic day is already in session, all practices are cancelled. The Athletic Director, building principal and Superintendent will make an informed decision on interscholastic competitions for that day. Coaches should include school closing/cancellation policies in their season expectations.

Heat, Humidity and Air Quality Conditions and Practices

WIAA has created a [model policy](#) for practicing in heat and humidity. Coaches of outdoor sports should follow this policy when determining practice plans. Out of an abundance of caution, coaches are encouraged to alter practice times, practice activities and locations, when possible, on days when heat advisories are issued. Coaches should be familiar with signs of [heat stroke](#) and have an action plan for responding to an athlete that exhibits symptoms.

When air quality alerts are issued, coaches should be aware of the type of alert (Very Unhealthy-Purple, Unhealthy-Red, Unhealthy of Sensitive Groups - Orange) and alter their practice schedule accordingly.

Supervision and Maintenance

All school facilities being used by student participants are the responsibility of the coaches in charge of the activity. Coaches should perform a visual inspection of the facilities prior to an activity to insure safety for student use. If an unsafe condition exists, the coaches should report this to the Athletic Director who will determine if the facility should be used until the problem has been corrected or equipment is in normal working order.

Teams must treat home and away facilities with respect and care. Students are accountable for their behavior while the coach is responsible for the supervision of the participants. Students who damage school property, whether intentionally or accidentally, should be reported to the school administration. Students will be held responsible for repair or replacement of the damage.

Upon completion of an activity or practice, before leaving the facility, the coach should check to be sure that all students have departed and the facility is left as it was prior to their use.

A coach may not give athletes permission to use school facilities without proper supervision.

Locker Rooms and Lockers

The coach is responsible for supervision of their athletes. This includes the locker room before and after practices and games and any athletes that they allow into the fitness center. The locker rooms are not to be left open for the use of unsupervised students. Cell phones with video capabilities are not allowed in locker room and rest room facilities. Coaches and athletes are responsible for keeping the locker rooms clean and neat. All items must be placed in lockers so that custodial staff can sweep and mop the floors daily.

The Athletic Director will provide the high school head coach with locker combinations for the assigned locker room. The coach can assign lockers to each athlete and should keep a record of the locker assignments. At the end of the season, the coach is responsible for checking athletes 'out' of their assigned locker. All items must be removed from the locker.

BUDGET, DONATIONS & PURCHASING

Purchase of Equipment, Apparel and Supplies

Following each season, head coaches will prioritize each budget request that involves additional equipment or replacement equipment, as well as apparel or supplies. Each item should be accompanied by a vendor name, brand, catalog order number and price. As the overall activity budget is developed, the Athletic Director will select for purchase the equipment, apparel and supply items requested based on the coaches' priorities, but within the limitations of the budget.

Coaches will submit equipment purchase requests to the Athletic Director. Coaches are not to place orders without the Athletic Director's approval. This procedure should also be used when placing equipment, apparel and supply orders using monetary gift donations from booster and support organizations.

Donations (Gifts, Grants, Bequests)

Supportive individuals, community groups or booster clubs may wish to provide additional support to a particular activity for a specified reason. Such donations must be presented to the head coaches and/or the Activities Director in advance of any donation. The Athletic Director will report all donations to the Superintendent for report to the Board. Coaches and advisors must get prior approval from the Athletic Director or building principal before seeking donations from any individual, community groups, or booster clubs. All donations are subject to Policy 7230 - Gifts, Grants, Bequests.

Fundraising And Activity Accounts

Coaches may desire to sponsor a fundraiser to create funds for a particular need. All funds will be placed in the activity account tied to that sport. The coach should contact the Business Office to inquire about the balance of their assigned activity account prior to planning any fundraisers. Funds in the activity account are carried over to the next fiscal year.

The procedures for having a fundraiser are as follows:

1. All fundraising projects undertaken with school activities in conjunction with school activities or conducted in the name of a school organization shall be under the control of school administration.
2. Prior to the fundraising project, the coach or advisor in charge must complete and receive approval by the building principal and the Athletic Director via the Fundraising Request form. Any direct solicitation of funds must also be approved by the Superintendent. Here is where instead of this language we should make reference to our electronic fundraising request form.
3. Depending on the type of fundraising activity, the coach or advisor may be required to meet with the business office manager prior to beginning the fundraiser activity.
4. The fundraiser must not duplicate another activity fundraiser during the same year.
5. Student participation in fundraising activities will be strictly voluntary and quotas will not be assigned.
6. Coaches may not maintain a checking account or write checks. In addition, coaches should not be the individual directly receiving contributions, entry fees or camp/clinic fees. Contributions received should be written to Deerfield Schools and/or turned into a school activity account.
7. When students engage in fundraising projects, coaches should inform them and their parents of the expectations of the students, what the profits will be used for and what personal benefits the students will receive. Students should also be aware of any liability should they lose fundraising items or funds.
8. Profits from fundraising projects involving students must be used to directly benefit students.
9. Sales of products generally available from local merchants is discouraged.
10. Fundraising activities that involve services to the community such as concession stands, hosted dinners, car washes, etc. are encouraged.
11. Sale of products to parent and/or community members will only be allowed for special circumstances such as out-of-state trips. This must be approved and scheduled by the principal prior to any contact with vendors. No solicited sales will occur during school hours.
12. Door-to-door sales should be limited to acquaintances and is only allowed for students in grades 6-12.
13. Pre-payment for the sale of products is strongly recommended. Payments should be deposited before delivering products to customers to avoid NSF check issues.
14. When the intended use of fundraising profits involves the purchase of capital equipment or improvements to the school which could require a future commitment by the Board for maintenance or staff, the Board must approve the project prior to initiating the fundraiser.
15. Fundraising profits held in school activity accounts will be held until requests are submitted to the Athletic Director to expend for stated purposes.
16. Do not use cash collected from a fundraiser to pay for expenses. All cash received must be turned into the business office within 24 hours of collection. Expenses must be paid through the business office.
17. All cash and checks collected should be placed in a sealed envelope with a collection sheet enclosed clearly indicating total amount collected, purpose of the collection, whom it was collected from (names), date(s) of collection and name of activity account. This should be turned into the business office within 24 hours of collection.
18. Invoices for services/products need to be submitted as soon as possible to the business office for processing.
19. Reimbursements for purchases made with personal funds is highly discouraged and will not be done without proper documentation. A district credit card is available to be checked out from the business office for purchase of needed items.
20. DCSD will strive to protect students and parents from excessive fundraising activities that may place a financial burden on both the family and the community.

Deerfield Athletic Boosters (DAB)

Head coaches may have program needs that are not covered in the regular budget. Head coaches can submit requests to DAB according to their policy. The Activities Director must approve these requests.

Management of Gifts and Donations

Community organizations and clubs (support groups) actively support DCSD activities and generously provide gifts and/or monetary donations. In order to manage the funds provided to DCSD by these groups and to avoid any conflict pertaining to gifts/donations, the following procedures/rules will be followed:

1. All gifts/donations to DCSD must be officially accepted by the Board, pursuant to DCSD Policy 7230 - Gifts, Grants, Bequests.
2. DCSD coaches and advisors are not to hold positions of official office in any support group from which the activity they are coaching or advising may receive donated funds.
3. Staff is prohibited from participating in support group activities during their scheduled workday, unless otherwise approved by the building principal.
4. It is prohibited for coaches and advisors to open accounts for the deposit of proceeds received by donations, fund-raising events and/or disbursement of funds.
5. All proceeds received from donations or fundraising events for the activities programs are to be deposited into and channeled through the program's activities account.
6. Coaches and advisors must follow DCSD Policy 6320 - Purchasing, for the purchase of necessary supplies, equipment or other services to be used in the activities programs.

EQUIPMENT & APPAREL

The care and maintenance of equipment will be the co-responsibility of coaches, athletes and DCSD. All athletic teams will wear uniforms issued by the Deerfield Community School District. Player names will not be allowed on any jersey or uniform. The school district makes every effort to ensure that all athletic teams are in a rotation for purchasing new equipment and uniforms. Additional items such as team warm ups or specialized pieces of equipment may need to be purchased through fundraising efforts of the team.

Distribution and Use

When equipment and apparel is distributed to the students, coaches should specify any instructions regarding the proper care, storage, cleaning and safeguarding of all equipment. When applicable, coaches need to read aloud the warning labels and demonstrate correct wear of the equipment.

Students are responsible for all equipment and apparel issued to them. The coach will complete an equipment/apparel tracking form, containing complete itemized lists of the equipment issued to each student. Students need to inform coaches of any damaged or defective equipment as soon as possible. Apparel, both practice and game, are supplied for the sole purpose of athletic participation. This apparel is not to be used for any other purpose nor lent to other individuals.

Collection

At the end of the season, coaches will make arrangements for the return of all equipment and apparel. Coaches are encouraged to collect uniforms and other equipment on the day of or day directly after the last contest. Coaches should use the equipment/apparel tracking form to verify that each item has been returned. All lost and excessive usage of equipment needs to be replaced and will be paid for by the athlete to whom it was issued.

Outstanding Equipment/Apparel

If any equipment or apparel is missing after the final check-in, the coach will pursue the return of the items. When it becomes evident that students will not or cannot return the missing items, the coach will note on the tracking spreadsheet the items that are missing. The AD Admin. Assistant will send that list to the parent of the student and, if necessary, document the item value on the student's Skyward fees account. The list of the items and any costs incurred due to the missing items will be removed when the student either returns the

items or pays the original value of the item(s). Students will not be allowed to participate in subsequent activities until all equipment is returned or all pending fines are paid.

Equipment and Apparel Inventory

The head coaches should maintain an inventory of team equipment. Since the safety of participants is a prime consideration, the coaching staff should inspect equipment periodically throughout the season with a thorough inspection completed at the end of the season. Coaches should inspect equipment and uniforms for damage, excessive wear, missing items and needed repair. Items in need of repair or replacement should be reported to the Athletic Director following the end of the season. Upon inspection by the Athletic Director, unsafe equipment may be discarded or recommended for repair/reconditioning.

Personal Equipment

For some activities, it is necessary for the participants to purchase equipment items and/or uniform items. Examples of this are volleyball shorts, volleyball knee pads, baseball or softball gloves, shoes or cleats. In such cases, the head coach is encouraged to advise the students in advance of the purchases and of recommended equipment that meets desired product quality. Students needing financial assistance through the DEAR Fund to purchase needed equipment should contact Karen Frey at freyk@deerfield.k12.wi.us. There are instances where it may be advisable to arrange for a group discount and purchase. The Athletic Director may assist the head coach in arranging for bids or setting up a demonstration of items considered for purchase.

COMPETITIONS & GAME DAY

Interscholastic athletics have first priority for the use of the school athletic facilities. Regularly scheduled competitive events take precedence over all practices. Practice schedules may vary from year to year depending on changes in circumstances or sizes of squads, so a new schedule will be created annually as needed for each season.

Competitions

The Trailways Commissioner, in cooperation with athletic directors, will schedule Trailways Conference contests. The Athletic Director shall consult head coaches to discuss non-conference games, tournaments and invitationals to be scheduled. Coaches at the sub-varsity levels may be required to assume the responsibilities for the event, in the absence of the Athletic Director or game manager.

Warm up and In-Game Music

Warm up music and in-game music playlists that will be played over the PA system will be created and distributed by the athletic director. No other music is allowed to be played over the PA system.

Invitational/Tournament Considerations

The Athletic Department will host invitationals or tournaments whenever feasible in an effort to promote the sport and school, generate income, expose athletes to extensive competition, expose community and youth to high level competition and establish traditions.

Interscholastic Scrimmages

Scrimmages are to be scheduled with no loss of school time. Sub-varsity scrimmages can be arranged if they involve no added expense to the Athletics Department. The number of varsity scrimmages is regulated by WIAA rules.

Cancellations/Postponement of Contest

The following factors to be considered in the decision to cancel or postpone a context:

- a. Safe playing conditions and surfaces for participants and officials.
- b. Safe travel for the teams.
- c. Safe travel for students and fans.
- d. Safe travel for game workers and officials.
- e. Damage to equipment/facilities.
- f. Safety of spectators on or on school grounds.
- g. Time of the event.
- h. Conference guidelines specific to weather conditions.

After considering the above-listed factors, the Athletic Director will confer with the opposing school's athletic director to make the determination to play or postpone the contest. The Athletic Director will attempt to reschedule the contest and may consult head coaches to assist in securing a new date. The Athletic Director will notify coaches, the bus company, officials, event workers and the school media of cancellations and rescheduled events. Coaches will notify participants.

The decision to postpone an afternoon contest must be made in time to give notification to the visiting school(s).

Once a contest begins, game officials are in charge of stopping and restarting a contest.

State Send-offs

DHS has a tradition of celebrating student achievement at the state level of competition. The Athletic Director will work with the building principal to schedule an end-of-day pep rally, if possible. Coaches should contact the Athletic Director to set up time, location and agenda for state send-off. Coaches and students are encouraged to send personal invites to parents, staff and special guests making them aware of any planned activities. Every attempt will be made to see that state send-offs will not interfere with instructional time.

State Championships

The head coach has the responsibility of contacting the Athletic Director to establish any school and/or community celebration. It is advisable that coaches create a plan in preparation of attaining such a distinguished honor.

DISTRICT TRANSPORTATION

DCSD shall provide transportation for participants, support personnel and coaches in authorized school vehicles. The Athletic Director will schedule transportation for all athletic contests. The District will use buses whenever possible, however, due to bus driver shortages, coaches may need to use school vans, personal vehicles or parent transportation to transport students to competitions. All policies and administrative guidelines related to student transportation must be followed, including Policy 2340 - District-Sponsored Trips, Policy 8600 - Transportation, Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Coaches/advisors and students will follow the guidelines listed below when traveling to/from a school-sponsored activity:

1. Students are expected to use the school provided transportation to an event (bus, van, other approved vehicles).
2. Students must remain in their seats and maintain conversational noise levels.
3. Coaches/advisors must be seated on the bus in the areas that will give them the maximum supervisory coverage.

4. Co-ed bus trips must be closely monitored, and male and female passengers may sit together only with coach/advisor permission and supervision.
5. Students are to be at the point of departure on time.
6. Students who miss the bus and travel to the contest late shall not be permitted to compete unless prearranged and approved by the /advisor and a building level administrator.
7. Any unusual circumstances during a trip must be immediately reported to the coaches/advisors, bus driver and Athletic Director.
8. Courtesy and mutual respect for team members and fellow passengers must be practiced at all times. This includes refraining from loud talking, shouting, whistling, profanity or unnecessary noises.
9. Students are reminded that they represent their activity, their school and the community.
10. Food and drink will be allowed on buses only with the approval of the coach/advisor and bus driver.
11. Coaches/advisors will inspect the bus upon arrival back to the school and make sure it is cleaned up before students are allowed to leave.
- 12.

For end-of-season tournament play, DCSD will pay for bus transportation for the participants who are competing or on the roster and their coaches.

Coaches/Advisors As Drivers

When necessary, coaches/advisors may serve as drivers. Coaches/Advisors transporting students must complete the required driver paperwork at least three days prior to the competition. The required paperwork can be obtained from the Athletic Director. The coach/advisor will work with the Athletic Director to reserve the school vans.

Parent Transportation

Under certain circumstances or exceptional situations, parents may be needed to help transport students to an event or activity. Parents willing to serve as drivers must complete the required paperwork at least three days prior to the event. This required paperwork can be obtained from the Athletic Director. The coach/advisor may be asked to help coordinate which students will ride with each family.

A student is permitted to ride home from an event with the parent/guardian. The parent/guardian must sign out the student with the coach after the event. A student may ride home from an event with someone other than a parent/guardian, if pre-approved by the Athletic Director. In no case will participants be allowed to ride with another student or transport themselves.

Coach Bus

At the request of the coach/advisor, a school bus may be upgraded to a charter coach bus for special competitions such as travel to state competition or travel to competition two or more hours away. The individual program budget will only cover the transportation total as if a school bus is taken. The only exception is if the cost of transportation by coach bus is less than a school bus. Arrangements for payment of the difference in price must be made in advance of the trip and must be paid with non-district funds (i.e., booster club, fundraisers). The coach/advisor must communicate such a request to the Athletic Director well in advance of the requested date(s).

Overnight Accommodations

All overnight trips must be approved by the School Board at least thirty (30) in advance of the trip, when possible. The Athletic Director will make overnight arrangements when deemed necessary. Funding for accommodations need to be arranged in advance from sources outside of the athletic budget. The Athletic Director will approve requested accommodations and forward the purchase order for payment. Coaches will receive a copy of the purchase order to show at the reservation desk. Coaches are responsible for notifying the participants and families of the purpose of the trip, date and time of departure, date and estimated time of arrival home, mode of transportation, location of team housing and phone number and expenses that students will incur.

Early Release for Activities

Activity contests are scheduled in an attempt to avoid disturbance to the academic program. However, competition schedules may require students to be excused from their academic class time. To ensure communication between teachers, office personnel, participants and coaches, the Athletic Director will submit an email with departure time and the player list to the school faculty at least one (1) day prior to the event. When students are released early from school for competition, they will be released from class fifteen (15) minutes prior to departure time. Students are responsible to communicate with teachers in advance of missed class time and are responsible for academic material that they may miss due to the early release.

AWARDS & RECOGNITION

There are specific events aimed at building quality relationships. High school coaches are expected to hold Parent's Night, Senior Night and a postseason awards program.

Parent Night and Senior Night

It is customary at DHS for athletic head coaches to schedule a parent night and senior night at a home event. The head coach is responsible for scheduling these nights with the Athletic Director. These dates should be determined prior to the start of the season and shared at the required Parent Meeting.

Post-Season Awards Program

It is the responsibility of the head coach to schedule the post-season awards program at least two weeks in advance of the date of the program. Awards are symbols of achievements and a means of recognizing individuals that excel. Participants may earn coaches' awards and school awards. The coaches' awards acknowledge the traits coaches believe are worthy of special recognition.

Head coaches should request to the athletic director the date, time and location of their awards night and what awards they need ordered at least two weeks prior to the event.

The head coach is responsible for informing parents and athletes of the date, time and location at least two weeks in advance of the date of the program. Guidelines for the awards program:

- Keep comments about the season positive. Highlight team accomplishments.
- Make sure every player and manager in attendance is introduced by name. Celebrate individual growth and improvement.
- Recognize those who helped during the season - coaches, volunteers, parents, supporters
- Avoid negative commentary.
- Avoid subjective commentary about past coaches or players.
- Avoid predictions of the future.
- If a coach plans on resigning from his/her coaching position, the resignation should not be announced at the awards program.
- Plan ahead. Place awards program date on the season schedule if possible.
- Hold the program shortly after the conclusion of the season, preferably not more than one week past the last date of the tournament series.
- Double-check the awards prior to the program.
- Explain the significance of each team award.

Requirements for School Awards

1. Lettering criteria will be handed out by the head coach at the beginning of the season.
2. Participants must complete the season as a member of the team in order to be considered for an award.
3. Participants who have met all prescribed letter requirements may have an award withheld at the discretion of the coaches.

4. Participants that have not met all of the prescribed letter requirements due to an injury shall be eligible for an award at the discretion of the coaches.
5. Participants in their senior year who have participated in a specific activity for two or more years, but lack participation requirements to qualify for a letter, shall be eligible for an award at the discretion of the coaches.
6. Participants must be in good standing pursuant to the regulations set forth in the extracurricular handbook.

Awards that should be given include:

- Participation Certificates (for JV or non letter winning varsity athletes)
- Varsity Letter Certificates
- Pins for all varsity letter winners and a "D" letter for an athlete earning their first ever varsity letter
- One Most Valuable Player (MVP) Award
- Up to six additional team awards (flexibility will be given to allow additional awards at the Athletic Director's discretion)

Please make sure that the AD Admin. Assistant is given the list of athletes who are receiving varsity certificates, JV certificates or non letter winning varsity participants.

STUDENT HEALTH, SAFETY & WELFARE

Potential Dangers in Athletic Participation

Parents and students should fully understand and appreciate the risk of serious personal injury associated with participation in the athletic activities. Athletic activities can be hazardous and taking part in such activities is a calculated risk on the part of student athletes and parents. Yet, to many students, the potential benefits exceed the potential hazards. The very element of calculated risk makes the participation a stimulating adventure, satisfying the students' desire for competition, strenuous effort and creative activity. Reducing injuries to a minimum without detracting from this adventure is a continuous goal of the coaching, medical and administrative personnel. Coaches should inform players of the inherent risks associated with sports.

Student Accident Insurance

The District maintains student accident insurance to act as a supplementary policy for the benefit of students and families. Claim forms are available in the middle/high school office and should be filed by the parent as soon as possible after the injury/medical emergency.

Supervision

Each coach has responsibility for the health and welfare of every squad member from the time that participants report to a practice or game to the time that team members leave the locker room. Coaches should not leave the team unsupervised and must accompany teams on the buses whenever teams are transported to an off-campus site.

Injury and First Aid

In accordance with Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest, head coaches are responsible in emergency situations, unless licensed medical personnel are present. A first aid kit should be available at all practices and games. Head coaches or appointed assistants are responsible for having the first aid kit stocked before the start of and during the season and should know the location of additional supplies. There is an ice machine available in the athletic storage room adjacent to the large gym. The Athletic Director should be informed when supplies need to be replenished.

Head coaches are responsible for filling out an Accident Report form within 24 hours. Accident Report Forms are available electronically and at the high school office. This is vital for possible legal purposes.

During times when licensed medical personnel are available, all injuries to athletes should be referred to them. If an injury occurs when licensed medical personnel is not available, coaches in charge will have immediate responsibility to decide whether further medical attention is necessary.

Coaches are to:

1. Treat any injury that they feel their first aid training qualifies them for - coaches should not exceed their capabilities in attempting to diagnose or treat injured athletes.
2. Contact medical services for serious emergency situations.
3. Notify the student's parent or guardian as soon as possible.
4. File an Accident Report form within 24 hours of an occurrence and notify the AD.

Emergency Medical Situations

If a serious injury or medical situation arises, coaches are to:

1. Activate emergency medical services by calling 911.
2. Notify the student's parent or guardian immediately.
3. If a parent or guardian is unavailable, every effort will be made to ensure a responsible adult accompanies the student to a medical facility.
4. File an Accident Report form within 24 hours of an occurrence and notify the AD.

Emergency Action Plan

Head coaches should discuss an emergency action plan with their assistant and volunteer coaches prior to the start of the season. The plan should review the injury, first aid and emergency medical information and determine roles and responsibilities during an emergency. An emergency action plan card is kept on the scorer's table during competitions and posted on the high school gym walls near the main entrance. The card provides basic school information and contact numbers.

Return to Participate Requirements

If a physician removes an athlete from competition or practice, the coach must receive written clearance from a physician or other qualified medical personnel before the athlete can participate in practices, meets or games. The written clearance must be shared with the Athletic Director for review and approval. If the athlete is provided after-visit care instructions that include a specific timeframe that the athlete can return to participate, the district's Athletic Trainer can provide medical clearance. Coaches should never permit participation until the required documentation has been received.

Medical Information

It is important that parents share a student's essential medical information with/between a physician, certified athletic trainer, licensed athletic trainer, school nurse, coach, the Athletic Director and/or others of like responsibility who may be reasonably described as "needing to know" in order to provide for the safety and well-being of the student athlete. Essential medical information will be kept confidential except in the narrow scope of "needing to know."

Athletic Trainer

DCSD contracts with the University of Wisconsin Sports Medicine Department to provide athletic training services. has entered into an agreement with sports medicine practitioners to provide athletic training services. The athletic trainer:

1. Visits the school to meet with athletes during the school day, typically Tuesdays and Thursdays.
2. Communicates with coaches regarding the athlete treatment plans.
3. Assists with return-to-participate decisions when outside medical personnel have not been involved.
4. Provides coverage for a majority of junior varsity and varsity athletic contests which includes on-site recognition, evaluation and treatment of injury and illness, with appropriate referrals.

Training Sessions for Standard Medical Procedures

The school nurse provides basic training for a variety of medical needs during the fall coaches meeting. This training includes blood-borne pathogens (BBP) and administration of epi-pens or glucagons. The coaches meeting is recorded and available for viewing at any time. All paid coaches must have current certification in CPR, AED and First Aid which will be paid for by the district. Licensed medical personnel may offer sport injury, taping and other workshops to interested coaches.

Emergency Medical Procedures Training and Administering Services

Should students with chronic illnesses such as diabetes, asthma or allergy (i.e. bee sting) need medication administered, DCSD Policy 5330 - Administration of Medication/Emergency Care meets the requirements of Statute 118.29 and 118.291, and N6 Wisconsin Administrative Code.

DCSD employees may administer medication to students only in accordance with state law requirements. The school nurse will review all athletic team rosters and provide the coach with emergency medical information. Coaches should contact the school nurse with any questions or to receive training in case of a medical emergency. Delegated coaches are protected under the 'Good Samaritan Law', standard of practice and the Nurse's licensure, providing they follow the instructions and techniques outlined by the school nurse. All student medical information is considered confidential and should only be shared with coaching staff as a 'need-to-know' basis.

Drug Policy

DCSD athletic and other extracurricular staff and coaches are not allowed to dispense any non-prescription medicine, prescription medicine or food supplements to any student. Additionally, WIAA has a list of performance-enhancing and banned substances and discouraged substances. Students should be aware of substances on the WIAA list. Use of any of the banned substances will result in a code violation. Schools and coaches may not provide or allow discouraged substances in conjunction with a school sponsored program. Students may not use any of the discouraged substances when representing Deerfield as a student athlete or using any of the school facilities.

Mental Health Resources

The Deerfield Community School District understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing access to physical and mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible. Students and families are encouraged to seek assistance whenever they are experiencing an issue where the school counselor or social worker should be involved.

All coaches and club advisors are encouraged to contact the school counselor or social worker if they have concerns regarding a student. All paid coaches and advisors are considered mandatory reporters for child abuse reporting and must follow the mandatory child abuse reporting laws.

Middle/High School Counselor - Tricia Brummett brummettt@deerfield.k12.wi.us

School Social Worker - Tom Kalhagen kalhagent@deerfield.k12.wi.us

Weather Safety Guidelines & Procedures

DCSD follows the WIAA guidelines and recommendations regarding threatening weather and thunder and lightning. Please contact your direct supervisor with questions or if assistance is needed. Further information can be found at <https://www.wiaawi.org/Health/Lightning>.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
 - Be aware of threatening weather conditions. The Principal and/or Athletic Director will notify coaches and other staff when threatening weather is anticipated.
 - There are several weather apps that can be used to monitor the weather that include Doppler radar. This is a good way to ascertain the movement, severity, path and speed of a storm.
2. Develop an evacuation plan, including clear identification of appropriate nearby safe areas and determine the amount of time needed to get everyone to a designated safe area.
 - Anyone near or using John Polzin Stadium can evacuate to the concession stand building, the lower level of the press box or to the middle/high school building.
 - Anyone using the baseball or softball fields can evacuate to the high school gym or locker rooms.
 - Anyone near the Deerfield Elementary School can evacuate to the elementary school gym or locker rooms.
 - Coaches will be responsible for following the WIAA lightning and thunder guidelines as stated below to inform the timeline for when to resume practice. Game officials and the Athletic Director will be responsible for the decision as to when games will resume.
 - 30 Minute Rule - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning should always take precedence over information from a mobile app or lightning-detection device. At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

COMMUNICATION, EXPECTATIONS & SUPPORT

Parents and Guardians

Parents are encouraged to support their child's decision to participate in athletic and other extracurricular activities and to attend their events. Parents are the key, and are asked to help participants understand and abide by the regulations, policies and guidelines in the extracurricular handbook. Promoting good relations between parents, coaches, advisors and participants is an important means of obtaining a quality program and experience for students.

Parent/Student/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, everyone is better able to accept the actions of both parties and provide greater benefits to the participants. When a student becomes involved in an activities program, parents and coaches have a right to understand what expectations are going to be placed on the student and on each other. This begins with clear communication from the participant, parent, coach and Athletic Department.

Clearly defined rules and expectations simplify a coach's duties in conflict situations. Rule definition is a coach's responsibility, which should be undertaken prior to the start of the season. This will be accomplished by written expectations distributed to every participant. Students should know a coach's position on issues and be willing to accept the consequences. Coaches' rules will be in writing and will be approved by the Athletic Director prior to sharing with students at a pre-season meeting or first practice. Any violations of the team rules will be communicated to parents and the student by the coach. Violation of team rules will be enforced by the coach. Violation of the extracurricular handbook will be enforced by the Athletic Director.

Parent/Guardian Concerns/Complaints

DCSD supports open lines of communication between students and coaches. Student participants are encouraged to speak directly with their coaches about concerns. (In-season coaches who have direct contact with the athlete may also be present when discussing concerns).

Parents/guardians should express their complaints at a mutually agreed upon time. Sharing of concerns should not be before, during or after contests, nor conducted with other participants in the nearby vicinity. If a parent/guardian cannot reach a coach, the parent/guardian should contact the Athletic Director who will arrange for the coach to contact the parent/guardian. When a coach meets with the parent/guardian, the coach, at the discretion of the Athletic Director, may include members of the coaching staff who work directly with the student.

Meetings will be scheduled in a private, non-threatening environment; no surprises with either issues or people in attendance. The conference will deal with specific issues directly related to the original complaint/concern. Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm and mature nature or the meeting will be terminated immediately. The coach or advisor has a responsibility to the parents to hear, within reason, their concerns. However, the coach has the final decision relative to these concerns. Coaches and advisors are not to discuss other participants involved in their activity, parents of other activity programs, or other coaches and advisors with a student or parent.

Topics which may be discussed are:

- Ways in which participants may be helped in an effort to improve performance and skill level.
- Concerns about the participant's behavior in school, during practice and at competitions or events.
- The makeup of the team or group and the decision as to who participates on a particular team or in a particular group.
- The mental and physical treatment of the participant.
- An individual's playing time relative to the team structure in an athletic program.

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the

District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Building Principal.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor.

The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within five (5) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to

refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

STUDENT CODE OF CONDUCT

The following sections - Student Eligibility and Participation Guidelines, Attendance Eligibility, Academic Eligibility, Behavioral Standards, Student Wellness and Mental Health and Communications, Expectations, and Support - are included in the Student/Parent Extracurricular Handbook. Please review these sections to become familiar with the student expectations. Some information in the Student/Parent Extracurricular Handbook may be repeated in the Coach/Advisor Extracurricular Handbook. The complete Student/Parent Extracurricular Handbook is available on the district website.

STUDENT ELIGIBILITY AND PARTICIPATION GUIDELINES

In order to maintain eligibility to participate fully in co/extracurriculars:

- Students must be registered full-time, as defined by District [Policy 5200.1](#), throughout the time of co/extracurricular participation including both semesters for winter sports and activities.
- Homeschooled students are eligible to participate if the proper form(s) are on file with the Department of Public Instruction AND the student is a resident of Deerfield Community School District.
- Virtual school students are eligible to participate in the district in which they are enrolled, not in which they reside.
- Open enrolled students are eligible to participate according to WIAA [Transfer Rule guidelines](#).
- Students must watch the Co/Extracurricular Code Meeting video with a parent/guardian each school year. This is located on the district website under Athletics & Activities.
- High school students are required to submit to a random drug test when asked. Failure to do so will result in the student being charged with a code violation and will face the consequences as set forth in this handbook.
- Student must maintain Academic, Attendance and Behavioral Standards as set forth in this handbook.

Required Documents

Participants are required to have the following documents on file with the District Office before they will be allowed to participate in a practice or contest.

1. **Medical Eligibility Form or Alternate Year Athletic Permit Form** – Required each school year dependent on the date of physical exam. May be found on the [Athletics & Activities](#) website. All managers along with participants in non-athletic clubs are exempt from this requirement.
2. **Extracurricular Code Form** - Required each school year. May be found on the [Athletics & Activities](#) website. This form is completed on-line after the student and parent/guardian watch the code video. This form includes acknowledgement of [concussion and head injuries](#), [sudden cardiac arrest](#) and [WIAA Rules of Eligibility](#).
3. Students will not have outstanding equipment from previous athletic or activity affiliation. Students will not be allowed to practice nor compete in a subsequent athletic activity until this is resolved. The student must return the equipment or pay the fee for replacement charged in their Skyward account. Exceptions may be made which allow a student to at least start practice without turning in their previous uniform depending on the timing of the end of one season and start of the subsequent season.

Homeschool Student Participation

Requests from families with students wanting to participate in extracurricular activities, but are not enrolled in DCSD, will follow WIAA guidelines for athletics and the guidelines outlined in the extracurricular handbook to be eligible for participation.

WIAA Eligibility Verification of Transfer Student

DCSD adheres to all WIAA eligibility requirements related to transfer students. Consult the WIAA Transfer Student rules to learn more.

Red Card - Verification to Participate

Upon submission of forms, the student-athlete will receive a **RED CARD** from the District Office. The **RED CARD** serves as official notification that the athlete has been cleared to participate. **Athletes must turn the RED CARD into the coach on the first day of practice to be eligible to practice.** Coaches may not allow a student-athlete to practice until a Red Card has been turned in to the coach. A **RED CARD** needs to be picked up at the start of each new season.

WIAA NIL Guidelines

Understanding Name, Image, and Likeness (NIL)

Name, Image, and Likeness (NIL) refers to the ability of student-athletes to receive compensation for activities that involve their personal brand—such as appearing in advertisements, running a monetized social media account, or signing autographs. While these opportunities are now permissible under specific guidelines, preserving amateur status remains essential for continued eligibility in WIAA-sanctioned high school athletics.

Amateur Status and Athletic Instruction

Amateur status regulations prohibit student-athletes from receiving payment for self-employed instruction in a WIAA sport. For example, providing private lessons or advertising training services independently would violate these rules. However, students may work part-time for a third-party entity—such as a recreation department or training facility—and receive compensation as an employee. This distinction ensures students can gain experience and income without compromising eligibility.

What's NOT Permitted (Loss of Amateur Status):

- Student-athletes cannot receive payment for self-employed lessons in any WIAA sanctioned sport
- Students providing individual instruction independently will lose their amateur status and become ineligible for competition
- Example: A basketball player advertising and providing private shooting lessons for payment

What IS Permitted:

- Student-athletes may be employed on a part-time basis as an instructor for another entity (such as a recreation department, club, or facility)
- They may receive payment for these services as employees, but cannot provide lessons on an individual, self-employed basis
- Example: The same player working part-time for the local recreation center as a youth basketball coach

Out-of-Season Training and Financial Support

When participating in out-of-season camps, clinics, or training not organized by the school, students must cover 100% of their own expenses, including transportation. Schools may only provide financial support or transportation during the actual sport season or for the summer contact days authorized by the Board of Control. Fundraising to cover nonschool training costs, including the use of crowdfunding platforms like GoFundMe, is strictly prohibited.

Updated Regulations on Awards and Mementos

Recent adjustments to amateur status regulations now allow students to retain:

- School mementos (e.g., rings, t-shirts, or sweatshirts) valued under \$200
- Awards valued under \$100
- Uniform apparel issued as part of a nonschool team

Important Note: Items such as equipment (helmets, bats, sticks, etc.), duffel bags, and backpacks do not qualify as uniform apparel and may not be retained without risk to amateur standing.

NIL Restrictions and Prohibited Activities

It is important to note that NIL deals must remain entirely separate from school affiliation. The following are strictly prohibited:

Prohibited NIL Activities:

- Compensation tied to performance or recruiting inducements
- Use of school logos, uniforms, or team references
- NIL arrangements involving restricted industries (gambling, alcohol, or tobacco)
- School staff, including coaches, teachers, and alumni facilitating or promoting NIL opportunities for students in any capacity

Additional Restrictions:

- NIL deals must be completely separate from school affiliations
- Students may not hire agents (though they may consult legal counsel)

Misunderstandings can easily lead to violations that jeopardize eligibility

ATTENDANCE ELIGIBILITY

- Students may participate in a practice or contest only if in attendance at school for all periods on days when school is in session.
- A student's school day begins when their schedule begins. (e.g. student has a 7:00am class, he/she is expected to be in school by 7:00am).
- If a student needs to be absent for any part of the day to attend a medical appointment, he/she is expected to provide evidence of attending upon their return to school.
- Any unexcused absence or tardiness will result in the student being ineligible to participate in any co/extracurricular practice or event that day, or the day it is discovered
- A student who is absent (excused) for reasons other than illness (e.g. appointments, vacations) will be eligible for co/extracurricular participation provided he/she makes every effort to have prior approval from the principal and, in the case of vacations, has the absence pre-approved through the office.
- A student is expected to notify the office as soon as possible if absent for a reason beyond their control. (e.g. student gets a flat tire on the way to school) Eligibility will be determined by the principal and/or Athletic Director on a case-by-case basis.
- When students return home late from competitions, they are expected to be in attendance according to their schedule the next morning. Students will not be excused for being late to school the following day because of a late return from an away event.
- Attendance rules will be followed in accordance with Policy 5200 - Attendance.

Unexcused Absences and Tardies

After 3 tardies during a season, the student will be ineligible to participate in the next event. A pattern of unexcused absences will result in the student being ineligible to participate in the next event.

Truancy

A student who accumulates sufficient absences (excused or unexcused) that lead to truancy being filed with law enforcement will be ineligible for the next event following notification. A student who has reached the age of 18 and is considered truant according to Wisconsin State Law, even if truancy is not filed, will be ineligible for the next event.

Participation During An In-School or Out-of-School Suspension

A student serving an in-school suspension may attend practice or a competition but not participate or wear the uniform. A student serving an out-of-school suspension may not participate in or attend practices, games or events for the duration of the suspension.

Attendance At Practices, Games And Activities

Attendance is mandatory, with the exception of injury, illness, pre-approved family vacation, school-sponsored trip, or with the specific consent of the coach or advisor. Consequences for absences will be determined by the coach or advisor.

- A student must consult with his/her coach/advisor before missing a practice, game or event. Failure to do so will result in an unexcused absence. This does not apply to excused absences from school.
- Missing practice or a game to play a non-district sponsored sport will be considered an unexcused absence.
- If a student has four (4) unexcused absences, whether from practices or games, he/she will no longer be a member of the team.

ACADEMIC ELIGIBILITY

Students are expected to have **no Fs and no more than one D** (including incomplete grades when converted to a letter grade) at the time of any grade check throughout the school year. Grade checks will be done for all students participating in co/extracurriculars at the end of the 3rd and 6th weeks of each quarter, as well as at the end of each 9 week quarter.

Academic Probation

Student is placed on **Academic Probation** when he/she fails to meet the academic standard when grade checks are done **at the 3rd and 6th weeks of each quarter**. Students receiving **one failing grade or two or more D's** will be placed on probation for one week. During Academic Probation, student-athletes can continue to practice and compete. If after one week, academic standards have not been met, the student-athlete will become ineligible to compete until at which time, grades have improved.

Academic Ineligibility

Level 1 Ineligible - Student receives two or more 'D's or one 'F' at the end of a quarter.

- Student will continue to practice and attend events with the team but is ineligible to participate in the next 20% of the sport's scheduled events. Student may not dress in uniform for any games during this period of ineligibility. With non-athletic clubs, the student will continue to attend club meetings but is ineligible to participate in the next event that occurs in the first three weeks of the following quarter.
- Student will become eligible if his/her grade(s) have to improved to meet standard.

Level 2 Ineligible - Student receives two or more 'F's at the end of a quarter.

- Student will continue to practice and attend events with their teams/clubs but is ineligible to participate in the remainder of the current season and 50% of the next sport's scheduled events. Student may not dress in uniform for any games during this period of ineligibility.
- Student will continue to attend club meetings but is ineligible to participate in any events that occur in the first three weeks of the following quarter.

End of Quarter 1: Athlete is ineligible for the remainder of the fall season (if contests remain) and the first 50% of the winter season.

End of Quarter 2: Athlete is ineligible for the remainder of the winter season and will remain eligible until the end of 3rd quarter.

End of Quarter 3: Athlete is ineligible for the first 50% of the spring season.

End of Quarter 4: Athlete is ineligible for the first 50% of the following fall season

The Athletic Director and/or building principal will notify students on academic probation or academic ineligible status. The Athletic Director will share this information with the coach. Likewise, the Athletic Director will notify the student and coach if the eligibility status changes. All parents/guardians of students determined to be on academic probation or ineligible will receive an email from the Athletic Director. Penalties accumulated at the middle school level will not be carried over to the high school level. Academic eligibility penalties do not accumulate.

BEHAVIORAL STANDARDS

A student whose conduct reflects poorly on himself/herself, the team, the organization or activity, or the Deerfield Community School District, whether or not such behavior takes place during or outside school hours, at Deerfield Middle/High School, or while representing Deerfield Middle/High School, is unacceptable and will be subject to disciplinary action as set forth in the student handbook. Depending on the level of infraction, a student may be found to be in violation of the co/extracurricular handbook. Disciplinary action may include suspension from co/extracurricular events.

Ethical and behavioral ideals, principles and standards include, but are not limited to, criminal behavior, negative and/or illegal acts against persons or property and involvement in acts which are viewed as contrary to accepted moral and legal standards including, but not limited to, profanity, racial slurs/terminology, abusive/vulgar language, vandalism, fighting, hazing, bullying/harassment, use of illegal substances, indecent exposure, cheating on tests or school work and theft. A complete list of policies associated with student behavior expectations can be found in the 5000 Student policy section posted on the website.

Criminal Behavior

Criminal behavior is prohibited. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served including probation, community service, etc.

Behavior Contract

A student may be asked to follow an individual behavior contract for repeated and documented unacceptable behaviors.

Social Media Usage and Online Behaviors

Students should recognize that all forms of social media, content shared online or content shared by others that includes them may be used when determining whether a violation of the code of conduct has occurred. For this reason, students are encouraged to exercise good judgment regarding the situations they choose to be part of, both in person and online.

- Any identifiable social media image, photo, video, or message which implicates a student to have been in possession or in the presence of illegal use of drugs or alcohol may result in confirmation of a violation of the co/extracurricular handbook.
- Any identifiable social media image, photo, video, or message that is inappropriate or unacceptable per the behavioral standards of the school district may also be used as confirmation of a violation of the co/extracurricular handbook.

- Absence of a date and/or time stamp on any of the aforementioned forms of social media will have no bearing on determining whether a code violation has occurred. In other words, a student can and will be charged with a code violation at the time the violation has been discovered.
- Unacceptable online behavior includes, but is not limited to, content that is discriminatory against a protected class such as race, religion, ethnicity, gender and gender identity, and disability, indecent pictures or videos, bullying, harassment or threatening images or messages. Students who re-post inappropriate, threatening or disruptive material originally written by others are subject to the same consequences.

Consequence for Behavior Violations

1st Offense: Minimum penalty is 20% of athletic events, suspension from one club event/activity.

2nd Offense: Minimum penalty is 40% of athletic events, suspension from two club events/activities.

3rd (and Subsequent) Offense: Minimum penalty is 36 week (one school year) suspension from all extracurriculars.

BANNED SUBSTANCES

In accordance with Board of Education policies, students participating or wishing to participate in any co/extracurricular activity are prohibited from consuming or possessing alcohol, tobacco or nicotine products (including any and all smoking materials and devices), anabolic-androgenic steroids, performance-enhancing substances or illegal drugs, such as, but not limited to marijuana, THC, and synthetic cannabinoids (CBD); AND from knowingly attending events where such items are being illegally consumed. This prohibition is in force 12 months a year throughout the student's tenure at Deerfield Community Schools.

Attending Parties or Events

Students who knowingly attend an event where any of the above banned items are being illegally consumed, but who do not themselves consume banned substances are still subject to a code violation.

Consequence for Attending Party/Event Where Controlled Items Are Present

1st Offense: Penalty is 20% of athletic events, suspension from one club event/activity, 2 hours of AODA counseling*

2nd Offense: Penalty is 40% of athletic events, suspension from two club events/activities, 2 hours of AODA counseling*

3rd (and Subsequent) Offense: Penalty is 36 week (one school year) suspension from all extracurriculars.

*AODA counseling is required to be completed within one month from the date on the notification letter. Failure to do so will result in the student being suspended from all extracurricular activities for a full calendar year. Counseling may be with the school AODA counselor or a licensed AODA professional at the student's own expense.

Consuming or Possessing Controlled Items

Students who through admission, witness evidence, or through medical or forensic tests, are determined to have consumed any of the banned substances described above or who are found possessing such items at any time are subject to a code violation.

An exception to these policies would be if a student finds him/herself at a party or event at which any of the banned items are being illegally consumed can avoid sanctions by leaving immediately upon learning of the illegal consumption. A student in this circumstance is encouraged to call a parent/guardian and report the illegal party or event so that dangerous driving can be prevented. Records of a cell phone call can be evidence of the time a student has left an event. Sanctions will not be avoided if the student has consumed any of the banned items listed in this handbook.

Random Drug Testing

High school students participating in Deerfield athletics and activities are subject to the district's random drug testing program. All drug testing is urine based and is performed by a certified lab. Samples are collected by trained technicians. Four students are tested on average every two weeks. Names of students are drawn at random by the lab. Collection of samples is done in privacy in the main office health room. Students selected for testing are brought to the office; names are not announced over the PA system. We test for alcohol, nicotine, marijuana and other illegal narcotics. Two to three days after a student is tested, the results are sent to the district. If a student tests positive, the lab also contacts the parents of the involved student. Once the results are provided to the school district, a letter is sent home to the parents indicating the results. Any student who has a positive result will be notified of the consequences as outlined in the co/extracurricular handbook. A positive result is considered as consumption/use of the substance.

Any evidence of tampering with the testing procedure is treated as a positive result and students will be given the appropriate consequence(s).

Students do have the right to refuse being tested but by doing so, will be counted as a failed test thus resulting in a code violation.

Consequence for Consuming Or Possessing Controlled Item(s)

1st Offense: Penalty is 20% of athletic events, suspension from one club event/activity, 4 hours of AODA counseling*

2nd Offense: Penalty is 40% of athletic events, suspension from two club events/activities, 4 hours of AODA counseling*

3rd (and Subsequent) Offense: Penalty is 36 week (one school year) suspension from all extracurriculars.

*AODA counseling is required to be completed within one month from the date on the notification letter. Failure to do so will result in the student being suspended from all extracurricular activities for a full calendar year. Counseling may be with the school AODA counselor or a licensed AODA professional at the student's own expense.

Items To Note Related to Code Violations and Consequences

- If a code violation is such that a student receives an in-school or out-of-school suspension, the code and school suspensions will begin simultaneously.
- An athlete must continue to practice and travel with the team, but is suspended from competition and may not be in uniform for events.
- The number of events an athlete is suspended for is calculated based off of a sports full schedule.
- The suspension will carry over to the next season if necessary to serve the required percentage of the schedule.
- For non-athletic groups and clubs, the student must still attend club meetings but is suspended from the next scheduled events/activities
- The suspended athlete will be ineligible for major team awards (MVP, MIP, or all-conference nomination) in the season the sanction began, or, for inactive athletes, the next season in which the athlete participates.
- An athlete serving a code violation cannot be named team captain for the season in which they are serving the suspension.
- A student who has a leadership position in a non-athletic club is required to forfeit this position for the remainder of the school year once they receive a code violation.
- A student must remain academically eligible in order for the missed events to count towards the code violation suspension.
- A student who is suspended from one sport during a season may not join another sport for the remainder of that season.
- If a student wishes to join a team after receiving a code violation in order to serve a suspension, they must receive approval from both the head coach and the Athletic Director.

- A student who completes one calendar year without any additional violations will have his/her last violation dropped provided all requirements of the suspension were met.
- An athlete serving a 36 week suspension may, after 18 school weeks, petition the Board of Education to request a reduced suspension. The student needs to show that positive steps and results have been documented regarding the issues that led to the suspension.
- Penalties accumulated at the middle school level will not be carried over to the high school level.

WIAA Performance-Enhancing, Banned Substances, Discouraged Substances

WIAA has a list of performance-enhancing and banned substances and discouraged substances. Students should be aware of substances on the WIAA list. Use of any of the banned substances will result in a code violation. Schools and coaches may not provide or allow discouraged substances in conjunction with a school sponsored program. Students may not use any of the discouraged substances when representing Deerfield as a student athlete or using any of the school facilities.

Investigation of Suspected Code Violation

When a violation of the conduct or substance abuse rules is suspected, the Athletic Director and/or building principal will investigate the case, determine whether or not a violation has occurred and determine the appropriate penalty if necessary. The Athletic Director and/or building principal will explain the evidence to the student accused when a violation may have occurred.

Integrity Clause: In the event a student is being questioned for a possible violation of the provisions of the co/extracurricular handbook, it is expected that:

1. The student will be truthful.
2. The student will be forthcoming with information.
3. The student will not be deceptive.
4. The student will be cooperative.

If it is determined that the student was untruthful or deceptive prior to, or after determination of a violation of the co/extracurricular handbook, an administrator and/or Athletic Director has the authority to increase the consequences to the next level of violation.

Notification of Code Violation

If it is determined that a violation has occurred, the Athletic Director and/or building principal shall send a letter to the student's parent/guardian, with a copy of the letter provided to the student. The Athletic Director will notify the coach and/or advisor. The letter shall describe the violation and summarize the penalty to be assessed, advise that harsher penalties will be assessed for subsequent violations, and inform the procedure for appeal.

Appeal Process

A student or the student's parent or legal guardian may appeal the determination of the building administrator or designee that a violation of the Athletic Code has occurred by delivering a written notice of intent to appeal to the office of the building administrator by 3:00 PM on the third school day subsequent to receipt by the student of written notice of the violation.

There may be two primary purposes for an appeal:

1. A parent and/or student wants to better understand why the student is being punished.
2. A parent and/or student wants to present information which they feel could change the initial finding by the school's administration.

NOTE: Suspensions and penalties will be enforced during the appeal process.

Unless otherwise stated in this code document, the appeal board does NOT have the authority to change a punishment because the parent and/or student, or members of the appeal board believe the code and its provisions are inappropriate. Only the Board of Education may modify the code or the punishment for a violation.

STUDENT WELLNESS AND MENTAL HEALTH

While participating in athletic activities carries an inherent risk of injury, the physical, social, and emotional benefits of sports are invaluable to a student's personal growth. Coaches and school personnel are deeply committed to student safety, continuously working to minimize risks through proper training, equipment, and supervision so that students can safely enjoy the thrill of competition and teamwork.

Student Accident Insurance

The District maintains student accident insurance to act as a supplementary policy for the benefit of students and families. Claim forms are available in the middle/high school office and should be filed by the parent as soon as possible after the injury/medical emergency.

First Aid

Each team will be provided with a first aid kit. Coaches will ensure that:

- The first aid kit is available at every practice and contest.
- Supplies are replenished as needed.
- Their staff knows the location of additional first aid supplies and the athletic ice machine.
- The Athletic Director is informed when particular supplies need to be replenished.

Reporting Injuries

When an athlete is injured during practice or competition, coaches should:

1. Provide appropriate first aid.
2. Notify the athlete's parent or guardian as soon as possible
3. Inform the Athletic Director or High School Office.
4. Complete the district Accident Report Form within **24 hours**.

Prompt reporting is important because delayed reporting may affect the student's eligibility for supplemental insurance coverage. Accident Report Forms are available electronically and through the High School Office.

Emergency Medical Situations

If a serious injury or medical situation arises, coaches are to:

1. Activate emergency medical services by calling 911.
2. Notify the student's parent or guardian immediately.
3. If a parent or guardian is unavailable, every effort will be made to ensure a responsible adult accompanies the student to a medical facility.
4. File an Accident Report form within 24 hours of an occurrence and notify the Athletic Director.

Return to Participate

If a physician removes an athlete from competition or practice, the coach must receive written clearance from a physician or other qualified medical personnel before the athlete can participate in practices, meets or games. The written clearance must be shared with the Athletic Director for review and approval. If the athlete is provided after-visit care instructions that include a specific timeframe that the athlete can return to participate, the district's Athletic Trainer can provide medical clearance. Coaches should never permit participation until the required documentation has been received.

Medical Information

It is important that parents share a student's essential medical information with/between a physician, licensed athletic trainer, school nurse, coach, the Athletic Director and/or others of like responsibility who may be reasonably described as "needing to know" in order to provide for the safety and well-being of the student athlete. Essential medical information will be kept confidential except in the narrow scope of "needing to know."

Athletic Trainer

DCSD contracts with the University of Wisconsin Sports Medicine Department to provide athletic training services. has entered into an agreement with sports medicine practitioners to provide athletic training services. The athletic trainer:

1. Visits the school to meet with athletes during the school day, typically Tuesdays and Thursdays.
2. Communicates with coaches regarding the athlete treatment plans.
3. Assists with return-to-participate decisions when outside medical personnel have not been involved.
4. Provides coverage for a majority of varsity athletic contests which includes on-site recognition, evaluation and treatment of injury and illness, with appropriate referrals.

Mental Health Resources

The Deerfield Community School District understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing access to physical and mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible. Students and families are encouraged to seek assistance whenever they are experiencing an issue where the school counselor or social worker should be involved.

All coaches and club advisors are encouraged to contact the school counselor or social worker if they have concerns regarding a student. All paid coaches and advisors are considered mandatory reporters for child abuse reporting and must follow the mandatory child abuse reporting laws.

Middle/High School Counselor - Tricia Brummett brummettt@deerfield.k12.wi.us

School Social Worker - Tom Kalhagen kalhagent@deerfield.k12.wi.us

Weather Safety Guidelines & Procedures

DCSD follows the WIAA guidelines and recommendations regarding threatening weather and thunder and lightning.

Cancellations/Postponement of Contest

The following factors to be considered in the decision to cancel or postpone a context:

- a. Safe playing conditions and surfaces for participants and officials.
- b. Safe travel for the teams.
- c. Safe travel for students and fans.
- d. Safe travel for game workers and officials.
- e. Damage to equipment/facilities.
- f. Safety of spectators on or on school grounds.
- g. Time of the event.
- h. Conference guidelines specific to weather conditions.

After considering the above-listed factors, the Athletic Director will confer with the opposing school's athletic director to make the determination to play or postpone the contest. The Athletic Director will attempt to reschedule the contest and may consult head coaches to assist in securing a new date. The Athletic Director will notify coaches, the bus company, officials, event workers and the school media of cancellations and rescheduled events. Coaches will notify participants. Once a contest begins, game officials are in charge of stopping and restarting a contest.

COMMUNICATION, EXPECTATIONS AND SUPPORT

Parents and Guardians Support

Parents are encouraged to support their child's decision to participate in athletic and other extracurricular activities and to attend their events. Parents are the key, and are asked to help participants understand and abide by the regulations, policies and guidelines in the extracurricular handbook. Promoting good relations

between parents, coaches, advisors and participants is an important means of obtaining a quality program and experience for students.

Parent/Student/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, everyone is better able to accept the actions of both parties and provide greater benefits to the participants. When a student becomes involved in an activities program, parents and coaches have a right to understand what expectations are going to be placed on the student and on each other. This begins with clear communication from the participant, parent, coach and Athletic Department.

Parent/Guardian Concerns/Complaints

DCSD supports open lines of communication between students and coaches. Student participants are encouraged to speak directly with their coaches about concerns. (In-season coaches who have direct contact with the athlete may also be present when discussing concerns).

Parents/guardians should express their complaints at a mutually agreed upon time. Sharing of concerns should not be before, during or after contests, nor conducted with other participants in the nearby vicinity. If a parent/guardian cannot reach a coach, the parent/guardian should contact the Athletic Director who will arrange for the coach to contact the parent/guardian. When a coach meets with the parent/guardian, the coach, at the discretion of the Athletic Director, may include members of the coaching staff who work directly with the student.

Meetings will be scheduled in a private, non-threatening environment; no surprises with either issues or people in attendance. The conference will deal with specific issues directly related to the original complaint/concern. Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm and mature nature or the meeting will be terminated immediately. The coach or advisor has a responsibility to the parents to hear, within reason, their concerns. However, the coach has the final decision relative to these concerns. Coaches and advisors are not to discuss other participants involved in their activity, parents of other activity programs, or other coaches and advisors with a student or parent.

Topics which may be discussed are:

- Ways in which participants may be helped in an effort to improve performance and skill level.
- Concerns about the participant's behavior in school, during practice and at competitions or events.
- The makeup of the team or group and the decision as to who participates on a particular team or in a particular group.
- The mental and physical treatment of the participant.
- An individual's playing time relative to the team structure in an athletic program.

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Building Principal.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor.

The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within five (5) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

COACH PRE-SEASON CHECKLIST

WIAA Requirements

All paid coaches must:

- ☐ Complete the required WIAA Rules Meeting video for their sport.
- ☐ Complete the WIAA Rules test for their sport
- ☐ Be up to date with CPR/First Aid certifications - paid for by district

Deerfield School District Requirements

Each head coach must:

- ☐ Provide the AD and AD Admin. Asst. with a roster
- ☐ Schedule a Parent Meeting (see guidelines/suggestions below)
- ☐ Provide the AD with any documents regarding team rules and expectations
- ☐ Determine which method they will use for communication (Communication app or email list)
- ☐ Determine dates for parents night, senior night and any other in season special events
- ☐ Notify AD and District secretary of any volunteer coaches on the staff
- ☐ Communicate with the AD regarding any equipment orders that need to be placed
- ☐ Inventory current equipment and uniforms
- ☐ Obtain emergency contact information for each athlete

*Volunteer coaches must complete paperwork and pass a background check prior to attending any practices or games.

Parent and Player Meeting Guidelines/Suggestions

Topics for the parent meeting should include:

- ☐ Philosophy and expectations of the coach
- ☐ Practice and competition schedules
- ☐ Team communication methods
- ☐ Attendance expectations
- ☐ Procedures for reporting absences
- ☐ Varsity lettering criteria
- ☐ Equipment requirements
- ☐ Team apparel orders
- ☐ Fundraising activities
- ☐ Parent expectations
- ☐ Senior Night, Parent Night and any other special events
- ☐ Notify parents of team social media platforms

Coaches are encouraged to provide parents with opportunities to ask questions and become familiar with the operation of the program.

NEW COACH CHECKLIST

In addition to the pre-season expectations, here is a list of things for a new coach to go over with the AD prior to the season.

- ☐ Fill out new hire paperwork with Wendy Helminiak
- ☐ Obtain key/key fob from Ryan Fankhauser
- ☐ Get a tutorial from the AD on the facility reservation system
- ☐ Take inventory of equipment and uniforms with the AD
- ☐ Have the AD provide a WIAA login (HS coaches only)
- ☐ Review coaches handbook and discuss questions with AD

COACH POST-SEASON CHECKLIST

Each head coach must:

- ☐ Collect uniforms and put away any necessary equipment.
- ☐ Clean out and organize any storage areas that are used during the season
- ☐ Check that athletes lockers are cleaned out
- ☐ Schedule and prepare for post-season awards night
- ☐ Turn in pay request once uniforms and equipment have been put away
- ☐ Communicate with AD regarding future equipment/uniform repairs and needs
- ☐ Communicate with AD on coaches clinic attendance and registration
- ☐ Communicate with AD on future scheduling
- ☐ Meet with AD regarding coach evaluation form

5516 - STUDENT HAZING

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

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

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

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

Deerfield High School Head Coach Evaluation Form

Coach: _____ Sport: _____

1 - Meets Expectations

2 - Needs Improvement

3 - Unsatisfactory

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- _____ Communicates with assistant coaches in regards to roles, duties, and expectations.
- _____ Cooperates with requests for information from the athletic office on time.
- _____ Abides by all relevant Board of Education policies, administrative, WIAA and conference guidelines.
- _____ Attends WIAA rules interpretation and conference all-conference meetings.
- _____ Cooperates with team booster club to enhance the athletes' experience as team members.
- _____ Recommends scheduling and officiating requests to the AD.
- _____ Follows proper budget and purchase order procedures.
- _____ Maintains and updates team and individual records.
- _____ Supervises practice area and locker room when athletes are present.
- _____ Publicizes team and individual accomplishments to the media and school.
- _____ Demonstrates care of school facilities and equipment.
- _____ Prepares a detailed inventory of team equipment and updates it after each season.
- _____ Submits end-of-season list of award winners.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

Assess the team's performance this season.

Assess your assistant coach's performance this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

HEAD COACH'S COMMENTS:

ATHLETIC DIRECTOR'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

STAFFING REPORT

July 20, 2026

The following chart outlines our newly hired team members, internal position changes and current status report on remaining open positions within the District. Certified staff positions denoted with an asterisk (*) require school board approval.

TYPE	POSITION	TERM	FTE	REASON FOR VACANCY	NEW EMPLOYEE
certified	HS Social Studies	school year	1.00	Haydn Thon accepted another position	Brad Bernarde*
certified-transfer	HS Business Education	school year	1.00	Keith Schneider retirement	Marcus Novak

*requires board approval

OPEN POSITIONS

TYPE	POSITION	TERM	FTE	REASON FOR VACANCY
teacher	HS social studies	school year	1.00	Marcus Novak position change
teacher	District daily substitute	school year	.9875	Jo Freye position change
support	Educational assistant	school year	.875	Leanne Huber resignation
support	Educational assistant	school year	0.88	David Kind resignation
coach	MS football	season	varies	Kyle Kittleson resignation
coach	MS cross country	season	varies	Mark Dooley resignation
coach	MS cross country	season	varies	Michael Alger resignation
coach	HS football	season	varies	David Kind resignation

9.R.

July 2026
Board Report
Melinda Kamrath
DES Principal

-Summer school was a success! We had hot, but wonderful weather! Thanks to the teaching staff, HS and adult aides and the custodial crew for working around us. The variety of classes offered were great. Attendance in Session 2 was less than Session 1, due to many different reasons-vacation, sports camps etc... We will finish the summer with HS musical and marching band camp.

-Handbook Changes: See enclosed memo

-Class lists are being finalized and homeroom teachers assigned. They will be available in Skyward for families to view on Monday, August 3rd.

-Ready, Set, Smile

Elementary registration will take place in conjunction with the MS/HS on Tuesday, August 5th from 2:00-6:00 pm at DES. We will be encouraging families to register online and student pictures will be taken on that day. We will be having a picture retake day in September.

-Ready, Set, Go Conferences

Wednesday, September 2nd from 11:00am-7:00pm, DES staff will meet with parents/students for a 15 minute conference. Students will drop off supplies and staff will get to meet families one on one. Sign up will be through Skyward. More information will be sent soon.

-Any new families to the district are encouraged to reach out to myself or the DES office so we can get their students enrolled and placed in a classroom prior to our September 8th start date. Email is the easiest way as the main office is currently being cleaned.

-National Night Out will be held at DES on Tuesday, August 4th from 4:30-7:00. This event is being held in conjunction with the Bikes to Big Rigs event that the Deerfield Chamber of Commerce holds.

July, 2026

MS/HS Board Report

Scott Kramper

DMS/DHS Principal Report

- It is great to be here and I would like to provide the board with a thank you for the opportunity to return to the Deerfield Community Schools in the principalship capacity. I look forward to working with you. Also, it is wonderful to be back in a school district that is part of a great community, has great families, a building with great staff, and at the heart of what we do in education, has great students. Truly a pleasure to be back home.
- In the principalship, my re-integration has been spent doing the necessary onboarding procedures, re-familiarizing myself with processes and procedures in Deerfield, and a variety of staff reachout and communications. I express my gratitude to those who have made my first few weeks seamless in its transition: Wendy Helminiak, Ryan Fankhauser, and Nathan Hruby for the setup work, the admin team for welcoming me into the team and answering questions, Cindy Perucco, Jill Fleming, Doreen and Laura, and Wendy once again for taking time out of their busy schedules to discuss my role as it pertains to their positions. And a big thank you Andie Saari who, due to her schedule and proximity to my current office in student services, receives the brunt of my questions and her wealth of knowledge.
- All HS families can view their student's schedules and teachers through Skyward. MS student schedules are wrapping up and should be completed by the end of July. Schedule change requests must be handled prior to the school year, September 8th.
- Musical Camp is set to begin July 21 from 9-noon. It is the first week of three that musical camp runs Tuesday through Thursday and for three hours each day. It is a great early contact point for Taya Larson, our new choir teacher, to meet and work with students involved in the musical. Thank you to her for continuing Musical Camp. Tom Kalhagen is assisting in the camp as well and Ryan Petersen will be involved.
- Our open social studies position was filled by Haydn Thon. Haydn will bring his previous experience in Eau Claire to Deerfield and a fantastic addition to the high school social studies department and the entire building. Also, we are excited to welcome Rebekah Lennberg to the High School special education team. She comes to us upon graduation from UW Eau Claire. Both have been approved by the school board.
- Thank you to the custodial team for all they have done, seen and unseen, over the course of the summer as it relates to the construction but having the building ready for the start of the school year.