

# DEERFIELD COMMUNITY SCHOOL DISTRICT



## BACK - TO - SCHOOL PACKET

AUGUST 2017

Welcome to the 2017-18 School Year!  
First Day of School is Friday, September 1, 2017

### OPEN HOUSE/EXPECT SUCCESS NIGHT

**August 30<sup>th</sup> 5-7 pm:** Open House for Grades 4K & 5K

\*Stop in to meet your teacher and drop off school supplies

**August 30<sup>th</sup> 5-8 pm:** EXPECT SUCCESS Night/Open House for Grades 1-12

\*Grade level presentations

\*Stop in to meet your homeroom or mentor teacher & drop off school supplies between sessions

\*All families in attendance will receive a free Family Pass to 1 HS home sporting event and a surprise gift!



### PICTURE RE-TAKES ARE SEPTEMBER 26TH

### Sports/Clubs for Grades 6-12



**Physicals are required before practice begins.**

Contact Angie Haag at 764-5431 to see if your child needs a physical this year

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**REQUIRED FORMS - Before participating in *any* extracurricular, the following forms should be turned in to the office:**

- Physical Clearance OR Alternate Year Form (Athletes in gr. 6-12)
- Student/Parent Activities & Code Signature Page (All participants in gr. 6-12)

Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)

## A NOTE FROM THE DISTRICT ADMINISTRATIVE TEAM

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Welcome to the 2017-2018 school year! As a new school year approaches, we take this opportunity each year to share with you important information to get you and your student off to a great start. Please take time to read through this "Back-to-School" packet to find the school lunch program updates, important district policies and annual parent notifications.

As we continue to strive towards our "commitment to excellence and equity in educating all students" we will be continuing our EXPECT SUCCESS events. The events are focused on increasing parent involvement with academics and strengthening the school-to-home partnership in all grade levels. We hope you will attend *EXPECT SUCCESS Night* and *Open House* on August 30<sup>th</sup> from 5-8pm.

Finding ways to meet the diverse needs of our children in Deerfield continues to be extremely important to the district. Either staff or parents can refer students in grades PreK-12 who may be in need of services. The district also provides early childhood services for children ages 2½-5. Families who have questions or concerns about their child's development in the areas of speech and language, cognition, motor, social, or self-help skills are encouraged to have their child screened by the district staff to determine if early intervention is warranted. **Please note that our staff can screen a child at any time if there is an immediate concern.**

An important aspect of providing an excellent education to our students is to share information between the community and school. You can learn more about what is taking place in our district through:

- Our district website at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)
- Our district Facebook page @deerfieldcommunityschools
- Skylert emails, school newsletters, and newspaper articles in the Deerfield Independent

We look forward to a positive, productive school year and welcome your communications. Together we can continue to provide excellence and equity in educating all of our students. Please feel free to contact any administrative team member using the information below.

Michelle R. Jensen  
District Administrator  
764-5431 ext. 1145  
[jensenm@deerfield.k12.wi.us](mailto:jensenm@deerfield.k12.wi.us)

Barb Callahan  
Director of Pupil Services  
764-5431 ext. 4118  
[callahanb@deerfield.k12.wi.us](mailto:callahanb@deerfield.k12.wi.us)

Melinda Kamrath  
Deerfield Elementary Principal  
764-5442 ext. 5201  
[kamrathm@deerfield.k12.wi.us](mailto:kamrathm@deerfield.k12.wi.us)

Brad Johnsrud  
Deerfield Middle/High School Principal  
764-5431 ext. 3201  
[johnsrudb@deerfield.k12.wi.us](mailto:johnsrudb@deerfield.k12.wi.us)

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# Student Registration Fees

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## Elementary School (4K-6)

- 4K General Student Fee - \$15.00 per student
- K-6 General Student Fee - \$30.00 per student
- Assignment Book for Grades 3-6 - \$3.25
- Athletic Co-curricular Fee - \$20.00 per activity (grade 6 - cross country, wrestling)

## Middle School

- General Student Fee - \$35.00 per student includes planner
- Athletic Co-curricular Fee - \$20.00 per activity
- PE T-shirt - \$5.00
- Yearbook - \$37.00

## High School

- General Student Fee - \$40.00 per student
- Athletic Co-curricular Fee - \$50.00 per sport
- PE T-shirt - \$5.00
- Non-Athletic Co-curricular Fee - \$20.00 per activity
- Parking Permit - \$25.00 per year
- Yearbook - \$37.00
- Class Dues - \$20.00 (grades 9-10) \$15.00 (grade 11)

## Athletic Passes

- Student Athletic Passes - \$15.00
- Adult Athletic Passes - \$40.00
- Family Athletic Pass - \$100.00 (Family includes parents/guardians and children enrolled 4K-12 in Deerfield Schools. Children under age 4 are free.)
- Senior Citizen "Gold Pass" - FREE (For Deerfield School District Residents - 60+ yrs)  
Offers you free admission to regular season home competitions as well as ½ price tickets on opening night of the HS Musical

# Lunch Fees

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	Price Per Day
Elementary School Students	\$2.70
Middle School Students	\$2.95
High School Students	\$2.95
Adults/Senior Citizens	\$3.70
Milk	\$ .35/carton



Families are encouraged to send meal payments on a monthly basis. **Parents/Guardians are responsible to keep track of school lunch accounts.**

Optional morning milk break for K-6 students only - cost is \$61.00/school year.

With our new computerized lunch software program, we would appreciate large increments to be purchased in advance. Please review our procedures that are within this packet.

If you are sending money the first day of school, please have lunch money in a separate envelope and clearly marked.

\*\* Students who qualify for Free and Reduced Lunch do not pay milk fee.

**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

# Deerfield Elementary School Information

Principal Melinda Kamrath, (608) 764-5442, x5201 Fax (608) 764-8652

## School Day Hours

Elementary Office Hours	7:30 a.m. to 4:00 p.m.
• 4K program	AM Session is 7:50 a.m. to 10:30 a.m.
	PM Session is 12:10 p.m. - 2:50 p.m.
• Grades K - 6	7:50 a.m. to 2:50 p.m.

Please note that the elementary school doors open at 7:35 a.m. daily, with supervision provided from 7:35 a.m.-7:50 a.m. Please note that students should not arrive before 7:35 a.m.

## Questions?

Please visit the Deerfield Elementary School website at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us). You may also contact the elementary principal, Mrs. Kamrath, at 608-764-5442 x5201, or [kamrathm@deerfield.k12.wi.us](mailto:kamrathm@deerfield.k12.wi.us).



## BRIDGES to the Community Program

The Bridges program coordinates activities for students outside of the school day. Examples of activities held in the past include: Homework Club, Cooking Club, Laser Tag, Lego Club and Board Games. Parent/Guardian suggestions for other student activities are always welcome. Having activities for all age groups is the goal. Please check the District website often for updated information.

My name is Jessie Backes and I am the new Bridges to the Community Coordinator. I grew up in a small town and very much enjoy supporting community programs that benefit families and children. Thank you in advance for your support and I urge you to get involved by volunteering to help with any after school activities or sending me suggestions for other programs. Please contact me at 764-5431 x4104 or [backesj@deerfield.k12.wi.us](mailto:backesj@deerfield.k12.wi.us).

# Middle/High School Information

Brad Johnsrud, Principal, (608) 764-5431, x3201 FAX (608) 764-5433

## School Day Hours

Middle/High School First Bell	7:43 a.m.
Middle/High School Student Attendance Hours	7:48 a.m. to 3:00 p.m.
Middle/High Office Hours	7:30 a.m. to 4:00 p.m.
District Office Hours	7:30 a.m. to 4:00 p.m.



The middle school and high school doors open at 7:30 a.m. daily. Students are not to be in the building prior to 7:30 a.m. unless they are attending a scheduled co-curricular meeting or activity. Students are also expected to leave the building immediately following the school day unless they are participating in an approved after school co-curricular activity.

**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

## Youth Options Program

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The Youth Options Program allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, non-profit institutions of higher education.

The program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation.

The Youth Options Policy allows students a maximum of 18 credits through Youth Options and students may only take courses which are not already being offered at Deerfield High School. The credits can/will be applied to high school graduation requirements.

Student/parent responsibilities include turning in a PI-8700A form (to the guidance office) no later than March 1 for the course(s) to be taken in the fall semester, and no later than October 1 for the course(s) to be taken in the spring semester.

Contact the high school guidance office for a list of additional student/parent responsibilities or if there are other questions regarding the program.

## Deerfield HS/MS Athletics

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The Wisconsin Interscholastic Athletic Association (WIAA) requires that all students must have on file with the school written evidence attesting to (a) parental permission to participate each school year and (b) current physical fitness to participate as determined by a physician no less than every other school year. The WIAA provides forms for these requirements which are available at the high school office. A clearance form is to be used when a physical examination is required; an alternate year form is to be used on the off-years when only parent permission is required. The appropriate form must be turned in **before** a student can practice or participate in any interscholastic athletic program. Both forms may be found on the district website.

If you need to know whether or not your son/daughter needs a physical examination for the upcoming school year, there is a list posted in the high school office. Any students participating for the first time this school year in a WIAA sponsored athletic program will need a physical examination.

If you have any questions, please call 764-5431.



## Home Sporting Events – High School

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Show your DEERFIELD DEMON spirit and plan on attending some or all of the home sporting events!

The cost to attend JV/Varsity events is \$4 for adults, \$3 for students & senior citizens, or you can purchase a season pass for \$40/adult, \$15/student or senior citizen, or a Family Pass for \$100. There is a "Gold Pass" available for Deerfield School District resident senior citizens who are 60 years or older. The "Gold Pass" allows the holder free access to home sporting events during regular season play and offers  $\frac{1}{2}$  price admission to the opening night of the HS Musical. A season pass will allow you access to all JV/Varsity regular season games. Note: The passes may not be used during Regional, Sectional or State Tournament games.

For more co-curricular information, visit [www.wissports.net](http://www.wissports.net).

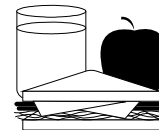
### Questions?

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Please visit the Deerfield Middle/High School website at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us). You may also contact the principal, Mr. Johnsrud, at 608-764-5431 x3201, or [johnsrudb@deerfield.k12.wi.us](mailto:johnsrudb@deerfield.k12.wi.us).

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# Lunch Program



The Deerfield Schools Nutrition Department offers service to all students and staff in both buildings. The district participates in the Federal National School Lunch Program regulated by the USDA. Participation in the federal program makes it possible for the district to offer meals to low-income families for free or reduced prices.

## **Free and Reduced Lunch Information:**

Applications for free or reduced lunches are in your registration folder or they may be picked up in either school office. **You must reapply each school year for the free and reduced lunch program.** Milk break is included for K-6 students if you qualify for free or reduced meals. If you qualified the prior year, you have two weeks from the start of school to submit your application. If the school does not hear from you within those two weeks your child(ren) will need to bring a lunch from home or purchase meals at full price. If you have additional questions please contact Adam Dunnington, Nutrition Services Manager, at 608-764-5442. Completed forms should be returned to either school office.

## **Medical or Special Dietary Needs:**

Regulations allow for substitutions of the food choices if a child is unable to consume the required foods because of medical or other dietary needs. An example would be substituting for milk in the case of a child with lactose intolerance. Such an exception must be supported by a statement from a recognized medical authority which includes recommended substitute foods. The statement must be maintained on file in the school. Please contact the school to get the necessary form for your doctor to fill out.

## **Computerized Meal Account System Information:**

The district uses a computerized meal account system. Each student in the district is automatically set up with a meal account to accept deposits and track meal service. Middle and high school students access their account by entering their student ID number. Elementary student meals are entered into the computer from a class list as they proceed through the lunch line.

## **Payment by Check or Cash:**

Deposits for meal accounts will be accepted in the school office any time during the school day. Please place payment in an envelope indicating the name of all students and the amount to deposit into each student's account if payment is for more than one student. Checks should be made payable to the Deerfield Community School District. Please note that the district will require reimbursement for any bank charges incurred for returned checks.

## **Internet Payments:**

The district offers parents the option to make meal account deposits online. Please refer to the district website ([www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)) under the "E-funds Internet Payments" section for instructions on setting up electronic payments. Please note that there is a fee for this payment option. Electronic meal account payments are credited to the student meal account within minutes of completing the transaction online.

\*The district internet payment option offers more than the ability to make a payment. Parents may register for the online payment service and have the ability to view their student's meal account balance. **Registering for the internet payment service is free.** There is only a fee when making an electronic payment. **The internet system also allows parents to receive automatic email notifications when their student's meal account balance reaches a specified amount.** The system allows parents to set up automatic payments on a regular basis or when the account balance reaches a certain level.

## **A La Carte Options:**

Parents may request purchasing restrictions to be applied to their student's lunch account. Please call Adam Dunnington, Nutrition Services Manager, for more information. **A La Carte is offered to middle and high school students only.** Students with negative meal account balances will not be allowed to purchase a la carte items on their account.

## **Negative Balances:**

With the internet payment system, parents are able to view student meal account balances online at any time. The computer system allows the district to reduce paper, printing, postage and time expenses. Parents will no longer receive low balance notification unless the child's account has a negative balance. Please be aware that free and reduced meal applications are accepted at any time during the school year.

## **Contact Information**

Contact the Nutrition Services Department with any questions, comments or concerns regarding the school meal program.  
Adam Dunnington, Nutrition Services Manager  
300 Simonson Blvd., Deerfield, WI 53531  
[dunningtona@deerfield.k12.wi.us](mailto:dunningtona@deerfield.k12.wi.us) or (608) 764-5442

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# Important Annual Notices and Procedures

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School Board policies can be found on the Deerfield Community Schools website at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us).

## **Non-Discrimination:**

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 denied 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 PI 41.04(1)(a). For more information, or to file a complaint, contact Barbara Callahan, Deerfield Community School District, 300 Simonson Blvd., Deerfield, WI 53531.

## **Human Growth and Development:**

In accordance with Wis. State Statutes 118.019(3), the Deerfield Community School District provides a Human Growth and Development curriculum to students K-12. Curriculum outlines will be provided to parents via the classroom teacher. Parents wishing to review the curriculum for a particular grade level may contact Barbara Callahan at (608) 764-5431.



## **Title I Program:**

Deerfield Community School District receives Title I federal funds to assist children in early literacy skills. Parents may contact Melinda Kamrath, Elementary Principal, to learn more about this program and the Title I parent involvement policy.

Public schools that receive Title I funds are, upon request, required to provide parents and guardians with information about the professional qualifications of the classroom teacher(s) who instruct their children. Parents and guardians may request the following information about their child's teacher(s):

1. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches?
2. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches with an emergency license or permit?
3. Does the Wisconsin Department of Public Instruction consider my child's teacher "highly qualified" under the No Child Left Behind Act?
4. What was my child's teacher's college major and has the teacher earned any advanced degrees, and if they have, what is the subject of the degree(s)?
5. If a teaching assistant provides instruction for my child, what are the teaching assistant's qualifications and experience?

Parents and guardians may obtain the above listed information about their child's teachers by contacting Barbara Callahan, Director of Pupil Services at (608) 764-5431.

## **Deerfield Community School District Child Find Preschool Screening:**

This is a free screening service to help answer questions or concerns about a child's development. Children must be between the ages of 3 and 5 and live within the Deerfield Community School District. Contact Barbara Callahan, Director of Pupil Services, at (608) 764-5431 for more information.

The local educational agency identifies, locates, and evaluates all children with disabilities, regardless of the severity of their disability, who are in need of special education and related services, including children attending private schools, children who are made a ward of the state, county, or child welfare agency under chapter 54 or 880, children who are not yet three years of age, highly mobile children such as migrant and homeless children, and children who are suspected of being a child with a disability even though they are advancing from grade to grade. 34 CFR § 300.111; Wisc. Stat. § 115.77(1m)(a)

**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

### **Notice of Child Find Activity: Confidentiality of Personally Identifiable Information:**

Deerfield Community School District is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year during the spring "Round-Up". This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

#### **The school district maintains several classes of pupil records.**

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extracurricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

**The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:**

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the record(s).

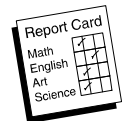
**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**



- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Deerfield Community School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### **Student Records**

It has always been a policy within the Deerfield Community School District to maintain the confidentiality of all pupil records collected or used by the district. This exhibit is to provide you with the following information:



1. All of your child's records are treated in a confidential way.
2. You may, upon request, have a listing of the types and locations of all records maintained on your child.
3. You have the right to see the records maintained on your child (with the assistance of qualified personnel).
4. You may request clarification and interpretation of information contained in your child's records.
5. You may, upon request, have copies of your child's records made for you if you wish to have them for your files. There may be a minimal charge for this.
6. You have the right to challenge information contained in your child's records with which you disagree.
7. No information in your child's records will be shared with non-school personnel without your permission.
8. Only designated school personnel have access to your child's confidential records. A listing of those persons having access to your child's records is maintained in your child's school.
9. The district maintains a listing of all persons having access to your child's records, indicating the person having access, and the reason for inspecting your child's records. This listing is kept in the file along with your child's records.
10. The district will annually review all student records to remove information which is no longer needed to provide educational services including discipline notices and personal absentee notices.
11. You have the right to inspect and review the district's policy which outlines and governs the use of all student records.
12. You have the right to file a complaint with the Family Policy Compliance Office of the US Dept. of Education if you believe the school district is not complying with state or federal laws regarding the confidentiality of student records.
13. Your child gains these rights once he/she graduates or becomes 18 years of age.
14. The school district has designated the school principal with the responsibility for maintaining the security of your child's records.
15. When dealing with student records, the Deerfield Community School District may not discriminate against pupils on the basis of sex, race, religion, natural origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational programs or activities.
16. The school district will, upon written request, forward student records to another school district which the student seeks or intends to enroll, or is already enrolled.

**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

If you have any questions regarding your child's records, wish to set up an appointment to review your child's records, desire to see the district's policy regarding the confidentiality of student records, or wish to file a complaint, please contact: Melinda Kamrath, Deerfield Elementary Principal, 764-5442, or Brad Johnsrud, Middle and High School Principal, 764-5431.

### **Student Dress Code**

Students will not wear clothing that displays pictures, writing, or advertising that refers to alcoholic beverages, taverns, tobacco, drugs, nudity, profanity/offensive language, or sexually suggestive messages. Students are not allowed to wear hats, bandanas, or other head covering anywhere in the school buildings during the school day. Students will not dress or groom in a manner that presents a danger, health or safety concern or interferes with work or creates a classroom disorder. In addition, the following are specific clothing expectations:

- Shirts must hang down to at least the student's waistband. No midriff is allowed to be visible. Shirts must have a full back and a front neckline not displaying cleavage. (A backless top with ties, string tank tops, or any other item in which a student's undergarment shows are not allowed.)
- Pants must be secured at the waistband. Pants must not hang down to the point that a student's underwear could be visible while sitting or standing.
- Dresses/ skirts/shorts must hang within thumb length when hands are held to the side and dresses may not be backless, with the exception of formal evening dances.

Students not complying with the dress code will be expected to change their clothing or will remain in the office. The school will keep t-shirts on hand to loan to students as needed. Repeated violations will result in additional consequences.

### **Student Absences and Excuses**

Every student has the right to attend school in the district in which his or her parent or legal guardian resides. Along with this right goes the responsibility of the student to attend daily and to be on time to all classes. Make-up work can never be an adequate substitute for attendance in school. In cases of extended absence, excused or unexcused, consideration will be given to require the student to drop the course(s) of instruction, and allow repetition of the course(s) at a later date.



Illness, serious illness or death in the family, sudden family emergencies, medical appointments, and family vacations are accepted excuses for absence. **Please note that a parent can excuse their student for a maximum of ten days (10) in the school year for reasons such as family vacations, family emergencies, etc.** All other absences are considered UNEXCUSED. Since work is not a legal excuse for absence, all requests for work-related reasons will be denied. A parent who keeps his/her child home to work will be in violation of Wisconsin Statutes; however, short emergency situations (2 to 3 days) will be handled on an individual basis.

For any absence, the parent or legal guardian is expected to notify the school office within the first hour after the start of school regarding the absence and the reason for it. **A follow-up written note stating the reason for the absence is required.** Failure to send a written excuse will result in the absence being considered unexcused. For family vacations, a pre-excused make-up slip is required indicating the date(s) of the absence. This is required prior to the absence.

All unexcused absences will be referred to the principal for disciplinary action. Students with unexcused absences are required to make time up and parents will be notified.

According to State Law, a student will be considered a habitual truant if he/she is "absent from school without an acceptable excuse for either of the following: part of five or more days on which school is held during a school semester." If a student is truant, he/she will be reported to the local police and to Human Services, as required by law.

Students shall be given the opportunity to make-up missed work for excused absences. Teachers are required to help students with excused absence assignments. Two days of make-up time will be allowed for the first day of any excused absence. In cases of multiple day excused absences, one additional day will be added for each absent day following the first day. Long absences may result in having this time requirement adjusted upon review by the principal. Teachers are not required to help students make up their work missed due to unexcused absences. Teachers may not deny students the right to take unit and/or semester exams missed due to unexcused absences, but they do not have to assist in the student's preparation.

### **Student Attendance**

A copy of the school attendance procedures are printed in the Student/Parent Handbook and a complete attendance policy is located on the district website under Board Policies. Parents/Guardians of students with excessive absences may request a meeting with school personnel to consider modifications and program changes. Students needing such modifications may be referred to the alternative education program designed for at-risk students. Decisions regarding modification or curriculum changes will be shared with the parents/guardians in writing.

**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

### **Student Assistance Program**

The Deerfield Community School District believes that students often need education and assistance because they, or persons significant to them, are afflicted with conditions such as chemical dependency, eating disorders, divorce, suicide, smoking, stress control, etc. The school system will provide education and assistance to any student displaying the signs of any of the above noted conditions.

The Deerfield Community School District believes that, along with parents and other segments of the community, the school has a role to play in helping students to make responsible decisions. Therefore, the district wishes to cooperate with all segments of the community in making the means of assistance available to all students.

To meet the needs of students, information on the topics noted above is made available through classroom activities, group meetings, and individual conferences. Topics that may be covered are family change, social skills, and alcohol and other drug information (including use groups, information groups, and concerned persons groups).

We believe that material presented on these topics is factual, accurate, and appropriate. Parental questions are welcome. The specific curriculum for each of the units is available upon request and may be reviewed by contacting Michelle Jensen at 764-5431. If you have any questions, please do not hesitate to call.

### **Student Use Of Two-Way Communication/Electronic Devices**

The Deerfield School Board has approved the use of these items for high school students only during their passing and lunch period. If taken into the classroom, cell phones must be turned off and laid face down on the front of the desk or in an area designated by the teacher. Cell phones are NOT to be taken into locker rooms. Students violating this rule will have their device confiscated by staff and taken to the office.

### **School Performance Report**

A link to the School Performance Report for Deerfield Community School District can be found on the district homepage. Parents/Guardians may request a copy of this report by contacting Angie Haag, District Secretary, or visit the district website. This data and more detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI WINSS website. To access the DPI School District Performance Report, visit <https://apps2.dpi.wi.gov/sdpr/spr.action> and select Deerfield Community School District.

### **Locker Searches**

School lockers are the property of the Deerfield Community School District. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspection of lockers may be conducted by school administrators, a police officer working with school authorities, or other school personnel designated by the administrators for any reason at any time, without notice, without student consent and without a search warrant.

Any unauthorized item found in a locker may be removed by school authorities.

## **Medication at School**

**Medication should be administered at home whenever possible. If it is necessary for a student to take medication at school please follow the district policy as follows:**



### **Non-prescription Medication**

- Turn into the school's main office the Medication Administration form completed and signed by parents authorizing school staff to administer medication. You may pick up a Medication Administration form in your building's main office or on the district website. (District Tab > hover over Parent/Community Resources > click on Medication Authorization)
- Medication must be in the original container (no envelopes or baggies will be accepted).
- Dose of medication cannot exceed the manufacturer's recommended dosage; otherwise a physician's signature will also be needed.
- All students in grades 4K-6 are required to keep non-prescription medication in the school's main office. School staff will administer as prescribed.
- Students in grades 7-12 may self-administer non-prescription medication if indicated by parents that the student is reliable to do so.

### **Prescription Medication**

- Turn into the school's main office the Medication Administration form completed and signed by both parent/guardian and physician/dentist authorizing school staff to give medication.
- Medication must be in a labeled bottle containing the name and number of the pharmacy, student's name, name of physician/dentist, name of drug and dosage to given.

**Please visit the district website for up-to-date information, school news and student enrollment forms at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

- All students in grades 4K-6 are required to keep prescription medication in the school's main office.
- Reliable 7-12 grade students may assume responsibility for taking their own prescription medication with the written approval of the student's parent/guardian and physician.
- Please note that no student, grades 4K-12 will be allowed to self-administer any prescribed controlled substance while at school. Examples would be Ritalin, Tylenol #3 etc. These medications will need to be kept in the school's main office and dispensed by school staff as prescribed. Students may not share their prescription medication with other students.
- If there is a change/discontinuation in a prescription medication, parents must have written direction from the physician.

### **Emergency Medications**

- Students are allowed to carry the following emergency medication with them at school: Glucagon, Epi-pens, and Asthma Inhalers. Completed Medication Administration forms will need to be completed and turned into the school's main office for these medications.

For the safety of our students, school staff will not be able to administer medication at school until the above steps are completed.

Parents are responsible for restocking and safe delivery of medication to school. Parents will need to make arrangements for the removal of medication from school within two weeks of the end of the school year or it will be disposed of by school personnel.

## **INFORMATION ABOUT SCHOOL IMMUNIZATION REQUIREMENTS FOR 2017-18**

Two different vaccine requirements were added beginning with the 2009-2010 school year. The following information should help answer your questions about the requirements:

### **1. What are the requirements, what grades are affected and when will they begin?**

The Wisconsin Student Immunization Law will require:

- 1 dose of **Tdap (tetanus, diphtheria and acellular pertussis vaccine)** for students entering grades **6 through 12**.
- 2 doses of **varicella (chickenpox) vaccine** for students entering grades **Kindergarten through 2, 6-8 and 12**.

You can find an information sheet on minimum requirements for immunizations for each age/grade level on the Deerfield Website under the District Services > Health Services link on the left side of the front page of the website.

### **2. What do parents need to do?**

Have your child vaccinated with Tdap and/or varicella vaccine if he or she has not already received the vaccine(s).

- **Use the printable Student Immunization Record** at <http://www.dhs.wisconsin.gov/forms/fo/f040201.pdf> to provide additional immunization dates.
- Print the form and record the date(s) of the immunization(s) on the form.
- Sign the form and return it to your child's school health office.

To claim a waiver for health, religious or personal conviction reasons, follow the instructions on the Student Immunization Record and return the signed form to your child's school.

### **3. Are there exceptions to the Tdap and varicella vaccine requirements?**

Yes, there are two:

- If your child will be entering grades 6, 9, or 12 and has already received a tetanus-containing vaccine (e.g. Td vaccine) within the last 5 years, your child is compliant and Tdap vaccine is not required at this time. Add the Td to the enclosed record and return it.
- If your child has had chickenpox disease, even after the 1st dose of varicella vaccine, further doses of the vaccine are not required. Indicate on the enclosed record that your child has had chicken pox.

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#### **4. If my child already had pertussis disease, should he or she still get the Tdap vaccine?**

Children who have had pertussis disease should receive Tdap according to the routine recommendations because the length of protection provided by disease is unknown and because the diagnosis can be difficult to confirm. This is not an exception to the Tdap requirement.

#### **5. Where can I get Tdap and/or varicella vaccine for my child?**

All of the clinics in Dane County know about and support this requirement. These vaccines are available from your child's primary care provider or local health department. Please schedule an appointment with your primary care provider soon to avoid the late summer rush at clinics. For more information about this requirement, contact your child's school nurse or your primary care provider. For information about public health department immunization clinic schedules, go to <http://www.cityofmadison.com/health/phn/immunizations.html> or call Public Health Madison-Dane County at 608-266-4821.

#### **School Health Services**

- Parents are to complete the Student Annual Health Update on the Enrollment form at the beginning of each school year and turn in at registration. Indicate on the Student Health Update any medical/health conditions that your child has that you want the school staff to be aware of. Parents/guardians are encouraged to call the school nurse with any student health changes that may occur during the school year.
- Health counseling is available by the school nurse and may be requested by parents, students or staff.
- Regular school attendance is encouraged for optimal school success. However if your child has a rash, fever, a significant cold with a hacking cough, vomiting or diarrhea, you are asked to keep them home from school and call your health care provider. In the event that your child is diagnosed with a communicable disease, please notify the school immediately.
- All injuries on school grounds must be reported immediately to the teacher in charge. In the event of a serious injury or illness, the building Medical Emergency Response Team is summoned. For minor first aid, the student should report to the office for assistance.
- If your child becomes ill or seriously injured at school, school personnel will try to notify parents/guardians by phone. In the event that parents/guardians cannot be reached by phone, the emergency contact listed by parents will be called. It is the parent's/guardian's responsibility to make arrangements to pick up the student. Students are not to leave school during the day without permission confirmed by the office staff. If you have questions regarding medication administration at school, immunization requirements or school health services please contact the District Nurse at the main office at your child's school.

#### **Education of Homeless Children and Youth**

The McKinney-Vento Homeless Assistance Act provides certain rights and protections for families experiencing homelessness. According to McKinney-Vento, anyone who lacks a fixed, regular and adequate night-time residence is homeless.

#### **Homeless includes anyone:**

- Living in an emergency shelter or transitional housing.
- Abandoned in hospitals or awaiting foster care.
- Living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- "Doubled up" living with friends or family due to the loss of housing, economic hardship or a similar reason.
- An "unaccompanied youth", under the age of 18, living without a parent or guardian.
- Migratory children living in these conditions.

#### **Homeless children have the right to:**

- Attend school, no matter where they live or how long they have lived there. You do not need a permanent address to enroll in school.
- Not be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Enroll and attend classes in the parents' school of choice even while the school and parents seek to resolve a dispute over enrollment.
- Continue in the school they attended before they became homeless, if that is the parents' choice and is feasible.
- Receive transportation to and from the school the child last attended prior to becoming homeless, if the parent/guardian requests it.
- Attend a school and participate in school programs with children who are not homeless.
- Participate in extracurricular activities and all federal, state or local programs for which he/she is eligible.

For assistance, please contact Barbara Callahan at (608) 764-5431.

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### **Asbestos Hazard Emergency Response Act (AHERA)**

On October 22, 1986, former President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This act requires all school districts, public and private, K-12, to inspect each of their school buildings for asbestos-containing materials. Management plans are then to be developed which outline how the asbestos situation will be handled in each of the school buildings.

Copies of the inspection reports and management plans are available for review at each school office, as well as at the main district office.

All visitors to any school building, including parents, mechanical contractors, etc., shall report to the school's main office immediately upon entering.

The Local Education Agency (LEA) has assigned a designated person to see that all district responsibilities are properly carried out. You may contact John Hinrichs, Building and Grounds Supervisor, at (608) 764-5431 x 3178 to learn more about AHERA, as well as scheduled response actions within each school.

### **WDEE Records Student Events**

Deerfield's local access cable channel WDEE records student performances throughout the year including athletics, music performances, awards programs, graduation and much more. These recordings are aired only on the local cable channel. Archived programs may be accessed on the website at [wdee4.org](http://wdee4.org). Parents wishing to obtain copies of any performances may do so by contacting WDEE through the Deerfield Village Hall at 764-5404.

### **Request to Withhold Student Information**

Parents may request to have their child's name withheld from various publications and address requests. This request should be completed online through your child's Skyward Family Access account prior to the beginning of the school year. If you wish to change this designation after the school year begins please contact the building principal.

**Military Use:** You will only see this option if the student is in grade 9-12. The No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to military recruiters upon request. If you do not want your child's information released, choose 'NO'.

**Higher Ed Use:** You will only see this option if the student is in grade 9-12. The No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to institutions of higher education upon request. If you do not want your child's information released, choose 'NO'.

**Public Use:** Each student will have this option. Public Use includes yearbook, website, and all forms of media including the Deerfield Independent newspaper. This is an 'all or nothing' choice, so please be aware that if you choose 'NO', your child's picture will not be included in the school yearbook.

If you have questions please contact Barbara Callahan at 764-5431.

**DEERFIELD COMMUNITY SCHOOL DISTRICT  
2017-18**

**Board of Education**

President: Jim Haak  
Vice-President: Lisa Sigurslid  
Treasurer: Doug Cwik  
Clerk: Shelley Mack  
Members: Nathan Brown  
Tom Bush  
Sandy Fischer

**Administration**

Superintendent: Michelle Jensen  
Pupil Services/EEN Director: Barb Callahan  
Business Manager: Doreen Treuden  
Elementary Principal: Melinda Kamrath  
Middle/High Principal: Brad Johnsrud  
Building and Grounds Supvr: John Hinrichs