

DEERFIELD COMMUNITY SCHOOL DISTRICT



BACK - TO - SCHOOL PACKET

AUGUST 2018

Welcome to the 2018-19 School Year!
First Day of School is Tuesday, September 4, 2018

OPEN HOUSE/EXPECT SUCCESS NIGHT

August 29 5:30-7 pm: Open House for Grades 4K & 5K

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

August 29 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 25th

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

A NOTE FROM THE DISTRICT ADMINISTRATIVE TEAM

Welcome to the 2018-2019 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 29th 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
- 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

Barb Callahan
Director of Pupil Services
764-5431 ext. 4118
callahanb@deerfield.k12.wi.us

Melinda Kamrath
Deerfield Elementary Principal
764-5442 ext. 5201
kamrathm@deerfield.k12.wi.us

Brad Johnsrud
Deerfield Middle/High School Principal
764-5431 ext. 3201
johnsrudb@deerfield.k12.wi.us

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Student Registration Fees

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 has $\frac{1}{2}$ price tickets on opening night of the HS Musical

Lunch Fees

	Price Per Meal
Elementary School Students	\$2.75
Middle School Students	\$3.00
High School Students	\$3.00
Adults/Senior Citizens	\$3.75
Cold lunch or extra 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 is for K-6 students only. The cost is \$.35/day and will be charged to the student's lunch account. Students who qualify for Free and Reduced Lunch do not pay milk fee.

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.

Please visit the district website for up-to-date information, school news and student enrollment forms at 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	7:15 a.m. to 3:45 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. You may also contact the elementary principal, Mrs. Kamrath, at 608-764-5442 x5201, or 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 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.

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

Deerfield MS/HS Athletics

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

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.

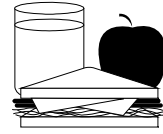
For more co-curricular information, visit www.wissports.net.

Questions?

Please visit the Deerfield Middle/High School website at www.deerfield.k12.wi.us. You may also contact the principal, Mr. Johnsrud, at 608-764-5431 x3201, or 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 and addressed to Adam Dunnington.

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 during the School Year:

While we strongly encourage payments be made online through E-Funds, payments with check or cash will be accepted in the school office any time during the school year. 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.

E-Funds Online Payment: Note there is NO FEE for Direct Draw from your bank account - there is a fee for credit and debit card payments.

The district offers parents the option to make meal account deposits online. Please refer to the district website for instructions on setting up electronic payments. Online meal account payments are credited to the student meal account within minutes of completing the transaction online.

*The district online 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 transactions and meal account balance. **Registering for E-Funds online payment service is free.** There is only a fee when making a payment using a credit or debit card. There is **NO FEE** when making a payment using direct draw from your bank account. **E-Funds 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. Link to E-Funds: <https://payments.efundsforschools.com/v3/districts/55149>

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. **Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts will continue in to the next school year.** Please be aware that free and reduced meal applications are accepted at any time during the school year.

Contact Information

Adam Dunnington, Nutrition Services Manager
300 Simonson Blvd., Deerfield, WI 53531
dunningtona@deerfield.k12.wi.us or (608) 764-5442

Please visit the district website for up-to-date information, school news and student enrollment forms at 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.

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 > District Services > Health Services > Medication Resources > Medication Form)
- 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.
- 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. You can find Emergency Medication forms on the district website (District Tab > District Services > Health Services > Medication Resources)

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.

Please visit the district website for up-to-date information, school news and student enrollment forms at www.deerfield.k12.wi.us

INFORMATION ABOUT SCHOOL IMMUNIZATION REQUIREMENTS FOR 2018-19

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 (District Tab > District Services > Health Services > Immunization Resources)

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/f0/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.

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.
- If your child has a food allergy, intolerance or dietary restriction you will find the form for physician to complete on the Deerfield website (District Tab > District Services > Health Services > Health Forms)
- 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.

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- 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.

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. Parents wishing to obtain copies of any performances may do so by contacting WDEE through the Deerfield Village Hall at 764-5404.

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**DEERFIELD COMMUNITY SCHOOL DISTRICT
2018-19**

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