

DEERFIELD COMMUNITY SCHOOL DISTRICT



BACK - TO - SCHOOL PACKET

AUGUST 2019

Welcome to the 2019-20 School Year!
First Day of School is Tuesday, September 3, 2019

Starting this year, school end times have changed
(start times have NOT changed)

Elementary School Day 7:50-3:00

Middle/High School Day 7:48-3:10

READY SET GO CONFERENCES & EXPECT SUCCESS NIGHT

Wednesday, August 28

Ready Set Go Conferences

- 8:00 am - 7:00 pm
- Grades 4K-6
- Meet with child's teacher
- Drop off school supplies

Expect Success Night

- 5:00 pm - 8:00 pm
- Grades 7-12
- Meet homeroom teacher
- Drop off school supplies

Extracurriculars 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

REQUIRED FORMS - Before participating in *any* extracurricular, the following form(s) must be turned in to the office:

- Physical Clearance OR Alternate Year Form (Athletes in gr. 6-12)
- Student/Parent Activities & Code Signature Page (Athletes in gr. 6-12 and club/activities participants in gr. 7-12)*

***Visit the website for more information**

A NOTE FROM THE DISTRICT ADMINISTRATIVE TEAM

Welcome to the 2019-2020 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 school lunch program updates and important information regarding medication at school.

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 *Ready Set Go Conferences* and *EXPECT SUCCESS Night* on August 28th.

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

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

Student Registration Fees

Elementary School (4K-6)

- 4K General Student Fee - \$15.00 per student
- K-6 General Student Fee - \$30.00 per student
- Daily Planner for Grades 3-5 - \$3.25
- ES Yearbook - \$14.00
- Athletic Co-curricular Fee - \$20.00 per activity (grade 6 - cross country, wrestling)

Middle School

- General Student Fee - \$30.00 per student
- Athletic Co-curricular Fee - \$20.00 per activity
- PE T-shirt - \$5.00
- MS 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
- HS Yearbook - \$37.00
- Class Dues - \$20.00 (grades 9-10) \$15.00 (grade 11)

Athletic Passes

- Student Athletic Passes - FREE admission for all DCSD students (and younger) to regular season home events.
- Adult Athletic Passes - \$40.00 (age 18-59, not in high school).
- Senior Citizen Passes - \$15.00 for our **NON-RESIDENT** fans 60+ years of age.
- Senior Citizen "Gold Pass" - FREE for **DCSD residents** 60+ years of age. Free admission to regular season home events and $\frac{1}{2}$ price ticket 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 make meal payments online via the District website prior to the first day of school. **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, **but are required to pay for cold lunch milk or extra milk served at lunch time.**

Please review our procedures in this packet.

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

Deerfield Elementary School Information

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

School Day Hours

Elementary Office Hours

- 4K program
- Grades K - 6

7:15 a.m. - 3:45 p.m.

AM Session is 7:50 a.m. - 10:35 a.m.

PM Session is 12:15 p.m. - 3:00 p.m.

7:50 a.m. - 3:00 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 principal, Mrs. Kamrath, at 608-764-5442 x5201, or kamrathm@deerfield.k12.wi.us.

ES Athletics

Students in sixth grade may participate in middle school cross country and wrestling. A physical clearance form must be completed by a parent/guardian and signed by a medical provider. Students are also required to turn in a Student/Parent Activities & Code Signature Page. Both forms must be submitted before student may begin practice. Forms are available in the ES office and on the website. Please contact Matt Polzin at 764-5431 x1106 or polzinm@deerfield.k12.wi.us if you have questions.

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.

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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. - 3:10 p.m.
Middle/High Office Hours	7:30 a.m. - 4:00 p.m.
District Office Hours	7:30 a.m. - 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.

MS/HS Athletics

The Wisconsin Interscholastic Athletic Association (WIAA) requires all students to 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 medical provider no less than every other school year. Forms are available in the MS/HS office and on the website. A clearance form is to be used when a physical examination is required; an alternate year form is to be used on the off-year 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. If you need to know if 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 will need a physical examination.



Home Sporting Events - High School

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

NEW THIS YEAR - All Deerfield students get in **FREE** to regular season home games!

The cost to attend home events is \$4 for adults and \$2 for senior citizens (non-resident 60+). You may purchase a season pass for \$40/adult or \$15/senior citizen (non-resident 60+). A "Gold Pass" is available for DCSD **residents**, age 60+. Gold Pass offers free admission to regular season home events and $\frac{1}{2}$ price ticket on opening night of the HS Musical. A season pass allows you access to all home JV/Varsity regular season games. Note: Passes may not be used for tournament games.

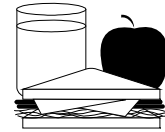
For more co-curricular information, visit www.wissports.net.

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 debit from your bank account - there is a fee for credit 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 card. There is **NO FEE** when making a payment using direct debit from your bank account.

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

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

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.

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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

- If your child needs to receive over the counter medication (Tylenol, Ibuprofen, Benadryl, cough medicine) administered by school staff please complete and sign the "Administering Medication to Students" form and return it to the office.
- Medication must be in original container. Medication should be labeled with student name. Container must have a clear expiration date.
- Dose of medication cannot exceed manufacturer's recommended dosage; otherwise a physician/dentists signature will also be required.
- If your 7-12 grade child is reliable to administer the over the counter medication (Tylenol, Ibuprofen, Benadryl, cough medicine) please complete and sign the "Administering Medication to Students" form, and check self-administer/carry.

Prescription Medication

- If your child must take a prescription medication during school hours, you must complete and return the "Administering Medication to Students" form **signed by both parent/guardian and physician/dentist** authorizing school staff to give that medication.
- Prescription 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 be given.
- Reliable 4-6 grade students may assume responsibility for taking their own non-controlled prescription medications (Insulin, Inhaler, Epinephrine) with the written approval of parent/guardian and physician.
- Reliable 7-12 grade students may assume responsibility for taking their own non-controlled prescription medications (Insulin, Inhaler, Epinephrine, Antibiotics etc...) with the written approval of parent/guardian and physician.
- Please note that no student, grades K-12 will be allowed to self-administer any controlled medication at school (Ritalin, Tylenol #3 etc.). These medications will need to be kept in the school's main office and administered 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.
- Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in. Do not send in a large amount of medication at one time.
- Unless an antibiotic needs to be given 4 or more times during the day, the antibiotic should be administered at home.
- Student should not be in possession of prescription medication at any time, including for transport purposes.

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Emergency Medications

- Students are allowed to carry the following emergency medication with them at school: Epinephrine injection devices, Glucagon and Inhalers. Completed medication administration forms will need to be completed annually and turned into the school's office for these medications.
- Any time Epinephrine is administered at school or school sponsored event, 911 and parent/guardian will be called and student will be transported to nearest emergency room.
- There is a special **Asthma Action Plan** form that should be completed annually by the parent and physician for all students that use a rescue inhaler or nebulizer at school.
- There is a special **Emergency Health Care Plan for Severe Allergic Reactions** form that should be completed annually by the parent and physician for all students who require Epinephrine at school.

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. Students attending Pre-K must have: 4 DTP, 3 Polio, 3 Hepatitis B, 1 MMR and 1 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 you may sign a waiver (for personal, religious or medical reasons) located on your child's immunization sheet. Immunization sheets are located in the school office.
- There is an additional immunization requirement for students in grades 6-12 as a result of a change to the Wisconsin Student Immunization Law. One additional dose of Dtap vaccine (Diphtheria, Tetanus and acellular Pertussis) will be required for students in grades 6-12.
- Meningitis disease, commonly known as bacterial meningitis, is a rare but potentially fatal infection that can occur among teenagers and college students. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection. The meningococcal vaccine is recommended by the Centers for Disease Control for students living in dormitories, children age 11-15 and those planning to attend college. Please contact your health care provider or public health department for vaccine information.
- Please contact your health care provider or public health department for vaccine information.
- Local health departments will give immunizations to students free of charge. If you would like to take part in these free immunizations, call the **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 who have waivers on file. Students may remain excluded until the outbreak subsides.

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School Health Services

- Parent/guardians are to complete the Student Annual Health Information Form at the beginning of each school year and turn into the school's main office. Indicate on the form 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. If your child has a rash, fever, significant cold with a hacking cough, vomiting or diarrhea, you are asked to keep them home from school and contact your healthcare provider. In the event that your child is diagnosed with a communicable disease, please notify the school immediately. Students may return to school when free of vomiting, diarrhea and fever (with no medication) for 24 hours.
- All accidents/injuries on school grounds must be reported immediately to the teacher in charge. For minor first-aid, the student should report to the office for assistance. Students are asked to report injuries incurred during the school day to the office the same day that the injury occurs if at all possible, or as soon as they are aware that an injury occurred.
- Unreported accidents occurring at school or while participating in school events: In cases where a student receives an injury during the school day or while participating in school-sponsored activities and the injury does not become evident until the student has left school or the school activity, the parent or guardian should notify the Principal or office as soon as possible.
- A health room is available to any student who becomes ill during the school day. Students wishing to use the health room should report first to their class to receive any assignments or directions. The teacher will issue a pass to the health room. Generally, students will not be allowed to spend more than 30 minutes in the health room. The school nurse or office staff will evaluate the student and if necessary call the parent or guardian to obtain permission to leave school and to arrange transportation of the student. Students will remain at school until picked up by the parent, guardian, emergency contact person or another responsible adult that they have authorized to pick student up. The parent or guardian may give their ill 7-12 grade child permission to walk home.
- If your child becomes ill or seriously injured at school, school personnel will try to notify parents/guardians by phone. In the event that the parents/guardians cannot be reached by phone, the emergency contact listed by parents will be called.

WDEE

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 2019-20

Board of Education

President: Jim Haak

Vice-President: Lisa Sigurslid

Treasurer: Nathan Brown

Clerk: Shelley Mack

Members: Sandy Fischer
Melissa Frame
Autumn Knudtson

Administration

Superintendent: Michelle Jensen

Pupil Services/EEN Director: Barb Callahan

Business Manager: Doreen Treuden

Elementary Principal: Melinda Kamrath

Middle/High Principal: Brad Johnsrud

Building & Grounds Supervisor: John Hinrichs