

We are committed to educating the whole child while providing a safe and nurturing environment that promotes a passion for lifelong learning, respect for self and others, and an appreciation for individual differences.



Parent-Student Handbook 2018-19

## WELCOME TO DEERFIELD ELEMENTARY SCHOOL

On behalf of the entire Deerfield Elementary School staff, I am happy to welcome your family to our school. The Deerfield staff places a high value on creating and maintaining strong, cohesive partnerships between home, school, and the community. **We are committed to educating the whole child while providing a safe and nurturing environment that promotes a passion for lifelong learning, respect for self and others, and an appreciation for individual differences.**

We are using this handbook as a means of communicating between home and school. There are many policies, regulations, and services discussed in these pages. It is very important for parents and students to read through and refer to the handbook when a situation arises so we all have a “common language” to refer to.

Again, let me state that we are extremely happy to have you as a part of the Deerfield Elementary School and hope this will be a successful and satisfying year for you.

Sincerely,

Melinda Kamrath  
Elementary Principal

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

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## ***School Day Schedule For 2018-19***

<b>7:35 A.M.</b>	Supervision begins (Parents are requested not to allow their child to come to school before supervision begins at 7:35)
<b>7:50 A.M.</b>	Bell Rings - Students enter school
<b>7:55 A.M.</b>	<u>School Begins</u>
<b>2:50 P.M.</b>	School Dismissed

### ***Lunch/Recess Schedule***

<b>11:00 – 11:45</b>	Kindergarten (Lunch first/Recess at 11:20) 2nd Grade (Recess first/Lunch at 11:30)
<b>11:10 – 11:55</b>	1st Grade (Lunch first/Recess at 11:35) 3rd Grade (Recess first/Lunch at 11:35)
<b>11:35 – 12:20</b>	4th Grade (Recess first/Lunch at 12:00)
<b>11:45 – 12:30</b>	5th Grade (Recess first/Lunch at 12:10)
<b>12:00 – 12:45</b>	6th Grade (Recess first/Lunch at 12:25)

### ***4K To Learn and Play Schedule***

Elementary School – 7:50 a.m. – 10:30 a.m.  
12:10 p.m. – 2:50 p.m.

The elementary school office is open from 7:15 a.m. - 3:45 p.m. If you ever have any questions and/or concerns, please call 764 - 5442.

## *Whom Should I Contact at the Elementary School?*

As hard as we try, schools can be confusing places to parents/guardians and community members.  
We hope you find the following chart helpful.

Questions/Concerns	1st Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup>
Academic Progress	Teacher of Class	Principal	
Alcohol/Drug Use/Abuse	School Counselor	AODA Coordinator	
Assignments	Teacher Web Page -if applicable	Teacher of Class	
At-Risk Resources	School Counselor	School Psychologist	Principal
Attendance	Elementary Secretary	Principal	
Behavioral or Emotional Issues	School Counselor	School Psychologist	Principal
Bridges After School	Bridges Coordinator		
Busing (Routes and Behavior)	First Student, Inc.	Principal	
Calendar for School Activities	Website	Elementary Secretary	Principal
Discipline in a Particular Class	Teacher of Class	Principal	
Discipline (School-Wide)	Principal		
Facilities Use	Website	Principal	Business Manager
Financial/Resource Assistance	Teacher	Counselor	Principal
Gifted/Talented Assistance	Teacher of Class	GATE Teacher	Principal
Grades/Assessment	Teacher of Class	Principal	
Health Concerns/Medications	School Nurse	Elementary Office Secretary	
Lunch System	Website	Nutrition Services	Principal
Projects/Field Trips	Teacher of Class	Principal	
Registration Fees	Elementary Secretary	Principal	
School Involvement w/External Agencies	School Counselor	School Psychologist	Principal
School Policies/Procedures	Principal		
Student Records	Elementary Office Secretary	Principal	
Suicide Prevention	AODA Coordinator	Guidance Counselor	Principal
Withdrawing/Enrolling Students	Guidance Office	Elementary Secretary	

### *Contact Names and Numbers*

Principal	Melinda Kamrath	Ext. 5201	Elementary Secretary	Maggie Nelson	Ext. 5200
School Counselor	Aime Hruby	Ext. 5244	EEN Secretary	Cindy Regan	Ext. 5202
School Psychologist	Kathy Rusch	Ext. 5207	Bus Transportation	GO Riteway	423-2225
School Nurse	Lisa Koeppl	Ext 5204	Nutrition Services Mgr.	Adam Dunnington	Ext. 5110
TAG/Curriculum and Instruction	Jill Fleming	Ext. 5209	District Office Secretary	Angie Haag	Ext. 1148
Bridges Coordinator	Jessie Backes	Ext. 4111	Student Services/ Special Ed. Director	Barb Callahan	Ext. 4118

**District Website: [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**

## *Deerfield Elementary School Staff 2018-19*

*Honest, Helpful, Responsible, Respectful, Positive Attitude*

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Extension</b>
Melinda Kamrath	Principal	kamrathm@deerfield.k12.wi.us	5201
Cindy Regan	EEN Secretary	reganc@deerfield.k12.wi.us	5202
Maggie Nelson	Secretary	nelsonm@deerfield.k12.wi.us	5200
Kate Brattlie	PT Secretary	brattliek@deerfield.k12.wi.us	5200
Anna Fuller	Early Childhood	fullera@deerfield.k12.wi.us	5116/5118
Rachel Koplin	4K	koplinr@deerfield.k12.wi.us	5126
Helen Arriola	Special Education	arriolah@deerfield.k12.wi.us	5121
Sara Alexander/Lisa Zickert	Kindergarten	kaz@deerfield.k12.wi.us	5128
Stephanie Beal	Special Education	<u>beals@deerfield.k12.wi.us</u>	5231
Pat Chua	Kindergarten	chuap@deerfield.k12.wi.us	5125
Sarah Waltz	Kindergarten	waltzs@deerfield.k12.wi.us	5123
Clara Losse	Grade 1	lossec@deerfield.k12.wi.us	5231
Kayla Gosdeck	Grade 1	gosdeckk@deerfield.k12.wi.us	5214
Kristin Leigh	Grade 1	leighk@deerfield.k12.wi.us	5212
Elizabeth Tebon-Moerke	Grade 1	tebone@deerfield.k12.wi.us	5211
Kristin Thomas	Grade 2	thomask@deerfield.k12.wi.us	5236
Stephanie Vandergriff	Grade 2	vandergriffs@deerfield.k12.wi.us	5237
Emma Willox	Grade 2	willoxe@deerfield.k12.wi.us	5234
Sharyl Fuerstenberg	Grade 3	fuerstenbergs@deerfield.k12.wi.us	5233
Amy Matheson	Grade 3	mathesona@deerfield.k12.wi.us	5235
Laura Peacock	Grade 3	peacockl@deerfield.k12.wi.us	5232
Nathan Karraker	Grade 4	<u>karrakern@deerfield.k12.wi.us</u>	5225
Kim Hansen	Grade 4	hansenk@deerfield.k12.wi.us	5222
Rory Meyer	Grade 4	meyerr@deerfield.k12.wi.us	5223
Adele Jensen	Grade 5	jensena@deerfield.k12.wi.us	5224
Amanda Wycklendt	Grade 5	wycklendt@deerfield.k12.wi.us	5250
Randy Smith	Grade 5	smithr@deerfield.k12.wi.us	5227
Andrew Christianson	Grade 6	christiansona@deerfield.k12.wi.us	5248
Molly Cerniglia	Grade 6	<u>cernigliam@deerfield.k12.wi.us</u>	5247
Rachel Eglite	Grade 6	egliter@deerfield.k12.wi.us	5250
Laura Phillips	Reading Specialist/Title I	phillipsl@deerfield.k12.wi.us	5213
Jody Nickerson	Reading & Math Specialist	nickersonj@deerfield.k12.wi.us	5230
Tammi Henke	Art	henket@deerfield.k12.wi.us	5134
Ashley Meyer	K-5 Music	meyera@deerfield.k12.wi.us	5137
Ryan Petersen	Grade 6 Band	petersenr@deerfield.k12.wi.us	2114
Amanda Lange	Grade 6 Choir	langea@deerfield.k12.wi.us	2102
Bret Wepking	Grade K-5 PE	wepkingb@deerfield.k12.wi.us	5105
Jason Wierzba	Grade 6 PE	wierzбай@deerfield.k12.wi.us	5105
Nancy Beszhak	IMC Director/Computers	beszhakn@deerfield.k12.wi.us	5208
Judy Storms	IMC Aide	stormsj@deerfield.k12.wi.us	5208
Cindy Perucco	Computers/Technology	peruccoc@deerfield.k12.wi.us	5210
Therese Fitzpatrick	Grades 4-6 Spanish	fitzpatrickt@deerfield.k12.wi.us	5213

Aime Hruby	Guidance Counselor	hrubya@deerfield.k12.wi.us	5243
Jill Fleming	GATE/Curriculum Coord.	flemingj@deerfield.k12.wi.us	5209
Kathy Rusch	School Psychologist	ruschk@deerfield.k12.wi.us	5207
Allie Halverson	Special Education	halversona@deerfield.k12.wi.us	5245
Stacey Kimmel	Special Education	kimmels@deerfield.k12.wi.us	5252
Shawna Ellingen	Speech and Language	ellingens@deerfield.k12.wi.us	5246
Elizabeth Yasick	Speech and Language	yasicke@deerfield.k12.wi.us	5246
Jeanne Appleton	Occupational Therapist	appletonj@deerfield.k12.wi.us	5114
Wendy Solberg	O.T. Assistant	solbergw@deerfield.k12.wi.us	5114
Karen Moe	Physical Therapist	moek@deerfield.k12.wi.us	5115
Lisa Koepfel	School Nurse	koepfell@deerfield.k12.wi.us	5204
Heidi Andersen	Educational Assistant	andersenh@deerfield.k12.wi.us	
Kate Brattlie	Educational Assistant	brattliek@deerfield.k12.wi.us	
Wendy Cole	Educational Assistant	colew@deerfield.k12.wi.us	
Angela Fisher	Educational Assistant	fishera@deerfield.k12.wi.us	
Darcy Julseth	Educational Assistant	julsethd@deerfield.k12.wi.us	
Lynn Morris	Educational Assistant	morrisl@deerfield.k12.wi.us	
Kristi Niemeyer	Educational Assistant	niemeyerk@deerfield.k12.wi.us	
Hillary Olson	Educational Assistant	olsonh@deerfield.k12.wi.us	
Stephanie Peterson	Educational Assistant	petersons@deerfield.k12.wi.us	
Dianne Searle	Educational Assistant	searled@deerfield.k12.wi.us	
Donna Taylor	Educational Assistant	taylord@deerfield.k12.wi.us	
John Hinrichs	Building & Grounds Spvr.	hinrichsj@deerfield.k12.wi.us	3178
Gina Heiman	Custodian	heimang@deerfield.k12.wi.us	5103
Rick Metzker	Custodian	metzkerr@deerfield.k12.wi.us	5103
Amy Posner	Custodian	posnera@deerfield.k12.wi.us	5103
Adam Dunnington	Nutrition Services Mgr.	dunningtona@deerfield.k12.wi.us	5110
Larry Chua	Nutrition Services	chual@deerfield.k12.wi.us	5110
Sandy Gamm	Nutrition Services	gamms@deerfield.k12.wi.us	5110
Maria Carmen Carrillo	Nutrition Services	carrillom@deerfield.k12.wi.us	5110

## ***Other District Information***

District Office - 764-5431

Elementary Office – 764-5442

School Closing Information - School closing information will be posted on the school's website, [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us). In addition, an announcement will be made on the following radio and television stations:

WTSO (1070AM, Z104FM)  
WMMM (105.5FM)  
WYZM (105.1FM)  
WOLX (94.9FM)  
WIBA (1310AM)  
Q106 (FM)/WHIT (AM)  
WTDY (1480AM; MAGIC 98FM)/WJJO (94.1FM)  
WISC TV3  
WMTV TV15  
WKOW TV27

The announcement will be made starting as close to 6:30 a.m. as is possible. The decision to close schools due to inclement weather or for any other reason will be made by the school district administrator at the earliest possible time after confirming with the Bus Company and local highway officials.

## **ATTENDANCE PROCEDURES**

### ***School Attendance***

School attendance laws of the State of Wisconsin require that children must attend school regularly. By state law, regular school attendance is the joint responsibility of the parents and the school. School authorities must enforce the law as cited in Statute 118.15 (Compulsory School Attendance). Wisconsin's compulsory school attendance statute, 118.15, Stats., requires that a person having control of a child between the ages of 6 and 18 shall ensure the child attends public or private schools full time until the end of the term, quarter or semester in which they become 18 years of age, unless they have a legal excuse or fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

Students must be present on a regular basis, in order to take advantage of what school has to offer. Students who come to school late or miss an average of one day every week or two cannot have the benefit of the continuity of instruction so important in the development of academic skills.

### ***Reporting Absences***

A parent/guardian must call the school no later than 9:00 a.m. the morning of a child's absence. It ensures school personnel that your child is safe and accounted for. Please give the following information: **name of student, grade, and name of teacher, length of and reason of absence**. If a student is absent and we do not receive a call from home, we will call your home/work or emergency contact numbers to verify the absence as part of our safe arrival policy. **A follow up written note or email stating the reason for the absence is required the day upon your child's return.** Failure to send the note will result in the absence being **unexcused**. The email address is desatt@deerfield.k12.wi.us. In addition, when students are tardy (late for school, which is 8:00 or later), they must report to the office before proceeding to class.

**According to district policy and state law, each student is allowed to miss all or part of 10 days per school year as long as the absence is verified by a written excuse from a parent. This would include any illness in which a doctor was not seen, family vacations, emergencies, and any other instances where students miss school. Due to the limited number of days allowed, (10), parents are encouraged to bring medical excuses from doctors whenever possible. Absences verified with medical excuses from a doctor are not included in the 10 excused days.**

### ***Habitual Truancy***

According to Wisconsin Law, a student will be considered an **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 **or part or all of 10 or more days** during the school year." If a student is truant, he/she will be reported to Local Police and Human Services, as required by State Law. Repeated or excessive unexcused absences will result in parent or legal guardian notification, and legal action will be taken under Chapter 118 of the Wisconsin Statutes.

### ***Tardiness to School***

Students who are tardy to school, arriving at 8:00 or later, are to report to the office for a pass. Excessive tardiness to school (5 or more tardies in a trimester) will result in a meeting including the parent(s), teacher, and principal to find solutions to change this pattern. Students who arrive tardy to school after 9:00 a.m. will have their absence classified as ½ day unexcused absence unless a written excuse is received from the student's parents.



## **TRANSPORTATION**

### ***Arrival / Dismissal Procedures***

Children who walk or are transported by parents are not to arrive at school before 7:35 a.m. There is no supervision before that time. Parents who work should make child care arrangements if they leave home before this time.

In addition, please remember that only buses will be allowed in the front circle (south side of the building) from 7:35 – 7:55 a.m. and 2:40 – 3:00 p.m. while dropping off and picking up students. Students who ride with their parents or other caregivers need to be dropped off on the north side of the school entering from Liberty Street. The front circle should only be used by the buses during the above designated times.

Additional expectations to ensure the safety of all children and adults:

#### **North Parking Lot – lower level (Parking):**

The front stalls will be available for parents/guardians while dropping off their child(ren) or picking up. If any parents/guardians do park their vehicle, please escort your child(ren) through the parking lot. Also, it is required of all children and adults to use the designated crosswalk.

**If dropping off or picking up your child without parking your vehicle, please drive forward as far as possible in front of the crosswalk. By driving forward, cars will not have to pass/go around another vehicle. Please do not block the crosswalk with your vehicle for any reason.**

#### **4K student pick-ups and drop-offs:**

All AM pick-ups and PM drop-offs should take place in the South Parking Lot by the elementary office. Students in our afternoon section should arrive at most 5 minutes prior to class. We also ask parents to promptly pick up your student when class is finished for the day.

#### **South Parking Lot Availability:**



All students who ride the bus will enter from Quarry and Meadow Trace on the south side of the school building. The front parking lot will be blocked off from 7:35 a.m. – 7:55 a.m. and 2:40 p.m. – 3:00 p.m. for buses. Any other time throughout the day the front parking lot (south side) should be used for visitor parking or a parent(s)/guardian(s) needing to pick up their child(ren) for an appointment.

**Finally, adults and older siblings who drive irresponsibly in the parking lot or any other area around the school building may be referred to the Deerfield Police Department for possible traffic citations. It is of the utmost importance to us to keep all children and adults safe.**

#### ***Students Who Walk to the Elementary School and Home***

Any student walking will always be required to use the sidewalks. Crossing guards will be designated at Meadow Trace and Quarry Street, at Main Street and Quarry Street, and at Liberty Street and Jerdee Lane.

#### ***Students Who Ride Their Bicycles (and scooters) to the Elementary School***

All students will be required to walk their bicycles and scooters by the school building. Please use the bike racks located at the bottom or top entrances. Do not park bikes against the school building. Scooters need to be locked (folded up) and can be stored in the classroom during school hours.

### ***Bus Rider Rules and Regulations***

All students ride the buses at some time during the year. Students who regularly ride the bus will have differences in their morning and afternoon routes. Any questions about bus routes should be directed to GO Riteway transportation at 423-2225. The following rules for bus riders apply both to those who ride the bus daily and to those who ride only occasionally.

The Deerfield Community School District follows the policy established by the Department of Public Instruction which states in part, “parents must realize that school bus transportation is a PRIVILEGE, NOT A RIGHT. Pupils who misbehave may be denied the privilege of riding on the bus.”

Serious misconduct will be reported to the principal of the school the student attends. A standard report form will be used by the driver, a copy of which will be sent to the parent(s)/guardian(s). Repeated or **extreme** misconduct will result in the loss of bus riding privileges. Complete cooperation from all parties involved is necessary to ensure the safety of the bus students.

### ***Student and Parent(s)/Guardian(s) Busing Responsibilities***

1. Students must ride on their assigned buses. Parent(s)/guardian(s) must request in writing any exception from this rule. Any request or questions regarding bus services should be directed to First Student Services.
2. Students must get on and off their assigned buses at selected designations unless written permission is granted for them to be left off at another stop.

### ***Before Loading (on the road and at school)***

1. Be on time at the designated school bus stops – help keep the bus on schedule.
2. Wait until the bus comes to a complete stop before attempting to board the bus.

### ***Code of Conduct***

1. Students will follow the directions of the bus driver in a respectful fashion.
2. Students will promptly sit in their assigned seats and remain seated there until their destination is reached.
3. Loud verbal behavior or improper language will not be permitted. Drivers must be able to hear the horns or sirens of other vehicles and communications over their two-way radios.
4. School bus property and the possessions of others must not be tampered with.
5. Physically aggressive behavior will not be tolerated.
6. Illegal substances and/or dangerous items will not be carried on the bus.
7. Flammable materials will not be ignited on the bus.
8. Throwing of any object on the bus is not permitted.
9. Any behavior which is potentially hazardous to the occupants of the bus will not be tolerated.

### ***After Leaving the Bus***

1. Cross the road at least 10 feet in front of the bus only after checking to be sure no traffic is approaching and after receiving a signal from the bus driver.
2. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

## **CLASSROOM CURRICULUM**

### ***4K to Learn and Play***

Students in 4K are exposed to developmentally appropriate learning through our play-based curriculum philosophy that emphasizes the Creative Curriculum. For more information on our 4K programming, please visit <http://www.deerfield.k12.wi.us/elementary/4kprogram.cfm> on the Deerfield Community School District website.

### ***Kindergarten – 6<sup>th</sup> Grades***

Students in K-6 are exposed to a diverse and wide array of learning opportunities through classroom and specials curriculums. Specific specials classes that students explore include:

**Physical Education (90 min/week)**

**Music (60 min/week)**

**Art (60 min/week)**

**Library Skills/Computers (K-3: 60 min/week), (4-6: 90 min/week)**

**Spanish (4, 5, 6: 60 min/week)**

**Band (5-6)**

**Guidance (30 min/EOW)**

Classroom curriculum is currently being aligned with the Wisconsin State Standards. Please contact your child's teacher for specific questions regarding grade level curriculum. Specific subject area programs used by classroom teachers in 4K-6 include:

**Math – Math Expressions-Grades K-6**

**Social Studies – Lead 21-Grades K-5**

**Wisconsin History-Grade 4**

**TCI-Grades 5-6**

**Science – Lead 21-Grades K-5**

**Discovery Works-Grades 4-5**

**Science Explorer-Grade 6**

**Reading – ARC Core-Grades K-5**

**Pearson Literature/Language Arts-Grade 6**

**Jolly Phonics-4K-K**

**Language Arts - 6+1 Traits Writing Framework**

**Rebecca Sitton Spelling Program**

**Pearson Writing Coach-Grade 6**

**Writing - Handwriting Without Tears**

**Keyboarding - Keyboarding Without Tears-Grades 2-5**

**Typing Club-Grade 6**

### ***School-Wide Assessments***

STAR- Renaissance Learning-Ongoing assessment for reading/math/language Grades K-6

PALS-Phonological Awareness Literacy Screening Grades 4K-K (3x/year)

### ***D.I.G. (Differentiated Instructional Groups)***

Our staff consistently builds positive energy for our school and students by continually looking for new ways to meet our students' varying academic needs. One way they have been doing this is by planning Differentiated Instructional Groups (also known as Response to Intervention groups) across grade levels. All students are involved, and our instructional groups generally meet 3-5 times a week for 30 minutes each. These instructional times are focusing on reading and math skills, giving students that need more instruction on the basics time to work on them, and students who already have these skills down a chance to be challenged by new concepts. In the past, teachers had been trying to do this by themselves in the classroom. While this certainly still happens, this approach naturally creates planning time for student needs by our staff and the environment necessary school-wide to continue working toward our goal of meeting our students' wide range of academic needs.

## **PUPIL SERVICES PERSONNEL AND PROGRAMS**

### ***Building Consultation Teams (BCT)***

Grade-Level Building Consultation Teams meet as needed to problem-solve solutions to specific student needs (both academic and behavioral). Students referred to BCT become eligible for further interventions and services in our Response to Intervention model. Parents may also refer their child to BCT by discussing specific concerns with their child's teacher.

### ***GATE (Gifted and Talented Education), Mrs. Jill Fleming***

Our goal is to recognize, accept and encourage above-average ability, creativity, and task commitment in our students, and to reinforce and extend potential ability, creativity, and motivation. Talented and gifted students have unique interests and abilities. Our goal is to allow students to develop their talents through a variety of options.

Students can access TAG programming options through two basic pathways: 1-referrals made by parents, or 2-referrals made by teaching staff based on classroom observations and performance data provided from school and state- wide assessments. For more information, please visit <http://www.deerfield.k12.wi.us/elementary/gate.cfm> on the Deerfield Community School District website.

### ***School Counselor, Mrs. Aime Hruby***

The Deerfield Elementary school comprehensive developmental counseling program helps all students develop the knowledge, attitudes, and skill necessary to become healthy, competent and confident learners. Bi-weekly classroom guidance lessons focus on instruction on social skills, empathy, problem solving and emotional regulation. The counseling program also provides short-term, solution-focused individual and small group counseling services to meet individual student needs. Finally, teaming with parents, school staff, and community resources helps to provide a school environment in which all children feel safe and ready to achieve their academic goals.

### ***Early Reading Interventions –Title I, Mrs. Laura Phillips***

Students identified by entrance/exit criteria and through progress monitoring tests as in need of remedial reading instruction will be referred for Title I reading services. These students will receive pull-out reading instruction 3-5 days per week in 20-30-minute blocks. To obtain a copy of our Title I Parent Involvement District Policy, please contact the elementary principal.

### ***Volunteer Tutoring Program***

Our volunteer tutoring program times will vary according to the district's needs. If you are interested in tutoring at the elementary school, please call the office at 764-5442. You may stop in to pick up a volunteer application, or visit the district website on the Elementary tab>For Parents>Volunteer-Chaperone Opportunities.

### ***Special Education, Ms. Barbara Callahan***

The Deerfield School District will provide services in accordance with the Individuals with Disabilities Education Act (IDEA), a federal law reauthorized in 1997 that guarantees all students with a disability receive a free, appropriate, public education (FAPE).

The special education needs of students are met through a coordinated effort between regular education and special education staff. Our special education program focuses on adjusting environmental factors, modifying the course of study and adapting teaching methods, materials and techniques to provide for students with special learning, emotional or physical needs. Students work individually, in small groups, or in the homeroom classroom with special education staff and regular classroom teachers. It is our responsibility to work as a team to ensure that each student receives the instruction and support necessary for a successful school experience, in a setting as close as possible to his/her peers (Least Restrictive Environment).

Special education staff at the elementary school includes the school psychologist, school nurse, speech and language clinicians, occupational and physical therapists and special education teachers. These individuals provide related services, when necessary, to support a student's individualized special education program. Both special education and related services are documented in the student's individualized educational program (IEP) plan and are based on the student's individual needs as determined by the IEP Team. The parent and regular education teachers are now full participants of this Team in all decision-making.

### ***Early Childhood – Exceptional Educational Needs Program, Ms. Anna Fuller***

The Deerfield School District Early Childhood Program provides preschool education for children ages 3-6 years old in a public school setting. The child must have significant delays in his/her development in two or more of the following areas:

1. Gross Motor – balance, walking, coordination, catching, throwing
2. Fine Motor – drawing, cutting, stacking blocks, stringing beads
3. Cognition – naming color shapes, counting, naming pictures
4. Self-Help – dressing, buttoning, eating, bathrooming
5. Socialization – getting along with peers and adults, playing, behavior, attention span

### ***School Psychologist, Ms. Kathy Rusch***

The school psychologist's role includes consultation, individual assessment, program planning, and intervention in an individual, family or classroom level. We are currently emphasizing a Response to Intervention approach to dealing with a student's learning or behavior difficulties.

### ***Health Services Program, Ms. Lisa Koepfel***

#### **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 the main office or access on the district’s website. District Tab>hover over District Services>click on Health Services.
- 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 grades K-6 are required to keep non-prescription medication in the school’s main office. School staff will administer as prescribed.

### 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 be given.
- All students grades K-6 are required to keep prescription medication in the school’s main office.
- Please note that no student, grades K-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.

### Immunization Requirements

#### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2018-19 SCHOOL YEAR

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR	1 Var	
Grades K through 5	4 DTP/DTaP/DT/Td	4 Polio	3 Hep B	2 MMR	2 Var	
Grades 6 through 12	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var

- If your child isn't immunized, the state requires school to not allow your child into school by the 30<sup>th</sup> day of the school year 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.
- 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 ages 11-15 and those planning to attend college. 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 Dane or Madison at 608-242-6520 or 608-246-4516.

### **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 into the school's main office. Indicate on the Student Annual 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 parents/guardians 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, Lisa Koeppel, District Nurse, at the main office at your child's school.

### ***Lunch Program***

Good nutrition is always important, but it is especially important for students in a learning environment. Parents can support this by providing a nutritious lunch from home or having their child participate in the district school lunch program. Children who bring a cold lunch may purchase milk for 35 cents or bring another beverage. We strongly encourage students not to share their food. Please do not send soda with your child as the district is encouraging healthy choices during lunch.

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. Elementary student meals are entered into the computer as the students proceed through the lunch line. The computerized system operates on a prepaid basis; therefore parents should maintain a positive balance in the student's meal account at all times. Lunch cost is \$2.75. 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**. Parents are encouraged to use the online payment option available on the district website at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us). Online payments are credited to the student account balance within minutes of completing the transaction.

**Low Balance Notices:** The internet payment system allows parents to view student meal account balances online at any time at [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us). The system allows the district to reduce paper, printing, postage and time expenses. Parents no longer receive low balance notification notices unless the child's account has a negative balance. Parents of elementary students are encouraged to check student backpacks regularly for balance notices. Please be aware that free and reduced meal applications are accepted at any time during the school year. The district will require reimbursement for any bank charges incurred for returned checks. Please see Policy 763 – Unpaid Meal Charge for more information.

**Milk Break:** Optional morning milk break is for K-6 students. 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.

For more information, please call the Nutrition Services Manager at 608-764-5442.

### **HOME-SCHOOL COMMUNICATION**

#### ***Parents/Visitors/Guests***

All volunteers, including parents/legal guardians, must be sure to secure a volunteer pass from the office and to sign our Sign In/Sign Out log. Only parents/legal guardians that are volunteering will be allowed into the hallways. If you are here to eat lunch with your child please obtain a visitor pass and sign the Sign In/Sign Out log. Your child's teacher will need to be aware if you are coming to volunteer, as we will contact them from the office. This is of extreme importance to us, as the safety of your children is of the utmost importance to us.

If you need to pick up your child during the school day, please stop by the office and sign your child out in our Sign In/Sign Out log. The office will be calling your student down and parents/legal guardians will wait in the office. You may be asked to show a photo ID. If you are picking up your child early or need to pass on a message, this will be completed through the office. Also, please remember our attendance policies on bringing a child in late for school. If you are bringing a child in late for school, please stop in the office and get a slip for your child to take to the classroom. In addition, if your child returns from an appointment before the end of the school day, the child should stop at the school office before returning to class.

#### ***Class Placements***

Each spring, much work and thought goes into the placement of students in classrooms for the following year. Our belief is that classes should be "balanced." This means classes should be equitable in size and include students with a variety of ability levels, talents and special needs. In order to achieve this balance, information is gathered from classroom teachers, specialists and guidance personnel. The major factors we consider are: the child's demonstrated achievement in reading and math, learning styles, behaviors, work habits, and involvement in special programs. You can see this is a complicated process, but we strive to place children in classrooms which are well-suited to their individual needs.

We do know that parents sometimes have preferences for teachers. We cannot, however, place children in classes only on the basis of parent preferences. We group children for instructional purposes, and placing them in classes based on any other factors would defeat this purpose. In the past, some parents have made a request for a teacher, and their child was placed in that room. The parents concluded it was only because of their request, but it was because the staff also felt it was a good placement based upon our criteria.



Now the main question is, “How can I get the best teacher for my child?” If you feel the need to, please pick up a **Student Placement Survey** to help provide us with information about your child. We do invite you to share your thoughts about your child’s learning needs. However, information from parents/guardians is not required. We will, using all the information we have, do the best job of placement we can. It is important to us that every child has the best chance for success. We appreciate your trust and support.

Forms must be submitted to the office by **May 1, 2019**.

### ***Classroom Concerns***

Your child’s teacher is the best source of information about individual classroom procedures and your child’s progress. If you have a question or concern about your child’s progress or classroom, please contact the teacher directly, prior to contacting the principal. By addressing concerns directly to the teacher, we hope to strengthen parent/teacher communication, relationships, and understanding about your child’s needs as well as classroom and school procedures.

### ***Classroom Parties***

In accordance with the district’s health and wellness policy there are certain times that are stated as celebrations. It is common for our classrooms to have parties around Halloween, Christmas (generally labeled as a “holiday party”), and Valentine’s Day as the vast majority of our families celebrate these holidays. However, if the spirit of these observances interferes with your family’s beliefs, please discuss these concerns with your student’s teacher. They may be able to modify the party to make it more accessible to all involved.

### ***Custodial Court Order***

Any court order regarding visitation rights or custody of a student **MUST** be on file in the school office in order for the school to comply with the intent of the order. The school will follow Wisconsin Statutes which support both parents having access to all information unless one parent has the legal documentation to restrict the other parent’s access to information.

### ***Student Records***

All student records maintained by the Deerfield School District are confidential, as required by federal and state law. Several types of educational records are maintained for Deerfield students. They are:  
1- behavioral records; 2 – progress records; 3 – health records. Requests by parents/legal guardians to review student records must be submitted in writing to the building principal, who will help to arrange a time when parents/legal guardians can review the records which they wish to see.

### ***PBIS (Positive Behavior Interventions and Support)***

DES participates in PBIS, in which over 900 schools in the United States are in some phase of implementation. Research shows that to improve academic success of our children, we must also improve their social success. DES is focused on providing strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behaviors with all students. DES will continue to work on teaching being Honest, Helpful, Responsible, Respectful, and having a Positive Attitude.

## **DISCIPLINE PROCEDURES**

### ***Elementary Character Expectations***

The elementary school has adopted character expectations to guide student behavior in all areas of the school. Students are expected to try their best to be **Honest, Helpful, Responsible, Respectful, and to have a Positive Attitude** when they are in school. To remind them of this, our school recites a character pledge each morning reinforcing these character traits. When student behavior does not meet these expectations, staff will discuss with the student what the appropriate behaviors are and an office referral form will be completed by the staff when the behavioral expectations are not being met. A progressive discipline process will be utilized by staff and the administration. In addition to these expectations, our district has student conduct guidelines that are outlined in the next section.

### ***Student Conduct***

Our school district wants to ensure that our schools are safe, courteous places where children and adults live in a positive supportive environment. To this end, we have heightened our attention on the matter of “good discipline”.

The Deerfield School District Board of Education has taken a very firm position on the matter of proper student behavior. We have carefully reviewed our disciplinary philosophy and reaffirmed a set of behaviors that will not be accepted or tolerated in our schools. Students will not engage in behavior that disrupts classroom learning or school activities.

We need your cooperation and support in this matter of holding all students accountable for inappropriate or unacceptable behavior. We need a partnership that will help us be successful in ensuring a climate in our district where students and adults alike live in a pleasant and courteous environment. Please go over this behavior code with your child so that you can be sure they understand our expectations. Please understand that failure on the part of our students to comply with any of these behavior expectations may result in their suspension from school and a significant conference with the family before we consider granting the student readmission to his/her school program.

We want to be proud of the social climate and educational atmosphere in our school. We know that this can happen if we work together.

### **DEERFIELD SCHOOL DISTRICT BEHAVIOR STANDARDS**

1. STUDENTS WILL NOT, VERBALLY OR PHYSICALLY, HARASS OTHERS BASED ON SEX, RACE, RELIGION, NATIONAL ORIGIN, ANCESTRY, CREED, PREGNANCY, MARITAL OR PARENTAL STATUS, SEXUAL ORIENTATION, OR PHYSICAL, MENTAL, EMOTIONAL, OR LEARNING DISABILITY OR HANDICAP OR PHYSICAL APPEARANCE.
2. STUDENTS WILL NOT BEHAVE IN A DISRESPECTFUL OR DEFIANT MANNER. THIS RULE WILL HOLD DOUBLE CONSEQUENCES IN REGARDS TO BEHAVIOR WITH SUBSTITUTE TEACHERS.
3. STUDENTS WILL NOT ENGAGE IN VIOLENT OR HARMFUL PHYSICAL BEHAVIOR SUCH AS HITTING, BITING, PUSHING, SHOVING, POKING, PINCHING, GRABBING, KICKING OR SPITTING.
4. STUDENTS WILL NOT USE PROFANITY IN THE SCHOOL ENVIRONMENT.
5. STUDENTS WILL NOT WILLFULLY DAMAGE, DEFACE, DESTROY, OR DISMANTLE SCHOOL OR PERSONAL PROPERTY.

6. STUDENTS WILL NOT STEAL SCHOOL OR PERSONAL PROPERTY.
7. STUDENTS WILL NOT ENDANGER OTHERS BY POSSESSION AND/OR DISTRIBUTION OF WEAPONS, OR UNLAWFULLY ENGAGING IN BOMB THREATS AND FALSE FIRE ALARMS.
8. STUDENTS WILL NOT POSSESS AND/OR DISTRIBUTE ALCOHOL, TOBACCO OR NICOTINE PRODUCTS, INCLUDING ANY AND ALL SMOKING MATERIALS AND DEVICES, OR OTHER DRUGS/CONTROLLED SUBSTANCES, OR OBJECTS THAT ARE HARMFUL TO THEMSELVES OR OTHERS. STUDENTS ARE PROHIBITED FROM BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS WHEN ENGAGED IN SCHOOL ACTIVITIES, OR REPRESENTING DEERFIELD SCHOOLS, OR UNDER THE JURISDICTION OF SCHOOL OFFICIALS.
9. STUDENTS WILL NOT CARRY OR HAVE IN THEIR POSSESSION ANY TWO-WAY COMMUNICATION DEVICES DURING THE SCHOOL DAY. CELLULAR PHONES MUST BE TURNED OFF AND PLACED IN THEIR LOCKERS DURING THE SCHOOL DAY.
10. STUDENTS WILL NOT WEAR CLOTHING THAT DISPLAYS PICTURES, WRITING, OR ADVERTISING THAT REFERS TO ALCOHOLIC BEVERAGES, TAVERNS, TOBACCO, DRUGS, NUDITY, PROFANITY/OFFENSIVE, 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 CONCERNS OR INTERFERES WITH WORK OR CREATES 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 is 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 be within thumb length when hands are held to the side.
  - Appropriate shoes should be worn for all activities (i.e. no flip flops for recess)

*(Students not complying with the dress code will be expected to change their clothing. The school will keep t-shirts on hand to loan to students as needed. Repeated violation will result in additional consequences).*
11. STUDENTS WILL NOT BE INVOLVED IN ANY TYPE OF CHEATING TO BENEFIT THEMSELVES OR OTHERS.
12. STUDENTS WILL NOT CAUSE DISRUPTION AND/OR INTIMIDATION BY GANG OR GROUP SYMBOLS OR GESTURES, GANG OR GROUP POSTURING TO PROVOKE ALTERCATIONS OR CONFRONTATIONS.

### ***Disciplinary Consequences***

Students are given logical consequences by their classroom teachers for inappropriate behavior. In addition, teachers are encouraged to notify parents regarding any classroom discipline issues.

Students may be referred to the principal for chronic classroom behaviors or inappropriate behaviors that occur outside of the classroom, i.e. playground, hallway, lunchroom, etc. Logical consequences will be used for these discipline issues as well. Consequences may include recess/lunch detentions, after-school detentions, in-school and out of school suspensions, and/or possible expulsion.

A progressive discipline plan with input from not only the principal but also the parent and student will be put in place on an individual basis for chronic inappropriate behavior. It is our goal for students to understand why their actions are inappropriate and determine steps they can take to stop these behaviors.

### ***Classroom Code of Conduct***

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, harassment and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as is reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and/or the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a student from the teacher's class if the student violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

### **Definitions:**

For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

For the purposes of this Code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, specials classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A “teacher” is any certified instructor, counselor, substitute teacher, nurse or administrator in the employ of the District.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class agree to the removal of the student.

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

## 1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code and the procedures regarding removal are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

Similarly, there are many clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class, to the next.

In ordinary circumstances and in practical terms, a teacher’s decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher’s decision to remove the student, and return the student to class.

A student may be removed from class for conduct or behavior which **(a) violates the District’s policies regarding suspension and expulsion; (b) violates the behavioral standards set forth in the Student Conduct Policy/Handbook; (c) is disruptive, dangerous or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.**

**a) Behavior that violates the District's policies on suspension and expulsion:**

The District Policies regarding suspension and expulsion are set forth in Board Policy #447.3(Student Suspensions/Expulsions). It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended or expelled.

**b) Behavior that violates the behavioral standards and expectations in Board Policy #443 (Student Conduct) and the Student Conduct Policy/ Handbook:**

The Student Conduct Policy/Handbook contains behavioral expectations for the individual school in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussion should include an explanation of the Code, and the District's policy regarding removal.

**c) Behavior which is disruptive, dangerous or unruly:**

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Conduct Policy/ Handbook for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, grabbing, kicking, or spitting.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, racial slurs, sexual slurs, profanity, teasing, baiting or threatening.

Behavior that may constitute sexual, racial, or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.

Willful damage to the property of school, staff or students.

Loud, obnoxious or outrageous behavior.

**d) Behavior which interferes with the ability of the teacher to teach effectively:**

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open defiance of the teacher, manifest in words, gestures or other overt behavior.

Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.

Other behavior likely or intended to sabotage or undermine the instruction, such as any form of cheating.

**e) Behavior which is inconsistent with class decorum and the ability of others to learn:**

In addition, there may be grounds for removal for behavior that, though not necessarily violative of the provisions of (a) through (e) [above], is consistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, repeatedly reporting to class without bringing necessary materials to participate in class activities, or other overt or passive refusal or inability to engage in class activities.

**1. WHO MAY REMOVE A STUDENT FROM CLASS?**

Any student may be temporarily removed from class under this Code by a “teacher” of that class.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

**2. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?**

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher shall take one of the following courses of action:

- a) instruct the student to go to the main office for the period of removal. In such case, the teacher will communicate with the office via telephone or other communication device available.
- b) obtain coverage for the class and escort the student to the main office.
- c) seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s account of the situation. As soon as possible and within twenty four (24) hours or one school day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information must be submitted on a form provided by the building administrator or designee.

As soon as possible, but in any event within twenty four (24) hours of the removal, the building administrator shall inform the student’s parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

**3. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT-TERM REMOVAL FROM CLASS?**

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the “short-term removal area”). Students who are removed by their teachers must immediately and directly go, or be taken, to the designated removal area. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator

should also take steps to ensure that the students are supervised while in the short-term removal area. Students may be required to do work of an academic nature, or work may be related to the student's misconduct (i.e. writing an apology or account of the situation) while in the short-term removal area. In no event should students' time in the removal area be recreation or other free time.

#### 4. HOW LONG SHALL A SHORT-TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which he or she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to a class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short-term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

In a short-term removal situation, it is assumed that the student will return to the class of removal the next day. Reinstatement in the class may be preceded by a conference between the student, teacher, principal and possibly parent and counselor. There may be the need for return to be delayed until an agreed-upon behavioral plan can be established. The student will be allowed to make up any work missed.

#### 5. WHAT ARE THE PROCEDURES FOR LONG-TERM REMOVAL?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. The ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches, curriculum modification and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student involved, in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- a) place the student in an alternative education program as defined by law;
- b) place the student in another class in the school, or in another appropriate place in the school.
- c) place the student in another instructional setting; or
- d) return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.



Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

#### 6. TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?

Some different rules and consideration apply for students identified as requiring special education services under the Individual with Disabilities in Education Act (IDEA) or Section 504. In particular, placement for such students is a decision of the student's IEP Team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP Teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP Team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

#### 7. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

A copy will be provided to parents at the beginning of each year as a separate document and/or as part of the parent/student handbook. In addition, this Code shall be provided to, and discussed with, students of the District early in the school year.

#### ***Bullying***

The Deerfield School District is committed to creating a safe, caring and respectful learning environment free of bullying for all. This policy seeks to: (1) help individuals of all ages and abilities stay safe, act wisely, and believe in themselves; and (2) help adults respond effectively to students' reports and their own observations. The Deerfield School District is committed to training staff regarding bullying, and educating students about what bullying is and issues surrounding bullying. It is the responsibility of everyone who sees an instance of bullying, or potential bullying, to act to stop it. This responsibility applies to all students, staff and other members of the community. All students will be encouraged to utilize the statement "stop means stop". If your child experiences bullying, talk through the steps to reporting it and contact Mrs. Melinda Kamrath, DES Principal.

Bullying occurring in the schools is prohibited by law and will not be tolerated by the Deerfield School District. For purposes of this policy, "school" includes schools, school grounds, school buses, school-sponsored social events, trips, sports events, or similar school-sponsored events and functions, and travel to and from school and/or school-sponsored events.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyberbullying).

The Deerfield School District takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. While students are encouraged and expected to report an incident of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation, **students are always encouraged to report an incident at any time.** A form to report an incident of bullying can be obtained from office staff.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Where it is determined that inappropriate conduct has occurred, the Deerfield School District will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement.

Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

Third party witnesses are strongly encouraged to report observed incidents of bullying to Administration. Efforts will be made, when requested, to maintain the confidentiality of a witness's identity unless the witness is requested to testify in a hearing.

Retaliation against any individual who complains of bullying or anyone who participates in a bullying investigation is strictly forbidden by the District, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

Consent by the person being bullied does not lessen the prohibitions contained in this policy.

This policy applies not only to persons who directly engage in an act of bullying but also to persons who, by their indirect behavior, condone or support another person's act of bullying. This policy also applies to any

person whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

### ***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 inspections of lockers may be conducted by the superintendent, principal, a police officer working with school authorities, or other school personnel designated by a school administrator, for any reason at any time, without notice, without student consent, and without a search warrant.

### ***Electronic Devices***

We highly recommend that personal electronic devices are left at home. However, any personal electronic devices (cell phones, mp3 players, personal gaming devices, etc) that are brought to school must be turned off and in the student's backpack during the school day, including recess and lunch. There may be classroom activities where the use of mp3 players or gaming devices is allowed, but this happens very infrequently. The Deerfield Community School District will not be held responsible for any lost or stolen electronic devices.

### ***Locker Room Privacy***

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder or other recording device in the locker room requires the prior permission of the building principal or designated locker room supervisor and the person being photographed, videotaped or recorded.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

### ***Hazing***

The Board of Education prohibits hazing or the threat of hazing activities by a student or a group of students against other student personnel.

The Board of Education considers hazing as, among other things, any willful act done by a student, whether individual or in concert with others, to another student which subjects such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, disgrace or endangers the physical health or safety of such student.

Any student who violates this policy will, by such action, immediately be subject to discipline, including possible expulsion, and local police authorities may be notified.

### ***Sexual Harassment***

The students of Deerfield Community School District have the right and can expect to attend school in an environment free of sexual harassment. Sexual harassment is defined as any deliberate, unwelcome verbal, written or physical conduct of a sexual nature. This can entail sexually explicit derogatory statements or sexually discriminating remarks that are offensive or objectionable to the individual or which cause the individual discomfort or which interfere with the individual's academic performance. This may include, but is not limited to, any blatant overtures such as: leering, pinching, patting, displays of graphic or written sexual material, or pressure for sexual activity. This may also include, but is not limited to, subtle, repeated verbal or physical action of a sexual nature such as: comments, innuendoes, gestures, or actions. Besides anxiety caused by sexual demands on the individual, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, difference in academic treatment, sarcasm, or unwelcome comments to or by peers.

### ***Public Displays of Affection***

Public displays of affection such as hand-holding, kissing, sitting on another's lap or arms around another's waist are considered inappropriate. Students will be given a warning with subsequent occurrences resulting in parental contact.