

# Deerfield Middle/High School Student/Parent Handbook



2025 - 2026

**The Deerfield Middle/High Schools strive to provide the best education possible for its students. Our schools provide the facilities, the resources, the staff, the knowledge, and the training to help shape our learning community.**

**High academic and behavior standards and the opportunity for all are goals we hold as vital to an excellent education. Our aim is to build and promote an attitude of positive achievement in multiple realms of the school, a love of learning, and individual student growth.**

**A safe, positive learning environment requires commitment from staff, students, parents/guardians, and community. All of us work to develop and maintain respect for self, respect for one another, and respect for facilities.**

**With these goals, resources, and commitments, we help develop academic, social, physical, and emotional growth of our students as we prepare them for their endeavors of work, higher learning, and/or life experiences. Our goal is to make a positive difference in the lives of our students.**

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### **Student Non-Discrimination Statement**

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

### **Title IX Notice of Non-Discrimination**

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

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

The District's Title IX Coordinator is:

Karen Frey  
Director of Pupil Services  
300 Simonson Blvd.  
Deerfield, WI 53531  
[freyk@deerfield.k12.wi.us](mailto:freyk@deerfield.k12.wi.us)  
608-764-5431

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

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

Contact information for the Office for Civil Rights (OCR) is available [here](#).

### **Section 504/ADA Prohibition Against Discrimination Based on Disability**

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

### **HS Student Fee Schedule (fees are subject to change)**

General Fees	\$40 required of all students
Class Dues	\$15 for grades 9-11
High School Activity Fees	\$20 per non-athletic extracurricular activity \$50 per athletic extracurricular activity
Student Parking Fee	\$25 per parking permit per year \$12.50 per permit per semester
Home Athletic Events	FREE admission for all DCSD students for home events only, cannot be used for WIAA tournament competitions.
Field Trip/Class Projects	Vary depending on class and trip
Yearbook	\$40
PE T-shirt	\$5
Band/Choir Uniform Cleaning	\$5/per year <i>each</i>

### **MS Student Fee Schedule (fees are subject to change)**

General Fees	\$30 required of all students
Middle School Activity Fees	\$20 per athletic extracurricular activity
Home Athletic Events	FREE admission for all DCSD students for home events only, cannot be used for WIAA tournament competitions.
Field Trip/Class Projects	Vary depending on class and trip
Yearbook	\$40
PE T-shirt	\$5

### **Daily Schedule**

The middle/high school doors open at 7:35 am daily (zero class excluded). The student day for middle school and high school students is 7:48 am-3:13 pm. Bell schedules are found on the district website: Middle School or High School page>About>General Information.

### **Main Office Hours**

Middle/High school office hours are from **7:00 am to 3:30 pm**. Conferences and other school related meetings can be scheduled with school staff at other times if necessary. District voicemail is available 24 hours a day.

### **Backpacks**

Backpacks will not be allowed to be used during the regular school scheduled day. *(Special permission may be granted by the administration due to a health situation.)*

### **Closed Campus**

Deerfield Middle/High School is a closed campus. Students must have parental and administrative permission to leave the building. Students arriving late to school must sign in the office prior to entering their classroom.

### **School Lunch**

Hot lunch is available to Middle/High school students. Students may purchase items in the a la carte serving line which may total more than the cost of hot lunch. Parents/guardians should deposit money into their student's lunch account through E-funds to keep the balance up to date. Finger scanners are used to identify accounts debiting the appropriate amount of money.

***\*Please refer to Board Policy #8500-Food Services regarding unpaid meal charges.***

**Deerfield Middle/High School has a closed campus policy. MS/HS students do not leave for lunch.**

### **Food and Beverage Consumption**

In order to maintain the cleanliness of our building, students are not permitted to drink beverages other than water or eat food in the hallways or classrooms during the school day unless given permission by a teacher. Open beverages or open food items carried in the hallways or stored in lockers will be confiscated and disposed of. Students bringing food or beverages to school for consumption during the ten-minute break or for lunch in the cafeteria are to put the beverages in their lockers immediately and take them out only at those designated times.

### **School Closings**

An announcement will be made on the following television stations:

WISC TV3

WMTV TV15

WKOW TV27

The announcement will be made starting as close to 6:30 am 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.

\*District e-mail will be sent with inclement weather information.

### **Student Attendance**

Wisconsin Statutes 118.15 Compulsory School Attendance. *...Any person having under their control a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age.* Every student has the right to attend school in the district in which his or her parent or legal guardian resides. Along with this right goes the responsibility of the student to attend daily and to be on time to all classes. Make-up work can never be an adequate substitute for attendance in school. In cases of extended absence, excused or unexcused, consideration will be given to require the student to drop the course(s) of instruction, and allow repetition of the course(s) at a later date.

### **Absence Due to Illness or Emergency**

According to district policy and state law, each student is allowed to miss all or part of 10 days per school year due to parental, written excuses. This would include any illness in which a doctor was not seen, family vacations, emergencies, deaths in the family, or other special instances when a student must miss class.

Due to the limited number of days allowed, (10), parents/guardians 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.

Absences that are verified with medical excuses from a doctor are exempt from the 10 allowable days of absence. Absences that are exempted with medical excuses from a doctor must be submitted within 30 days of the absence. For any absence, the parent or legal guardian is expected to notify the school office within the first hour after the start of school regarding the absence and the reason for it.

**Please call the school at 608-764-5431 before 9:00 am;** otherwise we will contact parents/guardians at home or work. **Parents/Guardians may also call in an absence before school hours using our voice mail system.**

Bear in mind that this is necessary to ensure that all students that left for school did in fact arrive safely. **A follow-up written note or email stating the reason for the absence is required.** This note should include your student's name, the date(s) absent, and the reason for the absence. If emailing please send an attendance email – **dhsatt@deerfield.k12.wi.us** for high school students and **dmsatt@deerfield.k12.wi.us** for middle school students. The office will issue the student a re-admit slip to class. **Failure to send a written excuse or email will result in the absence being considered unexcused.**

### **Unexcused Absences**

Absences beyond 10 days that cannot be cleared with medical documentation will be considered truant days and may be subject to local ordinances, state laws, and subsequent legal sanctions. (Statute 118.15 and 118.116). In-school and out-of-school suspensions are excused according to the law.

It is the student's responsibility to contact the teacher(s) to make arrangements for making up assignments missed during an absence from school.

### **Truancy**

According to Wisconsin Law, a student will be considered a **habitual truant** if they are "absent from school without an acceptable excuse for either of the following: part of **five or more days in a single semester or part or all of 10 or more days on which school is held during a school year.**" If a student is truant, they will be reported to Local Police and Human Services, as required by State Law. Repeated unexcused absences will result in parent or legal guardian notification, and legal action will be taken under Chapter 118 of the Wisconsin Statutes. Disciplinary action through the school will also be taken.

### **Make-up Work**

Students shall be given the opportunity to make-up work missed for excused absences. Teachers are required to help students with excused absence assignments. One day of make-up time will be allowed for each day of any excused absence. **It is the student's responsibility to obtain all make-up work from every teacher immediately upon return to school.** Failure to obtain make-up work is no excuse for not doing work missed. Teachers are not required to help students make up their missed work due to unexcused absences. Teachers may not deny students the right to take unit and/or semester exams missed due to unexcused absences, but they do not have to assist in the student's preparation.

### **Tardiness to School**

Students who are tardy to school are to report to the office for a pass. **Students are allowed three tardies each semester.** Once you have surpassed three tardies, each subsequent tardy will result in a lunch detention. A parent/guardian conference will be held after sixth tardy and a law enforcement referral may be filed after 10 unexcused tardies within a semester. Unexcused tardiness to class after the first hour/block is handled directly by the teacher. **Students participating in or attending any after school activity must be in attendance for the full day on the day of the activity in order to participate.**

### **Pre-Arranged Absence**

Upon written request from parents/guardians, you may receive approval for a pre-arranged absence from school. One week prior to the absence, you must bring a note from your parent/guardian to the office. You will be issued an advance make-up form to be filled out and signed by all of your teachers, informing you of the work that will be missed. It is **your responsibility** to make up missed schoolwork, either before the absence or immediately thereafter, as determined by each teacher. Failure to complete the assignments as arranged will result in no credit. *Failure to submit the advance make-up form to the office could result in the absence being unexcused.*

### **Appointments**

If it is necessary for you to leave during the school day, for such things as a medical or dental appointment, bring in a written excuse from your parent/guardian to the office. Upon receiving permission, **sign out in the office** and **sign back in** upon your return. **Students are never to leave school without first obtaining permission from the office and signing out, no matter what the reason.**

**Students who fail to follow this policy will be subject to disciplinary action.** When you return, please bring an appointment card or note from the medical office to excuse your time missed. When returning to class, you must present a hall pass from the main office. Please try to arrange any medical appointments, such as orthodontic appointments that must occur during the school day, at alternating times so that you do not continually miss the same one or two classes.



## **Absences and Extracurricular Activities**

### **Participants in Co-curriculars**

- Must be on time to school in order to participate in that day's practice or game
- See "Attendance Standard" in Co-curricular Handbook for full details

### **Student Spectators of Co-curriculars**

#### ***Can attend a co-curricular event if:***

- Arriving to school before 8:30am
- Missing part or all of the school day with pre-excused communication
- Attending a medical appointment during the day with a medical note to confirm absence

#### ***Cannot attend a co-curricular event if:***

- Arriving later than 8:30am
- Missing the full school day or leaving during the school day due to illness
- Missing part or all of the school day without pre-excused communication

### **Phone Calls**

To avoid unnecessary interruptions during the school day, phone calls for students will be taken in message format. **Students will not be called out of class to answer the telephone except in cases deemed an emergency by the administration.** Messages will be given to the students before or after school, between passing times, or during the lunch hour.

### **Visitors/ Parents/Guardians**

All visitors/parents/guardians must report directly to the office upon arrival in the school building. No visitors/parents/guardians will be permitted to be in the building or attend classes without the permission of the building administrator.

As a general rule, students are not allowed to bring a guest to school during the school day. Administrative approval may be granted on a very limited basis.

Practicing good citizenship requires each of us to do everything possible to make visitors feel welcome. Please give them courteous treatment and any assistance they may request.

### **Health Services**

- Parents/guardians are to complete the Student Annual Health Information form at the beginning of each school year. This form is available on Skyward. 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/guardians, students or staff. **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL PROTOCOL**
- Regular school attendance is encouraged for optimal school success. However, if your child has a headache, fever > 100 F, body aches/joint pain, chills, difficulty breathing, fatigue, loss of taste or smell, runny nose, cough, sore throat, nausea, vomiting, diarrhea, or rash 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 they are free of vomiting and diarrhea for 24 hours. The student must also be fever free for 24 hours without the use of fever reducing medications (unless the student is able to provide a medical note stating the fever is not due to a contagious illness).

- All accidents/injuries on school grounds must be reported immediately to the staff member 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 up the student. 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/guardians will be called.

### **Medication at School**

Medications are categorized as physician prescribed and non-prescription medication. Wisconsin law requires that before school officials administer a prescribed medication there must be a physician's order to do so along with parental consent. 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:

#### **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.
- Any prescription medications are to be kept in the office.
- 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/guardians 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.
- Students should not be in possession of prescription medication at any time, including for transport purposes.

#### **Non-prescription Medication**

- If your child needs to receive over the counter medication (Tylenol, Ibuprofen, Benadryl, cough medicine, etc.) during school hours, parent/guardian must complete and sign the "Administering Medication to Students" form and return it to the office.
- If the parent/guardian deems their 7th-12th grade student reliable to administer the over the counter medication (Tylenol, Ibuprofen, Benadryl, cough medicine, etc.) please complete and sign the "Administering Medication to Students" form, and check self-administer/carry.
- The school nurse will review the form to verify it is filled out correctly and is complete.

- Medication must be in the original container. Medication should be labeled with the student's name. The 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 a non-prescription medication is not approved by the FDA then a physician signature is required.
- For the safety and protection of students, food supplements and natural products will not be given during the school day.

### **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.
- Anytime Epinephrine is administered at school or a school sponsored event, 911 and parent/guardian will be called and the student will be transported to the nearest emergency room.
- There is a special **Asthma Action Plan** form that should be completed annually by the parent/guardian 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/guardian and physician for all students who require Epinephrine at school.

### **Food Supplements, Natural Products**

For the safety and protection of students, food supplements and natural products will not be given during the school day. If not approved by the FDA, then a physician signature is needed. In addition, the following criteria must be met:

- An original container is provided.
- Use for the student is indicated.
- Appropriate dosing for the student is clearly stated on the label/packaging insert.
- Possible untoward side effects are listed.
- Signed parent/guardian statement.

It is the responsibility of the parent/guardian to make sure the school has a safe delivery and adequate supply of medication at school. Parents/guardians 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.

### **Medication Standing Orders**

- Dr. Jennifer Stevens, as medical advisor for the Deerfield Community School District, has authorized three medication standing orders for use at school. These orders are for Diphenhydramine (an antihistamine), Epinephrine pen (an injection used in case of potentially life-threatening allergic reactions) and Narcan nasal spray (a spray to reverse opioid overdose). The purpose of these orders is to create an environment at school that is both safe and well equipped for emergency situations.
- If a student has an allergic reaction at school they may be given either Diphenhydramine or Epinephrine. If a student has an overdose at school they may be given Narcan.

Every attempt will be made to contact parents/guardians prior to administration of any of the above medications. However, due to the life-threatening nature of anaphylaxis and overdose, the medication may be administered without speaking with the parents/guardians. If a dose of Epinephrine or Narcan is administered to a student, 911 will also be called.

**NOTE:** While the schools will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. The stock epinephrine is to be used by the schools only in emergency situations. Students are still required to provide their own medications for known conditions.

### **Immunization Requirements**

- The Wisconsin Student Immunization Law mandates that all children in grades K-12 have the following vaccinations: 4 DTP, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella vaccine or evidence of the disease. If your child isn't up to date on the required immunizations by the 30th day of school year, they may be excluded from school until they have their vaccinations up to date or 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.
- Grades 7 through 12 there is an additional immunization requirement for the following students as a result of change to the Wisconsin Student Immunization Law. One additional dose of Dtap vaccine (Diphtheria, Tetanus and acellular Pertussis) will be required for students entering grades 7-12.
- 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.
- 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.

### **Physical, Dental and Vision Examinations**

It is recommended that students have annual physical exams.

### **Physical Education Exclusions**

All students are required to participate in physical education classes unless they have a written, signed and dated excuse from their physician. These excuses should state the length of time the student is to be excused and the reason for the excuse. All reasonable requests will be honored.

### **Vision and Hearing Screening**

Screenings are available by the school nurse and may be requested by parents/guardians, students or school staff.

### **Food Allergies**

Deerfield School District will take all appropriate and reasonable steps to minimize exposure and provide a safe and positive educational environment for students with life-threatening allergies. The Deerfield School District cannot guarantee an allergy-free environment. Because each student's allergy and situation is different, a parent/guardian of the student should complete the Emergency Health Care Plan for Severe Allergic Reactions form and contact the school nurse. The Food Allergy, Intolerance or Dietary Restriction Form should be completed and **signed by both parent/guardian and physician. These forms can be found on the district website under Health Services.**

### **Field Trips**

All field trips in which classes or groups participate are to be under the supervision of the school. Every student going on a school-sanctioned field trip **must hand in a signed parent/guardian permission form** to the school.

Parents/Guardians are encouraged to sign a Limited Release of Information form at the beginning of each year. This form allows the district to be informed of the medical location of a student in case of a school-related accident. Field trips are an extension of the classroom and all school rules are in effect.

\*A student's academic and behavioral progress may be monitored to determine field trip attendance.

### **National Honor Society**

National Honor Society is a national organization that honors students that have not only shown academic achievement but have demonstrated strong character through leadership and service to others. It is a privilege, not a right, to be a member of the National Honor Society and is something you should begin working towards early in your high school career. Information on selection criteria and expectations are found on the district website under Athletics & Activities on the high school page.

### **Senior Privilege**

**Seniors not scheduled for an academic or elective class for one period or block within each semester are eligible for senior schedule privileges after an initial 3 week progress report check (first quarter only), providing the student has no attendance or discipline issues and maintained grades with no Ds or Fs. In addition, parents/guardians must approve by signing the senior privilege form. Eligibility will be checked every three weeks. Students with attendance/tardy issues, discipline referrals, or other violations of school rules may be subject to having their privileges terminated.**

**Once a student is given senior privilege, the following expectations must be met:**

1. Students must sign out to leave, and not be in the building, on school grounds or adjacent properties unless arrangements have been made with staff and the principal or designee.
2. Seniors not reporting on time to the next scheduled class after their Senior Privilege period, or leaving before the end of a scheduled class to start free period will have the privilege terminated for the remainder of the quarter.
3. Seniors returning to the building before, during or after the lunch period may not bring food or drink into the building to replace or supplement another student's lunch or their privilege will be terminated.
4. Seniors may never transport other students in their vehicle during their free time during the school day or their privilege will be terminated.
5. Any senior charged with a violation of the law while on free time will have their privilege suspended pending a final outcome of the alleged violation. Determination of guilt of the violation will result in privilege termination.
6. The building principal or designee recognizes the responsibility to deal with any other problems relative to senior privilege policy that a senior may incur.

### **Academic Honesty Policy (#5505)**

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

### **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Students who violate this policy are subject to disciplinary consequences.

Parents/Guardians shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child. Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

### **Grading System**

Parents/Guardians are encouraged to use our school electronic grade book, Skyward, to monitor their student's progress on a regular basis. Report cards are posted on Skyward shortly after the end of each quarter. Parents/Guardians without internet access should contact the school for assistance. Parent/Guardian-Student-Teacher conferences will be held once a semester for the middle school and one time per quarter for the high school.

The six evaluative symbols used at Deerfield Middle/High School are *A, B, C, D, F, or Incomplete*. (Middle school also uses an *S or U* grade in some circumstances, high school uses pass/fail for student aides.)

**Students receiving an Incomplete(s) have one week from the end of the quarter to make arrangements for completion of the requirements.** Teachers will report the incomplete to the guidance office as the grade given for that quarter. If a student fails to make up the incomplete, the grade report to the guidance office will be calculated without the missing work. If the student makes up the work, the teacher will submit the grade with the missing work completed. Any extenuating circumstances regarding an incomplete will be determined by the teacher and counselor or the administration.

**Honor roll** for Deerfield Middle/High School is computed for each grading period using the nine-week grade. Honor rolls are published as follows:

**4.0 Club:** 4.0 GPA

**High Honor Roll:** 3.5 - 3.99 GPA

**Honor Roll:** 3.0 - 3.49 GPA

### **Schedule Changes**

All changes to high school schedules must be made through the guidance office and/or principal. Students should schedule an appointment with the guidance counselor to discuss such changes. **ALL schedule changes must be made prior to the start of school.**

The master schedule and teacher classes for the school year are designed based on student completed course request forms. Students will only be allowed to change their schedule if: (1) they have already taken the class, (2) they do not meet the requirements for the class, (3) a class is needed to meet graduation requirements.

### **HS Exam Schedule**

At the end of the term or semester, assessments will be given in all high school courses. Staff will explain their grading policy in the syllabus, which is distributed at the start of the course. Semester exams will have a modified bell schedule for 9th-12<sup>th</sup> grade students. The exam is not to constitute more than 20% of the final grade. All graded final exams will be kept by the teacher for three weeks after the end of the grading period.

### **Skyward Family Access**

Deerfield MS/HS provides parents/guardians with the ability to view student grades, attendance, schedules, and lunch balances via the internet, anytime, day or night. The software that makes this possible is Skyward Family Access. The software can be accessed by visiting the Deerfield School District website, **[www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)**. The gradebook portion of Family Access is utilized by teachers at Deerfield Middle/High School. This component allows parents/guardians to access their student's individual class grades and track their progress on a daily basis. The software provides direct email links to each of the student's teachers using the gradebook program. When viewing student grades, parents/guardians and students will see a list of assignments, dates, point values, and points earned. As teachers update grades (on a weekly basis) they may also include comments. *Please Note: To remain compliant with the Family Educational Rights and Privacy Act (FERPA) staff cannot send information regarding grading, attendance or discipline to parents and guardians via e-mail without written consent/permission to do so.*

### **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 arrange a time for parents/legal guardians to review the records they wish to see.

### **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/guardians having access to all information unless one parent/guardian has the legal documentation to restrict the other parent's/guardian's access to information.

### **Pupil Services and Programs**

The following services are provided by the District. Please contact the district office or the contact person for more information:

Special Education Programs – Karen Frey, Special Education Director

Gifted and Talented, and Curriculum Coordinator – Jill Fleming

Alternative Education-LEAPP/ARISE – Tara Frana

School to Career Coordinator – Stacy Gloede

Guidance – Shanna Anderson

School Psychologist – Kathy Rusch

Alcohol and Other Drug Abuse Coordinator – Tricia Brummett

### **Academic Imperative Plan**

#### ***Classroom Academic Expectations:***

Students are expected to come to class prepared, actively participate and complete all assigned work on time.

#### **Classroom Academic Imperative Procedures:**

1. **Students with three missing grades or one failing grade on a major assignment/test in a class will be assigned a classroom detention.** The purpose of the detention will be to complete the missing work and/or discuss ways to meet the academic expectations of the class.
2. The detention will be assigned by the teacher and served with the teacher.
3. The detention may take place before school, during lunch or after school and will last a minimum of 20 minutes.
4. Participation in extracurricular activities will not excuse a student from detention.
5. Students who fail to serve the detention will be given a warning and make-up date. Continued failure to serve will result in an office referral which may lead to further disciplinary action.
6. Parent/Guardian contact will be made if a second detention is given from the same classroom teacher.
7. A parent/guardian conference will be held if a third detention is given from the same classroom teacher.

It is the philosophy of the Deerfield Community School District that all students are able to learn; it is our goal to work with students to meet their highest potential. This plan is applicable to all students in grades 7-12. Students are to avoid any grade of "F" or any two grades of "D" at any time, or any incomplete grade that converts to an "F". Progress report checks will be done at the end of the 3<sup>rd</sup> week of each quarter and every week thereafter as well as the end of each 9-week grading period. Students who do not meet the criteria above will be provided academic interventions. Students will have one week to improve their grades to meet the criteria. Students will be notified by the athletic director, principal or guidance counselor of their academic status and the one-week grace period to improve their grades. Students who do not show grade improvement after the allotted one week will be placed on Academic Probation and provided interventions for additional help. Both the student and the parent/guardian will be notified in writing of the mandatory academic interventions. Students who fail to attend the interventions or to make academic progress will be required to meet with their parents/guardians and the principal. **Students will lose the privilege of attending extracurricular functions until they are regularly attending assigned interventions and showing progress or are no longer on Academic Probation. Repeated absences from interventions may result in an in-school suspension in which the student will be given missing work to complete.**



## **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/Guardians should be aware of their children's actions, 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.

Equally important, the District owes its students, as a group, the opportunity to attend school as free as 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, special 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.

### **Behavior Standards**

- A. Students will not verbally, physically, or sexually harass others based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap or physical appearance.
- B. Students will not behave in a disrespectful or defiant manner. This rule will hold double consequences in regard to behavior with substitute teachers.
- C. Students will not engage in violent or harmful physical behavior such as hitting, biting, pushing, shoving, poking, pinching, grabbing, kicking, or spitting.
- D. Students will not use profanity in the school environment.
- E. Students will not willfully damage, deface, destroy, or dismantle school or personal property.
- F. Students will not steal school or personal property.
- G. Students will not endanger others by possession and/or distribution of weapons, or unlawfully engaging in threats to school, students, and/or staff safety.
- H. Students will not possess and/or distribute alcohol, tobacco, vape 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.
- I. Students will not dress or groom in a manner that presents a danger, health safety concerns, or interferes with work or creates classroom disorder. Students will not wear clothing which is racially or ethnically offensive to others or displays pictures, writing, or advertising that refers to alcoholic beverages, taverns, tobacco, drugs, nudity, profanity, offensive or sexually suggestive messages.
- J. Students will not be involved in any type of cheating to benefit themselves or others.
- K. Students will not cause disruption and/or intimidation by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.

### **Student Dress**

Student dress helps set the tone of the school and has an influence on the school environment and student behavior. The purpose of the dress code is to permit students to wear comfortable clothing and allow students to express identity through clothing of their choosing without the fear of judgment or punishment. Our goal is to be fair and equitable regardless of student body type or size, income, religion, ethnicity, race, sex, gender identification, gender expression, sexual orientation, culture, and self-identification.

- Shirts should have a front, back, sides under the arms, straps (visible waistbands and shoulder strap undergarments worn under clothing are permissible)
- The bottom of the shirt must be able to meet the top of the pants or equivalent
- Pants or the equivalent should cover the entirety of the student's backside
- Pants or the equivalent with a waistband must be worn at or above the hips
- Appropriate shoes should be worn for all activities
- Hats, bandanas, or other head coverings are not allowed during the school day without prior approval

Student dress must not disrupt the educational process, interfere with positive teaching/learning climate, or compromise reasonable standards of safety and decency within the school setting. All dress code conflicts will be handled with discretion.

### **Disciplinary Consequences**

Classroom teachers have a responsibility and right to assign appropriate disciplinary consequences for student misbehavior. Consequences may include parental contact or possible referral to the principal for corrective measures.

Specific disciplinary procedures are in place for those students who are having difficulty following the reasonable rules and regulations of the school. In order to be consistent, violations are applied to the scale below.

#### ***General Violations***

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| -Disrupting Class                | -Inappropriate Behavior /Language |
| -Disrespect to Teacher           | -Improper Check in Procedures     |
| -Disrespect to Student           | -Insubordination                  |
| -Property Damage                 | -Bus Disruption                   |
| -Leaving room without permission | -Throwing Items                   |
| -Academic Dishonesty             |                                   |

### **Office Referrals (Procedure for Grades 7-12)**

(Also refer to our Student Code of Conduct for short-term removal)

Students who are sent to the principal's office by a staff member for misbehavior will receive an office referral summary sheet. Every student will have an opportunity to explain his/her behavior on the form. When a student is removed for disruptive behavior, the following will occur:

- **Referral #1:** The student will not be allowed back into the classroom until they have met with the staff member who sent them to the office or an administrator. A copy of the staff referral will be placed in the student's behavioral file.
- **Referral #2:** The student will not be allowed back into the classroom until they have met with the staff and/or principal; a parent/guardian may be included if the situation warrants it. The student will receive a school detention, a copy of the referral will be sent to the parent/guardian, and a copy will be placed in the student's behavioral file.
- **Additional Referrals:** The student may receive (ISS), (OSS), be removed from the class, or be considered for alternative programming.
- **Multiple Referrals in a Day:** A student receiving two disciplinary referrals within the same day will not return to classes on that day. Depending on the circumstances, the student will be assigned an in-school or out-of-school suspension.
- **Multiple Referrals in a Week:** A student accumulating a third disciplinary referral within a five school day period will not return to classes on that day. Depending on the circumstances, the student will be assigned an in-school or out-of-school suspension.

#### ***Severe Violations***

- |   |                                     |
|---|-------------------------------------|
| -Disorderly Conduct                     | -Leaving School without Permission  |
| -Extremely vulgar language              | -Weapon in School                   |
| -Fighting or Provoking a Fight          | -Use/Possession of Alcohol          |
| -Harassment                             | -Vandalism                          |
| -Use/Possession of Controlled Substance | -Severe Disrespect                  |
| -Theft                                  | -Other Miscellaneous Severe Actions |
| -Use/Possession of Tobacco              | -Academic Dishonesty                |

Severe violations will result in immediate suspension and possible expulsion with disregard to the number of previous violations. A suspension may be up to five days in length and may include a referral to the police department. A conference with the parents/guardians and principal will be scheduled prior to the student returning to school. Repeated refusal/neglect to obey school rules including an accumulation of 8 or more violations (per school year) may result in expulsion.

## **Student Detentions**

School personnel may assign a student detention when deemed appropriate as a means of discipline. This detention will be written on a designated form with copies being given to the student, office, and teacher. In following Board policy the teacher will assign the detention time to be held at least 24 hours after the detention is given. It is the responsibility of the parent/guardian and student to adhere to this detention and make arrangements for transportation as necessary.

## **Student Removal from Class**

### **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, middle 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 their 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 or 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 #5610 – School Safety – Suspension and Expulsion. 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 #5500-Student Code of Classroom Conduct and/or the Student/Parent Handbook:**

The Student Code of Conduct Policy and the Student/Parent Handbook contain 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, not limited to hitting, biting, pushing, shoving, poking, pinching, grabbing, kicking, or spitting.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, not limited to name calling, racial slurs, sexual slurs, profanity, teasing, baiting or threatening.

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

Repeated or extremely inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by another 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.

**2. 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.

### **3. 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 cases, 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 accounts 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/guardians that the student was removed from class.

Such notice may be by telephone. The parents/guardians 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 records regarding unsuccessful attempts to contact the parents/guardians in accordance with this provision.

### **4. 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. At 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 an 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.

### **5. 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 she or he 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 parents/guardians 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.

## **6. 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 their 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 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 a statement, the building administrator may, with discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents/guardians 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 their 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 the student 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 removal is pending. Such programs 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/guardians 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/guardians 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 parents/guardians or student.

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

Some different rules and considerations 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.

#### **8. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS/GUARDIANS AND STUDENTS?**

Prior to the 1999-2000 school year, a copy of this Code shall be sent to parents/guardians of enrolled students of the District. Thereafter, a copy will be provided to parents/guardians at the beginning of each year as a separate document and/or as part of the Student/Parent Handbook. In addition, this Code shall be provided to, and discussed with, students of the District early in the school year.

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.

#### **Behavior Levels (revised 11/22/22)**

Our district has established the following four levels for behavior items from Level I-IV. It is our goal to minimize classroom disruptions and instruct students on appropriate behaviors. At Level I, staff is involved with interventions to correct behaviors. If the problems persist they will move to the next level where an administrator will be involved with the student/parents/guardians. We want to maintain the educational environment of our school while also being consistent for those who choose to disrupt.



## LEVEL I - BEHAVIOR RESPONSES

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular program or approved transportation. Students may be brought in the office while these behaviors are being investigated and may not be allowed to return to class until disciplinary consequences are determined. ***All disciplinary actions are subject to administrative discretion.***

Infraction I	Staff Managed	Possible Consequences
Cheating/Lying/Forgery	Willful or deliberate use of artificial intelligence (AI) or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam. Intentionally providing false or misleading information. The making of a false or misleading written communication with the intent to deceive a staff member.	-Parent/Guardian contact and office form completion is required -Withdrawal of privileges -Classroom or after-school detention
Classroom Disruption (Brief/Minor)	Conduct or behavior that interferes with or disrupts the teaching/learning process.	-Teacher Interventions
Dress Code (1 <sup>st</sup> offense)	Non-conformity to established dress code	-Teacher Interventions
Electronic Devices (1 <sup>st</sup> offense)	Student use of communication or entertainment electronic devices is prohibited during instructional time. Administrative approval would be the only exception to this.	-Item confiscated and turned in to the office -District procedure followed
Insubordination (1 <sup>st</sup> or 2 <sup>nd</sup> offense)	Refusal or failure to comply with a direction in a school setting that minimally disrupts.	-Teacher Interventions
Minor Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond acceptable student behavior; i.e. teasing, name calling, rumors, gossip, and purposely embarrassing another person.	-Teacher Interventions for 1 <sup>st</sup> and 2 <sup>nd</sup> offense
Play Fighting/Physical Contact	Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school or co-curricular activity.	-Teacher Interventions
Profane or Obscene Language/Materials (1 <sup>st</sup> offense)	The use of either oral or written language, electronic messages, computers, gestures, objects or pictures which are disrespectful and disrupt the school environment. Severity of the offense could move this to a Level II right away.	-Teacher Interventions -See Level II if applicable
Public Display(s) of affection (1 <sup>st</sup> or 2 <sup>nd</sup> offense)	Public displays of affection such as kissing, sitting on another's lap or arms around the waist are considered inappropriate.	-Teacher Interventions
Tardiness	(After first period.) Unexcused late arrival to class. After three tardies to a class, this infraction moves to a Level II.	-Teacher Interventions -See Level II if applicable
Unprepared for Class	Student arrives to class without necessary items to be properly prepared.	-Teacher Interventions
Other	Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, co-curricular, or approved transportation.	-Teacher, Coach, Administrator interventions

### Possible Teacher Interventions:

-Meet with student, Parent/Guardian contact, lunch or after school detention

## LEVEL II - BEHAVIOR RESPONSES

Level II offenses are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from level I and acts directed against people or property that do not seriously endanger the health or safety of others. Students may be brought in the office while these behaviors are being investigated and may not be allowed to return to class until disciplinary consequences are determined. **All disciplinary actions are subject to administrative discretion.**

Infraction Level II	Administrator Managed	Consequences
Attendance Policy Violation/Truancy	Violation of the state attendance laws or school district policy regarding compulsory attendance.	-Mandatory parent/guardian contact -Possible referral to Truancy Team -District truancy policy followed
Bullying/Harassment (1st Offense)	If your child experiences bullying, talk through the steps to reporting it utilizing the reporting form located on the Deerfield website. It is located under Students & Families>Student Support>Report Harassment/Bullying. Feel free to contact the principal for assistance with this process.  Aggressive, intimidating or threatening behavior that is directed toward another person on or off school property if it adversely impacts the educational environment. This includes, but is not limited to, name calling with profanity, purposeful exclusion, slander, cyber-bullying and verbal cruelty. Any derogatory term such as gay, faggot, retard, the n-word, etc. will result in an office-issued detention for the first offense. It may include ISS or OSS depending on the severity of the term.	-Mandatory parent/guardian contact -Behavior contract -May include detention, in/out of school suspension, and possible police contact
Destruction of Property/Vandalism (under \$100)	The willful or malicious destruction of school property or others.	-Mandatory parent/guardian contact -May include detention, in/out of school suspension, and possible police contact
Dress Code (repeated offense)	Non-conformity to established dress code.	-Mandatory parent/guardian contact -Lunch detention issued
Electronic Devices (2 <sup>nd</sup> Offense)	Student use of communication or entertainment electronic devices is prohibited during instructional time. Administrative approval would be the only exception to this.	-Item confiscated and turned into the office -District procedure followed
Failure to Report to Teacher-Assigned Detention	Failure to report to assigned detention.	-Teacher contact followed by admin. contact -May include in-school suspension
Inciting Disruptions	Disruptions to the learning environment by repeating antagonistic comments or perpetuating conflict.	-Teacher contact followed by admin. contact -May include detention, in/out of school suspension, and possible police contact
Insubordination (3 <sup>rd</sup> or 4 <sup>th</sup> offense)	Refusal or failure to comply with a direction in a school setting that minimally disrupts.	-Mandatory parent/guardian contact -Lunch or after school detention issued
Minor Disrespect (3 <sup>rd</sup> or 4 <sup>th</sup> offense)	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond acceptable student behavior; i.e. teasing, name calling, rumors, gossip, and purposely embarrassing another person.	-Mandatory parent/guardian contact -Lunch or after school detention issued
Profane or Obscene Language/Materials (2 <sup>st</sup> offense)	The use of either oral or written language, electronic messages, computers, gestures, objects or pictures which are disrespectful and disrupt the school environment. Severity of the offense could move this to a Level III right away.	-Mandatory parent/guardian contact -Lunch or after school detention issued
Tardiness (4 <sup>th</sup> -6 <sup>th</sup> offense)	Unexcused late arrival to class.	-Parent/Guardian contact -Lunch detention issued
Transient Threats of Harm	Any communication which threatens malicious, destructive or bodily harm to others or one of our schools. Transient threats typically are vague, implausible, or not realistic.	-Mandatory parent/guardian contact -May include in/out of school suspension -Possible police contact
Other	Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, co-curricular, or approved transportation.	-Teacher, Coach, Administrator interventions

### Possible Consequences:

Parent/Guardian contact, Lunch or after school detention, In-school suspension, Possible Truancy Team referral, Possible Police contact, Out-of-school suspension (1-3 days) with parent/guardian student re-admit meeting (Suspensions issued by administration)

## LEVEL III - BEHAVIOR RESPONSES

Level III offenses are major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. Students may be brought in the office while these behaviors are being investigated and may not be allowed to return to class until disciplinary consequences are determined. **All disciplinary actions are subject to administrative discretion.**

Level III Infraction	Administrator Managed	Consequences
Bullying & Harassment (2 <sup>nd</sup> offense)	Aggressive, intimidating or threatening behavior that is directed toward another person on or off school property if it adversely impacts the educational environment. This includes but is not limited to name calling with profanity, purposeful exclusion, slander, cyber-bullying and verbal cruelty.	-Mandatory parent/guardian meeting -In/Out of School suspension issued -Police contacted -Re-admit meeting -Behavior contract set up
Destruction of Property/Vandalism (over \$100)	The willful or malicious destruction of school property or others.	-Mandatory parent/guardian meeting -In/Out of School suspension -Possible police contact
Disorderly Conduct	Any major act of misconduct which seriously disrupts the orderly operation of the school program.	-Mandatory parent/guardian meeting -Possible Out of School suspension depending on the severity -Re-admit meeting -Possible police contact
"F" Word or Finger Gesture	Extremely vulgar, inappropriate language/hand gesture.	-Mandatory parent/guardian meeting -One day of In School Suspension -Subsequent offenses will result in OSS
Fighting	Violent or harmful physical behavior directed toward another person that may include hitting, biting, pushing, shoving, grabbing, kicking.	-Mandatory parent/guardian meeting -Out of School Suspension -Re-admit meeting -Possible police contact
Gross Insubordination or Repeated Defiance	Willful refusal to comply with authority: exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from staff.	-Mandatory parent/guardian meeting -Out of School suspension -Re-admit meeting -Possible police contact
Profane or Obscene Language/Materials (3 <sup>rd</sup> offense)	The use of either oral or written language, electronic messages, computers, gestures, objects or pictures which are disrespectful and disrupt the school environment. Severity of the offense could move this to a Level IV right away.	-Mandatory parent/guardian meeting -Out of School suspension -Re-admit meeting will be arranged -Possible police contact
Substantive Threats of Harm	Any communication which threatens malicious, destructive or bodily harm to others or one of our schools. Substantive threats typically are more concrete, may have some planning but no preparation.	-Mandatory parent/guardian meeting -Out of School suspension -Re-admit meeting -Possible police contact
Other	Any other act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, co-curricular, or approved transportation.	-Teacher, Coach, Administrator interventions

### Possible Consequences:

Mandatory parent/guardian contact. After school detention, In-school suspension (1-5 days), Possible police contact, Possible Truancy Team referral, Out-of-school suspension (1-5 days) with parent/guardian and student re-admit meeting (Suspensions issued by administration), Temporary or permanent removal from participation in extracurricular program or activity.

## LEVEL IV - BEHAVIOR RESPONSES

**Level IV offenses are the most serious acts of misconduct. Any Level IV offense is grounds for expulsion and may begin with a 5-day out-of-school suspension with consideration for a recommendation for expulsion. Students will be brought in the office while these behaviors are being investigated and will not be allowed to return to class until disciplinary consequences are determined. All disciplinary actions are subject to administrative discretion.**

If a student commits an offense or offenses that are serious enough to warrant expulsion, parents/guardians will be referred to the School Board student expulsion procedures. Expulsion from school means being removed from school for a period of time, possibly until the age of 21. Rights and privileges of attending class and other school functions are removed by School Board action.

Level IV Infraction	Administrator Managed	Consequences
Arson (Mandatory referral to police)	Students may not intentionally or attempt to damage any school or personal property by fire or incendiary device. All fireworks, matches and lighters (incendiary devices) are included in this category.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Bomb Threats	Any communication which threatens an explosion to do malicious, destructive, or bodily harm to school system property at a school function or co-curricular activity.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Bullying (3rd Offense)	Aggressive, intimidating or threatening behavior that is directed toward another person on or off school property if it adversely impacts the educational environment. This includes but is not limited to name calling with profanity, purposeful exclusion, slander, cyber-bullying and verbal cruelty.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion -Behavior contract
Drugs/Alcohol	Students are prohibited from the use, possession or consumption of any drugs or paraphernalia. This includes prescription drugs not prescribed to the possessor or user.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
False Fire Alarms	The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire alarm.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Firearms/Weapons	The possession, use, or control of any firearm loaded or unloaded but not limited to zip, pistol, revolver, rifle, shotgun, and/or destructive devices.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Repeated Misconduct of a more serious nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, function, or co-curricular program or activity.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Substantive Threats of Harm	Any communication which threatens malicious, destructive or bodily harm to others or one of our schools. Substantive threats typically are direct, more specific and plausible.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Sexual Offenses	Any willful and/or deliberate act, behavior, or conduct intended to instill fear/humiliation in another person and or result in sexual gratification	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion
Other	Any other intentional act which significantly harms or poses a threat of serious harm to oneself or another person which is clearly beyond the bounds of acceptable student conduct.	-Mandatory parent/guardian meeting -5-day Out of School suspension -Re-admit meeting -Possible police contact -Possible expulsion

### Possible Consequences

-Mandatory Parent/Guardian contact, Mandatory police contact, Out-of-school suspension (5-10 days), Referral to alternative program/school, Referral to appropriate agency for substance abuse, and possible expulsion (Suspension issued by administration)

## **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. (3) 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.

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:

- a) Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- b) Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- c) 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 cyber bullying.)

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.

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 the 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.

#### **Use of Drug Sniffing Dogs by School Officials**

The Deerfield Board of Education has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The Board recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools, and a clear danger to the student population. To meet this challenge, and to address this danger, the Board authorizes the use of trained drug-sniffing dogs by school officials when and at such intervals deemed appropriate, in the discretion of the District Administrator or his/her designee.

Use of drug-sniffing dogs shall be approved and overseen by the District Administrator or his/her designee. Under normal circumstances, the use of the dogs shall be limited to sniffing students' lockers, possessions (such as backpacks or jackets, when removed) or cars in the parking lots of the school. In the event the District Administrator or his/her designee determines that circumstances warrant drug-sniffing dogs may be used in the school to sniff students, providing that the dogs shall not physically put their noses on the students.

The District Administrator or designee shall make arrangements to obtain the services of drug-sniffing dogs. Any drug-sniffing dogs utilized under this policy shall be determined and warranted by their handlers/trainers to be suitably trained to detect illegal drugs by scent. Dogs shall be used sniffing drugs only under the supervision, and at the behest, of the District Administrator or his/her designee. In particular, use of the drug-sniffing dogs under this policy shall not be made at the behest of, or under the control of, individuals acting in the capacity of police officers. Use of drug-sniffing dogs is not intended to constitute a police search.

#### **Middle School Student Use of Wireless Communication and Electronic Devices**

Student possession of cellular telephones and communication devices is permitted in school buildings. Cell phones and communication devices **must be turned off and stored in the locker**. Cell phones and communication devices should not be used for any purpose during the normal school hours established by the school board or functions including instructional time, passing periods, study halls, or field trips. Cell phones and communication devices are not allowed and must be turned off and put away at all times in areas where there is an expectation of privacy including locker rooms and bathrooms.

#### **High School Student Use of Wireless Communication and Electronic Devices**

Deerfield High School has been 1:1 with Chromebooks for several years. Since cell phones and other personal electronic devices are no longer needed as a tool for the classroom, cell phones, AirPods, headphones, smart watches and any other personal electronic devices are **no longer allowed to be in possession of the student during instructional periods** and are expected to remain in the student's locker or classroom phone caddy. Students not wishing to use a phone caddy due to fear of damage, misplacement, etc. should keep their cell phone in their locker during instructional time.

Students are not allowed to use their cell phone and other personal electronic devices during instructional time, regardless of their location. If a staff member observes a student with a personal electronic device in class, in the hallway, in the locker area, or anywhere else in the school or school grounds during instructional time the device will be taken away. Instructional time is defined as those times when classes are in session, per our bell schedules, whether or not a student is physically in class. Additionally, the main office, without the express permission of school staff present, is a cell phone free zone at all times when school is in session.

Students are allowed to use their cell phones and other personal electronic devices during passing time, morning break, lunch, before and after school, and with prior permission from the principal if a staff member requests the need for an electronic device for learning. Per Board Policy 5136 and Wisconsin Statue #175.22, the use of personal electronic devices is prohibited in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students who have cell phones or other personal electronic devices in the classroom or use cell phones or other personal electronic devices inappropriately will have them confiscated as outlined below. Refusal to turn over an electronic device is classified as insubordination and may result in an in-school suspension in addition to the development of a personal electronic device free school plan. The phone in the office will be available for students to contact their parents/guardians. Parents/Guardians who need to get ahold of their child during the instructional day can do so by contacting the high school office.

Staff have been asked to confiscate a personal electronic device when it is being used at an inappropriate time, is being used inappropriately, or when it is causing a disruption to the student or other students during appropriate use times.

Violations of the above conditions are subject to the following progressive discipline plan (for repeat offenses, initial steps may be skipped as warranted):

1. **First offense** – Device is taken and placed in the office, returned to the student at the end of the school day. Parent/Guardian contact and documentation is made by office staff.
2. **Second offense** – Device is taken and placed in the office, returned to the student at the end of the school day. For the next **three (3)** consecutive school days, the device must be turned in to the office at the start of the school day or kept at home. If turned in to the office, the device will be returned to the student at the end of each school day. Parent/Guardian contact and documentation is made by office staff.
3. **Third offense** - Device is taken and placed in the office and returned to a Parent/Guardian. For the next **five (5)** consecutive school days, the device must be turned in to the office at the start of the school day or kept at home. If turned in to the office, the device will be returned to the student at the end of each school day. This offense is documented at the office level.
4. **Repeated offenses will result in further administrative action including but not limited to an extended personal electronic device free plan.**

If the device belongs to someone other than the offending student, the device return procedures will apply to returning the device to the owner. Both involved students will receive an offense as listed above.

Any refusal to comply with a staff member's directions as related to these steps will immediately initiate confiscation of personal electronic devices, an in-school suspension, and the development of a school personal electronic device free plan.

Approved revision of handbook language by DCSD School Board December 19, 2022

### **Locker Searches**

School lockers are the property of the Deerfield Community School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspection of lockers may be conducted by the superintendent, assistant superintendent, principal, assistant 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. See Board Policy 5771 - Search and Seizure.

### **Surveillance**

Cameras are placed in public areas such as entrances, hallways, commons, parking lots, and exteriors of buildings to maintain safety, minimize theft and vandalism, and enforce district policies and rules. These cameras are not continuously monitored, and only authorized individuals may review recordings.

### **Livestream, Video Recording, Photography**

Please note that when you enter Deerfield Schools property or attend a Deerfield School meeting, event or program, you enter an area where photography, audio, and/or video recording may occur. Deerfield Community Schools uses security cameras throughout the buildings and grounds and contracts with WDEE, our local cable TV service, to live stream, record and archive school events.

### **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 individually 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.

### **Student 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.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Non-Discrimination on the Basis of Sex in Education Programs or Activities, which is available at: **deerfield.k12.wi.us**. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond. For more information or to file a complaint, contact Karen Frey, **freyk@deerfield.k12.wi.us**, 608-764-5431, Deerfield Community Schools, 300 Simonson Boulevard, Deerfield, WI 53531.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.



### **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, possible detention, and/or loss of privileges.

### **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 use of a camera, video recorder, or other recording device in the locker room requires their 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.

### **Vehicle Parking and Driving Regulations**

Driving and parking on school property are privileges granted by the Deerfield Board of Education to students, employees, and other persons who have reasons to be in the schools or on the school property. Parking permits will be issued to students at a cost of \$25.00 per year or \$12.50 for one semester (after 2<sup>nd</sup> semester start date) and must be **CLEARLY** displayed in vehicles. Students must provide a valid license number and vehicle information to obtain a parking permit. **A new permit must be obtained each year.**

In order to ensure the safety of all persons in and around the parking lot, drivers must constantly be aware of pedestrians, buses, and other cars. Traffic patterns and signs must be followed when either arriving at or leaving the parking lot. The condition of the parking lot must also be a part of a responsible driver's decisions. At no time should any vehicle be driven or parked on the grass.

If a student drives/behaves in a manner that puts the safety of others in danger, they will be subject to any of the following, depending on severity: verbal warning, short term loss of parking privileges (1 week), long term loss of parking privileges (1 month up to remainder of the year), police contact resulting in possible traffic charges.

Should the student who has lost his/her parking privilege bring their car into the lot during the revocation period, the car will be towed and the charges will be the responsibility of the student/parent/guardian.

Adults who drive irresponsibly in the parking lot may lose parking privileges and may be referred to the Deerfield Police Department for possible traffic charges.

### **School Bus Transportation**

The Deerfield Community School District follows the policy established by the Department of Public Instruction which states in part, "parents/guardians 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.

Due to the concern for the safe transport of all children, all students using school provided transportation must observe the following behavioral rules:

1. Students will follow the directives 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 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 material will not be ignited on the bus.
8. Throwing of any object on the bus is not permitted.
9. Behavior that is potentially hazardous to the occupants of the bus will not be tolerated.

Students who fail to obey the transportation behavioral rules, may result in loss of ridership privileges. The Board authorizes the District Administrator to install and operate video and audio surveillance on District buses to enhance student safety and well-being.

### **Elector Registration Information**

Pursuant to Wisconsin Statutes 6.28, students and staff may register to vote on any day that classes are regularly held at Deerfield High School. Elector registration forms are available in the high school office. Except as otherwise provided by law, a person is considered eligible to vote if he/she:

1. Is a United States citizen;
2. Is 18 years of age or older; and
3. Has resided in an election district or ward for 10 days before any election where the citizen offers to vote.

Elector registration forms that are turned into the high school office shall be forwarded to the appropriate municipal clerk in accordance with state law. The voter registration form of each high school student who is qualified and will be eligible to vote at the next election will be filed in such a way that when the student attains the age of 18 the student is automatically registered to vote. A notice of elector registration information is published annually in staff and student handbooks.

### **Graduation Requirements**

Students graduating from Deerfield High School are required to successfully complete 28 credits of coursework. The following is a description of the graduation requirements.

<b><u>Core Curriculum Requirements</u></b>	<b><u>Credits Required</u></b>
English	4
Mathematics	3
Social Studies	3
Science	3
Physical Education	1 ½
Health Education	½
College & Career Readiness	½
Computer Science	½
Personal Financial Literacy	½

### **Fine Arts**

Tech Ed., Art, F.A.C.E (Family and Consumer Education), Business Ed., Foreign Language, Music	4
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### **Electives**

May be selected in any combination from any curricular area.	7 ½
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All students are expected to enroll in a full class schedule, without study periods. This would mean each student could receive 4 credits per semester. Exceptions to the full schedule can only be made with parent/guardian(s) and high school principal's approval.

### **Other Requirements**

Each student is required to do a Step It Up project during his/her senior year. See district website for details: [deerfield.k12.wi.us>Schools>Deerfield High School>Students>General>Class of \\_\\_\\_\\_>Senior Step It Up](http://deerfield.k12.wi.us/Schools/Deerfield_High_School/Students/General/Class_of____/Senior_Step_It_Up)

Students must take and successfully complete the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. A student with a disability for whom an individualized education program (IEP) is in effect must also take the civics test; however, his/her graduation shall not be conditioned on the successful completion of the test.