

The Deerfield High School strives 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, 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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DHS Teacher/Staff e-mail and voice mail

The Deerfield High School Phone Number is (608) 764-5431. If calling before or after hours, you can leave a voice message with a teacher that identifies the best time and method to contact you.

Name	Position	e-mail	voice mail
Apold, Robin	Choral Music	apoldr@deerfield.k12.wi.us	2102
Bazan, Angie	Social Studies	bazana@deerfield.k12.wi.us	1109
Moore, Barbara	Speech Therapist	mooreb@deerfield.k12.wi.us	1104
Bendall, Barb	School Nurse	bendallb@deerfield.k12.wi.us	1147
Bushman, Joanne	Secretary	bushmanj@deerfield.k12.wi.us	3174
Callahan, Barb	Pupil Services Director	callahanb@deerfield.k12.wi.us	3171
Chamberlain, Lindsey	Art	chamberlainl@deerfield.k12.wi.us	1129
Charles, Christina	HS Science	charlesc@deerfield.k12.wi.us	1112
Clark, Kevin	Math	clarkk@deerfield.k12.wi.us	1114
Davey, Tom	Physical Ed.	daveyt@deerfield.k12.wi.us	3118
Demerath, Kelly	Alt. Ed. Coord.- LEAPP/ARISE	demerathk@deerfield.k12.wi.us	2100
Ezell, Christian	English	ezellc@deerfield.k12.wi.us	1122
Feitz, Steve	Tech. Ed.	feitzs@deerfield.k12.wi.us	1133
Frey, Karen	Special Ed.	freyk@deerfield.k12.wi.us	4118
George, Tammy	Family/Cons. Ed.	georgette@deerfield.k12.wi.us	2117
Gloede, Stacey	Special Ed.	gloedes@deerfield.k12.wi.us	1102
Griffin, Scott	Special Ed.	griffins@deerfield.k12.wi.us	1100
Hill, Melissa	English/TAG Coord/STW Coord.	hillm@deerfield.k12.wi.us	3110
Jensen, Michelle	Superintendent	jensenm@deerfield.k12.wi.us	3172
Johnsrud, Brad	7-12 Principal	johnsrudb@deerfield.k12.wi.us	3173
Klein, Pam	Physical Ed./Health	kleinp@deerfield.k12.wi.us	3124
Kohlwey, Deb	English	kohlweyd@deerfield.k12.wi.us	1118
Krebs, Sue	IMC Aide	krebss@deerfield.k12.wi.us	1119
Kohlwey, Deb	English	kohlweyd@deerfield.k12.wi.us	1118
Landis, Mark	Guidance Counselor	landism@deerfield.k12.wi.us	1145
Lannan, Dan	Special Ed.	lannand@deerfield.k12.wi.us	1104
Petersen, Ryan	Instrumental Music	petesenr@deerfield.k12.wi.us	2114
Poirier, Molly	District Secretary	poirierm@deerfield.k12.wi.us	3163
Polzin, John	Math/Athletic Dir.	polzinj@deerfield.k12.wi.us	1106
Regan, Cindy	Special Ed. Aide	reganc@deerfield.k12.wi.us	1100
Rusch, Kathy	School Psychologist	ruschk@deerfield.k12.wi.us	1143
Smreck, Jeff	Bldg and Grds Super.	smreckj@deerfield.k12.wi.us	3178
Schultz, Jennifer	Spanish	schultzj@deerfield.k12.wi.us	1107
Thuecks, Suzanne	Science	thueckss@deerfield.k12.wi.us	1108
Weidensee, Marty	Business Education	weidenseem@deerfield.k12.wi.us	1142
Weisbrod, Tara	Social Studies	weisbrodt@deerfield.k12.wi.us	1111
Wentland, Delores	Guidance Secretary	wentlandd@deerfield.k12.wi.us	1148
Wichlacz, Gerry	Computer Ed.	wichlaczg@deerfield.k12.wi.us	1139
Wohlers, Kirsten	Math	wohlersk@deerfield.k12.wi.us	1116

School Calendar

Page 1

See district website for current
calendar

School Calendar

Page 2

See district website for current
calendar

HS/MS Daily Bell Schedule

See district website for actual
bell schedule

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.

Deerfield High School Events

You can track most DHS events on-line at www.highschoolsports.net saving the page as a bookmark/favorite once you have selected Deerfield High School. Directions to most schools can be found at www.powerweb.net.

Proposed Student Fee Schedule (fees are subject to change)

General Fees	\$25 required of all students
High School Activity Fee	\$20 per non-athletic extracurricular activity w/\$100 max \$50 per athletic extracurricular activity w/\$100 max.
Student Parking Fee	\$25 per parking permit per year \$12.50 per permit per semester
Home Athletic Events	\$3 Payable at each contest
Athletic Season Pass	\$30 Good for home events only and cannot be used for WIAA tournament competition.
Class Dues	Vary from class to class
Field Trip/Class Projects	Vary depending on class and trip
Music Instrument Rental	\$25 per semester - \$50 per year

School Lunch

Hot lunch is available to high school students at a cost of \$2.25 per hot lunch. Students may purchase items in the ala Carte serving line which may total more than \$2.25. Parents pay into their student's lunch account maintaining a positive balance. Student ID cards and/or ID numbers identify accounts debiting the appropriate amount of money.

Lunch information was provided in the Back-To-School mailing in August.

Daily Schedule

The middle/high school doors open at 7:30 am daily. Please note **that students arriving before 7:30 am are not provided with supervision.** The student day for middle school and high school students is 7:47 am-3:00 pm. For a daily, weekly or monthly schedule of events, parents can log on to www.highschoolsports.net.

School Closings

An announcement will be made on the following radio and television stations:

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

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

Office Hours

Middle/High school office hours are from **7:00 am to 3:30 pm**. Conferences and other school related meetings could be scheduled with school staff at other times if necessary. The district has a voice mail system that allows parents to leave messages in teacher mailboxes or report absences if the office is closed and is listed in this handbook.

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), students are encouraged and expected to bring in medical or professional appointment cards whenever services are rendered. Absences that are verified with a professional appointment card are exempt from the 10 allowable days of 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 764-5431 before 9:00 am**; otherwise we will contact parents at home or work. **Parents 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 stating the reason for the absence is required.** This note should include your name, the date(s) absent, and the reason for the absence. The secretary will issue you a re-admit slip to class. **Failure to send a written excuse 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 an **habitual truant** if he/she is "absent from school without an acceptable excuse for either of the following: part of **five or more days 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, he/she 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 missed work for excused absences. Teachers are required to help students with excused absence assignments. Two days of make-up time will be allowed for the first day of any excused absence. In cases of multiple day excused absences, one additional day will be added for each absent day following the first day. Long absences may result in having this time requirement adjusted upon review by the principal. **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 work missed due to unexcused absences. Teachers may not deny students the right to take unit and/or semester exams missed due to unexcused absences, but they do not have to assist in the student's preparation.

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 an office detention. A parent 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 first hour/block is handled directly by the teacher. **Students participating in or attending any after school activity must be in attendance by 9:30am on the day of the activity.**

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 signed by all of your teachers. It is **your responsibility** to make up the schoolwork missed, 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 appointment time. When returning to class, you must present an admit slip to enter the class. 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

Students participating in or attending **any** after school activity must be in attendance by 9:30am on the day of the activity. (*See Extra-Curricular Code Handbook for complete information.*)

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. Students are permitted to use the pay phone in the entryway for necessary personal calls before and after school only, unless otherwise noted on a pass from a teacher or administrator.

Visitors/ Parents

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

Students wishing to bring a friend/guest to school must arrange the visit with the administration at least **one day prior** to the visit. When you wish to bring a guest, you must bring a note from your guest's parents and one from your parents stating that they give permission for the guest to spend the day with you. Teachers have the right to refuse to allow your guest in their classroom.

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.

Medication at School

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

Non-prescription Medication

- Turn into the school's main office the Medication Administration form completed and signed by parents authorizing school staff to administer medication.
- Medication must be in the original container (no envelopes or baggies will be accepted).
- Dose of medication cannot exceed the manufacturer's recommended dosage, otherwise a physician's signature will also be needed.
- All students grades K-6 are required to keep non-prescription medication in the school's main office. School staff will administer as prescribed.
- Students in grades 7-12 may self-administer non-prescription medication if indicated by parents that the student is reliable to do so.

Prescription Medication

- Turn into the school's main office the Medication Administration form completed and signed **by both parent/guardian and physician/dentist** authorizing school staff to give medication.
- Medication must be in a labeled bottle containing the name and number of the pharmacy, student's name, name of physician/dentist, name of drug and dosage to given.
- All students grades K-6 are required to keep prescription medication in the school's main office.
- Reliable 7-12 grade students may assume responsibility for taking their own prescription medication with the written approval of the student's parent/guardian and physician.
- Please note that no student, grades K-12 will be allowed to self-administer any prescribed controlled substance while at school. Examples would be Ritalin, Tylenol #3 etc. These medications will need to be kept in the school's main office and dispensed by school staff as prescribed. Students may not share their prescription medication with other students.

- If there is a change/discontinuation in a prescription medication, parents must have written direction from the physician.

Emergency Medications

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

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

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

Immunization Requirements

- 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 1 Varicella vaccine or evidence of the disease. If your child isn't immunized, the state requires school to not allow your child into school by the 30th day of school year until they have their vaccinations up to date or you may sign a waiver (for personal, religious or medical reasons) located on your child's immunization sheet. Immunization sheets are located in the school office.
- At ages 14-16 a booster shot for Tetanus and Diphtheria (TD) is needed. Remember your child's last TD vaccine was upon starting kindergarten. Every ten years an individual should get a TD vaccine booster.
- 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 Dane or Madison at 608-242-6520 or 608-246-4516.

School Health Services

- Parents are to complete the Student Annual Health Update on the Enrollment form at the beginning of each school year and turn into the school's main office. Indicate on the Student Health Update any medical/health conditions that your child has that you want the school staff to be aware of. Parents/guardians are encouraged to call the school nurse with any student health changes that may occur during the school year.
- Health counseling is available by the school nurse and may be requested by parents, students or staff.
- Regular school attendance is encouraged for optimal school success. However if your child has a rash, fever, a significant cold with a hacking cough, vomiting or diarrhea, you are asked to keep them home from school and call your health care provider. In the event that your child is diagnosed with a communicable disease, please notify the school immediately.
- All injuries on school grounds must be reported immediately to the teacher in charge. In the event of a serious injury or illness, the building Medical Emergency Response Team is summoned. For minor first aid, the student should report to the office for assistance.
- If your child becomes ill or seriously injured at school, school personnel will try to notify parents/guardians by phone. In the event that parents/guardians cannot be reached by phone, the emergency contact listed by parents will be called. It is the parents/guardians responsibility to make arrangements to pick up the students. Students are not to leave school during the day

without permission confirmed by the office staff. If you have questions regarding medication administration at school, immunization requirements or school health services, please contact Barb Bendall, District Nurse, at the main office at your child's school.

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 permission form** to the school. Parents 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.

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. **Schedules can be changed ONLY during the first three days of a new class.**

The master schedule and teacher classes for the school year are designed on the classes students decide upon the prior year. 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.

Both parent/guardian(s) and teacher signatures must be on any ADD/DROP forms for classes.

Beverage Consumption

Students are not permitted to drink beverages anywhere in the hallways or classrooms during the school day unless given permission by a teacher. Open beverages carried in the hallways or stored in the lockers will be confiscated and disposed of. Students bringing beverages to school for consumption during the ten-minute breaks or for lunch in the cafeteria are to put the beverages in their lockers immediately and take them out only at those designated times.

Ten Minute Break Snacks

Students are encouraged to bring healthy snacks to be eaten during the ten minute passing times. Healthy snacks are sold during break.

Lunch Time

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

In order to keep the cafeteria clean, students are expected to observe the following rules:

- ✓ Deposit empty milk cartons, food waste, and other refuse in the proper waste containers. Return trays, dishes, and silverware to the receiving window.
- ✓ Keep tables, chairs, and the floor clean.
- ✓ Put chairs back after you eat.
- ✓ Clean up food you drop or spill.

Grading System

Report cards are issued to students each nine-week period or four times per school year. The report cards will be mailed to parents after each quarter. Parent/Teacher conferences will be held prior to the end of each quarter.

The seven 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 two weeks 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

Skyward Family Access

Deerfield MS/HS provides parents 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. The gradebook portion of Family Access is utilized by teachers at Deerfield Middle/High School. This component allows parents to access their student's individual class grades and track their progress on a daily basis. The software provides a direct email links to each of the student's teachers using the gradebook program. When viewing student grades parents 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 to arrange a time when parents/legal guardians can review the records which the 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 having access to all information unless one parent has the legal documentations to restrict the other parent's access to information.

Academic Awards

Student academic awards and the corresponding criteria for each award are listed each year in the course description/registration handbook. A complete listing of awards and criteria can be obtained by contacting the guidance office.

DEERFIELD HIGH SCHOOL NATIONAL HONOR SOCIETY

The 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.

Selection for National Honor Society is based on the following criteria:

1. You must have a cumulative GPA of 3.5 or greater to be eligible for selection.
2. All Sophomores, Juniors and Seniors who have a GPA of 3.5 or better will be invited to apply in the spring of each school year. Sophomores will be admitted on a probationary basis for the first year.
3. Once invited to apply, a student must neatly type and return a student information form. Forms must be returned to an advisor by the deadline to be considered for selection.

4. Students who wish to apply will be required to write an essay explaining how they have demonstrated service, leadership and character to their community. Students will have 30 minutes in which to write their essays, and the essay must be written in one of the scheduled time periods that will be published in advance.
5. Students who wish to apply will need to submit one letter of reference from someone *outside of the school* in which that person can cite examples of the student's ability to demonstrate service, leadership and character.
6. Each student who is eligible for selection will be rated by all staff members on a 4 point scale in the areas of service, leadership and character. Teachers will rate students based on their personal knowledge of these characteristics in the classroom, during school activities, passing times, etc.
7. Once all application materials have been received, the faculty council, principal, and the NHS advisors will meet and will determine if the student meets the purpose and goals of the National Honor Society.
8. This selection committee will then vote on each applicant after reviewing all of the materials submitted, as well as teacher ratings. A majority vote is required to elect a member to the National Honor Society.
9. Students who do not meet the high standards of NHS membership may be eligible to re-apply again the following year if they still meet the GPA requirement.
10. Those students who have been invited to join the National Honor Society will be inducted in a ceremony in May of each school year.
11. Once inducted into the National Honor Society, students must continue to uphold the standards of National Honor Society including, but not limited to, demonstrating service, character, leadership and a minimum 3.5 cumulative GPA
12. If a student, at any time, is deemed by the selection committee to not be upholding the academic and moral standards of the National Honor Society, the committee may vote to revoke that student's membership.
13. Members in good standing at commencement time will be presented with a gold honor cord to be worn at graduation.

Membership in the National Honor Society is based on the following characteristics:

Leadership:

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises positive influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Is a leader in the classroom, at work, or in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.

Service:

The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Participates in some outside activity; Girl/Boy Scouts, religious groups, volunteer services for the elderly, poor or disadvantaged.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Represents the class or school in inter-class and inter-scholastic competition.
- Serves committee and staff work uncomplainingly.

- Courteously assists visitors, teachers and students.
- Mentors persons in the community or students at other schools.

Character:

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality.
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations, concurring property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

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 – Barb Callahan, Special Education Director

Gifted and Talented – Melissa Hill, TAG Coordinator

Alternative Education-LEAPP/ARISE – Kelly Demerath

Guidance – Mark Landis, Counselor

School Psychologist – Kathy Rusch

School Nurse – Barb Bendall

Alcohol and Drug Coordinator – Jacque Schuh

Student Conduct

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

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

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

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

DEERFIELD SCHOOL DISTRICT BEHAVIOR STANDARDS

1. STUDENTS WILL NOT VERBALLY, OR PHYSICALLY, HARASS OTHERS BASED ON SEX, RACE, RELIGION, NATIONAL ORIGIN, ANCESTRY, CREED, PREGNANCY, MARITAL OR PARENTAL STATUS, SEXUAL ORIENTATION, OR PHYSICAL, MENTAL, EMOTIONAL, OR LEARNING DISABILITY OR HANDICAP. *THE ADDITION OF “PHYSICAL APPEARANCE” WILL BE BROUGHT TO THE FULL BOARD IN SEPTEMBER 2010.* *(In-school suspensions will be given for discriminatory slurs made in regard to another’s ethnic background or sexual orientation. For other harassment, teacher will intervene, may designate loss of privileges, may assign detention, and may refer student to office. If judged serious by the teacher, principal will be notified, consequences for sexual harassment will include involvement of gender equity coordinator.)*
2. STUDENTS WILL NOT BEHAVE IN A DISRESPECTFUL OR DEFIANT MANNER. THIS RULE WILL HOLD DOUBLE CONSEQUENCES IN REGARDS TO BEHAVIOR WITH SUBSTITUTE TEACHERS. *(Teacher will intervene, may designate loss of privileges, may assign detention, and may refer student to office. Automatic in-school suspensions will be issued to students when noncompliance involves a substitute teacher.)*
3. STUDENTS WILL NOT ENGAGE IN VIOLENT OR HARMFUL PHYSICAL BEHAVIOR SUCH AS HITTING, BITING, PUSHING, SHOVING, POKING, PINCHING, GRABBING, KICKING OR SPITTING. *(Teacher will intervene, refers student to office. Suspension will be issued, law enforcement may be notified in some circumstances.)*
4. STUDENTS WILL NOT USE PROFANITY IN THE SCHOOL ENVIRONMENT. *(There is an automatic in-school suspension for use of the f-word or finger gesture. For other profanity, teacher intervenes, may designate loss of privileges, may assign detention, and may refer student to office for suspension when the teacher judges the situation to be excessive or habitual.)*
5. STUDENTS WILL NOT WILLFULLY DAMAGE, DEFACE, DESTROY, OR DISMANTLE SCHOOL OR PERSONAL PROPERTY. *(Teacher will intervene, may designate loss of privileges, may assign detention, will refer student to office for occurrences judged serious by the teacher.)*
6. STUDENTS WILL NOT STEAL SCHOOL OR PERSONAL PROPERTY. *(Teacher will intervene, refers student to office. Detention or suspension will be assigned, loss of privileges will occur, restitution required, possible referral to law enforcement.)*
7. STUDENTS WILL NOT ENDANGER OTHERS, BY POSSESSION AND/OR DISTRIBUTION OF WEAPONS, OR UNLAWFULLY ENGAGING IN BOMB THREATS AND FALSE FIRE ALARMS. *(Teacher will immediately contact principal or office. Items in question will be confiscated. Consequences may include suspension, loss of privileges, plus referral to law enforcement, plus expulsion as determined by Wisconsin Statute.)*
8. STUDENTS WILL NOT POSSESS AND/OR DISTRIBUTE ALCOHOL, TOBACCO, 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. *(Teacher will immediately contact principal or office. Items in question will be confiscated. Consequences may include suspension, loss of privileges, plus referral to law enforcement, plus expulsion as determined by Wisconsin Statute.)*
9. STUDENTS WILL NOT CARRY OR HAVE IN THEIR POSSESSION PAGERS OR ANY OTHER TWO-WAY COMMUNICATION DEVICES, DURING THE SCHOOL DAY. CELLULAR PHONES MUST BE TURNED OFF AND PLACED IN THEIR LOCKERS DURING THE SCHOOL DAY. *(Items will be confiscated by or contact principal for confiscation. Parents will be contacted and reminded of rule. Repeat infraction will result in detention, possible suspension.)*

10. STUDENTS WILL NOT WEAR CLOTHING THAT DISPLAYS PICTURES, WRITING, OR ADVERTISING THAT REFERS TO ALCOHOLIC BEVERAGES, TAVERNS, TOBACCO, DRUGS, NUDITY, PROFANITY/OFFENSIVE, OR SEXUALLY SUGGESTIVE MESSAGES. STUDENTS ARE NOT ALLOWED TO WEAR HATS, BANDANAS, OR OTHER HEAD COVERING ANYWHERE IN THE SCHOOL BUILDINGS DURING THE SCHOOL DAY. STUDENTS WILL NOT DRESS OR GROOM IN A MANNER THAT PRESENTS A DANGER, HEALTH, SAFETY CONCERNS OR INTERFERES WITH WORK OR CREATES CLASSROOM DISORDER. IN ADDITION, THE FOLLOWING ARE SPECIFIC CLOTHING EXPECTATIONS:

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

(Students not complying with the dress code will be expected to change their clothing. The school will keep T-Shirts on hand to loan to students as needed. Repeated violation will result in additional consequences).

11. STUDENTS WILL NOT BE INVOLVED IN ANY TYPE OF CHEATING TO BENEFIT THEMSELVES OR OTHERS. *(Teacher intervenes, may designate loss of privileges, may assign detention, and may refer student to office.)*

12. STUDENTS WILL NOT CAUSE DISRUPTION AND/OR INTIMIDATION BY GANG OR GROUP SYMBOLS OR GESTURES, GANG OR GROUP POSTURING TO PROVOKE ALTERCATIONS OR CONFRONTATIONS. *(Teacher intervenes, may designate loss of privileges, may assign detention, and may refer student to office. If judged serious by teacher, principal will be notified.)*

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. The purpose of a suspension is to place the responsibility for the student's action in the hands of the parents since the student's problem resulted from an inability to accept the normal mode of control expected of students. Suspension is never considered as a convenient means of punishing a student or denying the student the right to an education, but only as a corrective tool.

General Violations

- | | |
|----------------------------------|-------------------------------|
| -Disrupting Class | -Inappropriate Behavior |
| -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 for misbehavior will receive a disciplinary referral 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. A copy of the staff referral will be sent to the parent/guardian, and a copy 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 principal; a parent 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 in 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 in an in-school or out-of-school suspension.

Severe Violations

- | | |
|---|-------------------------------------|
| -Disorderly Conduct | -Leaving School without Permission |
| -Swearing | -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 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 and student to adhere to this detention and make arrangements for transportation as necessary.

Classroom Code of Conduct

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers must use their training, experience and authority to create schools and classes where effective learning is

possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

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

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

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

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

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

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

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

A student may be removed from class for conduct or behavior which **(a) violates the District’s policies regarding suspension 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 JCD and JGE. 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 the Board Policy JFC and the Student Conduct Policy/ Handbook:**

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

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

Notwithstanding any inconsistent or contrary provisions in the District’s policies regarding suspension and expulsion, or in the Student Conduct Policy/ Handbook for the purposes of this Code the following

behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

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

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

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

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

Throwing any object.

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

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

Loud, obnoxious or outrageous behavior.

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

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

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

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

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

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

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

1. WHO MAY REMOVE A STUDENT FROM CLASS?

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

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

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

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

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

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's 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 that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

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

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the designated removal area. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. Students may be required to do work of an academic nature, or work may be related to the student's misconduct (i.e. writing an apology or account of the situation) while in the short-term removal area. In no event should students' time in the removal area be recreation or other free time.

4. HOW LONG SHALL A SHORT TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which 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 parent and counselor. There may be the need for return to be delayed until an agreed upon behavioral plan can be established. The student will be allowed to make up any work missed.

5. WHAT ARE THE PROCEDURES FOR LONG TERM REMOVAL?

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

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

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

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

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

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

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting, the

building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

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

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

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

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

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

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

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.

Bullying

The Deerfield School District is committed to creating a safe, caring, and respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students by anyone. Bullying of students occurring in the schools is prohibited by law and will not be tolerated by the Deerfield School District. Bullying consists of deliberately hurtful behavior. Bullying is aggressive, intentional or deliberately hostile behavior by a student(s) toward another student(s). It can take many forms and can occur in any setting. Bullying can include, but is not limited to, intimidation such as name calling or threatening: social alienation such as shunning or spreading rumors: written notes, phone calls or electronic messages that are offensive, hurtful, annoying or worrying: or physical aggression such as assaults on a student or attacks to a student's property. 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. The Deerfield School District takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. Where it is determined that inappropriate conduct occurred, the District will act promptly to eliminate the conduct and will impose corrective action as necessary. Any actions by a student that affect school climate will be reported to the parents and law enforcement.

The complete policy regarding Bullying can be obtained in the District office.

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.

Senior Privileges

Seniors not scheduled for an academic or elective class for one period or block within each quarter are eligible for senior schedule privileges after an initial 3 week progress report check, providing the student has no attendance or discipline issues and maintained grades with no Ds or Fs. In addition, parents must approve by signing this page as a permission 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 free 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 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.

The 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 so 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.

Use of Cellular Telephones and Communication Devices

Student possession of cellular telephones and communication devices are permitted in school buildings. Cellular telephones and communication devices **must be turned off and stored in the locker**. Cellular telephones 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. Cellular telephones 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.

The following administrative guidelines have been adopted for the purpose of enforcing Deerfield School District's "Use of Cellular Telephones and Communication Devices" policy.

1st Offense = Phone taken, parent notification letter given to student, phone returned to STUDENT at the **end** of the day. SIGNED parent notification is returned to the office the following day.

2nd Offense = Phone taken, phone returned to PARENTS at the **end** of the day and parent notification letter signed upon phone pick-up.

3rd and subsequent Offenses = Phone taken, detention assigned, phone returned to PARENTS at a meeting with the principal AFTER detention is served. Repeated offenses will result in further administrative action.

If the phone belongs to someone other than the offending student, the phone return procedures will apply to returning the phone to that student.

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.

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.

Public Displays of Affection

Public displays of affection such as handholding, 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 at a cost of \$25.00 per year or \$12.50 for one semester (after 2nd 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. New permits 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. These include the no parking regulations, the one-way signs, the speed limit sign, etc. 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 in a manner that puts the safety of others in danger, the following steps will apply. Depending on the severity of the offense, one or more of the following may apply:

1. The building administrator will give the student a verbal warning.
2. The student will lose the privilege of parking his/her car in the parking lot for five school days. A letter will be sent home.
3. The student will lose the privilege of parking his/her car in the high school lot for one month. A letter will be sent home with a copy going to the district administrator.
4. The student will lose the privilege of parking his/her car in the lot for three months. A letter will be sent home with copies going to the district administrator and the Board of Education.

5. Further infractions will be referred to the police for possible traffic charges.
6. 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.

Adults who drive irresponsibly in the parking lot any 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 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, will be subjected to the districts Corrective Measures Guidelines along with possible loss of ridership privileges.

Graduation Requirements

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

<u>Core Curriculum Requirements</u>	<u>Credits Required</u>
Language Arts	4
Social Science	3
Mathematics	3
Computer Science	½ credit
Science	2
Physical Education	1 ½
Health/Life Skills	1 credit

Fine Arts Area

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

Electives

May be selected in any combination from any curricular area. 9

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.

In accordance with s.s.118.30, beginning September 1, 2003, the District has established the following additional criteria that students must meet in order to receive a diploma from Deerfield High School:

Portfolio Requirements

Beginning with the Class of 2007, students will be expected to participate in school-sponsored activities that are designed to assist with building the portfolio. Portfolio requirements are listed on the district website.

In addition to completing the portfolio, the student must schedule and complete an exit interview with a Deerfield High School exit interview team. Students will be given clear directions and suggestions regarding what the interviewing team will be looking for during the interview. Upon completion of the interview, the student will receive a verbal and written evaluation sheet.

During the spring of their senior year seniors will have their portfolio evaluated by an "exit portfolio team." A written evaluation form generated by the exit portfolio team will identify both the strengths and weaknesses of the portfolio. At that time, students will be made aware of any portfolio deficiencies affecting graduation. Portfolios will be returned to students no later than May 1st. During the month of May, students will be expected to correct stated deficiencies and return them for re-evaluation. All deficiencies must be corrected five days prior to the set graduation date.

Upon successfully meeting the portfolio requirements and participating in the exit interview, the student will have met the "portfolio project" graduation requirement. A student transferring into Deerfield High School will be supplied with a written explanation as to the degree in which they will be held responsible for this requirement. The written explanation will be given to the student, mailed to the parent(s), and placed in the student accumulative file. The degree of responsibility will be relative to the time of transfer.

Extracurricular Opportunities for DHS Students

Academic Decathlon – Students practice and compete in subject areas based on academic ability (A-level, B-level, C-level) held September through March. Contact person - Mr. Wichlacz

Art Club – Students interested in art expand their knowledge and appreciation through field trips, speakers, and exploration. Contact person - Mrs. Chamberlain

Forensics – Students have the chance to perform in multiple categories. Usually begins second semester. Contact person - Mrs. Kohlwey

Math Club – Students take tests locally and at other events throughout the year. Contact persons - Mr. Polzin, Ms. Wohlers, Mr. Clark

Musical – Tryouts for the school musical usually begin in September. Performances held in November. Contact person - Mrs. Apold

National Honor Society – Service organization whose members apply and maintain good character. Students are eligible for membership at the end of their sophomore year. A cumulative GPA of 3.5 is required. The faculty chooses members based on scholarship, character, service, and leadership. A number of service projects are performed during the year. Contact persons - Ms. Bazan

Science Club – Students interested in the sciences expand their knowledge and appreciation through field trips, science events and exploration. Contact person – Mrs. Charles

Solo and Ensemble – Instrumental and Vocal performances for students taking band, choir, and show choir. Contact persons - Mr. Petersen, Mrs. Apold

Student Council – Student organization that provides recommendations and services to school and community. Contact person – Ms. Wohlers

Athletic Opportunities

Girls

Cross-country – Head Coach Matt Polzin-Coop with Cambridge
Volleyball – Head Coach Rory Meyer
Football – Head Coach Jim Brown
Basketball – Head Coach (Open)
Wrestling – Head Coach Paul Haag
Soccer – Head Coach Christian Ezell -Coop program with Cambridge
Softball – Head Coach Barry Witkowski
Track – Head Coaches Brett Wepking and Matt Polzin

Boys

Cross-country – Head Coach Matt Polzin-Coop program with Cambridge
Soccer – Head Coach Christian Ezell -Coop program with Cambridge
Football – Head Coach Jim Brown
Basketball – Head Coach Dave Borgrud
Wrestling – Head Coach Paul Haag
Baseball – Head Coach Tom Davey
Track – Head Coaches Brett Wepking and Matt Polzin

Students are reminded to read the Co/Extra Curricular Code handbook for guidelines and policies. **High school students must consent to random drug testing to participate in all extracurricular activities.**