

**DEERFIELD SCHOOL DISTRICT**  
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**INSTRUCTIONAL GOALS**

The focus of the Deerfield Community School District is the development of the learner, the student. The educational development of the learner shall be consistent with the district's goals. The Board of Education will seek to provide the personnel, supplies, equipment, and facilities necessary for the education of all district students.

The changing nature of society requires that curriculum development, implementation, and evaluation be a continuing process. Instructional goals and evidence of goal achievement must constantly be reviewed by the community, and the Board of Education, the staff, and the students to insure provision of effective and efficient learning opportunities for each student.

The educational goals of the district shall be to provide opportunities for individuals to:

- 1 Develop a sense of responsibility for democratic living.
- 2 Become aware of varied segments of society.
- 3 Discover their potential and develop a healthy self-image.
- 4 Learn skills in math, science, and computer technology.
- 5 Learn skills in reading, writing, speaking, and listening.
- 6 Develop an appreciation for culture and beauty in the world.
- 7 Develop both interpersonal and personal life skills.
- 8 Develop critical thinking and decision making skills in both the feeling and intellectual areas.
- 9 Learn to adapt to their environment in the present and the future, with a framework of individual and social responsibility.
- 10 Obtain a base of experience and knowledge from which they can set planning goals for themselves.
- 11 Develop skills related to management of money, property, and resources.
- 12 Develop lifelong learning habits.
- 13 Learn various approaches to the use of leisure time.
- 14 Practice and understand the ideas of health and safety.
- 15 Develop goals based on an understanding of personal beliefs, values, attitudes, and skills.
- 16 Understand the process of socialization through a fostering of values such as: Self-discipline, honesty, respect for authority, perseverance, personal accountability and responsibility, and positive feelings toward learning and work.

In so doing, the Deerfield Community School District will insure 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.

**LEGAL REFERENCES: Code: 410**

**DEERFIELD COMMUNITY**

**CODE: 311**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 3-15-82**

Revised: 4/26/93

**ACADEMIC FREEDOM**

A professional staff seeks to educate people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of each individual's values. These democratic values can best be transmitted in an atmosphere free from censorship and artificial restraints on free inquiry and learning, and in which academic freedom for teachers and students is encouraged.

Academic freedom within the confines of state law and district policy will be guaranteed to teachers in order to create in the classroom an atmosphere of freedom. This atmosphere permits students to raise questions dealing with critical issues of the time. An atmosphere of freedom produces an environment conducive to the study, investigation, presentation, and interpretation of facts. The teacher is responsible for exercising good judgment in selecting issues for discussion of value to the students involved. The teacher's responsibility should be to show objectivity in order that various sides of controversial issues are given.

In the process of educating the youth of the Deerfield Community School District, the professional staff will not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

**DEERFIELD COMMUNITY**

**CODE: 321**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 3-15-82**

**SCHOOL YEAR/SCHOOL CALENDAR**

For year-round program and staff employment purposes, the school year is July 1 to June 30. The regular school term will provide for at least 180 days of actual student instruction as required by law.

The calendar for the school year will be approved annually by the board. The calendar will set forth classroom instruction days and indicate opening and closing dates, school holidays and recess periods, days of in-service training, parent conferences, and snow-day make-up procedures.

LEGAL REFERENCES: Wis. Stat. 121.02 (1) (f)

120.12 (15)

115.01 (10)

115.01 (6)

120.10 (13)

**DEERFIELD COMMUNITY**

**CODE: 322**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 08/17/09**

**SCHOOL DAY**

In order to efficiently and effectively maintain operations within the district, the Board of Education shall reserve to itself the right to establish rules which schedule the hours of a normal school day. However, in establishing such rules, comments from parents/guardians, staff, and District residents on proposed rules and schedules of hours may be heard and should be encouraged.

Once established by the Board, the schedule of hours shall be distributed to local media and District residents. Additional copies shall be available at the District office. The Board shall schedule at least the minimum number of hours and minutes of instruction required by state law.

Legal Ref.: Sections 115.01(10)  
120.12(15) Wisconsin Statutes  
121.02(1)(f)(2)

**CEREMONIES AND OBSERVANCES****I. Ceremonies and Observances**

The Deerfield Community School District recognizes that it is important to advance the students' knowledge and appreciation of the role that our religious heritage has played in the social, cultural, and historical development of civilization. The following guidelines provide school personnel with a framework by which religious holidays can be incorporated into the school program within the limitations of the First Amendment.

1. The several holidays throughout the year which have a religious and secular basis may be observed in the school district providing they do not promote any one religion.
2. The historical and contemporary values and the origin of religious holidays will be explained in an unbiased and objective manner without sectarian indoctrination.
3. Music, art, literature, and drama having religious themes or basis are permitted as part of school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of that particular holiday.
4. The use of religious symbols such as a cross, menorah, crescent star of David, crèche, or other symbols that are a part of a religious holiday are permitted as an example of the cultural and religious heritage of the holiday and are temporary in nature.
5. The school district's calendar may be prepared so as to minimize conflicts with religious holidays of all faiths.
6. There shall be no prayer or other religious exercise included as part of the district's graduation ceremony or other school ceremony.

**II. Abstinence Provision**

The school district recognizes the need to foster understanding and mutual respect among students, parents, and school personnel, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Parent requests to excuse the student are required and written documentation from the pastor of the church may also be required. Students choosing not to participate in practices contrary to their religious beliefs may not be penalized in any manner. They should be given appropriate alternative educational activities.

LEGAL REFERENCE: Wisconsin State Constitution  
Article I, Section 18.23  
Article X, Section 3  
U.S. Constitution  
Wisconsin Statutes Sections 118.33  
121.02 (1) (p)  
PI 18, Wisconsin Administrative Code



**DEERFIELD COMMUNITY**

**CODE: 330**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 4-19-82**

Revised: 4/22/85, 4/26/93, 11/18/96

### **CURRICULUM DEVELOPMENT**

The Board of Education delegates the responsibility of curriculum development to the school district's administrators. The desired outcomes of curriculum development activities shall be constant self-renewal of the educational program of the school district. It is the Board's desire that inputs from the community and professional staff be meshed with the expectations of the State of Wisconsin to provide a program to all learners that will add to their personal growth and development as citizens.

The Board of Education shall review all subject area offerings and shall approve curriculum modifications before they are initiated into the program of instruction. Individual board members may participate in any curriculum activity as their personal interest dictates or as assigned by the Board President in response to requirements of state and federal programs

Program subcommittees, organized by criteria detailed by the Deerfield Instructional Steering Committee (DISC), shall be responsible for the curriculum development-implementation-evaluation process.

The Board of Education supports in-service activities which will aid in curriculum development and assist the teaching staff in implementing the curriculum in an effective manner.

The Deerfield Community School District Board of Education calls upon all staff to assure that the district does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

**CURRICULUM GUIDES AND COURSE OUTLINES**

Curriculum guides shall be provided for the various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course and relate to the area and district goals identified during needs assessment procedures.

In instances where state curriculum guides are mandated, they shall be followed. In all other situations, the Deerfield Community Schools will develop their own courses of study, as reflected by the needs of the local situation. The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject, and will when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches and materials.

1. Development of Guides:

- a. Curriculum guides are best developed by the staff and teachers who are to use them.
- b. Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form system-wide committees for study, creation, and revision of any particular guide.
- c. When work is completed on the guide and committee responsible for its development shall present it to the group of general chairmen, principals, and district administrator who in turn will present it to the Board of Education.

2. Use of Guides:

- a. Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction which will serve the pupil's particular needs at a particular time. The guides shall be used to map the logical sequence of instruction. The principal shall see that optimum use is made of all available curriculum guides.
- b. In subjects where sequence is important, such as mathematics, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, the teacher may be given a greater degree of freedom in respect to sequence.
- c. In all cases, sufficient latitude shall be permitted to provide the teacher with time to teach the current, topical and incidental which add to motivation and meaningful teaching and learning.

**DEERFIELD COMMUNITY**

**CODE: 340**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 2-19-79**

**Revised: 3/18/91, 4/26/93, 12/17/07**

### **EDUCATIONAL PROGRAM**

It is the policy of the Deerfield Community 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 Board of Education shall:

1. Ensure that every teacher, supervisor, administrator, and professional staff member holds a certification, license, or permit to teach issued by the Department of Public Instruction (DPI) before entering on duties for such position. The Deerfield Community School District prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.
2. Annually establish with district employees a professional staff development plan designed to meet the needs of individuals or curriculum areas in each school.
3. Provide remedial reading services for underachieving students in grades kindergarten through Grade 4.
4. Operate a 5-year old kindergarten program.
5. Provide guidance and counseling services.
6.
  - a. Schedule at least 180 school days annually, less any days during which the state superintendent determines that school is not held or educational standards are not maintained as the result of a strike by school district employees.
  - b. Annually schedule at least 525 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in Grades 1 to 6, and at least 1,137 hours of direct pupil instruction in Grades 7 to 12. Scheduled hours under this subdivision include recess and time for pupils to transfer between classes but do not include the lunch period.
7. Provide for emergency nursing services.
8. Provide adequate instructional materials, texts, and library services which reflect the cultural diversity and pluralistic nature of American society.
9. Provide safe and healthful facilities.
10. Ensure that instruction in elementary, middle and high schools in health, physical education, art, and music is provided by qualified teachers.
11. Develop a written, sequential curriculum plan that includes language arts, mathematics, social studies, science, health, computer literacy, environmental education, vocational education, physical education, art, and music. The plan shall specify objectives, course content, and resources, and shall include a program evaluation method.
12.
  - a. In the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music.
  - b. In Grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art, and music. The school board shall also provide pupils with an introduction to career exploration and planning.

- c. In Grades 9 to 12, provide access to an educational program that enables pupils each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art, and music. In this subdivision, “access” means an opportunity to study through school district course offerings, independent study, cooperative educational services agencies, or cooperative arrangements between school boards and post-secondary institutions.
- 13. Provide access to an education for employment program that has been approved by the state superintendent.
- 14. Develop a plan for children at risk under s. 118.153
- 15. Annually, adopt and publish a performance disclosure report. The report shall describe the school board’s and each school’s educational goals and objectives, including learning-related performance objectives and the results of the tests administered under par. 19 during the previous year.
- 16. Comply with high school graduation standards under s. 118.33 (1)
- 17. Evaluate certified school personnel annually during the three year probationary period using the Teacher Assessment Record and Professional Development Plan. All other certified school personnel shall be evaluated annually using the Professional Development Plan.
- 18. Annually administer the standardized knowledge and concepts exam in the appropriate subjects areas as developed by DPI to all pupils enrolled in grades 3, 4, 5, 6, 7, 8 and 10. Provide access to an appropriate program for pupils identified as gifted and talented.

LEGAL REFERENCES: Wis. Stat. 121.02 (1)

**DEERFIELD COMMUNITY**

**CODE: 341**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 4-19-82**

**BASIC INSTRUCTIONAL PROGRAM**

State statutes required that the system of instruction in the school system be as “nearly uniform as possible.” Additionally, the following curriculum requirements are established by statute.

“Courses in reading, writing, spelling, English grammar and composition, geography, arithmetic, elements of agriculture and conservation of natural resources, history and civil government of the United States and of Wisconsin, citizenship and such other subjects as the Board determines shall be taught in every elementary school.

The law also has established special curriculum requirements for instruction in the elementary and high schools as follows:

Courses in physiology, hygiene, physical education, prevention of accidents, morals, animal life, fire prevention, cooperatives, conservation, dairy products, citizenship, consumer education, industrial arts, home economics, agriculture, and commercial subjects.

LEGAL REFS: Wis. Stat.      118.01  
   118.015  
   118.03  
   120.13 (15)  
   121.02

**DEERFIELD COMMUNITY**

**CODE: 341.4**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 8-27-86**

Revised: 11/19/90, 4/26/93, 5/16/94, 8/15/05

### **DRIVER EDUCATION**

The course will be run by CESA #2 and the total cost of the course is the responsibility of the student. As a convenience to students, the driver's education course will be offered in Deerfield.

The driver education program will provide students with the basic knowledge of learning to drive an automobile. Completion of the program does not guarantee that students will be successful in passing the road test. Students will need additional driving practice with their parents or with a qualified licensed driver according to the rules set forth in the Wisconsin Driver's manual.

Students with exceptional educational or physical needs may be enrolled in driver education or another form of traffic safety program as specified by their Individual Education Program.

In offering this program, the Deerfield School District will not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

LEGAL REFERENCES: Sections 121.41 Wisconsin Statutes  
341.267

**PROGRAMS FOR STUDENTS WITH EXCEPTIONAL EDUCATIONAL NEEDS**

In accordance with state and federal legislation, the Deerfield Community School District is mandated the responsibility to provide free appropriate public education for handicapped children between the ages of three and twenty-one who have exceptional needs (EEN). Students who become 21 years old during the school term shall be provided special education and related services for the full school term.

The Deerfield Community District Board is the accountable local education agency (LEA) for the implementation of the provisions of those laws, the Wisconsin Department of Public Instruction (DPI) administrative rules, and any federal regulations which govern the operation of these educational programs. The following district operational procedures will provide for implementation of exceptional education programs:

1. LEA narrative plans as required by the DPI:
  - a. Referral and screening systems plan.
  - b. Multidisciplinary team(s), IEP placement process plan.
2. LEA narrative plans are periodically revised and updated to reflect statutory changes and DPI rule revisions. Major changes in LEA plans are reviewed by the Deerfield Community School District Board for adoption as local operational procedures after DPI, Division for Handicapped Children, approval of changes has been obtained by school district officials.
3. A Wisconsin Annual Plan of Services for each categorical program of exceptional education operated by the school district (LD, ED, speech and language) is filed by local district officials each year with DPI. Also included is a plan for school psychologist services, including a generic role description of school psychologists who service exceptional and non-EEN children in this district. Cooperative programming with neighboring districts via 66:30 agreements are currently utilized for EMR and TMR students and early childhood students. Tuition arrangements are utilized for vision and/or hearing impaired students.
4. Narrative descriptions of each EEN program provide further information and operational procedures for local district implementation of such programs.
5. The placement of pupils in EEN programs is a Board of Education responsibility, pursuant to section 115.85 (2)(a), Wis. Stat., and this function will be served by a regular agenda item at the regular monthly meeting of the Deerfield Board of Education.

Within the parameters of state and federal laws governing the operation of programs for handicapped pupils there are due process safeguards for parental rights and appeal. Such provisions are adhered to by this school district and included in administrative rules in the appropriate policies of the district.

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.

**LEGAL REFERENCES:**

Wisconsin Department of Public Instruction Rules  
P.L. 94-142  
Section 504 of the Rehabilitation Act of 1973

**DEERFIELD COMMUNITY**

**CODE: 342.2**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 12-16-96**

### **HOMEBOUND INSTRUCTION**

Homebound instruction shall be provided for those Deerfield Community School District students who qualify under state laws and regulations. Homebound instruction is considered an alternative service to be provided only during specific periods of time when the student cannot attend school.

The Board shall grant school credits for homebound instruction if the amount of study time, direct instruction, and the number and quality of completed work assignments is equivalent to that normally received in the classroom.

Specific goals of homebound instruction are as follows:

- To assist the student to maintain academic functioning at as normal a level as possible during the time he/she is unable to attend school.
- To promote communication between the student and the school that he/she feels a part of the school community.

Homebound instruction will be arranged by each building principal through the guidance counselors, BST, Student Support Team, etc.

#### **LEGAL REFERENCE:**

Section 118.15(1)(b)(5) WI Stats; Section PI 18.04 WI Administrative Code

#### **CROSS REFERENCE:**

Code #342.2R -- Homebound Instruction Procedures

**DEERFIELD COMMUNITY**

**CODE: 342.5**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 08/17/09**

**TITLE I PARENT INVOLVEMENT POLICY**

**A. STATEMENT OF PURPOSE**

Providing a quality education for each student in the district is the goal of the Deerfield School District. To achieve this, the Deerfield District wants to establish partnerships with parents and community. Parents are their children's first teachers and their support of school is essential in ensuring all children's success.

In working towards this goal, we know that students may need extra assistance to achieve this goal. The Deerfield District's Title I program can provide this assistance. The district intends to include parents in all aspects of the Title I program. A home-school partnership is essential for a successful program.

**B. ANNUAL MEETINGS FOR TITLE I PARENTS**

An annual meeting will be held in fall. A spring evaluation meeting will also be held. The times of these meetings will be flexible so that all parents have an opportunity to participate. Written notices and/or telephone contacts will be given to the parents.

At the fall meeting, the Title I Program will be explained and goals, curriculum, objectives, and structure of the program will be discussed. Parents will be afforded the opportunity to review the program, suggest improvements, and plan for the next year. The Parent Involvement Policy will also be reviewed and evaluated by the parents.

**C. DISTRICT/TEACHER/PARENT/STUDENT COMPACT**

A Deerfield District compact between teacher, parent, and student is in place. Title I staff, district parents, administration, and teachers designed this compact. The Title I staff will provide safe caring learning with a focus on the student's strengths in a challenging curriculum. Parents will assist with homework including reading with their child, and participating in school activities as much as possible. Students will have positive attitudes, do homework, and follow school rules.

**D. STAFF-PARENT COMMUNICATION**

Parents will be able to review their student's WKCE performance and their Title I achievements. Opportunities for evaluation will be done through the use of trimester reports, parent-teacher conferences, written notes, or telephone contacts.

Information on how parents can help students will be sent home through-out the school year.

**DEERFIELD COMMUNITY**

**CODE: 342.61**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10-20-97**

**DEERFIELD CHARTER**  
**SCHOOL ADMISSION**

As required by law, the schools under the jurisdiction of the Board of Education (BOE) will be open free and without charge for tuition to all persons between the ages of 4 and 20 residing within the attendance area established for that school. In accordance with the authority granted by law, residents of the district over 20 years of age may be admitted at the discretion of the BOE. Students with an exceptional need will be evaluated and admitted, if appropriate, when they have attained the age of three.

Students qualified to enter a Deerfield class in grades 9 through 12 may be admitted to the Charter School at any time during the school term. Applications from nonresident students will be considered when space is available and their district of residence requests enrollment. Nonresident students will be charged tuition in accordance with state tuition laws.

All requirements regarding age, health examinations, and immunizations which apply to resident students will also apply to nonresident students who enroll in the Charter School.

**Criteria for Admissions**

1. Decision Made by the Student Services Committee or Admissions Committee
  - Committee membership to include:
    - Pupil Service Director
    - At-Risk Coordinator
    - Charter School Teacher
    - Charter School Aide
    - Social Worker
    - Counselor
    - Regular Education Teacher (Floater)
    - Middle School Team Leader
2. Criteria for consideration: Grade 9-12
  - one Semester behind in credit
  - taking required core course 2 times and still failing
  - behind in basic skills (math, reading, writing)
  - adjudicated
  - absenteeism-10% or more
  - teen parent
  - behavior referrals-chronic
  - not eligible if the student meets senior status unless transferring from another alternative program
  - Students are eligible after one semester in Deerfield H.S.
3. Admissions Committee makes recommendation to Charter school staff (Majority vote)

\*A minority report may be filed to chair for consideration if necessary.

4. Student and parent must interview with charter school staff
5. Student and parent must sign charter school agreement

#### Exit Criteria

1. Students may petition the Admissions Committee to leave the program with an option to return to Deerfield High School.
2. If students return to Deerfield H.S, they will be expected to complete the requirements for graduation per Deerfield High School policy.
3. Core credits received in the Deerfield Charter school will transfer to Deerfield High School.
4. Students may not re-enter the Charter school.

### DEERFIELD CHARTER SCHOOL GRADUATION REQUIREMENTS

#### Requirements

- 13 core credits
  - 4 English
  - 3 Social Studies
  - 2 Math
  - 2 Science
  - 1.5. PE
  - .5 Health
- Paid work experience-200 hours
- Community Service - 400 Hours
- Portfolio
  - graded by committee
  - to include:
    - Charter school teacher
    - Administrator
    - 1 reg. ed. teacher

#### Elective Choices

1. further work experience -1800
2. 5 additional credit classes including Deerfield H.S classes
3. Community Service-1800 hrs
4. Combination to equal anyone of the above three. This must be approved by the instructor.

When engaged in the process of evaluation and admission of students, the Deerfield Community School District will not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

LEGAL REFS.:      Wisconsin Constitution, Article X, Section 3  
                 Wis. Stat. 115.80  
                         115.35  
                         121.77  
                         121.78  
                         121.82

**DEERFIELD COMMUNITY**

**CODE: 342.63**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 12/15/08**

**PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

The School Board recognizes that within the District there are students whose primary language is not English. With that in mind, the Board shall provide appropriate services for District students who possess limited or no command of the English language. The purpose of these services will be to help students acquire English language skills that will enable them to function successfully in an all English classroom and to meet established academic standards.

Students shall be identified as English language learners (ELL) through a home language survey given upon enrollment. Once ELL students are identified, their English proficiency shall be assessed; they shall be classified according to their English proficiency level and placed in an appropriate educational program. This shall be done in accordance with state requirements and established District procedures.

The degree of curricular and instructional modification for ELL students, type of support services and their duration shall be determined individually and be based on student need. ELL students shall be served through the use of English as a Second Language teachers and bilingual resource specialists. Wherever possible, the student's native language shall be used to support their acquisition of English. If a sufficient number of the ELL students identified are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by state law.

The District shall assess the academic progress of ELL students in accordance with legal requirements and established District procedures. Decisions regarding the administration of state-required tests to ELL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. Any ELL student exempted from taking a state-required test shall be administered an alternative assessment approved by the Department of Public Instruction. The results of both state-required tests and alternate assessments shall be used consistent with District policies in making instructional, promotion and graduation decisions. Test results may not be used as the sole criterion in re-classifying an ELL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in post-secondary education opportunities. Exemption of an ELL student from taking a state-required test may also not be used as the sole criterion for making such determinations.

Parents/guardians of ELL students shall be notified of student assessment arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the student's parent/guardian understands them.

LEGAL REF.: Sections 115.96 Wisconsin Statutes  
115.97  
118.13  
118.30  
PI 13, Wisconsin Administrative Code  
No Child Left Behind Act of 2001

**DEERFIELD COMMUNITY**

**CODE: 342.7**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10/21/02**

**GRADUATION REQUIREMENTS**  
**CHARTER SCHOOL**

Students must be enrolled in a combination of the below, equal to 15 hours a week of work toward the graduation requirements listed below. (Ten hours a week must be instruction in math, science, social studies, language arts, or health until LEAPP staff can certify through pretest scores that the student is able to take their final GED test). Students must maintain an attendance rate of 90%.

- Health .5 cr.
- Social Studies 3 cr.
- Civic Literacy (includes a .5 credit American/local government class and 45 hours of service learning, equal to one semester of group service learning projects)
- Personal Finance .75 cr.
- Career Exploration (includes Career Planning class, Senior Career Research Paper, and 90 hours of work experience)
- Senior Portfolio/Presentation .25 cr.
- Skills Workshops (specific skills determined by students preparation for GED test battery)
- GED tests

**DEERFIELD COMMUNITY**

**CODE: 343**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 03-15-82**

**REVISED: 10-22-07**

**ORGANIZATION OF INSTRUCTION**

The Board of Education of the Deerfield Community School District is responsible for public education for Grades K through 12 plus exceptional educational needs programs for students ages 3 through 22 within the territory belonging to the school district.

The instructional levels and programs shall be according to plans developed by the district administrator and approved by the Board of Education. Services to students with exceptional needs shall be either in district facilities or in cooperative programming with neighboring school districts.

The Board of Education has approved the following plans for the organization of instruction within the district:

Grades PK-5

Elementary School  
340 W. Quarry

Grades 6-8

Middle School  
300 Simonson Boulevard

Grades 9-12

High School  
300 Simonson Boulevard

LEGAL REFERENCES: Wis. Stat. 66.30

115.01 (2) & (4)

115 Subchapter V

116.01

120.12 (1) & (2)

120.13 (1)

**DEERFIELD COMMUNITY**

**CODE: 343.41**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10-17-83**

Revised: 3/16/87

**CORRESPONDENCE COURSES FOR HIGH SCHOOL UNITS**

Juniors and seniors may apply for permission to take an extension correspondence course through the University of Wisconsin High School Extension Program. Applications and specific details are available in the Guidance Office. Granting of permission to take such courses will be made in light of graduation requirements and following conditions must be met before permission will be granted to take a correspondence course:

1. The requested correspondence course will not be available to the student through the Deerfield curriculum within one calendar year.
2. The course is appropriate for the student. Prior approval for the course must be given by both the Guidance Counselor and the Principal.
3. The student and parent/guardian must agree that the course will be completed within the normal span of time for a similar unit at the high school (i.e., a course for one high school unit would be completed in one semester). Extenuating circumstances may allow for an extension of this deadline with approval by the Principal.
4. Both the student and parent/guardian have signed the course request form.
5. The student or parent/guardian pre-pays all course fees.

The Guidance Counselor will supervise the student throughout the course. (e.g., proctor exam, communicate with instructors, etc.)

Upon successful completion of the course, the student will be reimbursed for the course fee and high school unit(s) will be granted. (Fees are defined as the cost of the course. Optional kits, textbooks, etc. are NOT covered).

Exceptions to this correspondence course policy may be granted for transfer students by the guidance counselor and the principal.

**YOUTH OPTIONS POLICY**

**Introduction.** Pupils enrolled in the 11th or 12th grade may enroll in an institution of higher education<sup>1</sup> ("IHE") or a technical college for the purpose of taking one or more courses, up to eighteen (18) total credit hours per student under the Youth Options Program.

The Deerfield Community School District School Board ("School Board") will provide information about this program to all pupils enrolled in the 9th, 10th, and 11th grades. Annually, by September 1 of each year, the School Board shall notify the Department of Public Instruction of the person responsible for administering the Youth Options Program.

The parent or guardian of a pupil who attends an IHE or technical college under this program will be responsible for transportation of the pupil to and from such courses but may seek reimbursement for transportation expenses from the state superintendent. Parents and guardians of pupils participating in this program are also responsible for the pupil's compliance with compulsory school attendance laws. Attendance at an IHE or a technical college is subject to the terms of this policy and the Wisconsin Statutes and implementing regulations.

**I. INSTITUTION OF HIGHER EDUCATION****A. Notification of Intent to Enroll**

1. Notice. A pupil who intends to enroll in an IHE must notify the Deerfield School District School Board of that intention by March 1 if the pupil intends to enroll in the fall semester, and by October 1 if the pupil intends to enroll in the spring semester.
2. Notice Requirements. The notice must specify:
  - a. Pupil's name, address, date of birth, telephone number, and grade in school;
  - b. Name of the pupil's parent or guardian;
  - c. Name of the IHE the pupil plans to attend;
  - d. Title of the post secondary course or courses in which the pupil intends to enroll;
  - e. Number of post secondary credits for each course;
  - f. A detailed description of the course contents and instructional material used in the course; and
  - g. Whether the post secondary course will be taken for high school or post secondary credit.
3. Notice of Acceptance or Denial. Upon notice of acceptance or denial from the IHE, the pupil must notify the School Board whether or not he or she is admitted to the IHE and post secondary course specified in the notice provided under

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<sup>1</sup> An "institution of higher education" is a center of institution within the University of Wisconsin system, a tribally controlled college or a private, nonprofit institution of higher education located in Wisconsin.

paragraph I. A. 2. If a pupil is not admitted to attend the course specified in the notice provided under I. A. 2, but is admitted to attend a different course, the pupil must immediately notify the School Board in writing. The School Board will review the amended notice and inform the pupil of its determinations under para. I. B. 2. as soon as practical.

#### **B. Board Review.**

1. Review and Appeal. If a pupil notifies the School Board of his or her intent to take a course at an IHE for high school credit, the School Board shall review such notice and communicate its determinations, in writing and according to the criteria contained in para. I. B. 2., to the pupil by May 15 for courses to be taken in the fall semester and by November 15 for courses to be taken in the spring semester. The pupil may appeal the School Board's determinations to the state superintendent within thirty (30) days of receiving notice of the School Board's decisions.
2. Criteria. The School Board will determine whether:
  - a. The course is comparable to a course offered in the Deerfield School district;
  - b. The course satisfies any of the high school graduation requirements under section 118.33, Wis. Stats.;
  - c. The pupil will be awarded high school credits for the course and , if so, how many; and
  - d. The pupil's timetable for graduation may be negatively affected if the pupil participates in the Youth Options program.

#### **C. Enrollment in and Admission to an Institution of Higher Education.**

1. Application. Each pupil who intends to take a course at an IHE must submit an application to the institution in the semester prior to attendance. The application must indicate:
  - a. Whether the pupil will be taking the course for high school or post secondary credit; and
  - b. That if the pupil is admitted, the institution may disclose the pupil's grades, courses, and attendance records to the Deerfield School District.
2. Presumption of Full-Time Enrollment. A pupil participating in the Youth Options program will be enrolled in the Deerfield School District as a full-time student until the School District receives notice that the pupil is actually registered to attend a specific post secondary course.
3. Notice of Enrollment. If an IHE admits a pupil, it must notify the Deerfield School District Board, in writing, within (30) days of the start of classes of each course in which the pupil is enrolled.

#### **D. Payment.**

1. Method. Within thirty (30) days after the end of the semester, the School Board will pay the IHE attended pursuant to this policy, on behalf of the pupil, the amount specified in para. I.D.2. for each course taken for high school credit that is not comparable to a course offered in the School District, as determined by the School Board. The pupil is responsible for the tuition and fees for any course which the pupil takes for post secondary credit which is comparable to a course offered in the School District.
2. Amount. The School Board will pay the following amounts on behalf of the pupil:
  - a. If the pupil attended a center or institution within the University of Wisconsin system, the actual cost of tuition, fees, books, and necessary materials directly related to the course.
  - b. If the pupil attended a private IHE, the lesser of: (i) the actual cost of tuition, fees, books, and necessary materials directly related to the course; or (ii) an amount equal to, as determined by data from the previous school year, the state total net costs of the general fund divided by the state total membership, that quotient divided by the statewide average number of high school credits taken by full-time pupils, as determined by the Department of Public Instruction (DPI) , and multiplying that quotient by the number of high school credits taken by the pupil at the private institution.
3. Incomplete Courses. Any pupil enrolled in an IHE who fails to complete any course for which he or she is enrolled shall be responsible for the tuition, fees, and associated costs of such course. This section shall apply irrespective of whether or not the pupil completes another course during the same semester.

**E. Books and Materials**

Prior to beginning any course, a pupil must pay for any equipment associated with the course which shall become the pupil's property upon completion of the course. This includes, without limitation, calculators, computers, tools, and other equipment and instruments.

Any books and materials which are necessary for a course taken under this section and for which the School District has paid remain the property of the School District. All such books and materials must be returned to the School District upon the completion of the course in substantially the same condition as when purchased. The pupil shall be responsible for any books or materials which the pupil fails to return or which are damaged prior to return.

**II. TECHNICAL COLLEGE**

**A. Notification of Intent to Enroll.**

1. Notice. A pupil who intends to enroll in a technical college must notify the Deerfield School District Board of that intention by March 1 if the pupil intends to enroll in the fall semester, and by October 1 if the pupil intends to enroll in the spring semester.

2. Notice Requirements. The notice must specify:
  - a. Pupil's name, address, date of birth, telephone number and grade in school;
  - b. Name of the pupil's parent or guardian;
  - c. Name of the technical college the pupil plans to attend;
  - d. Title of the post secondary course or courses in which the pupil intends to enroll;
  - e. Number of post secondary credits for each course;
  - f. A detailed description of the course contents and instructional material used in the course; and
  - g. Whether the post secondary course will be taken for high school or post secondary credit.
3. Notice of Acceptance or Denial. Upon notice of acceptance or denial from the technical college, the pupil must notify the School Board if he or she is admitted to the technical college and post secondary course specified in the notice provided under paragraph II. A. 2. If a pupil is not admitted to attend a course other than the one the pupil specified in the notice provided under II. A. 2, but is admitted to attend a different course, the pupil must immediately notify the School Board in writing. The School Board will review the amended notice and inform the pupil of its determinations under para. II. B. 2. as soon as practicable.

#### **B. Board Review**

1. Review and Appeal. If a pupil notifies the School Board of his or her intent to take a course at a technical college for high school credit, the School Board shall review such notice and communicate its determinations, in writing and according to the criteria specified in para. II. B. 2., to the pupil by May 15 for courses to be taken in the fall semester and by November 15 for courses to be taken in the spring semester. The pupil may appeal the
  - a. School Board's determinations to the state superintendent within thirty (30) days of receiving notice of the School Board's intentions.
2. Criteria. The School Board will determine whether the pupil:
  - a. Has a record of disciplinary problems;
  - b. Has completed the 10th grade;
  - c. In good academic standing (*no failing grade the prior semester and GPA of at least 2.0*);
  - d. Is a child at risk, as defined in sec. 118.153(1), Wis. Stats;
  - e. Is a child with exceptional educational needs, as defined in sec. 115.76(3), Wis. Stats.; and
  - f. Has received the written approval of his or her parent or guardian.

The School Board also will determine whether the course to be taken:

- a. Is comparable to a course offered in the Deerfield School District;
- b. Is to be awarded high school credits for the course and, if so, how many.

The School Board also will notify the pupil whether the pupil's timetable for graduation may be negatively affected if the pupil participates in the Youth Options program.

**C. Enrollment in and Admission to a Technical College.**

1. Application. Each pupil who intends to take a course at a technical college must submit an application in accordance with the college's application procedures. The application must indicate:
  - a. Whether the pupil will be taking course for high school or post secondary credit; and
  - b. That if the pupil is admitted, the institution may disclose the pupil's grades, courses, and attendance records to the Deerfield School District.
2. Denial for Disciplinary Problems. The college may reject a pupil's application if he or she has a record of disciplinary problems, as determined by the college.
3. Notice of Admission. If a technical college admits a pupil, it must notify the Deerfield School District School Board, in writing, within thirty (30) days after the start of classes of each course in which the pupil is enrolled.
4. Courses Satisfying Graduation Requirements. The technical college shall ensure that the pupil's educational program meets the high school graduation requirements under sec. 118.33, Wis. Stats. Only regular occupational or technical courses or general education course that satisfy the requirements of an associate degree or vocational diploma program may be taken. Technical college remedial programs and courses may not be taken to meet high school graduation requirements under the Youth Options Program.

**D. Payment.**

1. Method. For each pupil attending a technical college in accordance with this policy, the School Board will pay the technical college, on behalf of the pupil, the amount specified in para. II. D. 2., in two (2) installments payable upon enrollment and at the end of the semester for each course taken for high school credit that is not comparable to a course offered in the School District, as determined by the School Board. The pupil is responsible for the tuition and fees for any course which the pupil takes for post secondary credit.
2. Amount. The School Board will pay the following amounts:
  - a. If the pupil is attending a technical college for less than seven (7) high school credits, for those courses taken for high school credit, the actual cost of tuition, fees, and books.
  - b. If the pupil is attending a technical college for seven (7) or more high school credits, an amount equal to 50% of the School District's average per pupil cost for regular instruction and instructional support in the previous year, as determined by the DPI, multiplied by the number of credits taken for high school credit and divided by fifteen (15).
  - c. Notwithstanding paras. II. D. 2. a & b., if a pupil is attending a technical college the School Board will not pay for any courses that are comparable to courses offered in the School District.

3. EEN Pupils. The amounts payable under II. D. 2 for a pupil with exceptional educational needs, will be adjusted to reflect the cost of any special services required for the pupil as determined jointly by the School District and the technical college. The School Board, however, may refuse to permit a pupil to attend a technical college if the pupil is a child with exceptional educational needs and the School Board has determined that the cost to the School District, as adjusted to reflect the costs of any special services required for the pupil, would impose an undue financial burden on the District.
4. Incomplete Courses. Any pupil enrolled in a technical college who fails to complete any course for which he or she is enrolled shall be responsible for the tuition, fees, and associated costs of such course. This section shall apply irrespective of whether or not the pupil completes another course during the same semester.

#### **E. Books and Materials**

Prior to beginning any course, a pupil must pay for any equipment associated with the course which shall become the pupil's property upon completion of the course. This includes, without limitation, calculators, computers, tools, and other equipment and instruments.

Any books and materials which are necessary for a course taken under this section and for which the School District has paid remain the property of the School District. All such books and materials must be returned to the School District upon the completion of the course in substantially the same condition as when purchased. The pupil shall be responsible for any books or materials which the pupil fails to return or which are damaged prior to return.

### **III. APPROVAL OF POST SECONDARY COURSE FOR HIGH SCHOOL CREDIT**

#### **A. Granting High School Credit.**

1. Board's Discretion. The school board may grant high school credit for a course taken at an IHE or technical college under the Youth Options program. The School Board will evaluate a post secondary course taken for high school credit under the Youth Options program using the same criteria which it utilizes to evaluate a course to be offered at the District for credit towards graduation.
2. Courses Satisfying Graduation Requirements. The school board will grant high school credit for a course taken at an IHE or technical college under the Youth Options Program if the post secondary course meets any of the high school graduation requirements under sec. 118.33, Wis. Stats., including any graduation requirements which may be approved under the School Board's high school graduation credit policies and if one or more of the following conditions apply:
  - a. If the post secondary course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by the school district.
  - b. If the post secondary course expands an opportunity for the pupil to move to another level of academic or vocational course of study.

- c. If the post secondary course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the school district for credit toward graduation.
  - d. If the post secondary course supports rather than prevents a pupil from completing the high school graduation requirements under Ch. PI 18.
- 3. Denial of Credit. The School Board may deny high school credit for a post secondary course taken under the Youth Options Program if:
  - a. The District offers a comparable course.
  - b. It repeats the course content for which a pupil has already received a passing grade and high school credit.
  - c. It repeats the post secondary course content for which a pupil has already taken and failed.
- 4. Condition for receiving high school credit. In order for a pupil to receive high school credit for a course taken at an IHE under the Youth Options program, a pupil shall successfully complete a post secondary course and receive a passing grade.

**B. Determination of Comparable Course.**

- 1. The school board shall determine if the post secondary course taken for high school credit is comparable to a course offered in the school district. A comparable course is one which:
  - a. Is offered during the period of time after the pupil notifies the school board of his or her intention to participate in the Youth Options program and prior to the pupil's graduation;
  - b. is available for enrollment; or
  - c. is 80% equivalent to the content of the post secondary course as determined by the high school curriculum guides, expectations, goals, scope and sequence, as compared to the post secondary course syllabus, is available, and course description.

**C. Number of High School Credits Granted for a Post Secondary Course.**

A post secondary course taken under the Youth Options program and approved for high school credit will be granted  $\frac{1}{4}$  high school credit per 1 semester credit offered by a post secondary course.

Legal Ref: s.s. 118.33

<b>DEERFIELD COMMUNITY</b>	<b>CODE: 345.2</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 4-22-96</b>

**INTERIM POLICY ON PROGRESS REPORTS TO PARENTS/GUARDIANS**

Progress reports are sent to parents midway through each quarter or whenever the student is having academic or classroom behavior problems. No teacher can give an "F" grade on a student's report card unless the parent/guardian has been notified at least 3 weeks prior to the end of the grading period. The district encourages early and frequent communications with parents whenever there are concerns about a student's progress. Also, parents may request to have progress notices sent more frequently if desired.

**DEERFIELD COMMUNITY**

**CODE: 345.3**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 4-23-84**

### **HOMEWORK**

The Board recognizes the benefits and importance of homework for students. It shall view with favor programs that provide for flexibility in assignments, but which support high expectations and emphasis on academics and learning. It is the obligation of parents and guardians to be supportive of the schools homework plan and to encourage their students to accept responsibility for completion of homework assignments.

Teachers should give homework to students to aid in their development. The type, frequency, and quantity of homework assigned should be determined by the needs of the individual student and be

considerate of his/her activities outside of school. Homework should not require additional instruction beyond the class period, thereby requiring parents to supplement instruction. It should be reflected in the teachers daily lesson plans.

Homework should be a readiness for, a practice of, or an application of a classroom experience. Assignments before vacations should be avoided.

**DEERFIELD COMMUNITY**

**CODE: 345.4**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 02/20/84**

Date of Revision: 03/20/89

10/20/97

03/19/01

**ADVANCEMENTS AND RETENTION OF STUDENTS K-5**

Normally, pupils shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program should provide for the continuous progress of individual children and be flexible enough to adjust for pupils who may benefit from staying another year in the same grade or advancing a grade level beyond the normal assignment. Retentions/advancements are to be effected only after careful attention is given to the factors involved in each individual situation.

Such advancements/retentions shall be considered in accordance with the following criteria:

- 1) Achievement is significantly above or below ability and/or grade level.
- 2) Data indicates a reasonable chance of benefiting the pupil without causing undue emotional or social adjustment.

Whenever such retention/advancement is being considered, but no later than the end of the third quarter, the teacher shall confer with the principal and other staff members involved with the child. The parents shall be invited to a meeting with the teacher(s), principal, and other staff members no later than the end of the third quarter for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his or her own individual ability. Goals will be set for the 4th quarter. These shall be reviewed during the last few weeks of the fourth quarter at a meeting of the same concerned parties and a final decision on advancement/retention shall be made. The decision shall be made jointly by the principal and parents. In those cases where the parents reject the school's decision, a refusal form will be signed and retained in the student's cumulative folder. Notification of such refusal and disagreement will be given to the Board of Education.

**In accordance with s.s. 118.33 (6), promotion from 4<sup>th</sup> to 5<sup>th</sup> grade beginning September 1, 2002 shall be determined based on the following criteria:**

1. The teacher recommends student for promotion based on academic performance to include success on the District's established outcomes (Abacus).
- AND
2. Student scores at least basic level on four out of five subtests on the Wisconsin Knowledge & Concepts Exam (WKCE), three of which must be reading, language arts, and mathematics.
- OR
3. A "Promotion Committee" will meet and review the student's total academic record (including report cards, results of Abacus outcomes, standardized tests, etc.). The Promotion Committee will be composed of the principal, guidance counselor, school psychologist, student's fourth grade teacher, a fifth grade teacher, and the third grade teacher who taught

this student. (If this third grade teacher is no longer in the district, then the student's 2<sup>nd</sup> grade teacher, if this teacher is also not available then the 1<sup>st</sup> grade teacher.) If the child has an IEP, then the Case Manager will be a part of this committee. Based on all of the information gathered, this Committee will:

a). Recommend promotion OR

b). Establish a "Remediation Plan" for the student. The Plan will state specifically what the student needs to complete in order to be promoted. Parents will be informed and involved in the completion of the Plan. Once the plan is in place and working the student will be promoted. If the Committee or parents feel a "Remediation Plan" will not be enough to compensate for deficiencies, then the student will be retained.

OR

4. If the student has an IEP, then the District shall use criteria identified in the IEP to determine promotion or retention.

### **ACCELERATION**

The Board of Education strongly urges the staff to see that all learners are assisted in moving ahead as rapidly as they wish and can. While acceleration ahead of grade should be approached with caution, gifted or capable students may be so advanced, but only after thorough discussion with each student's principal, TAG coordinator, school psychologist and guidance counselor and with the joint approval of parents/guardians.

Acceleration (other than grade acceleration) includes single subject acceleration, multiple subject acceleration and higher level instructional options. All these options are to be discussed when considering the best approach to serving individual students.

The procedures outlined in the guidelines for acceleration will be followed in determining the best option for a student being considered for acceleration.

#### **Middle School Students Enrolled in High School Classes**

Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit, GPA, or class rank. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit, GPA, and class rank.

Legal Ref.:   Sections               118.35 Wisconsin Statutes  
  121.02(1)(t)  
  PI 8.01(2)(t), Wisconsin Administrative Code

Cross Ref.:

**MIDDLE SCHOOL PROMOTION/RETENTION**

The School District of Deerfield has three education levels – the elementary, middle and secondary – all contributing to the education needs of children. Students at these different levels have divergent needs in their academic, social, emotional and physical maturation.

The Middle School has a responsibility to meet the unique needs of sixth through eighth graders and to acknowledge that these students are no longer in the elementary school and have not yet reached the high school. They are in a transitional stage of their lives in all developmental areas.

The transition from the elementary school to the high school should be a gradual process. In our constant striving for excellence in education, the Deerfield Middle School endeavors to create a learning environment that provide stability, promotes responsibility and is sensitive to the growing needs of the middle school child.

**Middle School Promotion Procedures**

- A. The promotion procedures at the Middle School are designed to ensure that all students who are promoted are adequately prepared for the next grade level. Successful completion of courses at the sixth through eighth grade levels is determined by the final grade.
- B. Students who have final grades of “E” or “D-” or higher in all their classes will be promoted to the next grade level.

**Middle School Retention Procedures**

- A. Promotion and retention of students who have a final grade of “F” in one or more of their classes will be determined by the procedures outlined herein. A final determination of the student’s grade placement for the succeeding year cannot be made until the final grades are recorded and in some cases until summer school is completed. Students and parents or guardians are notified of grades via the report card at the end of each nine week grading period. If a student is in danger of failing a course, the student and his/her parents or guardian will be notified as early in the year as possible, but no later than three weeks before the end of the grading period.

**Failure of a Course**

Students who fail a course will be promoted to the next grade level. However, failure of a core academic course will result in a student automatically being referred into a summer school program. If a program is not available in Deerfield, the student may attend other approved programs at their own expense. The intent is to enable students to acquire the skills needed to meet success in the same subject area at the next grade level. Students who do not successfully complete an approved summer program will be required to repeat that course the following year.

Students and parents should recognize that failing multiple required courses could result in a student repeating virtually an entire year in the middle school.

**In accordance with s.s. 118.33 (6), promotion from 8<sup>th</sup> to 9<sup>th</sup> Grade beginning September 1, 2002 shall be determined based on the following criteria:**

1. Student scores at least basic level on four out of five subtests on the Wisconsin Knowledge and Concepts Exam (WKCE), three of which must be reading, language arts and mathematics.

OR

2. By having earned a 2.0 or better grade point average (with no grade of F) in middle school course work that is directly related to each sub-test failed.

For example, a student who has failed the Mathematics sub-test of the WKCE must have earned a minimum 2.0 GPA counting all middle school math courses.

OR

3. A "Promotion Committee" will meet and review the student's total academic record (including report cards, results of abacus outcomes, standardized tests, samples of the student's work, etc.). The Promotion Committee will be composed of the principal, guidance counselor, school psychologist, academic teachers in subject area(s) with a WKCE score below basic and a 9<sup>th</sup> grade teacher in these subject area(s). If the student has an IEP, then the Case Manager will be a part of this committee. Based on all of the academic performance information gathered this Committee will:

- a. Recommend promotion

or

- b. Establish a "Remediation Plan" for the student. The Plan will state specifically what the student needs to complete in order to be promoted. Parents will be informed and involved in the completion of the Plan. Once the plan is in place and working the student will be promoted. If the committee or parents feel a "Remediation Plan" will not be enough to compensate for deficiencies then the student will be retained.

or

4. If the student has an IEP, then the District shall use criteria identified in the IEP to determine promotion

**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:

**Core Curriculum Requirements Credits Required**

Language Arts	4
Social Science	3
Mathematics (Including Alg. I taken in 8 <sup>th</sup> grade)	3
Computer Science	½
Science	2
Physical Education	1 ½
Health/Life Skills	1
Fine Arts/Voc. Ed. Tech Ed., Art, F.C.E., Bus. Ed.	4
Foreign Lang., Music	

**Electives**

May be selected in any combination from any curricular area	9
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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 be made with parent and high school principal's approval.

Specific departmental requirements are listed at the beginning of each department's course description section of the Course Description Booklet. See those sections for additional details concerning graduation requirements.

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:

1. The student must receive a passing score based on State recommended cut scores on each of the four sub tests (Language Arts, Math, Science, and Social Studies) of the Wisconsin High School Graduation Test (HSGT).

(NOTE: Students who receive a score of "meets/exceeds standards" on all four of the sub-tests will receive a diploma endorsement and/or other recognition as determined by the board of Education).

OR

2. By having earned a 2.0 or better grade point average in high school coursework that is directly related to each sub-test failed.

For example, a student who has failed the Mathematics sub-test of the High School Graduation Test must have earned a minimum 2.0 GPA counting all high school mathematics courses.

OR

3. A “Graduation Committee” will meet and review the student’s total academic record (including report cards, results of Abacus outcomes, standardized tests, samples of the student’s work, etc.). The Graduation Committee will be composed of the principal, guidance counselor, school psychologist, and academic teachers who taught the student in the four core subjects. If the student has an IEP then the Case Manager will be a part of this committee. Based on all of the academic performance information gathered this Committee will:

- a). Recommend graduation

OR

- b). Establish a “Remediation Plan” for the student. The Plan will state specifically what the student needs to complete in order to graduate. Parents will be informed and involved in the completion of the Plan. If the Plan is completed the student will receive a diploma. If the Plan is not completed then the student will not receive a diploma.

OR

4. If the student has an IEP, then the District shall use criteria identified in the IEP to determine graduation.

### **Portfolio Requirement**

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.

The portfolio should reflect the word processing skills covered in the required computer applications class. Handwritten material is not accepted unless justified in writing as to why handwritten material is being submitted.

To meet the graduation requirements of the student portfolio, students will include the following:

- **Cover Sheet**: reflects student’s unique character or future plans, uses computer skills and technology.
- **Table of Contents**: reflects the organization of the portfolio.
- **Letter of Introduction**: includes personal information, informal profile of the school, states purpose of this portfolio.
- **Student Information Sheet**: supplies relevant student information including: name, date of birth, address, phone number, etc.
- **High School Goal Sheet**: states short term and long term career goals, plans for reaching goals, interests, best abilities, areas of needed improvement, statement on how career goal changed or did not change over the course of four years.
- **Activities and Awards Sheet**: documents school sponsored activities (if any) during the past four years and lists the activity, any special awards, leadership positions held, etc.
- **Standardized Test Scores Sheet**: scores of standardized tests taken during grades 9-12 must be included (examples: Wisconsin State Testing, PLAN, PSAT, SAT, ACT, COMPASS, ASVAB, etc)
- **Career Highlights Sheet**: describes information obtained on a career covering the following items: occupational description, educational and training requirements, skills required for this occupation, hours and conditions of employment, work locations, advantages and disadvantages, advancement opportunities, salary and wage information, and job outlook.

- **Work Experience and Volunteer Experience Sheet:** includes organization or individual's name, volunteer activity/work experience and accomplishments.
- **Self-Assessment Sheet:** addresses school subjects of interest and success – examples of aptitudes and skills (for example: working with data, people, living things, objects, ideas), employability skills, examples of interests, personal strengths (routine, creative, problem solving, social, hands-on, enterprising, etc.)
- **Transcript:** include a high school transcript obtained from the guidance office.
- **Resume:** a complete resume including personal information, education, work experience, activities and skills and references.
- **Reference Sheet:** includes the names of three references, their position, business, address, phone and relationship to you.
- **Sample Cover Letter:** to include the three major components – position applying for and personal experience, brief background statement with stated skills, and closing statement of availability and contact information.
- **Letters of Recommendation:** a minimum of three letters of recommendation must be supplied from any combination of the following sources: teacher, guidance counselor, coach, administrator, adult personal reference, or employer.
- **Self-Reflection Sheet:** a reflection of the past four years – how did you see yourself and how do you see yourself now, what do you anticipate (predictions about your future).
- **Samples Of Your Work:** must have a minimum of five examples which could include: National Honor Society, letters of acceptance from colleges, standardized test score, book reports, essays, drawings, photographs of class projects, test papers, evidence of courses in technology, listings of computer programs you can use with samples of your work, written articles, samples of math assignments with summary of skills, academic awards, athletic awards, evidence of personal interests and hobbies, photographs of personal interests and hobbies, work experience/job evaluation forms, evidence of skills received on the job, photographs of volunteer work.

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 1<sup>st</sup>. During the month of May, students will be expected to correct state 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)/guardian, and placed in the student's accumulative file. The degree of responsibility will be relative to the time of transfer.

<b>DEERFIELD COMMUNITY</b>	<b>CODE: 345.61</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 2-18-80</b>

### **EARLY GRADUATION**

Deerfield Community School District makes early graduation opportunities available to all high school students. Early graduation means that a student has satisfactorily completed all credit requirements (courses plus the physical education requirement) prior to the normal graduation date, has secured faculty recommendation, and the Board of Education has specifically authorized early graduation at either the end of the Junior year or the mid-point of the Senior year in the student's high school program. A student who graduates earlier than his/her class may return and participate in graduation ceremonies.

### **GRADUATION CEREMONY**

The completion of the requirements for a diploma is an achievement that improves the community as well as the individual. The Board of Education wishes to recognize that achievement in a publicly celebrated graduation ceremony. The Board of Education also stresses that participation in the ceremony is something to be earned by students involved. Students must have approval of the High School Principal and District Administrator to participate in any graduation ceremonies. While any student meeting the minimum requirements for a diploma shall be granted one, students are not to expect that meeting the minimum requirements for a diploma automatically entitles them to participate in graduation ceremonies.

The High School Principal and District Administrator shall consider the following guidelines in determining if a student may participate in graduation ceremonies:

1. A student must have completed all required credits to participate in the ceremonies. Exceptions may be granted for education, medical, and personal issues that may have disadvantaged the student from completing the required coursework within regular timeframes. The student must have been maintaining a passing scholastic record prior to such incident. The diploma, however, will be withheld until completion of the required course work.
2. Students who have earned credits through alternative programs shall be allowed to participate in the graduation ceremonies providing the student has completed the prescribed course of study that was identified as part of developing the alternative student or placement plan.
3. Foreign Exchange students may be allowed to participate in the graduation ceremonies and be presented a certificate of attendance.
4. Residents attending other high schools under open enrollment or in home-school programs shall not participate in graduation ceremonies.
5. A student must have satisfied all time obligations for unexcused absences or other assigned detentions.
6. Students may be denied participation in graduation ceremonies for school related disciplinary reasons or failure to meet fiscal obligations to the district.

In all cases the Principal shall provide notice to the student, parent(s), or guardian(s) of such sanctions and conditions relative to participation in graduation ceremonies.

**DEERFIELD COMMUNITY**

**CODE: 345.63**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 3-17-87**

**ALTERNATIVES FOR NINTH SEMESTER STUDENTS**

**PART-TIME STUDENT:** The student will attend school for only the course(s) needed for graduation. As such the student will be considered a full time student.

**SUMMER SCHOOL:** The student will enroll in a Deerfield Community School District summer school program which will meet the graduation requirements, or if local programs are unavailable, the student may enroll in a summer school program of another school district. In either case the course of study must meet the hour requirements for a unit, be an accredited course, and have prior approval.

**CORRESPONDENCE COURSES:** The student will enroll in a correspondence course only if the course and procedures followed are in keeping with the BOE Policy IGCF (Correspondence Courses for High School Unit).

**OBTAINING THE UNIT(S) NEEDED FOR GRADUATION FROM ANOTHER INSTITUTION (HIGH SCHOOL, VOCATIONAL SCHOOL, ETC.):** If, after completing their 8<sup>th</sup> semester, the student moves from the school district, he/she may enroll at another institution for the course(s) needed for graduation. Upon successful completion of the course(s), the student would be allowed to transfer the unit to Deerfield High School and would then be awarded a Deerfield High School diploma. The course(s) enrolled in must meet the district requirements regarding hours, and accreditation.

Any diploma completion agreement must be in writing and approved by the District Administrator, Principal, Counselor, Student, and Parent(s) (when the student is a legal minor).

**TESTING PROGRAM**

The testing of the students to determine achievement and ability levels and strengths and weaknesses of students in their cognitive and affective development is an important priority of the school district. Standardized testing programs shall be established on a district-wide basis under the direction of the district administrator to insure compliance with current statutory requirements, to meet the needs of the individual students, and to gather data to be used in program evaluation and improvement.

Every effort will be made by the administration to use and disseminate the test results in a manner which will benefit the students involved, teachers, parents, and the school district.

The district shall establish and maintain a testing program for grades kindergarten through 12 which can be used, communicated, and interpreted by individual schools and the district. Testing within the schools shall be under the direction of the district administrator with assistance from the district testing committee.

All tests administered by EEN personnel shall require prior written consent of the child's parent(s) guardian. These tests and evaluation materials will have been validated for the specific purpose for which they are used and administered by trained personnel in accordance with instructions provided by the producer. Any other formal testing needs prior notification to parents.

In administering the group standardized testing, the inclusion or exclusion of EEN students will be determined by the IEP process.

The Deerfield School District shall not discriminate in the methods, practices, or materials used for counseling, evaluating, and testing students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, national origin, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

**STUDENT RECORDS****I. LEGAL BASIS**

The adequate and appropriate collection, maintenance, and dissemination of records is a fundamental requirement in public schools. This policy is a statement regarding the access to, and collection security, dissemination, and challenging, and maintenance of pupil records in the Deerfield Community School District. This policy statement is based upon the following:

Section 118.125 of the Wisconsin Statutes.

Section 438 of P.L. 93-380, Family Educational Rights and Privacy Act of 1974, which is an amendment to the General Educational Provisions Act 90-247.

Sections 99.1-99.67 of the Rules and Regulations to Section 438 of P.L. 93-380.

Section 615(b)(1)(A) of P.L. 94-142, Education of the Handicapped Act of 1975.

Sections 121a560-121.574 of the Rules and Regulations to P.L. 94-142.

For the purposes of this policy statement, legal guardian may be substituted for parent. In addition, when a student has attained 18 years of age, he/she shall be considered an adult and shall be the person whose authorization is required in matters relating to pupil records.

**II. IDENTIFICATION OF RECORDS**

Pupil records as identified by Wisconsin Statutes are those records relating to individual pupils which are maintained by elementary, middle, or secondary schools. <sup>(1)</sup> Pupil records are made up of:

**A. Progress Records are to include:**

1. Student grades
2. A statement of courses a pupil has taken
3. The pupil's attendance records
4. Records of the pupil's extracurricular activities <sup>(2)</sup>

**B. Behavioral Records are to include:**

1. Group Data
  - a. Psychological tests
  - b. Achievement Tests
2. Individual Data
  - a. Psychological
    - Results of personality inventories
    - Records of conversations
    - Written statements relating specifically to a student's behavior <sup>(3)</sup>

Health records  
M-Team  
Discipline notices, information including parent permissions, M-Team plans, individual reports, placement notices, and IEPs  
Any other records which are not progress

According to the above named statute, there are two types of records which are not identified as pupil records and, therefore, are not subject to the restrictions stated in this policy. <sup>(4)</sup> These two exceptions are:

1. Notes or records maintained for personal use by a teacher or other certified persons if such records are not made available to others.
2. Records necessary for, and available only to, persons involved in the psychological treatment of a pupil.

Additional exceptions are defined in Section 99.3 of the Rules and Regulations to Section 438 of P.L. 93-380, Family Educational Rights and Privacy Act of 1974.

### III. ORGANIZATION OF PUPIL RECORDS

Available within each school center is a listing of the types and locations of all pupil records collected, maintained, or used by that particular center. Any pupil records maintained by district employees within a building will be included in this listing (with the exception of personal notes and records used in the psychological treatment of a child). This listing would include records maintained by such personnel as the principal, psychologist, nurse, counselor, special education teacher, regular education teacher, speech clinician, etc. A copy of this listing is available to parents upon request. <sup>(5)</sup>

### III. MAINTENANCE, SECURITY, AND DESTRUCTION OF PUPIL RECORDS

- A. Responsibility: The principals within each school center have been designated by the Board of Education as the person responsible for record security, access, maintenance, dissemination, and destruction of pupil records. It is the responsibility of the principals, as the records officers, to make adequate provisions to insure the security and confidentiality of pupil records at all times. <sup>(6)</sup>
- B. Security: All pupil records are treated as confidential and kept under lock and key, or in a secure fashion, at all times, no matter where they are stored. <sup>(7)</sup>

To assist in coordinating the security of all pupil records, each school center maintains, for public inspection, a listing of the names and positions of those employees within that center who may have access to pupil records. In addition, each center keeps a record of all parties (with the exception of the building principal, psychologist, and guidance counselor) obtaining access to pupil records maintained by the district. This record includes the name of the party having access, the date access was obtained, and the legitimate educational interest for inspecting the records. This listing is maintained within each individual pupil record folder. <sup>(8)</sup>

If pupil records contain information on more than one child, parties requesting access may inspect and review only that information which pertains to a particular child.

- C. Destruction: Progress records will be maintained for at least five years by the school district. In contrast, behavioral records will be maintained for a period of no longer than one year after the student graduates or last attends the district unless the district receives written notification from the student, or parent of a minor student, to maintain the records longer.

The district will not destroy any pupil records if there is an outstanding request to inspect or review them.

The district through its annual notice informs parents when personally identifiable information is no longer needed to provide educational services. Information no longer needed to provide services will be destroyed. <sup>(10)</sup>

## V. ACCESS TO AND DISSEMINATION OF PUPIL RECORDS

- A. To School Personnel Where the Pupil Attends: Pupil records may be made available to school officials, including teachers within the individual centers, who may have legitimate educational interest in them. These records may also be made available to persons employed in the school where the pupil attends who are required by the Department of Public Instruction to hold a certificate, license, or permit. <sup>(11) (12)</sup>

- B. To Parents of Pupils, Representatives of the Parents, or Pupils Themselves:

Upon request to the records officer in a given school building, an appointment shall be made within a reasonable period of time (not to exceed 45 days after the request was made) for the student, parent of a minor student, or representative of the parent, to inspect and review any or all parts of the pupil records (exceptions would be personal notes or records used in the psychological treatment of a student). It is required that behavioral records be shown in the presence of a person qualified to explain and interpret the records to the parent, representative of the parent, or student. It will be the responsibility of the records officer to determine in each individual case who is qualified to explain and interpret the available records. <sup>(13) (14)</sup>

After records have been shown to the student, parent of a minor student, or representative of the parent, copies of the records may be provided, upon request, to that person. The district will charge a fee (10¢ a page) for copies of the records which are made for that person. The district will not charge a fee to do a search and/or retrieval for a pupil's records unless such search and/or retrieval results in a cost to the district in excess of \$50.00. <sup>(15)</sup>

The district will presume that either parent has authority to inspect or review pupil records relating to his/her child unless the district has been provided with evidence that is contrary. <sup>(16)</sup>

The district will annually inform the adult student, or parent of a minor student, of the rights accorded to them under state and federal regulations. It will be the duty of the records officers together with school administrators to determine appropriate means of so informing adult students and parents of minor students of these rights.

- C. To Other School Districts: Pupil records (progress as well as behavioral) will be released to another school district within five working days if the local district receives one of the following:

1. Written notification from the adult student, or the parent of a minor student, that the student intends to enroll in that school district <sup>(18)</sup>, or
2. Written notification from the school receiving the student that the student has enrolled.

If the local school district is going to transfer pupil records to another school district, it must make a reasonable attempt to notify the student, or parent of a minor student, of the transfer of records. Exceptions to this would be if the request for transfer were initialed by the parent or adult student or if the local district included a notice in its policies and procedures that it forwards pupil records upon request to a school in which a pupil intends to enroll. <sup>(19)</sup>

If the local district does transfer pupil records to another school district, it must provide the parent or adult student, upon request, with copies of the records being transferred. If the parent or adult student feels that the records being transferred are inaccurate, misleading, or in violation of the student's privacy or other rights, then the district must also provide the parent or adult student, upon request, with an opportunity for a hearing regarding the records. <sup>(20) (21)</sup>

If a student is enrolled in more than one school, or receives services from more than one school, the schools may disclose information from pupil records of the student to each other without obtaining the written consent of the parent or adult student. <sup>(22)</sup>

- D. To the Courts: The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the school district with a copy of all progress records of a pupil who is the subject of any proceeding in that court. Under state statutes, pupil records (progress and behavioral) shall be provided to a court in response to subpoena by the parties to an action for in-camera-inspection, to be used only for the purposes of impeachment of any witness who has testified in the action. <sup>(23) (24)</sup>

The court may turn these records over to parties in the action or their attorneys if these records would be relevant and material to a witness' credibility or competency. Information about students can be furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that a reasonable attempt has been made to notify the parent or adult student of such orders of subpoenas in advance of the compliance by the school district. <sup>(25)</sup>

- E. To Public Officers: Information about students may be provided to the Department of Public Instruction or any public state offices. In addition, federal law provided to authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, and the administrative head of an education agency or state educational authorities, under the provisions stated in Section 438 (b) of P.L. 93-380. <sup>(26)</sup>

- F. To Other Parties: Pupil records can be reviewed or disseminated to any party not specifically covered above only if the district has received written permission from the adult student, or parent of a minor student, to release those records. The written consent must be signed and dated by the parent or adult student and include the following:

1. A specification of the records to be disclosed.
2. The purpose of the disclosure.
3. The party to whom the disclosure may be made. <sup>(27) (28)</sup>

A copy of this written permission shall be kept in the student's behavioral record file as long as the information being released is maintained in the file. The information requested shall be made available to the person named on the permission slip on the condition that the named party will not permit any other party to have access to this information without the written consent of the adult student or the parent of a minor student.

## VI. AMENDMENT OF PUPIL RECORDS

A parent, or adult student, who believes that information contained in the pupil records maintained by the district is inaccurate, misleading, or in violation of the privacy or other rights of the student may request the district to amend the information. The district will inform the parent or adult student within a reasonable period of time whether it will amend the information or it will inform the parent or adult student of the refusal and advise he/she of their right to a hearing.

The purpose of the hearing would be to provide the parent or adult student with an opportunity to challenge information contained in the pupil records to insure that it is not inaccurate, misleading, or otherwise violating the privacy or other rights of the student. <sup>(31)</sup> This hearing will be held within a reasonable period of time and the district will inform the parent or adult student ahead of time as to the date, place, and time of the hearing. <sup>(32)</sup> The hearing may be conducted by any party, including an official of the school district, who does not have a direct interest in the outcome of the hearing. <sup>(33)</sup> During the hearing the parent or adult student will be provided with an opportunity to present evidence as to why he/she feels the information in the pupil records is inaccurate, misleading, or in violation of the privacy or other rights of the student. The parent or adult student has the right to have an individual of his/her choice represent or assist him/her at the hearing; however, this representation would be at his/her own expense. <sup>(34)</sup> Once the hearing is completed the district will inform the parent or adult student, in writing of its decision regarding the amendment of the contested records. <sup>(35)</sup> The district's decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence presented and the reason for the decision. <sup>(36)</sup>

If, as a result of the hearing, the district finds that the records contained information which was inaccurate, misleading, or in violation of the student's privacy or other rights, then the contested records will be amended. <sup>(37)</sup> If the district decides that the records are not inaccurate, misleading, or in violation of the student's privacy or other rights of the student, then the district will inform the parent or adult student of his/her rights to place a statement in the pupil records indicating the reason for his/her disagreement. <sup>(38)</sup> This statement will be maintained and will be released along with the contested information. <sup>(39)</sup>

## VI. INSERVICE

The district will provide employees having access to pupil records with training or instruction regarding the confidentiality of pupil records collected.

When implementing this policy regarding student records, the Deerfield School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed,

pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

FOOTNOTES:

1. WS. 118.125 (1) (a-c)
2. WS. 118.125 (1) (c)
3. WS. 118.125 (1) (b)
4. WS. 118.125 (1) (a)
5. WS. 121a.565
6. WS. 121a.572 (a)
7. WS. 121a.572 (d)
8. WS. 118.125 (3)
9. WS. 99.13 (a)
10. WS. 121a.573 (a & b)
11. WS. 438 (b) (a) (A)
12. WS. 118.125 (2) (b)
13. WS. 99.11 (a)
14. WS. 118.125 (2) (b)
15. WS. 99.8 (a)
16. WS. 121a.562 (c)
17. WS. 99.31-34; WS. 438 (b) (1) (B)
18. WS. 118.125 (4)
19. WS. 99.34 (a) (1)
20. WS. 99.34 (a) (2)
21. WS. 99.34 (a) (3)
22. WS. 99.34 (b)
23. WS. 118.125 (2) (c)
24. WS. 118.125 (2) (f)
25. WS. 99.31 (1) (9)
26. Chapters 115 to 121
27. WS. 118.125 (2) (e)
28. WS. 99.30 (a) (1)
29. WS. 99.30 (a)
30. WS. 99.20 (c)
31. WS. 99.22 (a)
32. WS. 99.22 (b)
33. WS. 99.22 (c)
34. WS. 99.22 (c)
35. WS. 99.22 (d)
36. WS. 99.22 (e)
37. WS. 99.21 (b)
38. WS. 99.21 (c)
39. WS. 99.21 (d) (1)
40. WS. 121a.572 (c)

**DEERFIELD COMMUNITY**

**CODE: 351**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 5-18-87**

**Revised: 12/18/89, 4/26/93, 03/28/05,  
12/17/07**

### **SUMMER SCHOOL**

The district may offer students an opportunity to participate in summer school programs when there is enough student interest and available funds. All summer school programs must have the approval of the Board.

The purpose of summer school shall be for enrichment, maintenance of skill, remedial help, special education, and make up courses by students. Courses offered in summer school shall be based on needs and interests of students.

All children residing within the district boundaries during the summer session shall be considered resident students of the district for summer school purposes. Summer school shall be provided without cost to district residents, except for a nominal fee to cover the cost of materials used in class. Such fee shall be payable upon registration.

Children residing in other districts and registering for attendance at summer school programs offered by the district may attend such programs with the approval of the district administrator and upon payment of tuition.

Attendance of students at summer school shall be strictly voluntary. Students enrolling in summer school shall, however, be expected to attend on a daily basis.

Students shall be expected to provide their own transportation to and from summer school classes except for certain special education classes and consortium classes in neighboring districts.

Summer school shall be operated in accordance with state aid provisions outlined in the state statutes.

Recommendations for teachers in the summer school program will be made by the coordinator of the summer school program and the district administrator for Board of Educational approval.

Criteria used for selection of summer school teachers will include, but not be limited to:

1. Successful experience in the Deerfield Community School District summer school program.
2. Successful experience in the Deerfield Community School District regular school year program.
3. Successful experience in another school district's regular year or summer school program(s).
4. A willingness to write course proposals for possible summer school offering.

All certified teachers will be compensated at an hourly rate equal to the extracurricular base cell. The only exception will be for teachers teaching courses which involve grades/credits or IEP's. In these cases, teachers with a Deerfield contract will be paid the hourly rate of their Deerfield contract for the year ending just prior to the start of summer school sessions.

Instructors will be given twenty (20) minutes of preparation for each hour of instruction they are responsible for.

The Deerfield Community School District will not discriminate against pupils or staff on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

LEGAL REFERENCES:       66.30 Wisconsin Statutes  
                                  118.04  
                                  120.13 (24)  
                                  121.54 (4)

**DEERFIELD COMMUNITY**

**CODE: 352**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10-17-83**

**Revised: 2/18/91, 5/17/93, 4/27/09**

**FIELD TRIPS AND EXCURSIONS**

**(Not Extended Trips)**

The Board of Education (BOE) encourages school-sponsored trips to parks, museums, institutions, and other points of interest within the district. It also believes that field trips to more distant locations can be an important part of a student's educational experience.

Therefore, field trips may be approved by the administration if they contribute to the total educational program.

The Deerfield School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability or handicap in its educational programs or activities.

LEGAL REFS.: Wis. Stat.: 121.54 (7)  
121.53  
352.1 Administrative Rule  
352.2 Administrative Rule  
CROSS REF: 352.1  
352.1a Administrative Rule  
352.2a Administrative Rule

**DEERFIELD COMMUNITY**

**CODE: 352.1**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 06-20-05**

**Revised: 04-27-09**

### **SCHOOL SPONSORED EXTENDED TRIPS**

The Board supports school-sponsored extended trips and foreign study tours for students when the educational value of the trip is directly related to enhancing the classroom learning experience. Extended trips are trips that require more than one day out of school and include an overnight stay.

Only trips that have met the guidelines as expressed in this policy and the administrative rules and have been approved by the Board are recognized as Deerfield School District trips. The District reserves the right to modify or cancel a trip without notice if it is determined it is in the best interest, health or welfare of the students to do so. The District will not be responsible for any costs incurred or loss of funds associated with a canceled trip.

LEGAL REFS.: Wis. Stat.: 121.54(7)  
121.53  
352.1a Administrative Rule  
352.1b Administrative Rule  
Cross reference Policy number 374 – Fundraising  
352a- Administrative Rule  
352b- Administrative Rule

**Responsibilities for School Related Trips**

**Staff and chaperones** when responsible for school-related trips will adhere to the following procedure:

1. When a staff member who is responsible for a school-sponsored trip determines the need for chaperones, he/she will be responsible for obtaining the appropriate number of chaperones. There should be at least one chaperone per 15-20 students; however, conditions relating to the students and to the activity may necessitate additional chaperones.
2. A necessary **briefing for chaperones** (by the staff member in charge) should consist of information prior to the trip, including the following:
  - the exact specifics of the trip including programs and educational experiences
  - the time of departure, planned route and expected time of return
  - planned procedures to follow in the case of emergencies or other unusual circumstances that could occur
  - any special needs of any students
3. The staff member in charge will provide the respective building principal or athletic director with a list of chaperones at least two weeks in advance of the scheduled activity.
4. Staff and chaperones will abide by the following:
  - Ride to and from the area of destination with the students in the same means of transportation provided for the students, unless prior approval has been given by the building principal.
  - Carry a list of students and their home phone numbers for the students they are responsible for supervising and any special needs of any students including responsibility for prescription medications.
  - Watch carefully for student valuables and to check the buses thoroughly (whenever students disembark) so as to avoid leaving behind students' personal belongings.
  - A head count and/or roll call of passengers prior to any bus departure is required.
  - Abstain from the use of alcohol and illegal drugs during the entire trip.
  - Abstain from the use of tobacco in the presence of students.
  - Chaperones and staff members will refrain from transferring their role to another person during the time they are responsible for the supervision of students.
  - Chaperones or staff members will have their services for the school related trip terminated immediately in the event they violate any of the above stipulations.

### **Overnight Trip Guidelines**

In addition to the guidelines above, on overnight trips, staff and chaperones will also abide by the following:

- For overnight trips there should be at least one chaperone for every 10-15 students. If the trip is coed, then at least one male and female adult must accompany the group.
- In the event a chaperone is unable to fulfill their responsibilities, the staff member in charge will reassign the responsibilities as appropriate. In the event the staff member in charge is unable to fulfill their responsibilities, he/she will designate one of the other chaperones (must be a certified school employee) as the person in charge. If there are no other certified chaperones, the staff member in charge will contact his/her respective principal or athletic director (as appropriate) for further direction. In the event it is impossible for the staff member in charge to function, one of the other chaperones will call the respective building principal or athletic director, as appropriate, for further direction.
- At the conclusion of the trip, it is desirable for the staff member (teacher/coach) in charge and other chaperones to “recap” the trip and note any information for subsequent planning.
- Chaperones and staff members will not have inappropriate verbal or physical interactions with students or with each other.
- Chaperones and staff members are assigned a room and must sleep in that room so that students or other chaperones can contact them in case of an emergency or change in trip itinerary.

**DEERFIELD COMMUNITY**

**CODE: 353**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 06-20-05**

**Revised: 04/27/2009**

### **School Sponsored Extended Trips**

The Board supports school-sponsored extended trips for students when the educational value of the trip is directly related to enhancing the classroom learning experience. Extended trips are those trips which involve overnight arrangements and are considered to be part of the school's program.

Only trips that have met the guidelines as expressed in this policy and have been approved by the Board are recognized as Deerfield School District trips. The District reserves the right to modify or cancel a trip without notice if it is determined it is in the best interest, health or welfare of the students to do so. The District will not be responsible for any costs incurred or loss of funds associated with a canceled trip.

LEGAL REFS.: Wis. Stat.: 121.54 (7)  
121.53  
353.1 Administrative Rule  
353.2 Administrative Rule

Cross reference Policy number 374 – Fundraising.

**DEERFIELD COMMUNITY**

**CODE: 353.1**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 02/16/2009**

## **SCHOOL DISTRICT VOLUNTEERS**

The Deerfield Community School District recognizes that volunteers can make valuable contributions and services to the schools, students and staff of the district. The Board encourages the use of volunteers to enhance communication and cooperation between the students, staff members and the community.

School district volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities.

A copy of the District's Code of Ethics for Volunteers will be read and signed annually by every volunteer in the district.

Principals, teachers, coaches, advisors and directors will provide the volunteer an introduction to and explanation about their roles and responsibilities.

Volunteers will be restricted from access to information in student and employee files and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers will be covered under the district's liability insurance policy while performing services authorized by the school principal or their direct supervisor (teacher, head coach, head director or head advisor).

Volunteering in the Deerfield Community School District is a privilege not a right and the district reserves the right to terminate volunteer assignments at any time.

**DEERFIELD COMMUNITY**

**CODE: 360**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 4-18-83**

**Revised: 5/17/93**

### **INSTRUCTIONAL RESOURCES**

The Board of Education (BOE) believes that personnel and materials appropriate to the needs of the school program should be available to each student and teacher. Available system resources shall be allocated to schools on an equitable basis, recognizing system policies and local school needs.

The BOE has as objectives:

1. To provide each student with learning experiences suited to his/her aptitudes, interests, maturity, and competence in each subject area, instructional arrangements, equipment, and accommodations based on individual needs are necessary.
2. Teachers and administrators will be assisted in their tasks by nonprofessional and paraprofessional aides, and by other professional resource persons bringing their particular background to bear on curriculum concerns, educational procedures, and individual student needs.
3. 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 COMMUNITY**

**CODE: 361**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10-17-83**

**Revised: 5/17/93**

**INSTRUCTIONAL MATERIALS**

**(Selection and Adoption)**

The Deerfield Community School Board recognizes its legal responsibility for the selection and adoption of all instructional materials used in the school district.

The responsibility for reviewing and selecting instructional materials is delegated to the district administrator and the professional staff of the schools.

The selection of materials will be governed by the criteria set forth in the School Library Bill of Rights adopted by the American Association of School Librarians and the Library Bill of Rights adopted by the American Library Association.

The Deerfield School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs, activities, or instructional materials.

LEGAL REFS.: Wis Stat.: 118.03  
120.49 (7)  
121.02 (1)

**TEXTBOOK SELECTION AND ADOPTION**

1. The teacher(s) involved in the use of particular instructional materials will play a primary role in their selection. In selecting the textbook or textbooks for a level or area of study, the professional staff involved will organize a textbook selection committee with the help of administrative personnel. Members of the textbook committee will include teacher(s) who will use the textbook, the building principal, at least one member of the appropriate DISC sub committee and/or resource people can contribute to the process.
2. The textbook selection committee will thoroughly study textbooks available and rate each according to the instructional materials evaluation criteria rating form.
3. The textbook selection committee will present a written recommendation to the District Administrator for his/her review. After reviewing the recommendation the District Administrator will transmit the recommendation to the DISC Committee for their review and approval. Following approval by the DISC Committee, the District Administrator will forward the recommendation to the School Board for final adoption in accordance with their legal responsibility.
4. The textbook adoption process will be cyclical in nature and new texts will be purchased approximately every six years. The textbook adoption process will be integrally tied to the DISC evaluation process. Textbook adoption requests which deviate from the DISC cycle must be approved by the District Administrator and the DISC Committee.
5. The textbook adoption process including review of available texts, presentation to the DISC Committee, etc. must be accomplished prior to May 1 in the year preceding adoption.

LEGAL REF. Wis. Stats 120.13 (5)  
120.10 (15)

**DEERFIELD COMMUNITY**

**CODE: 361.3**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 12-17-90**

**Revised: 7-15-02**

**SUPPLEMENTARY INSTRUCTIONAL MATERIAL: FILMS AND VIDEOTAPES**

Audiovisual materials such as films, videotapes, and computer software may be used for instructional use following careful evaluation of content and level. Materials having educational value may be utilized as long as they are appropriate to the content of the subject being studied and the age and maturity of the students being taught.

Teachers renting a videotape for classroom use (or wishing to show a program recorded off the air) should meet the provisions of copyright law (PL 94-553, Section 110 (1)).

The ratings system for commercial films is to be observed. Any exception must be cleared with the principal prior to use.

If there is a probability of controversy, parental notification will be obtained through written permission slips. Students are to be offered reasonable alternative assignments if parents or guardians choose to remove them from a specific classroom activity.

**INTERLIBRARY LOAN POLICY**

It is in the best interest of the Deerfield Community School District that individual libraries within the school district collectively share their resources to further enhance the educational needs of the administration, faculty, and students. Students and staff may request materials be transferred from school to school to meet their needs when appropriate. Interlibrary loan should not be viewed as a substitute for collection development.

**Definition:**

Interlibrary loan is the procedure by which one library may request and borrow materials from another library within the school district for the use by an individual or class.

**Scope:**

1. All Types of materials regardless of format may be requested from a School District of Deerfield Library. The lending library will determine in each case whether the materials can be supplied.
2. Although the requested material may currently have an “in” status, it is not mandatory that the material be provided if the librarian considers it to be an item that will be sued in the near future by a student or faculty member at that school. The decision to loan material rests at the discretion of the library Media specialist who may consult with the administration prior to making any determination.
3. All materials will be handled in compliance with current copyright regulations.

**CROSS REF.:**

**DEERFIELD COMMUNITY**

**CODE: 363.1**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 1-19-98**

**Updated: 01-18-10**

## **ACCESS TO INTERNET AND OTHER COMPUTER NETWORKS**

The Deerfield Community School District believes the use of technology and the access to information to students and staff members for educational and research purposes is essential to learning and teaching in today's world with today's tools. The successful utilization of these technologies requires the responsibility of each staff member and student to use these tools for the express purpose of learning within the context of the District curricula.

The Technology Coordinator shall be responsible for overseeing the use of the District's Internet or other network accounts. He/She shall report any violations of the rules/procedures to the building principal.

Principals will be responsible for informing students and staff of the District's policies, procedures, and rules annually.

The use of the Internet and similar communication networks by students and staff is a privilege not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may also be taken where/when appropriate.

**COMPUTER TECHNOLOGY ASSISTED INSTRUCTION**

The Deerfield Community School District Board of Education believes that computer/ technological literacy is an essential goal of contemporary education. Each student shall acquire an understanding of the versatility and limitations of computers through first-hand experience with applications and a variety of subject matter fields. Computers shall be used by students of all ability levels, including the gifted and special need students. Teachers in every classroom shall be encouraged to make use of microcomputers.

The plan for utilization of computers and related equipment in the school district shall be designed to significantly improve the effectiveness of education by taking students beyond traditional curriculum and learning activities to future-oriented curricula and problem-solving activities.

Effective implementation of computer use in the schools shall be based on the following principles.:

1. Computers and technology shall be integrated into the curriculum with an orderly and well-defined plan.
2. Implementation of an effective technology plan requires sufficient district resources to support staff development, curriculum development and hardware acquisition.
3. District personnel shall make a commitment to computer literacy as a basic skill for all students.
4. All classroom teachers are capable of using the computer as an instructional tool. Adequate staff development programs shall be provided to insure the effective use of computers in education.
5. Computers shall support instructional management through success, prediction, monitoring or student progress, guidance, general education, and career planning.
6. Computers shall be made available in sufficient numbers so that students will have adequate opportunities to develop basic computer operation skills and to feel comfortable using the computer as a learning and problem-solving tool.
7. The rapidly evolving nature of information technology demands constant awareness and revision of current classroom practice to maximize the computer's potential as technology changes society.

Leadership in the ongoing activities related to instruction technological resources is provided by the Board's Technology Committee headed by the board chairperson and district's technology coordinator. This advisory committee meets regularly to review program direction and recommends long-range action. It is the function of the committee to develop and review a written long-range plan for the use of technology resources. Recommendations regarding acquisition, use, maintenance, location and disposition of instructional computing resources are made by this committee.

The school principal is responsible for monitoring the instructional computing resources located in his/her school and, in consultation with the Director of Instruction and technology coordinator is responsible for providing leadership in developing instructional computer use in the school.

## **Guidelines for Technology Resource Use for Students**

### **Purpose and Scope**

Technology resources are extremely important to the operation and success of the Deerfield Community School District. The District requires all students with computer access to use the computer systems carefully and responsibly. This policy applies to all students of the Deerfield Community School District.

### **Technology Use**

The Deerfield Community School District's technology systems, especially Internet access and email systems, promote access to information, rapid communication with families, friends, and District staff, facilitate innovative instruction and communication, and provide the ability to conduct educational research.

Technology systems, including, but not limited to, electronic mail, Internet access, hardware and all data contained herein, are District-owned, are the property of the Deerfield Community School District and are provided as tools for the educational mission of the schools. Under no circumstances should a student perform any manner of technical support or software installation on a District computer or other technology system.

### **Electronic Communications and Internet Use**

Electronic communications systems access and use are intended for educational purposes. However, the Deerfield Community School District permits its students occasional academic use of its email and incidental personal use of its Internet systems subject to the following conditions and restrictions:

1. Use must not:
  - 1.1. Involve any prohibited activity (see below).
  - 1.2. Interfere with the productivity of students and their peers.
  - 1.3. Consume system resources or storage capacity on an ongoing basis.
  - 1.4. Involve large file transfers, streaming media or otherwise deplete system resources available for educationally related purposes.
2. Students should not have any expectations of privacy. Because email is not private, students should avoid sending personal messages that are sensitive or confidential.
3. Academic email communications should not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District. Where appropriate, a disclaimer should be included. An appropriate disclaimer is: "These statements are my own, not those of the Deerfield Community School District."

### **Prohibited Activities**

Students are strictly prohibited from using the Deerfield Community School District's technology systems in connection with any activity deemed inappropriate by the district, including but not limited to:

- Engaging in illegal, fraudulent, or malicious activities
- Illegal distribution of copyrighted materials (see below)
- Viewing, sending, or storing material that could be considered offensive, obscene, harassing, or defamatory
- Annoying or harassing other individuals
- Sending uninvited email of a personal nature
- Using another individual's account
- Attempting to test, circumvent, or defeat security systems
- Permitting any unauthorized individual to access the district's systems
- Distributing or storing chain letters, solicitations, offers to buy or sell, or other non-educational material of a trivial or frivolous nature via individual messages and the distribution lists
- Partisan political activities and political fund-raising
- Modification of hardware on laptops, workstations, or servers except by authorized personnel
- Using or storing unapproved encryption software or software designed to circumvent security systems without written approval from the business office
- Listening/viewing internet based radio/video

## **Copyright**

All users must adhere to the rules of copyright and intellectual property protection, and respect all copyright issues regarding software, information, and authorship. The unauthorized copying, storage, and or transfer of copyrighted materials violate federal and state laws and are strictly prohibited.

## **Software Use**

Students are not authorized to install software. Unauthorized software can make a machine inoperable, cause network conflicts, spread computer viruses, and take up valuable computer space.

Only software purchased by, licensed to, or approved by the Deerfield Community School District may be used on District computers. Use of licensed software must conform to the terms of the agreement.

## **Malicious Code (Viruses), etc.**

Computer viruses are one of the most common threats from the Internet or other electronic communications. Students may unknowingly expose their computer or the network to these problems when downloading information from these systems. All files downloaded from the Internet, received from email outside the district or brought in on transportable media should be scanned for malicious code using anti-virus software.

Deliberate attempts to degrade or disrupt system performance of the Deerfield Community School District networks or any other computer system or network system by spreading viruses constitutes criminal activity under state and federal law.

The District reserves the right to remove any information and files to protect itself from malicious code.

## **Damage**

A user shall be personally responsible for the cost of repairing damage to technology resources, including but not limited to the replacement of equipment, when such damage is the result of the user's deliberate or negligent misuse of the technology resources.

## **Monitoring**

The district is required to filter Internet access and Internet activity may be logged. Students should have no expectation of privacy in any computer-related activities. System maintenance or technical support activities may result in the viewing of any information residing on the Deerfield Community School District technology systems.

## **Parental Responsibility**

Although the school district will restrict access to certain materials, there is a wide range of material available on the Internet, some of which may not fit with the values of particular families. It is not possible for the Deerfield Community School District to monitor and enforce the social values in student use of the Internet. Parents have several options in addressing this issue. They may:

- Rely on their children to self-regulate access, based upon their general upbringing of the child
- Specify to their children what content is acceptable to access
- Request that their children NOT BE GIVEN Internet access at school (this choice may make it harder for children to fulfill some assignments)

## **Obscenity and Harassment**

Users who receive threatening or unwelcome communications should bring them to the attention of their Building Principal or District Administration immediately.

## **Violations**

The Deerfield Community School District reserves the right to revoke the privilege of technology system use from any student. Students who use the Deerfield Community School District assets, including computer systems, to engage in illegal or fraudulent activity may be subject to criminal prosecution. State Statute 943.70 makes it a crime to modify, access or destroy data or computer programs without authorization. The offense may be considered a felony which carries a penalty of \$25,000 or imprisonment not to exceed twelve and one-half years, or both.

System users have full responsibility for the use of their Internet and email accounts. The Deerfield Community School District students have the responsibility to report possible violations of this policy to the Deerfield Community School District administration. In addition, misuse by students may be subject to disciplinary action by school district

**DEERFIELD COMMUNITY**

**CODE: 363.4**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 05/18/09**

**TECHNOLOGY FOR STUDENTS WITH SPECIAL NEEDS**

The Deerfield Community School District shall provide special education and related services designed to meet the unique needs of each student with a disability, based on his/her individualized education program (IEP), as required by law.

The term “related services” means transportation and such developmental, corrective and other supportive services as required for the student with a disability to benefit from special education. An “assistive technology device” means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of students with disabilities. “Assistive technology service” means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The District will recognize current federal and state definitions of assistive technology devices and services.

Those District students having special needs but not requiring a formal IEP according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

**DEERFIELD COMMUNITY**

**CODE: 364**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 11/21/83**

**Revised: 5/17/93**

### **K-12 GUIDANCE & COUNSELING**

A guidance program that bears directly upon the adjustment, orientation, and development of individual pupils, will be incorporated into the curriculum in kindergarten through Grade 12. The services offered in this program are concerned with the developmental, the protective behaviors, and the remedial aspects of education. The program exists for all students who are seen as unique, significant persons with potentials, rights, and responsibilities. Guidance services are designed to supplement and complement the instructional and administrative aspects of the educational process and are considered an integral part of this total process.

The district's guidance and counseling program will be under the supervision of the building administrators and will be carried out by personnel certified in guidance and counseling at the appropriate levels. Guidance services are available to all students through a classroom, group, or individual process.

The Deerfield School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical mental, emotional, or learning disability or handicap in its educational programs or activities.

**CO/EXTRACURRICULAR PROGRAMS**

The Board of Education (BOE) believes that student activities at school are a vital part of the total educational program and should be used as a means for developing whole-some attitudes and good human relations, as well as knowledge and skills. The BOE believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The BOE recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The BOE further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis.
2. Require that student activity funds should be used for purposes which benefit the student body of the school.
3. Require that the management of student funds be a shared responsibility of the students, faculty advisors, and school principals.
4. Not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

**DEERFIELD COMMUNITY**

**CODE: 370.1**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 6/19/95**

**CO-CURRICULAR ATHLETIC PARTICIPATION: OBJECTIVES**

The Deerfield Community School District sponsors and encourages student participation in a variety of co-curricular athletic activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. In addition, the Deerfield Community School District believes that a well balanced education includes participation in athletic and co-curricular activities provided they do not interfere with academic skill development and classroom participation.

The opportunity to participate in co-curricular athletic activities is extended to all students within the school district with an understanding that there are certain responsibilities accompanying their involvement.

The major reason for sponsoring athletic opportunity in grades K-12 is to provide an environment to foster the following objectives:

- To display good sportsmanship, and to provide opportunities for developing lasting friendships with both teammates and opponents.
- To inspire positive role modeling and leadership.
- To provide activities for learning self-discipline, loyalty, team play, pride in the organization, respect for the rights of others, and the will to be successful.
- To help students learn good habits of health, fitness, and safety.
- To use competition and the experience to build self-esteem, citizenship, responsibility, and skill while conducting an enjoyable and challenging program.
- To learn how to graciously celebrate successes and positively respond to disappointments.
- To learn to place the unit, team, squad, class, and school above personal desires.
- To increase self-esteem through positive interactions with coaches and other athletes.

**DEERFIELD COMMUNITY**

**CODE FILE: 370.2**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 2/19/96**

**ATHLETIC AND CO/EXTRACURRICULAR PRACTICES ON SNOW DAYS**

1. On days when school is not held because of inclement weather, there will be no practice unless specifically approved by the athletic director and/or building principal. Practices will be approved only by the athletic director and/or building principal and only in the case where conditions have improved significantly making it safe for students and parents to travel to and from practice. Approved practices will be voluntary.
2. On days when school is dismissed early due to inclement weather, there will be no practices held, and no exceptions made.

LEGAL REF.: 118.215

**STUDENT FUND RAISING POLICY**

The School Board encourages fund-raising activities to support student clubs, organizations, extra class functions, and other activities; however, excessive fund raising can be intrusive on students' families or on the community so the following guidelines have been established.

1. All fund raising activities will be cleared and scheduled by the building principal.
2. Fund raising activities that involve services to the community (ie., concession stands, dinners, car washes, etc.) are encouraged. All groups must share in the support of concession stands.
3. Any fund raiser which involves the sale of products to parents and/or community members must be approved and scheduled by the principal in advance of any contact with venders. In order to meet approval these fund raisers must include a specific reason (such as an expensive out of state trip) for needing additional monies beyond number 2 above and those generated through the student fee structure. The principal will not permit more than three fund raisers involving the sales of products per organization per year.
4. Door to door sales are prohibited for students in Grades K-8. Door to door sales will be limited to acquaintances of the students in Grades 9-12.
5. Student participation in fund raising events will be strictly voluntary and quotas will not be assigned.
6. Funds raised for school-sponsored activities must be turned over to the district treasurer, as required by law, and accounted for by the school board each year during the regular audit of district funds. Funds raised by students and deposited in the district's accounts may earn interest which will be credited to the student group which raised the funds. Any funds left in the account at the end of the school year may be carried over to support the same activities in the next school year, with the exception of funds raised by the senior class. Senior class officers, after covering the expenses and activities of their class, may designate how any remaining funds will be spent. If funds remain unspent or undesignated, those funds will revert to the school district's general fund.

LEGAL REFS: Wis. Stat. 120.12 (1)  
120.16 (2) (5)  
34.05 (3)  
66.042

**DEERFIELD COMMUNITY**

**CODE: 375**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10/17/83**

**CONTESTS FOR STUDENTS**

The Board of Education believes the primary educational aims of the schools and the needs and interests of their students must be the most important consideration at all times. It shall therefore be a general policy to deny promotional aid, school time, or faculty assistance to pupil contests, involving essay writing, poster-making, or other activities, sponsored by organizations outside the school, without administration approval.

Contests or projects, in general should not interfere with the operation of the regular course of study in classes, or require a teacher to sacrifice much time from the regularly planned program for students.

### **ATHLETICS**

The Deerfield Community School Board of Education (BOE) believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive inter-school and intramural team and individual sports activities.

It is the BOE's policy to provide high school students with interscholastic\* and intramural\* athletic competition in a variety of sports. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervision of individual sports. It is the policy of the BOE to support and encourage intramural athletic activities as an out-growth of class instruction in physical education and commensurate with the grade level of the students involved.

The purpose of high school athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted interscholastic athletic program is a potent factor in the morale of a high school student body and an important phase of good community/school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

#### **Policy Conditions**

1. Participation in interscholastic athletics is limited to students in Grades 9-12 with participation of properly supervised teams from Grades 6, 7, and 8 also permitted in a limited program within their own grade levels with other schools.
2. The interscholastic athletic program is an integral part of the high school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
3. Those coaches having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the BOE and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
4. The Deerfield High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which WIAA encourages. The eligibility of students to participate in the athletic program is determined in accordance with WIAA regulations.
5. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.

6. Expenditures for the athletic program are incorporated as part of the general budget of the BOE. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and later will present the total athletic budget request to the building administrator for approval and inclusion to the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the district administrator.
7. District participation in interscholastic athletics shall be subject to approval by the BOE. This shall include approval of membership in any leagues, associations, or conferences, or rules for student participation, and of annual sports schedules.
8. Insurance against accident or injury is mandatory and may be available through the district for students engaging interscholastic and/or intramural athletics.
9. An attempt will be made to have immediate medical supervision available for all home varsity football games.

\*Intramural: Activities between students of same school.

\*Interscholastic: Activities between students of different schools/districts.

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 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.

**RECOGNITION OF HIGH SCHOOL RODEO**

The following criteria will represent the policy established for recognizing High School Rodeo as a lettered non-school sponsored activity.

1. The Deerfield Community School District assumes no responsibility for injury or insurance of any High School Rodeo participant.
2. Wisconsin High School Rodeo is not a W.I.A.A. governed sport so the participant may earn more than \$10.00 in prizes. The participant is still eligible to compete in W.I.A.A. sports as described in W.I.A.A. rules.
3. Coaches, equipment, or other financial help will not be requested of the school.
4. Recognition of the High School Rodeo participants will be made at the Athletic Banquet by the Athletic Director or designee.

Guidelines for awarding letters to High School Rodeo participants:

1. In order for the Rodeo participant to be eligible for a letter he/she must meet one or more of the following requirements:
  - a. Qualify in the top ten in any one event one year at any Wisconsin Regional Rodeo
  - b. Qualify in the top fifteen one year at the Wisconsin High Finals Rodeo
  - c. Participate in the High School Rodeo for four years
2. The non-school activity athlete must:
  - a. Be enrolled in the Deerfield Community School District
  - b. Meet the same academic requirements, training rules, and conduct code as prescribed by the schools co/extracurricular code.
3. The athlete will be eligible for a letter from the time he/she enters 9th grade until the end of the regular Wisconsin High School Rodeo season following his/her graduation.
4. Rodeo participants who letter shall be eligible for Athletic Club membership.

Structure of the non-school sponsored activity:

1. The non-school sponsored activity of High School Rodeo must be organized to the point of having bylaws, officers, and a complete insurance program. The requirements are met when the Rodeo contestant becomes a member of the National High School Rodeo Association (NHSRA).
2. The non-school sponsored activity will have an advisory board consisting of an advisor and one or more parents (Responsibility of the Rodeo Organization)
3. The advisor and/or advisory board will:
  - a. Determine the standards of the sport
  - b. Verify students' participation in the State Rodeo and whether students fulfilled letter requirements
  - c. Submit a list of candidates to the High School Athletic Director. The Athletic Director will award letters providing all requirements are met
4. The letter awarded for this non-school activity will be the same kind of letter awarded other school athlete.



**DEERFIELD COMMUNITY**

**CODE: 381.1**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 4-19-82**

**Revised: 1/18/93**

### **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and church and within the district's schools shall remain the free choice of the individual, true to the American heritage and Constitution.

However, religion influences many areas of education, such as literature, music and history, and religion's role in civilization can, and should, be properly taught. However, it is proper for teachers to emphasize the generally accepted moral and ethical principles of all religions and to provide information to and the opportunity for students to study the forms of various religions. In other words, it is proper for teachers to teach about religion as opposed to teaching sectarian beliefs, although study of the Bible and other sacred documents as literary forms may inform students concerning particular sectarian beliefs.

Teachers shall be permitted to expose students to information concerning religions and religious beliefs, but teachers shall not advocate openly or covertly or by subtlety, a particular religion or religious beliefs.

Spiritual values are important in the development of a well-rounded individual, and development of well-rounded individuals is an encompassing goal of the district's educational programs and activities.

**DEERFIELD COMMUNITY**

**CODE: 383**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 02/16/2009**

**ANIMALS IN SCHOOL**

The School Board recognizes animals in a classroom as part of the science curriculum. Animals can add to educational enrichment programs relating to the study of biological sciences as a valuable way for students to learn and experience life sciences. It is most important, that the Board maintains the health, safety, and welfare of students, staff, and animals. Live animals will be allowed in the classroom as part of a curriculum or as classroom pets and will be permitted for laboratory study providing the provisions of this policy are met. Care and maintenance of living organisms as defined in the science curriculum must be followed. Dissection of animals or animal parts is limited to students at the High School level as defined in the curriculum.

**LEGAL REF:**      Wisconsin Statutes

Sections 120.13	[Board power to do all things reasonable for cause of education]
121.02	(1)(e) and (i) [Safe and healthful facilities and emergency Nursing services standards]
252.21	[Reporting suspected communicable diseases]
254.56	[Responsibility for keeping public buildings clean and sanitary]

Wisconsin Administrative Code

TRANS 300.16	[Animals on school buses]
HFS 145	[Communicable disease control]