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STUDENT GOALS

Students are the first concern of the district, and must receive the primary attention of the Board of Education (BOE) and all staff members. To fulfill the obligation to students, the BOE will strive to spend most of its time in formulating policy and considering other matters related to students. A similar commitment is expected of all staff members. In pursuing this primary goal, it is imperative that the good of the individual student be kept paramount. Each student shall be considered and treated with respect as an individual. Representatives of 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 in its educational programs or activities. One of the major tasks of the educational program shall be to assist each student in becoming self-sufficient in decision-making, eventually becoming responsible for determining his or her own learning goals and the means for achieving them. Staff members shall seek to be wise counselors of children and youth and skillful facilitators of learning. To this end, the BOE and staff shall work together to establish an environment conducive to the very best learning achievement for each student through meeting the following goals regarding students:

To provide opportunities for individuals to:

1. Learn skills in reading, writing, speaking, and listening.
2. Discover their potential and develop a healthy self-image.
3. Develop respect and understanding for the differences of others and demonstrate an appreciation of the diversity in human nature.
4. Develop skills related to management of money, property, and resources.
5. Obtain a base of experience and knowledge from which they can set goals for themselves.
6. Learn skills in math and science.
7. Develop both interpersonal and personal life skills.
8. Develop critical thinking and decision-making skills in both the feeling and intellectual areas of functioning.
9. 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.
10. Develop a sense of responsibility for democratic living.
11. Practice and understand the ideas of health and safety.
12. Develop goals based on personal beliefs, values, attitudes, and skills.
13. Develop lifelong learning habits.
14. Learn to adapt to their environments, in the present and the future, within a framework of individual and social responsibility.
15. Develop an appreciation for culture and beauty in the world.
16. Become aware of varied segments of society.
17. Learn various approaches to the use of leisure time.

BULLYING

The Deerfield School District is committed to creating a safe, caring and respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students by anyone. Site base initiatives developed collaboratively between school administration and personnel, students, families and community members will seek to: (1) help students of all ages and abilities stay safe, act wisely, and believe in themselves: and (2) help adults respond effectively to students' reports and their own observations. The Deerfield School District is committed to training staff regarding bullying, and educating students about what bullying is and issues surrounding bullying. (3) It is the responsibility of everyone who sees an instance of bullying, or potential bullying, to act to stop it. This responsibility applies to all students, teachers, and other members of the staff.

Bullying of students occurring in the schools is prohibited by law and will not be tolerated by the Deerfield School District. For purposes of this policy, "school" includes schools, school grounds, school buses, school sponsored social events, trips, sports events, or similar school-sponsored events and functions and travel to and from school and/or school sponsored events. Any actions by a student that affect the school climate will be reported to the parent and law enforcement.

Bullying consists of deliberately hurtful behavior. Bullying is aggressive, intentional or deliberately hostile behavior by a student(s) toward another student(s). It can take many forms and can occur in any setting. Bullying can include, but is not limited to, intimidation such as name calling or threatening: social alienation such as shunning or spreading rumors: written notes, phone calls or electronic messages that are offensive, hurtful, annoying or worrying: or physical aggression such as assaults on a student or attacks to a student's property. Victims of bullying behavior are often unable to defend themselves.

The Deerfield School District takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. Students are encouraged and expected to report an incident of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation. Where it is determined that inappropriate conduct has occurred, the Deerfield School District will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement.

Legal Ref:

Wisconsin Statutes 118.01(2)(d)8 (Personal Development 118.13 (Student Non-Discrimination) 947.0125 (Email Harassment)

DEERFIELD COMMUNITY

CODE: 411.2

SCHOOL DISTRICT

DATE OF ADOPTION: 10-20-97

HAZING

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

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

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

Copies of this policy will be provided to all parents and students annually.

Legal Reference 948.51, 120.13(1), Wis. Stats.

SCHOOL CENSUS

A census of all children in the school district shall be completed annually prior to August 15. Range of ages included in the census shall be from birth through age 21 with special notation of those individuals with possible exceptional needs.

Census data shall include:

- Child's full name
- Child's date of birth
- Parent or guardian's name
- Home address
- Telephone number
- Exceptional educational needs

Legal Refs: 120.18 (1) (2) (3)
115.80 (1) (2)
115.85 (1) (3a)

DEERFIELD COMMUNITY

CODE: 412.1

SCHOOL DISTRICT

DATE OF ADOPTION: 10-15-79

Revised: 3-17-03, 1-18-10

FULL-TIME STUDENT DEFINITION

Elementary school students and Middle School students shall be considered full-time students when they are scheduled to be in attendance during the hours instructional classes are conducted as established by separate district policy.

Students in high school (9-12) must be enrolled in high school credit or in equivalent non-credit/credit alternative program supported by District funds or the number of classes enabling the students to meet graduation requirements during the school year to be considered full time students.

Every student in grades 9-12 shall be either in a regularly scheduled class, study hall, or a school-sponsored and supervised work experience program or other Board approved program each hour of the school day.

Students may also be excused from attendance as part of the Senior Scheduling Privileges.

Any Exceptional Educational Needs (EEN) or At Risk students at any grade level shall be considered a full time student when meeting the daily program prescribed by the student's Individual Educational Program (IEP).

Legal Ref.: Section 121.004(7) Wisconsin Statutes

**Cross Ref.: 322, School Day
342.6, Alternative Programs (Charter School)
343.42, Youth Options Program
434, Released Time for Students**

SCHOOL ADMISSIONS

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 educational need will be evaluated and admitted, if appropriate, when they have attained the age of three.

Students qualified to enter a class in Grades K through 12 may be admitted at any time during the school term upon application to the building administrator of the school in the attendance area in which they reside. Applications from nonresident students will be considered when space is available and their district of residence permits enrollment in another public school district. Nonresident students will be charged tuition in accordance with state tuition laws with the exceptions noted below. The BOE may waive tuition in order to:

1. Provide for the completion of the school term for those students who move to or from the district during the school term;
2. Bring into the school system on occasion students from other countries under exchange programs that have been recognized for purposes of school attendance by the BOE;
3. Provide for the admission of nonresident students required under law.

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

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.

LEGAL REFS: Wisconsin Constitution, Article X, Section 3

Wis. Stat. 115.80

115.35

121.77

121.78

121.82

ENTRANCE AGE

Children who meet the age requirements of this state will be enrolled in kindergarten and/or first grade at the beginning of the school year. A general registration for kindergarten students will be held in the spring prior to their enrollment with the start of classes in the fall.

All children wishing admission to kindergarten or first grade must have their fifth and sixth birthdays, respectively, on or before September 1 for that school year.

The administration shall verify the age and residence of children registering/enrolling in the district schools. Parents or guardians of students admitted to the district's elementary schools for the first time shall present a statement of the child's general physical and dental health in addition to proof of immunization.

All students entering kindergarten and/or first grade for the first time will be screened for exceptional educational needs as specified in Wisconsin Statutes Chapter 115.

When enrolling students into the Deerfield School District, students will not be discriminated against based upon 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.

Special Education Programs: Enrollment Age

Given written parental request, multidisciplinary screening will be provided to children who have reached the age of three to determine if a child has exceptional educational needs. If so, and if the parent's consent is given in writing, resident children with EEN will be placed in an appropriate special education program.

LEGAL REFS: Wis. Stat. s. 115.28 as amended by Chapter 429, Laws of 1977

s. 115.80 (2) s.115.85 s 121.02 (1)(f)

s. 115.81 s140.05 (16) s.118.14 (1)&(2) as amended by Chapter 429, Laws of 1977

EARLY ADMISSION TO KINDERGARTEN AND FIRST GRADE [W.S. 118.28 (8)]

Admission to the kindergarten and first grade of this school district may be obtained earlier than the time specified by Wisconsin Statutes 118.14 by following these procedures:

- 1) Application shall be made in writing to the district administrator, preferably in the spring prior to the fall of requested enrollment.
- 2) The district administrator and the elementary principal shall hold a personal interview with the parents to determine the parent's reason for requesting entrance prior to the legal age.
- 3) An evaluation shall be required to determine the child's potential to benefit from early admission to kindergarten and/or first grade. There shall be no cost to the parent for this evaluation. A post-evaluation conference shall be held with the parents to consider the appropriateness of early admission. The evaluation procedures shall follow the requirements of the administrative rule for this policy.

For early admission to kindergarten the following conditions and standards are prescribed by the State Superintendent of Public Instruction:

- a. The child is superior, in the full range of abilities and needs including social, emotional, physical, and mental maturity, or
- b. The child has been evaluated by a Multi-Disciplinary Team (M-Team) and determined not to have an exceptional educational need, but would benefit from an early intervention program, or
- c. The child successfully completed a four-year-old public school kindergarten during the previous school year.

For early admission to first grade the following conditions and standards are prescribed by the state superintendent of the Department of Public Instruction:

- a. The child was admitted to a successfully completed kindergarten under W.S. 115.28 (8), or
 - b. The child successfully completed a program for five-year-old children which the school district deems equivalent to kindergarten, or
 - c. The child not meeting conditions (a) and (b) above but who, as a result of the evaluation, is considered capable of and whose educational welfare would best be served by placement in first grade.
- 4) The Board of Education has the final authority for deciding whether or not the child is to be admitted to kindergarten or first grade prior to the legal age.
- a. The district administrator shall formally present a recommendation for each individual case based upon the evaluation and interview results.
 - b. The parents shall be advised prior to the meeting that the Board will be acting upon their request for early admission for their child.

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.

RESIDENCY, NON-RESIDENCY, TUITION, and TUITION WAIVER POLICY

A student who is a resident of the school district has the right to a tuition free education, provided that student has not been expelled from Deerfield or other schools. Whenever there is a question of whether or not a student is a resident, an investigation must take place by the district administrator or designee with the final determination to be made by the school board. The Wisconsin State Statutes do not describe residency, and that standard has been left to the courts. In State ex rel. School District No. 1 vs. Thayer, 74 Wis. 48 (1889), it was decided that the rule governing the right of a child to attend school in a given district does not require that there shall be a legal domicile. It further established that children residing in the district other than in their legal residence must be residing in the district for other, as a main purpose, than to participate in the advantages which the school affords if they are to be allowed to attend tuition free. In establishing residency, the guide used in Wisconsin is:

- 1) It is the residency (physical presence) of the student, not the parent or custodian that is the determinant.
- 2) For purpose of physical presence, a pupil may live with parents, relatives, non-relatives or no one at all.
- 3) In addition to establishing physical residence, the pupil must satisfy the common-law test set forth by the Wisconsin Supreme Court in State ex re. School District vs. Thayer, which held that children are only entitled to free tuition if they are actually residing in the district for other than a main purpose of participating in the education program.

The questions in Appendix A should be asked in determining residency.

If it is determined that the student is not a resident of the district, the student may attend schools of the district on a tuition basis with approval of the school board. The Board shall make a written agreement with the student's parent or guardian for the payment of tuition. Transportation of nonresident students to and from school is the responsibility of the parent or guardian.

Tuition waiver may be granted by the school board under the following conditions:

- 1) A student that is a resident of the school district past the third Friday in September enrollment date can complete the school year in the district without payment of tuition even though the student is no longer a resident of the school district. The parent or guardian is responsible for providing transportation. Said permission will be granted by the Board of Education in order for this to happen.
- 2) A student who has gained 12th grade status and is a resident of the school district at the time of gaining such status can complete Grade 12 in the district even though the student is no longer a resident of the school district. Said permission will be granted by the Board of Education in order for this to happen. The parent or guardian is responsible for providing transportation.
- 3) A foreign exchange student may attend school in the district without payment of tuition in accordance with the policy governing foreign exchange students.
- 4) A student whose parent or guardian demonstrates plans to become a resident of the district within an eighteen (18) week period of time may attend school in the district with BOE

approval. The parent or guardian must file a declaration (Appendix B) that they will move into the district within the 18-week period. If residence is established within the 18 weeks, the matter is dropped and the family considered in good standing. If residence is not established, the parent or guardian must again apply for permission to reside outside of the district and have their child/children continue to attend in Deerfield. Another written application for enrollment may be filed for the next 18 weeks. This process can be repeated for a period of time not exceeding one school year or thirty six (36) weeks. Any requests beyond the 36 weeks will be accompanied by a check covering the entire period requested. None of this check will be refunded unless the family moves in prior to the estimated date. The parent or guardian are responsible for transportation during any period of time they live outside of the district.

Non-resident special education students may be accepted into the school district on a tuition basis or through a 66.30 consortium agreement.

LEGAL REF: Wisconsin Statutes 115.88, 121.75 through 121.84

DEERFIELD COMMUNITY SCHOOL DISTRICT

**NON-RESIDENT STUDENTS APPLICATION FOR ENROLLMENT AND DECLARATION OF
PARENT/GUARDIANS INTENT TO ESTABLISH RESIDENCY**

Per Residency, Non-residency, Tuition, Tuition Waiver Policy, application must be made for the first 18-week period that a student attends a District school prior to establishing permanent residency in the District.

Date: _____

I, _____, hereby make application to enroll my child/children in the following schools of the Deerfield Community School District.

Name	School	Dates Enrolled
		/ / - / /
		/ / - / /
		/ / - / /
		/ / - / /
		/ / - / /

and furthermore, intend to establish residency at _____
_____ in the Deerfield Community School District on or before
_____, 20__*.

*A copy of the contract, lease, or a letter from the contractor must be attached, showing the projected date of occupancy.

Signed: _____

Present Address: _____

Phone Number _____

DEERFIELD COMMUNITY SCHOOL DISTRICT
DATE UTILIZED IN ESTABLISHING RESIDENCY OF A STUDENT

PERSONAL DATA:

Student's Name: _____

Student's Address: _____

Student's Birth Date: _____ Age: _____

Year in School: _____

Student's Telephone Number: _____

Student's Dates of Attendance in the School District:

From: _____ To: _____

Parent's Name _____

Parent's Address _____

Parent's Previous Address: _____

Date of Previous Address: From _____ To _____

INFORMATIONAL QUESTIONS

Who are you living with in the district?

How long have you lived at the present residence?

Who is your legal guardian?

If you are not living with your parent or legal guardian, why are you living in the district?

Is your residency permanent or temporary? Please explain.

Where do you plan to reside during summer break?

How many nights of the week do you normally sleep at this residence?

What nights?

Please check:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

OTHER INFORMATION BELIEVED PERTINENT

Signature _____ Date _____

DEERFIELD COMMUNITY

CODE: 422.1

SCHOOL DISTRICT

DATE OF ADOPTION: 08/18/08

FOREIGN EXCHANGE STUDENTS

The Deerfield Community School District welcomes students from foreign countries who are visiting our community under the auspices of an organization having a “Full Listing” with the Council on Standards for International Educational Travel (CSIET), and provides the name of a local support person, no further than 40 miles from the Village of Deerfield.

The Deerfield Community School District reserves the right to work with exchange organizations that have proved their commitment and responsiveness. All organizations shall provide continuing hands-on monitoring and responsiveness – from local representatives to national headquarters – including student selection and preparation, selection and screening of host families, ongoing contact with host family and student, and communication with the school and responsiveness to school needs. The district reserves the right to withdraw approval of the placement at any point during the year.

Deerfield High School may admit up to four (4) fulltime foreign exchange students during any school year, unless an exception is approved by the Principal of the building the child will attend, the Superintendent, and the Board of Education. Organizations sponsoring a foreign exchange student shall contact the principal of Deerfield High School to make arrangements for enrollment before the foreign exchange student leaves his/her country of residence, but no later than September 1. The district reserves the right to approve fewer than four (4) students, if is deemed by the principal to cause a hardship on the school. Occasionally, the principal may approve attendance of additional foreign exchange students for a limited period of time.

The Exchange Program must demonstrate that the exchange student has sufficient language ability to function in a Deerfield High School classroom. Exchange students are required to pay the current school registration fees and all other fees incurred by other district students.

Deerfield High School shall award a Certificate of Attendance to foreign exchange students.

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

ADMISSION OF HOME-BASED PRIVATE SCHOOL STUDENTS

Students transferring from home-based private educational programs into the Deerfield School District will be placed within a program that meets their individual needs.

Placement of students will be based on academic and social evaluation. The following placement guidelines will apply:

Any student who has been in attendance in a home-based private educational program for a period of ninety (90) days or more and who wishes to enter or reenter the school system shall be required to take an examination to establish grade placement.

The examination will be designated by the building administrator, counselor, and faculty teaching at the grade level to which the student aspires. It shall be composed of questions which test the student's knowledge of language arts (English), mathematics, and reading in grades one through five. At all other grade levels, science and social studies will be tested in addition to math, reading, and language arts. The test questions will be general in nature and shall not be designed to exhibit expertise in any specific text or workbook. (If available, a standardized test will be used).

The grade placement examination will be administered by the building administrator or his/her designee. Upon completion and correction of the test, school officials will place the student at the grade level they feel is appropriate to the child's chronological age, knowledge, and/or social maturity. The placement recommendations will be reviewed by the parents and school officials.

Each student placed in the Deerfield School District from a home-based educational program will have a 45-school-day probationary period during which time the student will be expected to demonstrate appropriate social and educational interaction. If school officials determine that the placement needs to be revised, the building administrator may make a placement revision. This placement revision will be made within 15 days of the end of the probationary period and be reviewed by the parents and school officials.

If the placement is made to the sophomore year level or higher, one fourth of the number of units required for graduation will be given for each year below the grade level of placement. Parental appeals to grade placement decision may be made to the district administrator. After careful review of test data and other supportive information, the district administrator will render a decision in writing.

Parental appeal to the district administrator's decision may be made to the Board of Education (BOE) in writing. The decision of the BOE will be final.

Whenever the school district is notified of a home-based private educational program for a resident student, a copy of the student admission policy will be mailed to the student's home for their information.

The Deerfield School District does not discriminate against pupils being admitted from home-based private schools 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: 423

SCHOOL DISTRICT

DATE OF ADOPTION: 6/19/95

**ADMISSION OF NON-PUBLIC OR HOME-BASED EDUCATIONAL PROGRAM
STUDENT(S) INTO DEERFIELD COMMUNITY SCHOOL DISTRICT COURSES**

This policy applies to non-public school or home-based educational program students wishing to enroll in a course during the regular school day. A student may request up to a number of two courses.

Approval or denial will be provided in writing by the building administrator of the district school building as expeditiously as possible. If approved, the student will be enrolled as a part-time student. Appropriate fees will be prorated. The student must agree to abide by the rules and regulations as published by the school and/or the district.

A non-public school or home-based educational program student who is a resident of the Deerfield Community School District may participate in summer school classes upon approval of the summer school coordinator or district administrator.

In the event that the request is denied by the building administrator, the request may be appealed to the district administrator. If not satisfactorily resolved by the district administrator, an appeal may be made to the School Board.

The Deerfield Community School District shall not discriminate in the admission of non-public school students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

OPEN ENROLLMENT POLICY

If the Board of Education determines that there is availability in its schools, classes, and/or programs, it shall allow nonresident students residing within the State of Wisconsin, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment Program during the forthcoming school year.

Enrollment of Nonresident Students

- A. Beginning with the school year 1998-99, the District Administrator shall determine, after receipt of all applications, the availability of openings for nonresident students based on the maximum number of students that can be accommodated in each school, class, and program. The availability of space in the schools, programs, and classes may be based on class size limits, student-teacher ratios, students attending the District for whom tuition is paid under 121.78 (1)(a), or enrollment projections established by the District Administrator. The Board shall required nonresident students who are attending school in this District under this policy to reapply prior to entering high school.
- B. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, nonresident students shall be selected for admission, using a random selection process established by the District Administrator.
- C. Enrollment priority shall be given to a nonresident student already admitted under this policy or his/her sibling.
- D. A parent of a nonresident student who wishes his/her child to attend school in this District in the subsequent school year shall submit a request on the State-issued form to the District Administrator no earlier than the first Monday in February nor later in the third Friday in February of the current school year. The District Administrator shall forward a copy of each application to the district of residence and the Department of Public Instruction by no later than the fourth Monday in February.
- E. The District Administrator shall establish guidelines for the analysis of the applications to determine the grades and programs for which there are applications and for making the determination as to which such grades and programs applications can be accepted.
- F. The District Administrator shall notify the applicant on or before the first Friday after the first Monday in April whether or not the application has been accepted.

If the application is accepted, the District Administrator shall provide written notification to the applicant, on or before the second Friday following the first Monday in May, of the specific grade, program, or class and/or school the student will be attending. The parent must, notify the District Administrator, on or before the first Friday following the first Monday in June, if his/her child will be attending school in this District.

By no later than June 30th, the District Administrator shall provide the district or residence with the name of each of its students who will be attending school in this District in the forthcoming year.

Criteria for Non-Admission

- A. Enrollment may not be available to any nonresident student who meets one or more of the following criteria:
- B. The student has been expelled from school by any school district during the current of two (2) preceding school years, or a disciplinary proceeding involving the student is pending. The District Administrator shall make the decision based on the circumstances involved. Other statutory provisions regarding the enrollment of students who have been expelled from school will also apply to this policy.
 - 1. The special education program or related services described in the child's individualized education program is not available in the District or there is no space available in the appropriate special education program.
 - 2. The child has not been properly screened by his/her resident school district to determine if there is reasonable cause to believe that the child is a child with exceptional educational needs or the child has been reported or identified by his/her resident school district but not yet evaluated by a multidisciplinary team appointed by the resident district.
 - 3. The District's policy on Equal Educational Opportunity shall apply to all the applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability.

The District Administrator shall be responsible for developing administrative guidelines to implement this policy (See attachments).

The District Administrator may inform the parent of non-acceptance for any of the above stated reasons any time prior to the beginning of the school year.

Transportation Arrangements

- A. Parents of non-resident students accepted for enrollment shall be responsible for transporting their child to the school the child will attend.
- B. The District may provide transportation to non-resident, special education students as required under Wis. Statute 121.54 (3).

Release of Resident Students

- 1. The Board shall release any resident student who wishes to apply for enrollment in another school district, providing the number of students does not reach 3% of the total student enrollment in 1998 and an additional 1% each succeeding year to a maximum of 10%. The maximum number of students who may be released in any given school year will comply with statutory limitations. The District Administrator shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.
- 2. If a student in need of a special education seeks to apply for enrollment in a nonresident school district and the costs involved for this District in making such

a transfer creates an undue financial burden, the Board shall require the student to receive his/her education in this District.

The District Administrator shall ensure that the records of a transferring resident student are sent promptly to the receiving school district.

This policy shall be reviewed annually by the Board on or before January 31.

Open-Enrollment for Part-Time Students

The Board of Education shall allow non-resident, high school students residing within the State of Wisconsin, and who qualify, to enroll as part-time students in not more than two courses offered by the district.

The application for enrollment must be received by the District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the District Administrator along with a request that a copy of the student's academic and disciplinary records be sent immediately.

The District Administrator shall use the same criteria for enrolling a part-time student into a course as are used for enrolling resident students, except that the District shall give preference in enrollment to resident students. If more applications are received than the District can accommodate, the selection shall be done by a random-selection procedure established by the District Administrator.

If a student's application is accepted, the parents and the non-resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course. The notification is to include the name of the school the student is to attend and what the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If the requested course does not satisfy one of the high school graduation requirements specified in Wis. Statute 188.33, the parents are to be so notified.

The parents of the student must notify the District prior to the commencement of the course whether or not the student will be enrolling. If so, the parent agrees to abide by the District's enrollment procedures and to provide transportation of their child to school.

The District Administrator shall submit the costs of providing instruction in the course(s) to the non-resident student to his/her resident school district for payment as determined by the Department of Public Instruction.

Note: These costs may be able to take into account special education or other accommodation costs for a student.

The District Administrator may reject an application.

If the application is to be rejected, the parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course and provided the reason for the rejection.

DEERFIELD COMMUNITY

CODE: 430

SCHOOL DISTRICT

DATE OF ADOPTION: 03/17/80

Revised: 11/18/96, Revised: 1/18/99

ATTENDANCE POLICY

STUDENT ABSENCES AND EXCUSES

Every student has the right to attend school in the district in which he/she resides. Along with this right goes the responsibility of the student to attend daily and to be on time to all classes. Make-up work can never be an adequate substitute for attendance in school. In cases of extended absence, excused or unexcused, consideration will be given to require the student to drop the course(s) of instruction, and allow repetition of the course(s) at a later date.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between six and 18 years of age to be in school attendance unless he/she:

- (1) is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
- (2) has graduated;
- (3) has been authorized to attend an alternative educational program; or
- (4) has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

LEGAL REF.: Sections 118.15 Wisconsin Statutes

118.153 118.162

118.16 118.165

DEERFIELD COMMUNITY

CODE: 431

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

Revised: 8-21-89

COMPULSORY ATTENDANCE AGES

In accordance with state law, all children between 6 and 18 years of age must attend school full-time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse or qualify for part-time attendance.

A student who is 16 years of age or over may, if the parent/guardian and the Board approve, attend the vocational, technical, and adult education school in lieu of attending high school or as a joint enrollee.

The four legal excuses from school attendance are:

1. Completion of a full four-year high school course.
2. Excused by the Board because the child is not in proper physical or mental condition to attend school. In such cases homebound instruction may be provided if possible.
3. Exemption by the Board for good cause, but the good cause may not be based on the child's exceptional educational needs.
4. Instruction received elsewhere than at school as approved by the state superintendent.

LEGAL REF,: Wis. Statutes 118.15

TRUANCY

Repeated unexcused absences will result in parent or legal guardian notification, and legal action will be taken under Chapter 118 of the Wisconsin Statutes. Disciplinary action through the school will also be taken.

The following steps will constitute the truancy plan of the Deerfield Community School District.

1. The parent(s) or guardian(s) of all students having an unexcused partial or full day absence should be notified within 24 hours of the discovery of the absence. If a personal contact is not made within the 24 hours, a letter will be sent to the parent(s)/guardian(s).
2. After the second unexcused absence the school will send a letter to the parent(s)/guardian(s) requesting a meeting to discuss the truancy, contributing factors, school policy and potential consequences.
3. When any student has three unexcused partial or full day absences in a school semester, the school shall arrange a meeting that includes appropriate school staff, the parent(s)/guardian(s), and student. At this meeting, the participants will determine the factors contributing to the truancy. Educational options and support services, such as curriculum modification, alternative school programs, EEN referral, and special counseling will be explored.

The end result of the meeting should be the development of a mutually agreed upon plan to deal with the issues identified. Subsequent to this meeting the student will be referred to the appropriate building "at risk" committee for development of the above noted plan.

The school will also inform the family of the penalties for not cooperating in efforts to address the truancy problem. All parties will receive written information that explains possible school and community consequences for habitual truancy under Chapters 118 and 48 of the state statutes.

4. If truant behavior continues to the extent that the student becomes habitually truant, defined as "a student who is absent from school without acceptable excuse under sec. 118.16(4) and sec. 118.15 for either of the following: part or all of five or more days in which school is held during a school semester. (Ref. sec. 48.01(9m) sec. 118.16(1)(a), the school will send the student's parent(s)/guardian(s) a certified letter outlining the parent(s)/guardian(s) legal responsibility regarding regular attendance, potential for educational program modifications as an identified "at risk" student, request for a meeting regarding the truancy, a statement of potential penalties that may be imposed on parent(s)/guardian(s) and the pending referral to court and/or Human Services Department of Dane County.

REFERENCES: WIS. S.S. Sec. 48.24
 Sec. 48.01(9m)
 Sec. 118.16(1)(a)
 Sec. 118.16(4)
 Sec. 118.15
 Sec. 118.16(2)(cr)
 Sec. 118.15(5)
 Sec. 118.162

DEERFIELD COMMUNITY

CODE: 433.1

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

Revised: 6/21/93, Revised: 3/17/03

ASSIGNMENT OF STUDENTS TO CLASSES

Students shall be assigned to specific classes and teachers by the building administrator in a manner which will yield maximum benefit to the student and provide the most favorable academic atmosphere for the class.

With an understanding of and allowance for specific instructional goals in certain classes, it is the intent of this district to have all classes reflect heterogeneous grouping of students.

When assigning students to classes, it is the policy of the Deerfield School District not to 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.

Scheduling for Instruction

It is the responsibility of each principal to see that a satisfactory instructional program is scheduled for each pupil in his or her building. This schedule should provide for the best use of the pupil's time in relationship to their goals, within the framework of practicable school operation.

LEGAL REFS.: 118.24 (2) (3)
120.12 (1) (2)
120.13 (1)

DEERFIELD COMMUNITY

CODE: 434.1

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The school board recognizes that the state legislature permits students to be released from school for religious instruction. Although the board neither recommends nor discourages student participation in such instruction, it does believe that religious instruction may exert a positive influence on student achievement and conduct within the school district.

The school district assumes no responsibility for transporting students to religious instruction classes. Furthermore, the school district releases itself from all liability for a student who is absent from school for religious instruction.

Specific arrangements for released time for religious instruction in compliance with the language of Wis. Stat. 118.155 shall be made by the administrative rule of the district administrator in cooperation with the local churches.

LEGAL REF.: Wis. Stat. 118.155 (1)

DEERFIELD COMMUNITY

CODE: 434.2

SCHOOL DISTRICT

DATE OF ADOPTION: 9-16-96

CLOSED CAMPUS

Students will not be permitted to leave school property during the school day without the written approval of the principal or designee.

DEERFIELD COMMUNITY

CODE: 434.3

SCHOOL DISTRICT

DATE OF ADOPTION: 10/21/02

SENIOR SCHEDULING PRIVILEGES

Seniors will be allowed the scheduling privilege of having one class period or class block designated as a free period. As a free period, seniors are allowed to leave the building after signing out. Seniors will not be allowed to leave the building solely for the purpose of eating lunch. Seniors will be granted this privilege based on the following conditions:

1. They are on track to earn 28 credits, or more, required for graduation.
2. Parents consent to the scheduling privilege.
3. They maintain good standing with regards to attendance and conduct relative to the privilege.

Seniors abusing this privilege in any fashion may have this privilege permanently revoked or temporarily suspended depending on the circumstances.

The building administrator(s) will determine the procedures for effectively implementing this policy.

DEERFIELD COMMUNITY

CODE: 435

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

STUDENT WITHDRAWAL FROM SCHOOL

Any student may withdraw from school enrollment in accord with state law on compulsory attendance. However, it is the intent of this district that all efforts possible will be extended to the student and his parent/guardian in an attempt to retain the student in school making progress toward a diploma.

The guidance counselor will meet with each student who might be a potential drop-out to review the student's scholastic standing, future plans, and areas of learning difficulties.

If interest in dropping out is still maintained by the student, a conference will be scheduled with the building principal, guidance counselor, students and parent/guardian to explore all of the educational options available to meet the needs of the student including off-campus learning activities, correspondence course work, and work-experience programs.

LEGAL REF.: Wis. Stat. 118.15

DEERFIELD COMMUNITY

CODE: 436

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

STUDENT DISMISSAL PRECAUTIONS

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody without the direct approval and knowledge of the building principal.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.

Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise.

STUDENT RIGHTS AND RESPONSIBILITIES**RELIGION**

Your Right: The Deerfield Community School District may not interfere with your right to observe any religion by requiring, establishing, or conducting religious exercises for you.

Your Responsibility: You have the responsibility to respect the religious beliefs and observances of others.

SPEECH AND EXPRESSION

Your Right: You have the right to express your views, whether orally or symbolically (through buttons, armbands, symbols on clothing, political salutes, etc.), however, unpopular or critical of school or governmental policy they may be.

Your Responsibility: When expressing yourself, you must do so in a manner that does not “materially or substantially” disrupt the operation of the school.

Your Responsibility: You may not, in expressing yourself, violate another person’s rights by using slanderous speech.

SUSPENSION AND EXPULSION

Your Right: Before you may be suspended from school for 15 days or less, the suspending official must:

1. Tell you what rule you have broken, or write it down and give you a copy.
2. Explain to you why he or she believes that you broke the rule if you deny it.
3. Give you the chance to tell your version of what happened.

Your Responsibilities: First of all, you have the responsibility to follow school regulations. The Constitution does not shield you from suspensions “properly imposed” according to the above procedures. Secondly, if your conduct is dangerous to other persons or continually threatens to disrupt school, you may be suspended immediately.

In such cases, a hearing in which the above rules are followed should be given as soon as practicable after you are suspended.

RACIAL DISCRIMINATION AND SEGREGATED SCHOOLS

Your Right: The state or other governmental body may not establish racially segregated schools, thus depriving you of your right to an education, regardless of race.

Noting the above expressed rights and responsibilities, it is also 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,

STUDENT RIGHTS AND RESPONSIBILITIES (Cont.)

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 the 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 of 1973.

DEERFIELD COMMUNITY

CODE: 441.1

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

Revised: 7-15-02, 10-19-09

STUDENT GOVERNMENT

The Board sanctions and recommends the organization of a student government body in the schools.

Student government shall be “of the students, by the students, for the students,” representing all students in the school in communications with the administration and in the organization of student activities.

The High School Student Council shall be an “open council” – anyone in the student body who is interested in joining may do so. The members of the entire student council elect their officers. The elected officers appoint student council representatives as chairs for various events.

A high school student shall serve as a non-voting member of the Board of Education and shall be excluded from executive sessions of the board. The appointed student will be involved from a student’s viewpoint in policy making and school climate discussions. The student member would also serve as a student liaison between the student body and the Board of Education. This position may be shared between two or more students.

The rights and responsibilities of the council shall be clearly set forth. A faculty advisor(s) shall be provided to work with the council to assist in the accomplishment of the objectives of student government.

DEERFIELD COMMUNITY

CODE: 443

SCHOOL DISTRICT

DATE OF ADOPTION: 5-17-99

**DEERFIELD COMMUNITY SCHOOL DISTRICT
CODE OF CLASSROOM CONDUCT K-12
PURSUANT TO SECTION 118.64, WISCONSIN STATUTES**

Introduction

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

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

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

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

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

1. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Behavior which is disruptive, dangerous or unruly:

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

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

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

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

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

Throwing any object.

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

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

Loud, obnoxious or outrageous behavior.

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

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

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

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

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

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

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

In addition, there may be grounds for removal for behavior which, though not necessarily a violation may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, repeatedly reporting to class without bringing necessary materials to participate in class activities, or other overt or passive refusal or inability to engage in class activities.

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

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

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

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

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

- a) instruct the student to go to the main office for the period of removal. In such case, the teacher will communicate with the office via telephone or other communication device available.
- b) Obtain coverage for the class and escort the student to the main office.

- c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

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

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

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

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

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

6. HOW LONG SHALL A SHORT TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to a class without recurrence of the behavior for which the student was removed. In

the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or where necessary, appropriate and practicable, shall take steps to have the student sent home.

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

7. WHAT ARE THE PROCEDURES FOR LONG TERM REMOVAL?

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

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

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

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

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

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

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

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

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

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

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

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

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

It is the policy of the Deerfield Community School district that no person may be denied admission to any public school in this district or be denied participation in, be denied, the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy 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: 443 (Attachment)

SCHOOL DISTRICT

DATE OF ADOPTION: 11/18/96

Revised: 05/17/99

Revised: 07/21/03

Student Conduct: Behavior Standard #10 (Dress Code)

Students will not wear clothing which displays pictures, writing, or advertising that refers to alcoholic beverages, taverns, tobacco, drugs, nudity, profanity, or includes offensive or sexually suggestive messages. Also, students are not allowed to wear hats, bandanas, or other head covering anywhere in the school building during the school day (exceptions may be made for religious reasons and special hat day events planned by the school). Students will not dress or groom in a manner that presents a danger, a health or safety concern, or interferes with school climate or creates classroom disorder.

In addition, the following are specific clothing expectations:

Shirts – all shirts must hang down to at least the student's waistband. No midriff is allowed to be visible. Shirts must have a full back (note: a backless top with ties is not allowed), and a front neckline not displaying cleavage.

Pants – All pants should be secured at the waistband. Pants should not hang down to the point that a student's underwear could be visible, sitting or standing.

Dresses/Skirts – All dresses or skirts must hang at least to the middle of a student's thighs and dresses may not be backless, with the exception of formal evening dances.

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

DEERFIELD COMMUNITY

CODE: 443 (Attachment)

SCHOOL DISTRICT

DATE OF ADOPTION: 11/18/96

Revised: 5/17/99, 09/14/09

STUDENT CONDUCT

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

The Deerfield School District Board of Education has taken a very firm position on the matter of proper student behavior. This policy reaffirms a set of behaviors that will not be accepted or tolerated in our schools. Students will not engage in behavior that disrupts classroom learning or school activities.

All Students will be held accountable for inappropriate or unacceptable behavior, and infractions against this policy may be subject to established disciplinary procedures and consequences as outlined by District Administration up to and including suspension and/or expulsion.

The Deerfield School District wants to be proud of our educational atmosphere, our social climate, and our reputation both inside and outside the school. A partnership between Students, Staff, and the Community is essential in achieving this goal in our district where all participants (Community, Students, Staff, and Visitors) coexist in a respectful, pleasant and courteous environment.

DEERFIELD SCHOOL DISTRICT BEHAVIOR STANDARDS

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

- STUDENTS WILL NOT ENDANGER OTHERS, BY POSSESSION AND/OR DISTRIBUTION OF WEAPONS, OR UNLAWFULLY ENGAGING IN BOMB THREATS AND FALSE FIRE ALARMS
- STUDENTS WILL NOT POSSESS AND/OR DISTRIBUTE ALCOHOL, TOBACCO, OR OTHER DRUGS/CONTROLLED SUBSTANCES, OR OBJECTS THAT ARE HARMFUL TO THEMSELVES OR OTHERS. STUDENTS ARE PROHIBITED FROM BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS WHEN ENGAGED IN SCHOOL ACTIVITIES, OR REPRESENTING DEERFIELD SCHOOLS, OR UNDER THE JURISDICTION OF SCHOOL OFFICIALS.
- STUDENTS WILL NOT CARRY OR HAVE IN THEIR POSSESSION PAGERS, CELLULAR PHONES, OR ANY OTHER TWO-WAY COMMUNICATION DEVICES DURING THE SCHOOL DAY.
- STUDENTS WILL NOT WEAR CLOTHING WHICH DISPLAYS PICTURES, WRITING, OR ADVERTISING THAT REFERS TO ALCOHOLIC, BEVERAGES, TAVERNS, TOBACCO, DRUGS, NUDITY, PROFANITY/OFFENSIVE, OR SEXUALLY SUGGESTIVE MESSAGES. ALSO, STUDENTS ARE NOT ALLOWED TO WEAR HATS, BANDANAS, OR OTHER HEAD COVERING ANYWHERE IN THE SCHOOL BUILDINGS DURING THE SCHOOL DAY. STUDENTS WILL NOT DRESS OR GROOM IN A MANNER THAT PRESENTS A DANGER, HEALTH SAFETY CONCERNS OR INTERFERES WITH WORK OR CREATES CLASSROOM DISORDER.
- STUDENTS WILL NOT BE INVOLVED IN ANY TYPE OF CHEATING TO BENEFIT THEMSELVES OR OTHERS.
- STUDENTS WILL NOT CAUSE DISRUPTION AND/OR INTIMIDATION BY GANG OR GROUP SYMBOLS OR GESTURES, GANG OR GROUP POSTURING TO PROVOKE ALTERCATIONS OR CONFRONTATIONS.

DEERFIELD COMMUNITY

CODE: 443 (Attachment)

SCHOOL DISTRICT

DATE OF ADOPTION: 11/18/96

Revised: 5/17/99, 09/21/2009

STUDENT CONDUCT

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

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

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

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

DEERFIELD SCHOOL DISTRICT BEHAVIOR STANDARDS

- STUDENTS WILL NOT VERBALLY, PHYSICALLY, OR SEXUALLY HARASS OTHERS BASED ON SEX, RACE, RELIGION, NATIONAL ORIGIN, ANCESTRY, CREED, PREGNANCY, MARITAL OR PARENTAL STATUS, SEXUAL ORIENTATION, OR PHYSICAL, MENTAL, EMOTIONAL, OR LEARNING DISABILITY OR HANDICAP.
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- STUDENTS WILL NOT CAUSE DISRUPTION AND/OR INTIMIDATION BY GANG OR GROUP SYMBOLS OR GESTURES, GANG OR GROUP POSTURING TO PROVOKE ALTERCATIONS OR CONFRONTATIONS.

DEERFIELD COMMUNITY

CODE: 443.1

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

Revised: 11/16/92

STUDENT DRESS

The responsibility for the appearance of the students of the Deerfield Community School District rests with the parents and the students themselves. General cleanliness and good grooming is expected.

It is expected that students will maintain an appearance that is not distracting to faculty and other students and which does not detract from the educational process. Clothing should not display offensive markings or emblems. Student attire will not be destructive to school property and will comply with the health and safety codes of the State of Wisconsin.

If a student's appearance is considered detrimental, he or she may be sent home to change. Students will not wear hats or coats/jackets inside the classroom, except for special circumstances.

DEERFIELD COMMUNITY

CODE: 443.2

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

Revised: 5/20/91

Revised: 10/18/93

STUDENT CONDUCT ON SCHOOL BUSES

Transportation service to and from school and for extracurricular events is a service provided by the school district.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the approved bus stop, unless a permission slip for an alternate drop off is turned in, at the close of the school day. The alternate drop off option should only be used sparingly.

Specific rules and regulations regarding student behavior on buses shall be developed by the administration, approved and reviewed annually by the bus contractor and the Board of Education, and distributed to each student annually.

Students who refuse or fail to comply with bus rules and regulations repeatedly may have their bus service taken away. Suspension from the bus may be ordered by the building administrator. Such action will normally follow conferences by the building administrator with the student, the student's parents, and the bus contractors. Bus drivers will report student behavior problems to the building administrator in writing using an appropriate disciplinary report form.

Bus drivers are encouraged to work out potential problems with students and/or parents and the bus contractor prior to referring them to the building administrator. Students shall never be put off the bus to walk home or to walk to school.

DEERFIELD COMMUNITY

CODE: 443.3

SCHOOL DISTRICT

DATE OF ADOPTION: 3-17-80

Revised: 1/18/93, 4/22/08

TOBACCO USE & POSSESSION BY STUDENTS

Smoking, use of spit tobacco, and/or the conspicuous possession of tobacco products is not permitted at any school functions or on school property at any time for any reason.

Professional personnel will provide intensive programs of education designed to fully inform students about the hazards of tobacco.

Any violation of this policy will result in the notification of the parents and law enforcement and will result in a code violation when the student is involved in athletic/extra curricular activities.

LEGAL REFS.: s.s. 120.12 (20)
 s.s. 101.23
 s.s. 48.983 (2)(c)

DEERFIELD COMMUNITY

CODE: 443.4

SCHOOL DISTRICT

DATE OF ADOPTION: 3-17-80

Revised 4-22-08

STUDENT ALCOHOL AND OTHER DRUG USE

Possession or use of alcohol, possession or use of illegal drugs, misuse of prescription and/or over the counter drug medications is not permitted at any school functions or on school property at any time for any reason. Students are also prohibited from attending school and/or any school functions under the influence of alcohol, illegal drugs and/or non-prescribed medications.

Any violation of this policy will result in the notification of the parents and law enforcement and will result in a code violation when the student is involved in athletic/extracurricular activities.

DEERFIELD COMMUNITY

CODE: 443.5

SCHOOL DISTRICT

DATE OF ADOPTION: 7-16-90

REVISED: 04-23-07, 08-25-08

USE OF CELLULAR TELEPHONES AND COMMUNICATION DEVICES

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

These restrictions may be waived if the school board or its designee determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate purpose.

The Principal and/or designee of are authorized to restrict the possession or use of cellular phones, pagers or similar communication devices during the school day or at school sponsored activities.

Students violating this policy are subject to discipline and/or confiscation of the device.

School district employees, visitors, and the community shall also refrain from having cellular phones, pagers, or similar communication devices disrupt school activities.

Students, staff, and parents shall be informed of this policy through the appropriate handbooks.

DEERFIELD COMMUNITY

CODE: 443.6

SCHOOL DISTRICT

DATE OF ADOPTION: 01-19-98

WEAPONS ON SCHOOL PREMISES

No person shall possess, use, or store a weapon on school property, on school buses, or at any school-related event. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty).

The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

A weapon is any object which is used or intended to be used to inflict bodily harm. This includes, but is not limited to guns, including BB and pellet firing guns, firearm silencers, knives, razors, karate sticks, metal knuckles, chains, and similar items or destructive devices such as explosives or fire bombs.

Any student violating this policy shall be subject to penalties outlined in state and federal law including mandatory expulsion from school. Decisions on expulsion shall be made by the Board on a case-by-case basis. Parents/guardians and law enforcement officials will be notified in all cases. Weapons will be confiscated by the District.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Law enforcement officers will be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes
941.235

DEERFIELD COMMUNITY

CODE: 444

SCHOOL DISTRICT

DATE OF ADOPTION: 03-17-80

PREGNANT AND MARRIED STUDENTS

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the school.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs in accord with EEN procedures of the district.

INTERROGATIONS AND SEARCHES

Investigations By Staff

The right of interrogating and searches of students is inherent in the authority granted school boards and administrators. This authority may be reasonably exercised as needed in the interest of safeguarding children, and personal school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment. Fundamental concerns are: to protect each child's constitutional rights to personal privacy and protection from coercion, and to act in the best interest of all students and the schools.

Searches will be reported to the Board of Education either before or after as appropriate.

What constitutes a reasonable search depends entirely upon the peculiar facts and circumstances existing at the time a search is contemplated. If a school official reasonably believes that a student is harboring a weapon or other substance imminently dangerous to persons or property, such official has not only a right but a duty to conduct an immediate search and seizure. On the other hand, a suspicion that a student is concealing evidence of a crime upon his person or property should ordinarily be handled by alerting the local police. This is especially true in those instances in which the student is not likely to dispose of the evidence prior to the police involvement. Objects in "plain view" may be seized if they are not the product of a search and the person seizing them had a right to be in a position to have that view.

Investigations by Police During School Day

- (1). When it becomes necessary for a student to become involved with the police regarding criminal activities, the officer may conduct a non student-initiated interview or interrogation of students on school premises under the following conditions:
 - (a) The police shall contact the parent(s) or guardian of a minor student prior to an interview. The police/school resource officer/designee shall proceed with the interview only after receiving verbal approval of the parent(s) or guardian or upon the arrival of the parent(s) or guardian.
 - (b) In all situations, every possible step should be taken to ensure minimum embarrassment or loss of class time for the student.
 - (c) A school administrator may be present at the interview.
 - (d) If the police find it necessary to interrogate students upon possible criminal conduct or activity, the students will be informed of their constitutional rights (Miranda warnings). A further explanation of these rights will be given using a printed form which they may sign if they so choose. The students will be informed whether or not they are free to go.
 - (e) If a student is taken into police custody, the student shall immediately be removed from school property.

- (2). The police or social worker may conduct interviews/interrogations without prior parental contact in situations where:
 - (a) The parent or guardian is suspected of a crime and the student has information as a witness or a victim;
 - (b) The student is a victim of a particularly sensitive crime such as sexual assault or child abuse;
 - (c) A delay may result in flight of the suspect;
 - (d) A delay may result in the destruction of evidence;
 - (e) A delay may result in the opportunity to cover up the crime;
 - (f) A delay may result in an unnecessary threat to the community;
 - (g) The student voluntarily approaches the police/school resource officer;
 - (h) There is a non-investigatory discussion.
- (3). The school administrator or designee will make an effort to contact the parent of any student taken into police custody.

Confidentiality of Information and Records

Sharing of confidential information and/or student record content with the police shall fully comply with statutory provisions and school district policies.

The Deerfield School District shall not discriminate in following these procedures 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. Discrimination complaints shall be processed in accordance with established procedures.

DEERFIELD COMMUNITY

CODE: 446.1

SCHOOL DISTRICT

Date of Adoption: 09/21/1998

LOCKER SEARCHES

School lockers are the property of the Deerfield Community School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspection of lockers may be conducted by the Principal, District Administrator, Assistant Superintendent, a Police Officer working with school authorities or other school personnel designated by the Administrators for any reason at any time, without notice, without student consent and without a search warrant.

Any unauthorized item found in the locker may be removed by school authorities.

LEGAL REF.:

Sections 118.32 and 118.325 Wisconsin Statutes.

Wisconsin Supreme Court - Isiah B. v. State of Wisconsin (176 Wis. 2d 639, 1993).

U.S. Supreme Court - New Jersey v. T.L.O. (105 S.Ct. 733, 1985).

DEERFIELD COMMUNITY

CODE: 446.2

SCHOOL DISTRICT

DATE OF ADOPTION: 11/16/1998

THE USE OF DRUG SNIFFING DOGS BY SCHOOL OFFICIALS

I. Policy Statement

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

II. Procedures

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

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

Prior to any use of drug-sniffing dogs, a written copy of this Policy shall be distributed to all students of the school in the Deerfield Community School District.

Reference: Doe v. Renfrew, 475 F. Supp. 1012 (N.D. Ind. 1979) modified, 6331 F. 2d 91 (7th Cir. 1980), cert. denied, 451 U.S. 1022 (1981)

STUDENT DISCIPLINE

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship.

In all disciplinary action teachers should be mindful of the fact they are dealing with individual personalities. A child's personality, disposition, and personal characteristics should be given consideration before prescribing treatment. Each child is deserving of each teacher's best thinking and most deliberate judgment.

Disciplinary action should not be administered in such a way as to cause the child to lose status before his or her social group. Teachers should guard against making remarks to other pupils concerning the child's shortcomings or engage in discussions with a pupil in such a way as to reflect discredit upon the pupil before the others.

All information concerning the pupil or his or her family background should be held in strictest confidence.

In cases of insubordination or misconduct when ordinary and usual methods of correction are ineffective, the teacher may send the pupil to the principal for further action.

DEERFIELD COMMUNITY

CODE: 447.1

SCHOOL DISTRICT

Date of Adoption: 3-17-80

USE OF FORCE IN DISCIPLINE

The board realizes that in certain situations the use of force may be necessary to maintain discipline. Any physical force will be limited to the use of hands to direct a pupil toward a desired location, to remove a student from the classroom, for the purposes of self-defense, for the protection of persons or property, to obtain a weapon or other dangerous object possessed by a student or to restrain a student from injuring others.

DEERFIELD COMMUNITY

CODE: 447.3

SCHOOL DISTRICT

DATE OF ADOPTION: 3/17/80

**Revised: 11/19/90, 7/19/93, 11/12/94, 12/18/95
11/18/96**

STUDENT SUSPENSION AND STUDENT EXPULSION

Student Suspension

In accordance with state statutes, a student may be suspended by the school principal for not more than five school days or, if an expulsion hearing is pending, for not more than a total of fifteen consecutive school days if it is determined:

1. That the pupil is guilty of violating a school rule or that while at school or under the supervision of a school authority endangered the property, health, or safety of others, and/or
2. That the pupil of conduct, while not at school or not under the supervision of a school authority, endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled; and
3. That the pupil's suspension is reasonably justified.

Prior to any suspension, the pupil will be advised of the reason for the proposed suspension and any supporting evidence. The pupil will be given the opportunity to explain his version of the facts if the pupil denies the charges. If it is determined that the student is guilty of the misconduct charged and that the suspension is reasonably justified, the student will be suspended and a record of the suspension will be placed in the student's permanent file. Any suspension may be an in-school suspension or out-of-school suspension, whichever is deemed appropriate by the administrator for the student involved or offense incurred.

When imposing a suspension, representatives of 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 in its educational programs or activities.

The parent or guardian of a minor pupil will be promptly notified in writing of the suspension. The notice will include the reason for the suspension; the right of the pupil or parent or guardian to a hearing; the right to legal representation at the hearing; the right to examine or cross-examine witnesses; and the right of appeal to the BOE.

The suspended pupil or his parent or guardian may, within five school days following commencement of the suspension, have a hearing with the district administrator or the district administrator's designee who will be someone other than a principal, administrator, or teacher in the suspended pupil's school.

If it is determined as a result of the hearing that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, the suspension reference on the pupil's school records will be expunged. Such determination will be made within 15 days of the hearing.

After readmission to school, the pupil will be allowed to take any quarterly, semester, or grading period examinations missed during the suspension period.

In order to provide a basis for periodic examination and evaluation of suspension policies and practices, the district administrator will submit to the BOE monthly reports detailing the number of suspensions and indicating the reasons for such suspension. Such reports will indicate individual school data, as well as senior high, middle school, and elementary level totals.

Student Expulsion

In accordance with state statutes, students may be expelled from school by the BOE if:

1. It finds the students guilty of repeated refusal or neglect to obey school rules; or finds that while the student was at school or under the supervision of a school authority endangered the property, health, or safety of others, and
2. It is satisfied that the interest of the school demands a student's expulsion.

Prior to expulsion, the BOE will hold a hearing regarding the proposed expulsion. Not less than five days' written notice of the hearing will be sent to the pupil and if the pupil is a minor to his parent or guardian. The notice will state the reason for the proposed expulsion; the time and place of the hearing, the fact that the expulsion may result,; the right to legal representation; and the right to appeal the BOE's decision.

At the hearing, minutes will be kept of all proceedings.

Upon the BOE's decision to expel a student, a copy of the expulsion order will be mailed to the pupil and his/her parent or guardian. The pupil will have the right to appeal the expulsion to the state superintendent and an appeal to the state superintendent's decision may be made within 30 days to the county circuit court.

LEGAL REF.: Wis. Stat. 120.13(1)(b)

DEERFIELD COMMUNITY

CODE: 449

SCHOOL DISTRICT

DATE OF ADOPTION: 1-21-80

Revised: 6/21/93

STUDENT DUE PROCESS RIGHTS

Before any disciplinary action is taken against a student, the student has the right to the due process guaranteed by the United States Constitution and the Statutes of Wisconsin.

A student will be advised of what rule was broken by his/her behavior and will be given an opportunity to tell his/her version of what happened.

Behavior which may lead to suspension shall be documented, with the student's parents or guardians receiving copies of such documentation.

The route for all appeals shall be from teacher, to building administrator, to district administrator, to school board as dictated by BOE policy.

All specific requirements of Wis. Stat. 120.131 (1) shall be complied with at all times.

When applying and considering student due process rights, it will be 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, or emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. The 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.

LEGA REF.: Wis. Stat. 120.13 (1)

DEERFIELD COMMUNITY

CODE: 451

SCHOOL DISTRICT

DATE OF ADOPTION: 3-17-80

STUDENT INSURANCE PROGRAM

The school district will provide WIAA special program of coverage accident insurance and athletic insurance at no cost for all students enrolled in the schools.

DEERFIELD COMMUNITY

CODE: 453

SCHOOL DISTRICT

DATE OF ADOPTION: 3-17-80

Revised: 7/18/88

Revised: 7/20/92

STUDENT HEALTH SERVICES AND REQUIREMENTS

The purpose of the district's health program will supplement the efforts and guidance of parents to bring an awareness on the part of students of regular health care.

The district will:

1. Promote good health habits among students.
2. Stimulate a sanitary and healthful environment in the schools.
3. Assist in detecting and recommending correction of medical, psychological, and physical handicaps of students.

Physical health records will be maintained on all students and will be confidential. These records will be released only to persons entitled to them by Wisconsin State Statute or to other persons with the informed consent of the student's parent or guardian or the student if over 18 years of age. Pupil health care records will not be maintained for a period of longer than one year after the pupil ceases to be enrolled in the school.

Immunizations

Students must be properly immunized against certain communicable diseases as specified by law prior to admission to elementary school. Immunization requirements may be waived for an individual student for health or religious reasons.

Physical Examinations

Students must have a physical examination and present a medical certificate stating that the student is in good physical health prior to initial admission to school.

Annual Screening

Vision and hearing screening will be planned and administered in cooperation with the Dane County Health Department.

LEGAL REFS.: Wis. Stat. 120.15 (5)
121.02 (k)
140.05 (16)
Chapter 143
146.82

DEERFIELD COMMUNITY

CODE: 453.1

SCHOOL DISTRICT

DATE OF ADOPTION: 3/17/80

Revised: 7/18/88, Revised: 7/20/92, Revised: 6/18/01

EMERGENCY NURSING SERVICES

The School District of Deerfield shall provide emergency nursing services to handle the care of students suffering from illness or accidental injuries at school or during school-sponsored activities.

Emergency nursing services shall be provided under the direction of a nurse registered in Wisconsin. Arrangements shall be made for a local physician to serve as medical advisor for the District.

Emergency nursing services shall be available during the regular school day including curricular and co-curricular activities of students. The school nurse is not required to be present at all school-sponsored activities. Personnel in charge of the activity shall provide emergency care to the extent of his/her expertise or obtain emergency care. Emergency care procedures will be followed as outlined according to the American Red Cross and American Heart Association. Any school employee who in good faith renders emergency care shall be immune from civil liability as defined in 895.48, Wisconsin Statutes.

Written procedures for emergency nursing services shall be reviewed annually by the nurse or local physician. These procedures shall describe services provided for handling accidental injury, illness and medication at all school-sponsored activities.

DEERFIELD COMMUNITY

CODE: 453.11

SCHOOL DISTRICT

DATE OF ADOPTION: 07/20/09

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

This policy defines the guidelines for placement, maintenance, training and use of semiautomatic external defibrillators in the School district of Deerfield.

In administering this policy, the District will follow the requirements of State Statute 256.15 and 46.03(38).

The District shall place and maintain an automatic external defibrillator (AED) in each of the School District Buildings. As allowed by law, anyone completing a course approved by the Department of health and Family Services is allowed to defibrillate using a semiautomatic defibrillator. Courses currently approved are the American Heart Association Heartsaver AED course or American Red Cross for automatic external defibrillators.

If a medical emergency arises on the District grounds or at a District or community event that would require the use of an AED, staff, or students that have completed the appropriate training will use the District's AED in accordance with this policy and administrative rule.

Legal Ref.: 256.15, Wisconsin Statutes
46.03(38), Wisconsin Statutes

DEERFIELD COMMUNITY

CODE: 453.3

SCHOOL DISTRICT

DATE OF ADOPTION: 7-18-88

Revised: 6/21/93

COMMUNICABLE DISEASES POLICY

It is the policy of the Deerfield Community School District, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, to educate students and staff in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting the communicable disease at school and in school-related activities.

In recognition that an individual's health status is personal and private, the district will handle information regarding students and staff with suspected or confirmed communicable diseases in accordance with state and federal law and Board of Education (BOE) policies regarding the confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

Students and staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative interpretation that poses a significant health risk to others or that renders them unable adequately to perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

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 REFS.: Wis. Stat.: 111.34
118.01 (2) (d)
118.15
121.02 (1)(b) and (1)(i)
143.04 (3)
143.12 (1) and (6)
118.25

**PROCEDURE FOR THE CONTROL & TREATMENT
OF HEAD LICE/NITS IN THE SCHOOL**

1. Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice checks may be made periodically on any child as necessary during the school year. This may include classroom checks or all school checks. Friends and siblings of infested students will be checked for head lice. Students with head lice or untreated nits shall not attend school. All new and returning students must be screened. ~~The District may screen all students as needed.~~

If live lice or **untreated** nits are apparent:

- A. The parent will be contacted by phone. The child ~~should be isolated and sent home with his/her belongings~~ **will be excluded from school until adequate treatment has occurred. A student should usually not miss more than one day of school for the purpose of treatment.**
- B. Treatment of the student and the environment will be explained to the parent.
- C. ~~A written explanation of lice treatment will be given to the student for the parent, serving as adjunct to the instructions given over the phone. This will include a form to be completed by the parent stating the day, time, and type of shampoo used.~~ **The head lice information packet will be given to the parent including: Head Lice Treatment/Verification Checklist and Information regarding Head Lice.**
- D. Parents will be strongly encouraged to remove all nits and casings after treatment with a lice shampoo, before re-admittance to school.
- E. The District may screen all students as needed.

Readmission to school:

- A. The student will be checked by the district school nurse, the Dane County PHN, or his/her designee upon return to school, to be assured of treatment.
- B. Presence of live lice will constitute exclusion, and treatment will be repeated. **The student may remain in school if only nits are identified.**
- C. If nits are present, the parent is to be notified that they must be removed by the fourth day following treatment with a pediculocide. The student will be rechecked again on the fourth day. If nits are still present, the student will be excluded until the nits are removed.
- D. The Dane County Public Health Nurse, the district school nurse, or his/her designee will check the students head for lice and nits weekly for two (2) weeks following reentry, or until assured that the head is clear.
- E. The school district may screen all students as needed.

School Environment:

- A. ~~The guidelines for Cleaning of the Classroom will be followed for those classrooms of diagnosed cases. The janitor will be asked to clean the classroom each time a new case is discovered in that classroom. A copy of the cleaning guidelines will be given~~

~~to the teacher.~~ The “Classroom Checklist for Lice” will be given to the classroom teacher and followed for those classrooms where detection of live lice occurred.

- B. Letters for parents of all students in that classroom **identified** will be sent home with the students, explaining that lice has been discovered in their child’s classroom, **and it will be the responsibility of the parent to check their own children.** Instructions on how to check their own children for head lice will also be included with the note.
- C. **The School nurse/designee may** ~~School staff will~~ check the ~~heads of all students in those classrooms of diagnosed cases within two (2) days of discovery of a case of head lice in that classroom~~ student, siblings and other contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body justified. This is a costly, disruptive and often non-productive measure. If three or more students in the classroom are identified, this measure may be considered.

AIDS

Acquired immunodeficiency syndrome (AIDS) represents a breakdown of the body's system of immune defenses. The immune system consists of mechanisms designed to defend the body against disease. When the immune system is defective the body is vulnerable to a variety of infections and illnesses. The causative agent of AIDS is a virus referred to as HTLV-III type infection.

Code 453.3 Attachment (Continued)

According to the best informed medical experts, the HTLV-III type infection is only transmitted through significant sharing of body fluids. They have no evidence that this virus is spread by the day-to-day casual contacts that occur between pupils and pupils and staff in the school setting. They have recommended that for most infected school-age children, the benefits of attending school outweigh the risks of acquiring potentially harmful infections and the reported, nonexistent risk of transmission of the HTLV-III infection.

If a student of the Deerfield School District is diagnosed as having AIDS, decisions will be made using the following recommendations provided by the Department of Health and Social Services, State of Wisconsin, as guidelines.

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 program or activities.

RECOMMENDATION 1

As a general rule, children with AIDS or evidence of an HTLV-III infection should be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges, and services provided by law and local school district policy.

RECOMMENDATION 2

Under the following circumstances a child with an HTLV-III infection might post a risk of transmission to others; if the child lacks toilet training, has open sores that cannot be covered, or demonstrates behavior (for example, biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream. If any of these circumstances exist, a local health care team should determine whether a risk of transmission of HTLV-III exists. The local health care team should include the child's physician, a physician knowledgeable about HTLV-III infections (designated by the state epidemiologist), a local public health agency representative, the child's parent or guardian, the school principal, and a nurse serving the school. If it is determined that a risk to the health or other students exists, the student should be placed in a more restricted school setting. When a decision is made to place a child in a more restricted school setting, the state epidemiologist should be informed in writing by the local public health agency of the decision and background information on which the decision was based. In difficult placement situations, local authorities may request an opinion from the state epidemiologist. Recommendations for the most appropriate school setting for an individual pupil should be based on the student's behavior, neurologic development, physical condition, and the expected type of interaction with others in the school setting.

RECOMMENDATION 3

Under the circumstances listed in Recommendation 2, a child with an HTLV-III infection may be temporarily removed from the usual classroom setting until either an appropriate physical school setting can be arranged or the local health care team determines that the risk has abated and the child can return to the usual classroom. Removal from the usual classroom should not be construed as the only response to reduce the risk of transmission. The responsibility of the health care team should be to initiate only those physical restrictions necessary to protect the health of the pupil with HTLV-III infection and the health of the other pupils and staff. The school district should be flexible in its response and attempt to use the least restrictive means to accommodate the child's needs. A child removed from the classroom for biting, lack of toilet training, or for open sores or skin eruptions that cannot be covered should be

referred immediately to the local health care team for assessment. The health status of a child temporarily removed from the usual school setting to protect the health of self or others should be reevaluated at regular intervals as determined by the local health care team.

RECOMMENDATION 4

The nurse serving the school should function as (1) the liaison with the child's parents, the child's physician, and the local public health agency; (2) the child's advocate in the school (in other words, assist in problem resolution, answer questions); and (3) supervisor of the health services provided by other staff. If the school does not have a nurse serving it, a public health nurse from the local public health agency responsible for communicable disease control in the area should serve as a health liaison (1) and supervisor of health services (3). The school principal should assume the duties of the child's advocate in the school (2).

RECOMMENDATION 5

Parents of a child infected with HTLV-III are responsible for deciding whether or not to inform the principal or the nurse serving the school about their child's infection. In circumstances where the parent has not informed the principal or nurse, a physician or local public health official who becomes aware of an infected child who potentially may present a special risk to classmates or staff members should notify the child's parents and the state epidemiologist of this fact. After reviewing information pertaining to the child's infection and contacting the parents, the state epidemiologist may contact the local public health and school officials to provide specific recommendations.

RECOMMENDATION 6

The school should respect the right to privacy of the individual; therefore, knowledge that a child has an HTLV-III infection should be confined to those persons with a direct need to know-the school principal and the nurse serving the school. School administrators have the responsibility to promote the ethics of the confidential treatment of all school health records. In establishing policies for confidentiality of pupil records, school boards should require that records regarding HTLV-III infections be held in a separate manner from the remainder of the pupils record. Records regarding HTLV-III infections should remain confidential as required in Wis. Stats. 146.025. If a child has been diagnosed as having confirmed AIDS, this information should be reported to the local public health agency and state epidemiologist as required by Wis. Stats. 143.04. Those persons should be provided with appropriate information concerning such precautions as may be necessary and should be aware of the confidentiality requirements and the penalties that may result from wrongful disclosure of confidential information.

RECOMMENDATION 7

Some children with an HTLV-III infection may be immunodeficient and may need to be removed from the classroom for their own protection when cases of measles or chickenpox are occurring in the school population. The nurse serving the school or the local public health agency should notify an infected child's parents when these infections occur in the school. A decision on whether or not to remove the child should be made by the child's physician and parents/guardians in consultation with the nurse serving the school and the local public health agency.

RECOMMENDATION 8

Routine and standard procedures should be used to clean up after any child who has an accident or an injury at school, regardless of whether or not they have an HTLV-III infection. Blood or other body fluids emanating from any child, including individuals not known to have an HTLV-III infection, should be treated cautiously. Individuals should wear gloves when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming into contact with them should wash their hands afterwards. Blood-soaked items should be placed in leak-proof bags for washing for further disposition. Similar procedures are recommended for dealing with vomitus and fecal or urinary incontinence in any child, because these body fluids may transmit other infectious disease. Hand washing after contact with a school child is routinely recommended only if physical contact has been made with the child's blood or body fluids, including saliva.

RECOMMENDATION 9

School boards are strongly encouraged to initiate a program to inform parents, children, and educators regarding HTLV-III transmission regardless of whether or not HTLV-III infected children are enrolled. Such education would greatly assist efforts to reduce public anxiety and to provide the best care and education for infected children while minimizing the risk of transmission to others. In addition, school boards are encouraged to review their general infection-control policies with their local public health agency and to initiate programs to educate school personnel regarding practices that should be instituted to reduce transmission of other infectious disease in the school setting.

In order to assure uniformity and consistency in application of these recommendations, local school boards should include information of the prevention of HTLV-III transmission in their inservice education sessions for all staff.

LEGAL REFS.: s. s. 103.15, Wis. Stats.

146.025

143.04

118.15 (1) and (3)

118.13

118.125

Chapter 143

1985 Wis. Act 73

29 U.S.C. 706

20. U.S.C. 123g

PROCEDURE FOR THE CONTROL & TREATMENT
OF HEAD LICE/NITS IN THE SCHOOL

1. Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice checks may be made periodically on any child as necessary during the school year. This may include classroom checks or all-school checks. Friends and siblings of infested students will be checked for head lice. Students with head lice or untreated nits shall not attend school.
2. If live lice or untreated nits are apparent:
 - A. The parent will be contacted by phone. The child will be excluded from school until adequate treatment has occurred. A student should usually not miss more than one day of school for the purpose of treatment.
 - B. Treatment of the student and the environment will be explained to the parent.
 - C. The head lice information packet will be given to the parent including: Head lice Treatment /Verification Checklist and Information regarding Head Lice.
 - D. Parents will be strongly encouraged to remove all nits after treatment with a lice shampoo.
 - E. The District may screen all students as needed.
3. Readmission to school:
 - A. The student will be checked by the District school nurse or his/her designee upon return to school, to be assured of treatment.
 - B. Presence of live lice will constitute exclusion, and treatment will be repeated. The student may remain in school if only nits are identified.
 - C. The District school nurse or his/her designee will check the student's head for live lice periodically, or until assured that the head is clear.
 - D. The School District may screen all students as needed.
 - E. Excessive absence from school may result in referral for suspected truancy.
4. School Environment:
 - A. The "Classroom Checklist for Lice" will be given to the classroom teacher and followed for those classrooms where detection of live lice occurred.
 - B. Notes for parents of all students in that classroom identified will be sent home with the students, explaining that lice has been discovered in their child's classroom and it will be the responsibility of the parent to check their own children. Instructions on how to check their own children for head lice will also be included with the note.

- C. The school nurse/designee may check the student, siblings and other contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body justified. This is a costly, disruptive and often non-productive measure. If three or more students in the classroom are identified, this measure may be considered.

DEERFIELD COMMUNITY

CODE: 453.4

SCHOOL DISTRICT

DATE OF ADOPTION: 6/21/99

Revised: 6/18/01

ADMINISTRATION OF MEDICATION TO STUDENTS

Medications should be administered at home whenever possible. If it is necessary for a student to take any medication (prescription/nonprescription) at school, this shall be done in accordance with district guidelines. It is the responsibility of the parent(s)/guardian(s) to complete an “Administering Medications to Students” form. Only school personnel who have been trained and delegated by the school nurse, and authorized in writing by the building administrator may administer medication in compliance with the written instructions of the prescribing health care practitioner and consent of parent(s)/guardian(s).

LEGAL REFS.: s.s. 118.29(2), Wis. Stats.

441.16

146.81

290.1, Code of Fed. Reg./Controlled Substances

PI 8.01(2)(g), Wisconsin Administrative Code

CROSS REF.: Administrative Rule 453.4 – Administration of Medication to Students

DEERFIELD COMMUNITY

CODE: 453.63

SCHOOL DISTRICT

DATE OF ADOPTION: 08/17/09

LIFE-SUSTAINING CARE

It is the policy of the Deerfield Community School District not to comply with directives from parents/guardians that life-sustaining emergency care should not be provided to any particular student in need of such care while under the control and supervision of the Deerfield Community School District.

Parents/guardians or physicians who submit Do Not Resuscitate (“DNR”) orders will be informed that the Deerfield Community School District will not honor these orders.

Staff members of the Deerfield Community School District shall take all reasonable steps to provide life-sustaining emergency care to any student on school grounds who is in need of such care and shall attempt to contact paramedics/ambulance in accordance with regular school policies to secure timely transportation of the student to hospital facilities.

The Deerfield Community School District may, at its sole discretion, consider requests for alternative forms of life-sustaining emergency care for individual students. Such requests must be supported by written medical substantiation by the individual student’s physician. Determinations on such requests will be made by a team of persons in the Deerfield Community School District, including health care professionals who are knowledgeable about the individual student. This team may seek additional outside information when necessary for a decision. Any determination made on such a request may be based on the likelihood that the chosen form of life-sustaining emergency care shall maintain the student’s life until emergency transport arrives or the student is otherwise transported to the care of medical personnel.

For purpose of the Policy, “life-sustaining emergency care” means any procedure or intervention applied by school employees that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardio-pulmonary resuscitation (CPR).

Note: Wisconsin law recognizes an individual’s right to execute a “living will” indicating a desire to forego life-sustaining emergency medical care, but only for those persons of sound mind and 18 years of age or older, and does not explicitly recognize a parent or guardian’s right to execute a “living will” on behalf of his or her minor child.

LEGAL REFS.: s.s. 118.01, Wis. Stats.

118.13

118.29

121.02 (1)(g)

PI 8.01(2)(G) Wisconsin Administrative Code

Americans with Disabilities Act

Individuals with Disabilities Education Act (IDEA)

Federal Rehabilitation Act

Natural Death Act Ch. 154 WI. Stats.

Sec. 145.03(1) Stats.

DEERFIELD COMMUNITY

CODE: 454

SCHOOL DISTRICT

DATE OF ADOPTION: 5-16-88

Revised: 2/15/93

REPORTING CHILD ABUSE

The Deerfield Community School District recognizes that the most important role of the school in today's society is to provide students with the best possible opportunities for educational success. The district also recognizes that children who are abused and/or neglected not only are harmed physically and emotionally, but also educationally. The district is committed to providing a positive environment within the school and assisting families and community child protection agencies to provide positive environments in the home and community as well. As part of that commitment, the Deerfield Community School District establishes the following policy regarding reporting of any threatened or suspected child abuse or neglect in accordance with s. 48.981.

The legal responsibility of the district for identifying and reporting suspected cases of child abuse or neglect derives from Wisconsin State Statutes, Section 48.981 (2) and 972.16 (1987). This legislation stipulates the following:

1. A physician, coroner, medical examiner, speech therapist, occupational therapist, physical therapist, nurse, dentist, chiropractor, audiologist, optometrist, or any other medical or mental health professional social or public assistance worker; school teacher, psychologist, administrator, or counselor; child care worker in any daycare center or child caring institution; or police or law enforcement officer having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall report.
2. Anyone intentionally violating this statute by failing to file a report as required may be fined or imprisoned or both.
3. Any person or institution participating in good faith in the making of a report, ordering or taking of photographs, or ordering or performing medical examinations of a child under this section shall have immunity from any liability, civil or criminal, that results by reason of the action. No person making a report under the above section may be discharged from employment for doing so.
4. The local county child welfare organization is the responsible agency for investigating and resolving referred cases.

Wis. Stats. 48.981 ABUSED OR NEGLECTED CHILDREN, (1) DEFINITIONS. In this section:

1) "Abuse" means any of the following:

- a) *Physical Abuse* – Physical abuse is defined as physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, or severe or frequent bruising.
- b) *Sexual Abuse* – Sexual abuse includes sexual intercourse or contact, sexual exploitation, forced viewing of sexual activity, or permitting or allowing encouraging a child to engage in prostitution.
- c) *Emotional Abuse* – Emotional abuse means harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, or outward aggressive behavior, or a combination of those behavior which is caused by the child's

parent, guardian, or legal custodian or other person exercising temporary or permanent control over the child and for which the child's parent, guardian, or legal custodian has failed to obtain the treatment necessary to remedy the harm. Emotional damage may be demonstrated by substantial and observable change in behavior, emotional response, or learning which is incompatible with the child's age or state of development.

- d) A violation of s. 940.203.
 - e) Permitting or requiring a child to violate s. 944.30.
- 2) "Child" means any person under 18 years of age.
 - 3) "County agency" means a county child welfare agency under s. 48.56(1) or a community human services board under s. 46. 23.
 - 4) "Neglect" means failure, refusal, or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.
 - 5) "Physical injury" is defined under s. 939.22(14).

Although the county has the ultimate legal responsibility for processing these cases, school personnel through daily contacts represent a community's most easily and regularly available public protector and advocate for vulnerable children. Accordingly, during the entire process of identification, referral, and treatment, it is essential that involved community resources, the family, and the school function as much as possible as a team.

School personnel shall be available to work actively with both the child and the family during and following all child abuse or neglect referrals. Principals, school nurses, counselors, and the psychologist will be encouraged to take an active part in assisting at all levels with the abused or neglected child and the family. The classroom teacher and other school personnel can be expected to make important contributions in individual cases.

All school personnel shall regularly update their knowledge regarding child abuse and neglect, including the legal requirements of new legislation and treatment processes. Such updating of professional knowledge shall be accomplished through district-sanctioned inservice and other available training opportunities. Therefore, the district shall foster the training of key personnel to maintain a high level of competence for all staff in the special area of child abuse and neglect and their related problems.

While the laws of confidentiality apply in all child abuse or neglect cases, they shall be allowed to interfere with the legal obligation to refer to the Dane County Department of Social Services.

In addition, referral information shall not become a part of the student's school record.

The district recognizes and accepts its responsibility toward students regarding the preventive aspects of child abuse or neglect. Therefore, the district endorses curricular offerings to students stressing parenting and coping skills.

REPORTING CHILD ENTICEMENT

When any school personnel becomes aware of any incident of child enticement, they should report it to the building principal. Children themselves may report such incidents. These incidents are to be treated seriously. In these times of childhood abuses, it is better to be on the side of caution, communication and thorough investigation.

When an incident is reported, the principal or designee will implement the following procedure:

1. Conduct an interview with the child or children, taking a written record of their description of the events.
2. Call the police to evaluate the facts and determine the seriousness of the incident.
3. Call the parent or guardian and inform them of the incident. Invite them to come to school.

If they above named authorities validate the incident as child enticement:

Elementary Schools

1. Notify the superintendent or designee immediately by phone. The superintendent, after consulting with the investigating law enforcement agency will determine the release of information.

The purpose of consulting with the police department is to coordinate the dissemination of information without jeopardizing the police investigation. Information released to staff, parents, children, media etc., should be limited to confirmation of the incident. The media should be referred to the police department for further information.

2. The principal will notify all teachers and other appropriate staff of the enticement incident. Only the details resulting from step one will be shared.
3. The superintendent or designee will notify other public schools by phone sharing information determined in step one above. Student identity and personal injury details remain confidential.
4. The principal will prepare and send home a written notice to the parents/guardians of all

students regarding the event. Student identity and personal injury details are to be kept confidential.

5. An announcement about personal safety will be made to all students at the end of the school day, cautioning students to go straight home and to not speak to strangers. Remind elementary students that when approached they should:

- Say “NO”
 - Get away
 - Tell someone (an adult)
 - Sometimes you need to make a lot of noise
6. The police department will notify private schools in the district.

Middle School and High School

1. The above procedure should be followed if determined to be appropriate after police investigation. Variations in the procedures should be determined with the police department, and if necessary, the superintendent or his/her designee. Communication should be through students to parents if it is determined that such is necessary.

DEERFIELD COMMUNITY

CODE: 455

SCHOOL DISTRICT

DATE OF ADOPTION: 3-17-80

STUDENT SAFETY

The safety of students shall be assured through close supervision of students in all school buildings and grounds and through special attention to the following:

1. Maintaining a safe school environment (safety experts shall be called in periodically to inspect the physical condition of all buildings and grounds).
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
3. Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education.
4. Providing, through the services of the school districts EMT's and the Dane County nurse, first aid care for students in case of accident or sudden illness.

In addition to the above safety measures, school personnel shall be constantly on the lookout for suspicious strangers loitering in or near buildings or seated in parked automobiles nearby. The principal shall notify the police if the circumstances seem to warrant it.

Teachers shall instruct students not to accept gifts or automobile rides from strangers, and the students will also be instructed to tell the teachers, their parents, police, or school patrols of any suspicious strangers.

VEHICLE PARKING AND DRIVING REGULATIONS

Driving and parking on school property are privileges granted by the Deerfield Board of Education to students, employees, and other persons who have reasons to be in the schools or on school property.

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

If a student drives in a manner that puts the safety of others in danger, the following steps will apply. Depending on the severity of the offense, one or more of the following may apply:

1. The student will be given a verbal warning by the building administrator.
2. The student will lose the privilege of parking his/her car in the parking lot for five school days. A letter will be sent home.
3. The student will lose the privilege of parking his/her car in the high school lot for one month. A letter will be sent home with a copy going to the district administrator.
4. The student will lose the privilege of parking his/her car in the lot for three months. A letter will be sent home with copies going to the district administrator and the Board of Education.
5. Further infractions will be referred to the police for possible traffic charges.
6. Should the student who has lost his/her parking privilege bring their car into the lot during the revocation period, the car will be towed and the charges will be the responsibility of the student/parent.

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

LEGAL REFS.: Wis. Stat. 118.105
118.08
346.57(4)
349.08(5)

District Wellness

The Deerfield Community School District promotes a healthy school environment for students and staff through education and awareness, and by providing and promoting healthy options and opportunities.

1. The Deerfield Community School District will provide organized health and physical education curricula and related programs.

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The district has adopted a curriculum that is aligned to the Wisconsin State Standards for physical education that include an emphasis on physical fitness and lifetime activities. State licensed physical education teachers teach physical education at all levels. High school students are required to have one and one-half credits in physical education for graduation.

The health curriculum will educate students to develop the knowledge, attitudes, and skills for healthy behavior including, but not limited to life long healthy eating habits and physical activity. The district has adopted a curriculum that is aligned to the Wisconsin State Standards for health education that include an emphasis on good nutrition, disease prevention and healthy lifestyles. Healthy lifestyle topics are taught at each grade level, preschool through grade eight. High school students are required to have one credit of health for graduation.

Elementary students (kindergarten through grade 6) will be provided with an average of at least 45 minutes of physical activity daily.

The district provides additional opportunities for physical development and fitness through co-curricular and after-school activities, health and wellness fairs, and will work cooperatively with other agencies such as the Deerfield Community Center to provide additional programming.

2. The Deerfield Community School District will practice and promote good nutrition within the school setting.

The district food service program will provide a quality lunch program for students and staff. Three goals of the food service program are:

- Goal 1: To provide students with well-balanced nutritional choices of food and beverages. To meet this goal, the district continually expands and explores menu offerings based on nutritional content and student preferences. The food service program strives to exceed the minimum nutrition guidelines required by the National School Lunch Program.
- Goal 2: To assist students in making healthy choices. The district will take a lead in limiting student access to unhealthy snacks and beverages. The food service program will work with students, staff, and parents to educate consumers about proper nutrition. The food service program will offer, promote and display food items deemed high in nutritional value. The program will not offer candy, food or beverages of minimal nutritional value.
- Goal 3: To encourage and promote participation in the school lunch program. The food service program will work with school administration, staff, parents and students to provide information and incentives to promote participation in school lunch. The district will provide a clean and pleasant eating environment for students and staff, with adequate space and appropriate time for eating (recommended 20 minutes minimum for student lunch).

3. The total school environment will reflect the Deerfield Community School District's commitment to student and staff wellness.

Beginning in September, 2006 all beverage vending machines accessible to students on school property will be limited to water, milk and flavored milk, sports drinks and juice products meeting district nutritional guidelines. Soda can be sold at school sponsored events including concession sales provided additional healthy beverage choices such as water are also offered.

Clubs and other organizations at school sponsored events are strongly encouraged to provide a balanced variety of healthy food items in addition to candy and other food items of minimal nutritional value during concession sales and catered events. Beginning September 1, 2006, candy and other food items of minimal nutritional value intended for student consumption may not be sold during the school day.

Parents are strongly encouraged to provide healthy snacks and treats for student celebrations and other events. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared.

Strong consideration should be given to non-food items (i.e. stickers, gym time, extra recess, etc.) as part of any teacher-to-student incentive program. Any food items used as an incentive should adhere to district nutrition standards.

Candy, food items of minimal nutritional value, and healthy snacks intended to replace those items will be defined in a document available upon request.

4. The district will maintain a Comprehensive School Health Advisory Committee with the purpose of monitoring the implementation of the district's wellness policies, evaluating the progress of related goals, serve as a resource to school sites, plan special events and incentives, and recommend policy revisions as necessary. The committee will include a Board Member, Business Manager/Food Service Supervisor, an administrator, school nurse, a student, parent, and staff member(s). This committee is a permanent Board of Education Committee and will be chaired by a Board of Education member.

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DEERFIELD COMMUNITY

CODE: 460

SCHOOL DISTRICT

DATE OF ADOPTION: 4-23-90

Revised: 8/16/93

STUDENT AWARDS AND SCHOLARSHIPS

All honors and awards presented to the students by the school district shall serve as an incentive to enrichment of their school program and a stimulation to their level of thinking and living. All honors, awards, and scholarships presented by the school district shall be awarded strictly on the merits of the students receiving them.

Students, in order to be eligible for scholarships and awards associated with graduation, must have been enrolled at Deerfield High School for a minimum of four (4) consecutive semesters.

Only grades from a public school or a private school approved by the State Superintendent pursuant to Sec. 118.165, Stats., will be considered in determining the GPA. Grades received from a school located out of state must either be from a public school or a private school approved by the state's Department of Public Instruction.

In the case of an early graduate, one (1) semester of this requirement may be waived as long as it is the last semester of high school.

When determining award and scholarship recipients, 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.

DEERFIELD COMMUNITY

CODE: 461

SCHOOL DISTRICT

DATE OF ADOPTION: 4/23/90

Revised: 2/17/92, 8/16/93, 3/16/99

STUDENT SCHOLARSHIP
ACADEMIC SCHOLARSHIP PROGRAM

The Academic Scholarship Program as established by the State of Wisconsin is designed to provide tuition and fee scholarships to Wisconsin's top high school scholars. The object of this program is to help insure that a great number of valedictorians of Wisconsin high schools continue their education in post-secondary institutions within the State of Wisconsin.

Annually by February 15, the school board of each school district operating one or more high schools and the governing body of each private high school shall name the 12th grade pupil in each high school who has the highest grade point average in all subjects as eligible to receive a higher education scholarship. If two or more pupils in the same high school have the same grade point average, the school board shall select the pupil eligible for the scholarship.

For the purpose of this scholarship, grade point averages (GPA) will determine student eligibility. The GPA shall include the same number of places past the decimal that the high school normally uses on the official high school transcript. Only grades from a public school or a private school approved by the State Superintendent pursuant to Sec. 118.165, Stats., will be considered in determining the GPA. Grades received from a school located out of state must either be from a public school or a private school approved by the state's Department of Public Instruction.

If a student has not attended Deerfield High School for a minimum of four (4) consecutive semesters, prior to the selection date, the student is not eligible for the scholarship.

In case there is a tie, the school board will use the following criteria to break said tie:

1. If one of the students is not attending a school within the State, the student who is attending a State institution is declared the winner.
2. The student having the highest composite score on the ACT test after seven semesters.
3. All other criteria being equal, a coin will be tossed to declare the scholarship winner.

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.

DEERFIELD COMMUNITY

CODE: 470

SCHOOL DISTRICT

DATE OF ADOPTION: 05/21/2001

STUDENT FEES AND CHARGES

The School Board shall adopt all fee schedules to be used in the Deerfield Community School District. Fee schedules shall be consistent with state and federal laws and regulations. The School Board may charge student fees for certain activities, courses and services which may require additional funding. Also, the district may assess charges when school property is damaged or lost.

The school district will provide opportunities for student's fees to be waived based on individual circumstances involving inability to pay. An automatic waiver of fees is granted to students who are eligible for free or reduced lunches under federal guidelines.

The district administrator shall be expected to protect taxpayers of the district by making every effort to collect all fees and charges due the district.

LEGAL REFS: Wis. Stat. 118.04(4)
121.54(7)

CUSTODIAL AND NON-CUSTODIAL
PARENT RIGHTS AND RESPONSIBILITIES

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building administrator will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. For the school's purposes, the parent who resides with the child is known as the custodial parent. It is the responsibility of the custodial parent to provide the school principal with a copy of a court order if restricted access to students or student information is requested.

Both custodial and non-custodial parents have the right to:

1. View the child's school records.
2. Receive school progress reports and all school mailings.
3. Attend parent/teacher conferences.
4. Visit the child briefly at school.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.