

DMS/DHS Student Handbook 2008-2009



“Spartan Country”

Name _____

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Faculty and Staff

Mr. Jon Ansley – USD #216 Superintendent
– 6-12 Principal
Mrs. Amy DeLaRosa – K-5 Principal/ District Test Coordinator
Mrs. Kristina Younkman – K-12 Counselor
– 6-12 Athletic Director

Mrs. Laurel Horton – MS Secretary
Mrs. Carlene Moore – HS Secretary

Mrs. Marilyn Danler – Head Librarian
Mrs. Linda Harris – Assistant Librarian
Mrs. Gayle Tackett – Nurse

Mr. Michael Bowser – HS English
Mrs. Mindi Brennaman – MS Reading
Mrs. Maria Murrison – MS Math
Mr. Doug Crandall – MS Science
Ms. Kristen Herdon – Computer Technology
– ESOL

Mr. Jared Petersilie – AG/Industrial Arts
Mrs. Jenna Johnson – Business Education
Mrs. Krista Monger – HS Math
Mr. Melvin Baker – HS Social Studies/MS/HS Health
Mr. Shane Burns - HS Interrelated
Ms. Rott – Art

Mrs. Erin Petersilie – Family & Consumer Science
Mr. Dustin Brinkman – HS Social Studies
Mrs. Julie Roth – MS Interrelated
– Band/Choir
Mrs. Brandi West – HS Science
Ms. Vita DeLaRosa – MS Social Science

“Tomorrow belongs to those who have vision today.”

Anonymous

WELCOME TO SPARTAN COUNTRY

DEERFIELD MIDDLE/HIGH SCHOOL

The staff and faculty of Deerfield MS/HS welcome each of you to a new school year. We are looking forward to assisting you in fulfilling your educational goals at Deerfield Schools. Our expectations are for everyone to meet their personal goals, carry on the Spartan tradition, and to become actively involved in your classes and activities offered. Please enter into this school in a positive and mature manner and seek out help to further the educational process as necessary.

We are here to provide you with a positive environment in which you can be challenged to excel and gain a successful outlook on your future. Our staff welcomes the opportunity to help you in all your school endeavors.

MS/HS MISSION STATEMENT

The mission of Deerfield MS/HS is to produce responsible, creative, self-sufficient citizens who can be resourceful in a changing society.

DEERFIELD HIGH SCHOOL EMBLEM

Our emblem is the Spartan. This emblem, which you see very frequently, reminds us of the courage, enthusiasm, and determination of those people in the old Greek City-State of Sparta. May the fortitude of those preserving people strengthen your spirit, as you become a Spartan.

SCHOOL SONG

Hail, Hail, oh Deerfield High, Shout your praise to the sky.
Always a shining light – with your colors red and white.
Rah! Rah! Rah!
Hail, Hail, oh Deerfield High, Proudly let your banners fly,
And your teams will always fight and win for you,
Spartans, so true.

SCHOOL COLORS

Red and White

GENERAL STUDENT INFORMATION:

TELEPHONE NUMBERS

Middle School Office:	426-7901
High School Office:	426-8401
Superintendent's Office:	426-8516
Counselor's Office:	426-8401
Bus Barn:	426-7911
Kitchen:	426-8091
Voice Mail Services:	426-2322

Opening and Closing of School: The school doors will be open to students at 7:45 a.m. each morning. Students are expected to be out of the building by 3:35 p.m. unless under the supervision of a staff member. There will not be any students allowed in the building after school without consent of a coach or teacher and **SUPERVISION**.

School Day: We will have the traditional 7 period day in which all students will attend each class everyday. The bell schedule will follow the following times:

8:05	Warning Bell
8:10–9:05	1 st Period
9:09–10:03	2 nd Period
10:07–11:01	3 rd Period
11:05–11:59	4 th Period (HS Only)
11:01–11:29	Middle School Lunch
11:59–12:27	High School Lunch
11:32–12:27	4 th Period (MS Only)
12:31–1:25	5 th Period
1:29–2:23	6 th Period
2:27–3:30	7 th Period

Emergency Closing and Dismissal: School may be dismissed early on some days, or no classes held at all due to storms or other emergencies. If school is not to be held or is to be dismissed early due to an emergency, public announcements will be on the following radio and TV stations: Garden City KIUL K95, KSNG, KBUF, KWKR, KJIL, Ensign KTVC-TV, Ulysses KULY, KUPK-TV, KAKE-TV, and LOCAL CHANNEL 12 **Parents will also be notified using the Alert Now message system. It is imperative parents keep updated phone information in the building offices.**

Bus Rider Rules:

1. Never stand in roadway while waiting for the bus.
2. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
3. The bus driver shall have the authority to assign seats to each passenger.
4. Passengers shall not extend any part of their body out of the bus windows.
5. Passengers shall not get on or off the bus or move about while the bus is in motion.
6. Students are to be seated within the seat – not on the back or on the floor.
7. Possession or use of tobacco inside the bus is prohibited.
8. Intoxicating liquor or alcohol or illegal drugs shall not be transported in a bus.
9. Animals shall not be transported on a bus.
10. No weapons of any type, except side arms carried by law enforcement officers, shall be transported on a bus.
11. Classroom conduct shall be observed on district buses at all times. Ordinary conversation in a normal tone will be permitted but unnecessary noise, profanity, crowding, pushing, or fighting will not be tolerated.
12. No trash is to be thrown on the floor and nothing is to be thrown out the window.
13. Passengers crossing the road after disembarking from the bus must pass in front of the bus.
14. Eating or drinking on the bus will not be allowed on the morning or afternoon route buses. Students are not to go to the pop and snack machines to eat on the bus. **Bottled water will only be allowed on the activity bus.**
15. Passengers will not be permitted to leave the bus other than their designated destination without parental/guardian permission in the form of a note or a telephone call to the bus supervisor, Mr. Lance Carter, or the building offices.
16. Displaying or use of an open flame on the bus is prohibited.

TRANSPORTATION DISCIPLINARY REPORT: In the event a student does not adhere to the bus rules, the driver will talk to the student. If the student continues to be disobedient, a Transportation Disciplinary Report will be written on the student. This report will then be submitted to the student's building principal to visit with the student. The parent/guardian may be notified at the principal's discretion.

When the bus arrives to pick up your student please have your student ready. This consideration helps keeping the bus on time and facilitates the route process. Also, if you know that your child will not be riding the bus or if you plan to pick up your child after school is out, please call the bus barn or building offices ahead of time. This will allow us to notify the driver not to stop at your residence or to wait for them to load the bus at the end of the day.

Permits to enter class: On return to school after any absence, the students must report to the office and secure a make-up slip to enter class. If no one is available to issue a make-up slip, students must sign in on the posted sign-in sheet and return to the office later to secure a make-up slip. These make-up slips denote excused or unexcused absences. The instructors assign the work to be made up and the amount of time granted for its completion. These permit slips are not to be returned to the office, but are to be used by the students as guides in making up missed assignments.

Class Passes: Each student is to report to his/her assigned class each period of the day. Any deviation from that schedule must receive the approval of the teacher whose class is to be missed. A tardy that has been caused by the teacher of the previous class should be excused by that teacher and noted on a class pass. Please date and note the times on the passes. No teacher may require a student to miss another teacher's class without the approval of the student's assigned teacher.

Leaving the Classroom: Except for special reasons, students shall not be allowed to leave the classroom during class time. At such times when it is deemed necessary by the instructor for the student to be out of class, the student must have a pink pass with them. The instructor is responsible for dismissing the class at the end of the period.

Other permits: Students must obtain a permit to leave the building from the MS or HS office when they need to leave the school grounds. If you will be leaving over the noon hour please pick up a permit to leave the building earlier in the morning. If another student is taking you somewhere, both students must have permission to leave the building. Permits will be granted only if we have a note or phone call from the parents or guardians of the student prior to the student leaving the school grounds. **If an emergency arises over the noon hour and no one is in the office, you need to check out through Mrs. Moore or Mrs. Horton in the cafeteria.**

TEXTBOOKS, FEES, AND MATERIALS

USD #216 has a district wide textbook rental system for textbooks used throughout the school year. The textbook rental fee is paid at the time of enrollment in the High School Office. (enrollment fees are not prorated)

In some courses, supplemental fees may be charged for materials that are used or rented, for breakage, damage, etc. Such fees will be paid in the High School Office as soon as possible in the school term.

- Textbook Rental fees: \$ 35.00 a year
- Shop fees/ Art fees: \$ 25.00 a semester
- **Tech Fee: \$25.00 a year**
- Band rental fees: \$25.00 a semester

Enrollment in band and renting a district instrument requires a signed rental agreement. A parent accepts responsibility for damages to district owned instruments or signs a waiver form and pays a one time fee of \$100.00 in lue of damages. This fee needs to be paid by September 1st.

FOOD SERVICE

USD #216 provides a hot lunch/breakfast program for all students who wish to participate. Lunch/breakfast may be purchased from the high school office. Breakfast will be served from 7:30 a.m. until 7:55 a.m. Any student not eating breakfast does not need to arrive at school until 8:00 a.m. All students will go to the old gym to wait until the warning bell rings signaling the start of the school day. Students who need to arrive early to work with a teacher should come in the east door by the Superintendent's office and go directly to the classroom they are to work in.

6-12

- Breakfast **\$1.40**
- Lunch **\$2.00**

Adult

- Breakfast **\$1.50**
- Lunch **\$3.00**

LUNCH CUT-OFF POLICY

A student will be allowed to charge up to \$5.00 for lunches and/or breakfast. At this time a cut-off letter will be sent by mail to the parents; and a copy of the letter will also be given to the student notifying them of the cut-off. The letter will state that they have five days from the dating on the letter to make payment in full or the child/children will need to bring a sack lunch. Daily payment for lunch/breakfast will not be allowed until the total bill is paid in full.

ACADEMIC GUIDELINES

Admission Requirements: Students enrolling in Kansas schools for the first time should present an immunization record, birth certificate, and proof of a tuberculosis test taken within the last 6 months at the time of admission for enrollment. Other information required by USD #216 includes: (1) the previous grade card or sheet, (2) name and address of last school attended, and (3) the name of the admissions officer of the previous school attended.

Enrollment: Pre-enrollment will be done during the spring of the prior school year. By June 1st each student pre-enrolled will receive their tentative class schedule. At this time the student and/ or guardian will have the opportunity to contact the High School Counselor requesting class changes that effect graduation requirements. All requests must be made by June 15th. At this time schedules become final and NO class changes will be allowed. Every attempt will be made to satisfy graduation requirements. Enrollment procedures will be handled by the Superintendent of Schools.

Student Check-out: All students leaving the system must check-out through the counselor's office and MS/HS office to fill out all proper check-out forms.

Grading Policy: Grades for all courses will be given on a semester basis. The instructor will average the two nine-weeks grades together to determine the semester grade. Failure of a semester in a required course will cause the student to repeat that semester the following year. Parents can follow the progress of their child by accessing grades on-line using ProLink.

New Student Grading Policy: Students must be enrolled in Deerfield at least six weeks of any nine week period to receive credit for that nine weeks grading period.

Grade Cards: Grade cards will be issued at the end of each nine-week period.

Parent-Teacher Conferences: The teachers and administrators of DMS/DHS welcome the opportunity to visit with parents of our students. Through such conferences we can better serve the needs of our students. If a conference is desired with a teacher, please call the high school or middle school office so that the principal may arrange an appointment convenient to both the teacher and parent.

Honor Roll: Student's achieve academic recognition each nine week period and at the end of a semester based on the four (4) point grading system: **4.00 Honor Roll—4.0, Spartan Honor Roll—3.5-3.99, Red & White Honor Roll—3.00-3.49.**

MS/HS ELIGIBILITY POLICY:

This includes all activities that are sponsored by USD 216. School sponsored activities shall include, but not be limited to, athletics, cheerleading, forensics, debate, music, academic clubs or organizations, special interest clubs or organizations, and all activities governed by KSHSAA.

1. KSHSAA requires a student to pass five (5) new subjects (those not previously passed) in order to participate in interscholastic competition for the next semester.
2. USD 216 will follow a weekly policy.
3. Eligibility begins after a two-week "grace" period at the beginning of each semester.
4. Eligibility reports will be run on Fridays at 4:00 and will be available in the high school office.

5. Any student who has 1 (one) F (59% or lower) or two (2) D's (60% - 69%) are placed on a 1 week (Mon-Sun) probation list and must attend mandatory study hall from 3:30 - 4:00 that week. Study hall is the responsibility of the coach.
6. If at the end of the probationary week, if the student still has 1(one) F or two (two) D's in any combination of classes, the student will become INELIGIBLE for all the following week's (Monday – Sunday) activities and will continue the required after school study hall.
7. Local, public performances are exempt from the eligibility restrictions. Other sanctioned activities that are missed may not adversely affect a students' grade in a particular class. Ex: local concerts, plays, or performances. (KSHSAA competitions follow eligibility policies)

Student Responsibility: ALL students will be responsible for checking with their Head Coach on a regular basis if they are in jeopardy of becoming ineligible. Grades are the utmost priority in your education. We cannot emphasize enough the importance of maintaining your best effort in ALL classes as it relates to your overall education and performance in an extra-curricular activity. **STUDENTS ARE THEN RESPONSIBLE FOR NOTIFYING THEIR PARENTS OF THEIR ELIGIBILITY STATUS!**

Teacher Responsibility: ALL teachers will be required to enter TWO class grades weekly in order to show a true reflection of the student's progress. Each student's grades will be updated weekly by 3:45 on Friday unless unforeseen problems have arisen that warrant such action. In these cases, coaches will be notified on that Friday and will be responsible for notifying their student/athletes if they are ineligible.

School Responsibility: The HS Office and Athletic Director will make sure reports are run on a timely fashion and delivered to the Head Coaches.

If a student has been absent from any part of the school day because of an unexcused absence, he/she is ineligible to participate in or attend extracurricular activities that day. Team members may attend that day without participating. This includes activity practices. Students who are absent for any reason must be checked into school by 9:00 a.m. to be able to participate in activities that day. (Special circumstances will be left up to the discretion of the Administration)-The exception will be for doctor's appointments, funerals, and family emergencies

Grade Determination: The following procedure is recommended to the faculty as a guideline for the determination of grades. The final method of grading is left up to the teacher.

90-100A	Superior Work
80-89B	Above Average Work
70-79C	Average Work
60-69D	Below Average Work
59-Below F	Failing Work
I	Incomplete Work

Graduation Requirements: Students shall be eligible for graduation from Deerfield High School upon successful completion of 25 units – **May 11, 1998.**

25 UNIT REQUIREMENTS – for current 12th grade students

1. Four units of Language Arts shall be obtained in the following sequence:
 - English I
 - English II
 - English III
 - English IV, or College Composition
2. Three units of Math
3. Three units of Social Science. (US History is required as an 11th grader. US Government is required as a 12th grader.)
4. Three units of Science. (Including one unit of Laboratory Science.)
5. One unit of Physical Education/Health.
6. One unit of Computers.

7. One-Half unit of General Business.
8. One-Half unit of Consumer Science.
9. Nine units of Electives.

Revised 04-08-02

25 UNIT REQUIREMENTS – for current 9th, 10th, 11th grade students

1. Four units of Language Arts shall be obtained in the following sequence:
 - English I
 - English II
 - English III
 - English IV, or College Composition
2. Three units of Math (Excluding OTL)
3. Four units of Social Science. (US History is required as an 11th grader. US Government is required as a 12th grader.)
4. Three units of Science. (Including one unit of Laboratory Science.)
5. One unit of Physical Education/Health.
6. One unit of Computers.
7. One unit of Fine Arts
8. One-Half unit of General Business.
9. One-Half unit of Consumer Science.
10. Seven units of Electives.

Revised 07-11-06

Successful completion of a unit of credit shall be defined as achieving a grade of D or better. A unit of credit shall be defined as the successful completion of two independently graded semesters. A half unit shall be defined as the successful completion of a semester.

Early Graduation: The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

Each request is to be determined by the BOE on merits of the individual circumstances; one case shall not set a precedent for others. A student who, for education and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The student and parents shall consult with high school administration and/or guidance personnel to develop a graduation plan.

The student shall request in writing to the BOE permission for early graduation with reasons supporting his/her plan and request.

Examples of reasons to be given consideration are:

- Hardship circumstances
- Vocational circumstances
- Enlistment in the military occupation
- Pursuit of a continuous specialized education objective
- College Entrance

A parent or the legal guardian of the student must submit a letter in support of their student's written request. The request letters to the BOE are to be submitted to the Superintendent no later than six months prior to the anticipated completion of the required high school program.

A student who qualifies for early graduation will not be considered a senior for anything except graduation purposes. Meaning he/she will not be allowed to be a senior candidate, valedictorian/salutatorian, or be allowed to attend the senior trip. Revised 04-08-02

Course Test Out Opportunity: The board recognized that some students may progress more rapidly than others and that some students may possess knowledge taught or learned in some classes or grades. Therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a course by a test out procedure at the secondary level.

1. To be eligible to participate in the testing program, a student must meet one of the criteria: (A) Have a GPA accumulative of 3.5 or (B) be identified as academically talented. The teacher,

- counselor, and parent's recommendations and principal's approval are required before test out may be granted.
2. The teacher of the course shall develop the exam. The examination will be kept on file in the principal's office or the office of his/her designee and administered by the principal or his/her designee.
 3. The student must file a request to test out with the principal or his/her designee at least ten days before the schedule offering of the class or with special permission of the principal.
 4. The class must be a required prerequisite, or a course from the high school courses offered.
 5. Prior to the test date, the students will meet with the teacher or designee to receive goals, instructional materials, and test date.
 6. Students will receive credit with a minimum score of 90%. (All credit will be recorded on the transcript at the grade level the student is enrolled.) The transcript will reflect the name of the course, amount of credit and test-out designation. (No grade will be given for GPA points.) Only pass credit will be given. If the student does not pass the test, no entry is to be made on the official transcript.
 7. Students who attempt test out but do not meet the minimum criteria as established must complete the required course work as part of the regular schedule. No second attempt will be approved for failure to meet the 90% criteria.

Adopted: 11/95

COLLEGE CREDIT PROGRAM

Eligibility:

1. Students must be enrolled with a combination of high school and college courses equal to a full-time equivalent student. To participate in High School Activities the student must meet KSHSAA rules for eligibility.
2. Students must be enrolled as a Junior or Senior and maintain a 2.5 GPA.

Guidelines:

1. Students must take all courses required for graduation in a planned sequence.
2. If a student receives a "D or F" or is "dismissed or dropped" by the instructor, he/she will be dismissed from the program and be required to enroll in regular classes at the high school.
3. A student may drop the class within the first five days of classes, but he/she must then enroll in a high school class.
4. Students with exceptionalities as identified on an IEP will be considered on an individual basis.
5. College courses offered over interactive television or on-campus will be offered for dual credit. Dropping the course after 50% of classes have met will result in an "F" on the students HS transcript in that course.
6. The Principal must approve college courses.

Approved: 04-05-93

Dual College Credit Policy: Students may take college classes for dual credit or for college credit only. For students to qualify for college credit only, they must apply in writing to the principal and counselor by the end of the 3rd calendar week of the semester they wish to apply for. After the 3rd week, classes will remain as part of dual credit for both HS and College. Note other guidelines above that may also apply.

Independent Study: Independent study will be permitted on an individual basis. Determination will be made by the BOE following the recommendation from the building principal. Teacher contact time with students enrolled in independent study may include before and after school.

Assignment due dates will be the same as in-class students unless other arrangements are made with the teacher in advance. Additional assignments may be made to adjust for classroom contact time.

1. To be eligible to participate in the independent study program, a student must meet one of the criteria: (a) Have a GPA of 3.5 or better, or (b) be identified as academically talented. The teacher, counselor, and parent's recommendations and principal's approval are required before independent study will be granted.
2. Students must file a request to be placed in an independent study course prior to the last day of class changes for the semester in which the course is to be taken.
3. The class must be a required, prerequisite, or a course from the high school courses offered on a regular basis.

4. Prior to the start of the independent study course, the student will meet with the teacher/designee, in order to receive goals, instructional materials, and meeting dates and times.
5. Students, who attempt independent study but do not meet the minimum requirements set forth by the instructor, must complete the required course work as part of the regular schedule. **NO SECOND ATTEMPT WILL BE APPROVED FOR FAILURE OF AN INDEPENDENT STUDY COURSE.**

COURSE CLASSIFICATION

(The following courses are used to determine class ranking.)

Advanced Courses:

A B C D F
6 5 4 3 2

Accounting II	Advanced Math	Algebra II&III
Anatomy/Physiology	Calculus	Chemistry
College Trigonometry	College Comp I & II/Speech	Foreign Language
Computer Applications II,	English IV	Government
Physics	Psychology/Sociology	Kinesiology
College Government	Ag Mechanics /Technology	Pre Calculus
Food Science	Multimedia/ Web design	Anatomy and Physiology
Trigonometry	College Algebra	

Standard Courses:

A B C D F
5 4 3 2 1

Accounting 1	Algebra 1	Art
Band	Balancing Work & Fam.	Biology
Fashion Image	Computer Applications I	Horticulture
Ecology/ Environmental Science	English I, II, III	General Business
General Science	World Geography	Geometry
Health	Family Housing	In-House Training
Text Editing/Formatting	Nutrition and Fitness	P.E. Courses
Pre-Algebra	US History	Choir
Welding	Woods I & II	World History
Desktop Publishing	Peer Tutoring	Intro. to Indust. Arts
Construction	Visual Arts	Ag Mechanics/ Construction
Life Management	General Home Ec.	Weight Training
Parenting	Current Events	Digital Imagery
Personal Finance	OTL Math	Communications
Animal Science		

Developmental Courses:

A B C D F
4 3 2 1 0

Interrelated Classes & ESL Classes

Courses not counted to determine rank in class:

Aide	Driver Education	Work Study
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Scholarship Money: Each year graduating seniors will have the opportunity to participate in fundraisers specifically for raising scholarship money. Money raised at each fundraiser will be split amongst the seniors that worked at that particular event. At graduation, students will be notified of the amount of scholarship money he or she has earned throughout the school year. This scholarship money will be a one-time payment mailed directly to the post-secondary school the student has enrolled in. A check will be mailed after proof of enrollment has been turned in to the high school office or to the high school counselor. Students will have until the end of April to the year following graduation to claim their earned scholarship money. If the money is not claimed by the last day of April, it will be carried over for usage to fund The Deerfield Service Scholarship.

Valedictorian-Salutatorian: The graduating senior who has maintained the highest course classification GPA average throughout the first seven (7) semesters in grades 9-12 (**4 of which MUST be at DHS**) or (**be a resident of the district for a minimum of 3 semesters**) will be selected as Valedictorian and will receive a special award. The graduating senior who has maintained the second highest course classification GPA average throughout the first (7) semesters in grades 9-12 (**4 of which MUST be at DHS**) or (**be a resident of the district for a minimum of 3 semesters**) will be selected as Salutatorian and will receive a special award. Both the Valedictorian and Salutatorian will present addresses during the graduation ceremony. Preliminary selections are made after 7 semesters completed in high school. Selections will be finalized after the completion of 8 semesters or end of students' senior year. (This policy goes into effect for the incoming class of 2007-2008.)

Middle School Course Requirement: Beginning in 2002-03, 6th grade students will be required to take either Band or Choir during the entire school year. **Adopted 05-13-02.**

Middle School Grade level Promotion: Students must pass with a D or higher 4 core classes. Math, Science, Social Studies, and Language Arts. **and Reading.** Students do have the opportunity to recover a semester of Middle school credit with successful completion of summer school program. **If a student does not pass a core class for an entire year the student will be retained.**

ATTENDANCE (STATE GUIDELINES)

Whenever a child is required by law to attend school and such child is not enrolled in a public or nonpublic school, such a child is a truant. Whenever a child is required by law to attend school and such child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, such a child is a truant. A child is inexcusably absent from school if he or she is absent from all or a significant part of a day without a valid excuse acceptable to the school employee designated by the BOE to have responsibility for the school attendance of such child.

The school principal has been designated as the person responsible for notifying the Kearny County Social and Rehabilitation Services for students under the age of 13 and the County Attorney for students over the age of 13.

ATTENDANCE POLICY

It is the objective of the BOE, administration, and faculty of USD 216 to provide each student with a maximum opportunity to receive a superior formal education. While we are aware that all learning is not confined to the classroom, the educational opportunities are severely limited for the individual student when that student is absent from the classroom environment. Parents must be aware of student absences and reduce unnecessary loss of class time.

Any student absent from school loses continuity of the concepts and ideas being developed in class and loses the opportunity for self-expression; as a result, educational progress is jeopardized.

Students who go on to higher education often fail because they have not acquired the discipline of consistent effort and regular class attendance. Also, part of the educational experience of the student is preparation for the world of work. Employers indicate one of the biggest problems in hiring and retaining graduates of high school is absenteeism and late arrival to work.

Those students who know the value of self-discipline should not feel threatened by the rules that are written to protect our school and the education of our students. Those students who have not learned the value of self-discipline have the opportunity to face this issue directly in this system.

Because we believe in our academic progress at Deerfield High School, we have developed the following attendance guidelines:

1. All students must attend school all day or an alternative attendance program approved by the administration.
2. Attendance is the parents' and student's responsibility. Parents need to confirm the absence either by phone, in person, or by note. **Confirmation of an absence by parents does not necessarily excuse the student. It merely signifies that parents are aware of the absence.**
3. If a student knows in advance that he or she will be absent, the student should notify the office and the teachers in advance and complete assignments. An excuse, written or oral, from a parent or

guardian must be provided within two school days of the absence. **Parents must notify the school by 8:15 a.m. on the third (3) day, or the absence will become an unexcused absence.**

4. Once the student enters the school, the student is the school's responsibility; a student who leaves without the school's permission violates the attendance rule.

The following disciplinary actions will be taken:

1. Parents will be notified immediately.
2. Police will be notified of a student being truant.
3. A student who leaves the school without permission will be dealt with at the Principal's discretion.
4. Second offense will be referred to a hearing expulsion committee, unless IEP'ed with Special Education. This circumstance will result in a review of the IEP.
5. Students excused to miss any part of a school day must have a "*Permit to Leave the Building*" slip and must have documented time upon completion of appointment (includes doctor, dentist, and legal matters). Students are expected to return directly to school after business is completed.
6. Students returning to school after any missed days or time must report to the office to be admitted to class.
7. Make-up work is strictly the responsibility of the student. All work must be made up within (2) two school days after each day of absence upon the student's return to school.
8. Students who are absent due to involvement in a school activity will not be counted absent.

If a student has been absent from any part of the school day because of an unexcused absence, he/she is ineligible to participate in or attend extracurricular activities that day. Team members may attend that day without participating. This includes activity practices. Students who are absent for any reason must be checked into school by 9:00 a.m. to be able to participate in activities that day. Exception will be for doctor's appointments, funerals, and family emergencies. (Special circumstances will be left up to the discretion of the Administration)

9. All absences will be recorded on an hourly basis. Each hour will stand alone in attendance record keeping.
10. All absences will be recorded on a semester basis.
11. Students may miss class for these reasons.
 - a. Family business (meaning related to financial livelihood) or serious personal problems with permission of parents and principal.
 - b. Illness
 - c. Family and other emergencies, approved by principal.
 - d. Legal matters: Court, driver's license, etc.
 - e. Family activities, with parents, except on semester test days or standardized test days that are on the school calendar.
 - f. A student must be in a given hour for a minimum of 30 minutes to be considered present for that hour.
 - g. Prearranged doctor or dentist's appointments for ongoing health care do not count against a student's nine allowed days.
 - h. College/post-secondary visits which have been approved through the counseling office prior to the visit. Juniors will be allowed (1) college day and Seniors will have (2) college days. Students will provide the office written verification of the visit on their return to school.

Students are allowed nine absences in a semester. After nine absences in a semester, excused absences will include but not be limited to the following: (all absences over nine in a semester must have Prior Principal Approval)

- Funeral
- Notes from doctor, dentist, or county health nurse for illness.
- Church.
- Education trips

Any absences over nine in a semester without Principal's prior approval will be counted as an unexcused absence.

12. Unexcused absences: For absences classified as unexcused, class work may not be made up for course credit. The student will receive a zero for that class or classes missed. Any student under 13 years of age with (3) three consecutive unexcused absences or (5) five non-consecutive absences will result in a report being filed with the SRS Office. Any student who is 13 or more years of age but less than 16 years of age with (3) three consecutive unexcused absences or (5) five non-consecutive absences will result in a report being filed with the County Attorney. Students over 16 years of age with (5) five unexcused absences will be dropped from those classes for the semester.

The following disciplinary actions will be taken for an unexcused absence:

- Periods 1-7 will be made up in full after school in the detention room in 30-minute segments.
- Periods 8-14 will result in (1) one day in-school suspension.
- Periods 15-21 will result in (3) three days in-school suspension.
- Periods over 21 will result in a parent’s meeting as well as penalty left up to Principal’s discretion.

Tardies (per semester): When a student is late to school or a class he/she is considered tardy. Tardies must be controlled and monitored and kept to a minimum. For tardies 1-3 there will be no penalty. Starting with the 4th tardy, one detention (30 minutes in length) will be assigned to the student. A tardy can happen only during the first 10 minutes of the class period, after that time it is considered an absence. A student tardy to first period (after a.m. bell) needs to report to the office to check-in to school.

Tardy Penalty (per semester):

Tardy #1-#3..... No Penalty
 Tardy #4-#7..... 30 minute detentions
 Tardy #8-#10..... 2 lunch detentions per tardy
 Tardy #11-#14..... ISS & Conference with parent
 Tardy #14 & Above.....Discretion of the Principal
No Show for Tardy and/or other Detentions will result in the detention time doubling and ISS can be added – Principal’s Discretion.

Perfect Attendance: Research has shown that attendance and achievement are closely related – the better a student’s attendance, the better his/her achievement.

Student Conduct: At all times students are expected to conduct themselves in an orderly quiet manner both while in class and when passing between classes. Low-keyed conversation is acceptable but loud outbursts are not necessary. Students are under the supervision of all staff members at all times. Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. **THE FOLLOWING WILL NOT BE TOLERATED AT ANY TIME WHILE ON SCHOOL DISTRICT PROPERTY OR AT ANY SCHOOL ACTIVITIES:**

1. Smoking, chewing tobacco or snuff
2. Abusive or foul language
3. Use of alcohol or drugs
4. Damage or destruction of private or school property
5. Assault/battery of a school employee or student
6. Use of dangerous weapons or instruments or bringing a weapon to school
7. Initiations/hazing

CONSEQUENCES WILL BE PRINCIPAL’S DISCRETION.

Display of Affection: Some kinds of public display of affection are inappropriate in school, or at school related activities (Holding hands, kissing, fondling, etc.). Listed below are the consequences of students exhibiting inappropriate displays of affection.

1. 1st offense – warning
2. 2nd offense – parents notified
3. 3rd offense – student will be suspended

RACIAL AND SEXUAL HARASSMENT

The BOE is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of race, color, national origin, or sex, including sexual harassment. Discrimination or harassment based on race, color, national origin, or sex will not be tolerated in the school district. Racial or Sexual harassment of employees or students of the district by BOE members, administrators, certified and support personnel, students, vendors, and any others having business or contact with the school district is strictly prohibited. For more detailed information regarding harassment policies in USD #216, please contact the district office for the entire policy and definitions regarding racial and sexual harassment.

Any student who believes sexual harassment has occurred should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. The Title IX coordinator is Mr. Jon Ansley, Superintendent of Schools, and can be reached at (620) 426-8526, PO Box 274, Deerfield, KS 67838-0274 or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

GANG ACTIVITY AND AFFILIATION

No gang symbols or gang-affiliated attire shall be worn. A "gang" shall be defined for this policy as any group of two or more persons whose purposes include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. USD #216 may prohibit the wearing of apparel, jewelry, accessories, which implies membership or affiliation with a gang. If the student's behavior, dress, or other attribute is in violation of these provisions, the principal shall request the student to make the appropriate corrections. No sagging or bagging will be allowed. Trousers, shorts and slacks shall be worn at hip level. Students who wear slacks that are disproportionate to the student's size will be required to change into appropriate clothing. The District Our district will use the Kearny County Law enforcement center for reference

Repeated School Violations – Authority of Staff: Students are partners with the faculty, administration, and auxiliary staff at Deerfield High School. A major part of that role is to direct the activities of the students into proper positive channels. Any administrator, faculty, or any auxiliary staff has the authority to direct the actions of the students at any place and time on school property or at any school activity.

When a staff member makes a request of you, you are expected to follow his/her directions without argument or refusal. Violation of any provision of this behavior code may result in suspension and/or expulsion.

Student Driving: All motorized vehicles (including motorcycles) driven to school must be parked upon arrival at school in the south parking lot. Vehicles are NOT TO BE IN THE WEST PARKING LOT. The vehicles are to remain parked during the school day unless permission to drive is obtained from the high school office. Students are not to sit in the vehicles over the lunch period. Reckless driving will not be allowed on or near school property. The privilege of driving to school may be withdrawn if the student shows poor judgment and/or disregards normal driving regulations.

Use of Telephone: Students are not to be called to the telephone during class time unless the call is long distance is or an emergency. *Students are not to use cell phones, cameras or pagers at school.* Messages will be given to students BETWEEN classes. STUDENTS MUST ASK PERMISSION TO USE THE PHONE.

Revised 04-08-02.

Lockers: Every student will be assigned a locker for their books and wraps. Each locker is equipped with a combination lock for the student to use in securing their things. **Lockers should remain closed and locked at all times. No blocking of lockers with devices to stop it from locking.** Students will be expected to pay for damage done to their locker during the school year. A neat locker is to be maintained. Locker inspection may be held without notice.

Personal Appearance: The primary objective of Deerfield Middle School and High School is to create an atmosphere in which each student can develop to the best of their individual potential. Many factors contribute in varying degrees to this learning environment. One such factor is the attitude with which the student approaches each learning situation. All students are asked to dress neatly and in attire which is becoming to students. **Revised 05-11-98**

“THE SPARTAN LOOK”

General

- ❖ The Administration has the right to deem clothing not covered by this policy as inappropriate.
- ❖ All tattoos and body piercings will be covered.
- ❖ No earrings or body piercing other than those in the ear.
- ❖ Clothes will be free from large tears and rips.
- ❖ All clothing will be of the appropriate size.
- ❖ Hats, sunglasses, and gloves will be removed as soon as you enter the building, however you may wear a jacket (including a letterman’s jacket). Trench coats and big bulky coats will not be worn in the building.
- ❖ The dress code applies at school; all school functions, school sponsored events, and while on school provided transportation.
- ❖ Shoes will be worn at all times.
- ❖ Students are not permitted to wear or possess any items that describe in picture, word, or inference profanity, obscenity, alcohol, drugs, inappropriate double meanings, or gang affiliation
- ❖ No gang symbols or gang affiliated attire will be allowed to be worn at school or any school activity.
 - EXAMPLES: Overall straps must be worn over shoulders, no sagging pants or shorts, no excessive oversized clothing, no black lipstick, bandannas, exposed boxer shorts, or hanging belts. Our district will use the Kearny County Law enforcement center for reference

Shirts

- ❖ Shirts that extend below the fingertips will be tucked in at all times.
- ❖ Shirts and sweatshirts will not be worn inside out.
- ❖ Shirts will not have overly large openings at the neck or arms.
- ❖ No bare backs or mid sections, this includes mesh shirts.
- ❖ Girls may wear spaghetti strap tops and tank tops if a shirt with sleeves is worn underneath or on top of it.
- ❖ **Boys** Students may wear tank tops if a **sleeved** shirt is worn underneath or over the top of it. Otherwise, sleeveless shirts are prohibited.
- ❖ Shirts that button will have all buttons buttoned. The top two buttons may be left undone. If worn over another shirt, the shirt may be left unbuttoned.
- ❖ School sponsored shirts are appropriate, but must be tucked in if length is inappropriate.
- ~~❖ **Straps must be three fingers wide.**~~

Pants/Shorts

- ❖ Pants/shorts will be worn at hip level – No “sagging”.
- ❖ No “bagging”.
- ❖ Pants/shorts will not be disproportionate in size.
- ❖ Pants/shorts will be hemmed/trimmed. – NO LONG RAGGED HEMS.
- ❖ Bib overalls will be worn with the suspenders over the shoulders and buttoned. All buttons, with the exception of the ones on the pockets, will be buttoned at all time. Shirts will be worn under overalls at all times.
- ❖ Boxers, briefs, or other undergarments will not be exposed.
- ❖ Shorts will not extend below the kneecap if they are disproportionate with your body.
- ❖ Belts will not extend more than 6” past the belt buckle.
- ❖ No biker shorts.

Dresses/skirts

Skirts/dresses will extend minimally 4” above the top of the kneecap, unless deemed inappropriate by the classroom teacher or administration.
No bare backs unless in formal attire, or dressed for activities

The principal or administrator in charge shall make the final determination regarding the appropriateness of a student’s appearance. **ALL CLOTHING FOR SCHOOL ACTIVITIES WILL FOLLOW THESE SAME GUIDELINES.** Clothes cannot be taped, stapled, or pinned in order to meet the above requirements. **SCHOOL ISSUED ATTIRE WILL BE EXEMPT FROM THIS DRESS CODE** (this includes cheerleading uniforms, school shirts, or other clothing directly related to a school function and approved by the administration). Students’ personal appearance is the **RESPONSIBILITY OF THE STUDENTS AND PARENTS/GUARDIANS.**

Students who fail to comply with dress code guidelines will be held to the following:

1st offense: Sent to the office, change clothes, sent back to class

2nd offense Sent to the office, change clothes, sent back to class 30 minute detention, parent called

3rd offense: Sent to the office, change clothes, sent back to class two 30 minute detentions, parent called

4th offense: Sent to the office, change clothes, 1 day ISS, parent called

5th offense: Sent to the office, change clothes, 2 days ISS, parent called

Continued violations will be dealt with on an individual basis. Any student who does not have a change of clothes available or who parents can not bring a change of clothes to the school will be placed in ISS for the remainder of the day. Students will not be allowed to go home to get a change of clothes during the school day.

Personal Technology:

Students are not allowed to carry **or use cameras** in school. Personal listening devices such as Walkmans, MP3 players and IPODS with earphones may be used at teacher's discretion **with principal approval**. (does not include cell phones with MP3 Players or **personal gaming devices**)

CONSEQUENCES:

1. Use of **personal listen devise without teacher or principal approval.**
 - a. **First offense- devise confiscated returned to parent or legal guardian**
 - b. **Second offense and any reoccurring offense– devise confiscated and returned to parent or legal guardian after completion of 30 minutes of community service at school.**

Students may only use wireless communication devices before school and after school **in the old gym**. They may not be **used at breakfast, lunch**, during passing periods or in class, without written administrative permission. During the day, wireless communication devices must be stored in a locker. Students may not bring universal remote control devices to school. Students may not possess laser lights. (

CONSEQUENCES:

1. Use of wireless device during the school day without teacher or principal approval.
 - a. First offense–wireless device confiscated and returned only to parent or legal guardian **after completion of 60 minutes of community service at school.**
 - b. Second offense and any recurring offense-wireless device confiscated and returned only to parent or guardian **after completion of 60 minutes of community service at school.** Student conference with up to one day out of school suspension assigned. **Cell phone checked in daily for remainder of school year.**
2. Use of wireless device containing a camera during the school day without teacher or principal approval.
 - a. First offense-wireless device confiscated and returned only to parent or legal guardian **after completion of 60 minutes of community service at school.** Student conference with up to three days out of school suspension assigned.
 - b. Second offense and any recurring offense-wireless device confiscated and returned only to parent or legal guardian. Student conference with up to five days out of school suspension, with option for long-term suspension. **Cell phone checked in daily for remainder of school year.**
3. Use of wireless device containing a camera to invade the privacy of, or cause embarrassment to, another person is considered an illegal act.
 - a. First offense and any recurring offense-ten days out of school suspension, with a recommendation for extended term suspension or expulsion. Referred to the police department for appropriate legal action. Wireless device turned over to

the police.

Noon-hour Policy: Students in grades 9-12 may either eat at the lunchroom or in the concession area. When finished they must stay in the designated areas. Students are NOT allowed in any classroom during lunch except with teacher permission AND supervision. Students may bring their own lunches. Students are not allowed to be in their cars during the noon hour unless they receive permission from the High School Office. **Pop may not be taken to the lunchroom if eating a school lunch. Food is not to be taken from the lunchroom. Students are not to be allowed back in the kitchen work area. Students are NEVER to be in the teacher's lounge without teacher permission.**

Guest of Students: Students are allowed to invite only students from other districts in grades 9-12 as guests of our school district. In order to do so, the student must: (1) receive permission from the Principal's Office PRIOR to visit, (2) verify the guest does not have school at the time in their own district, and (3) ensure the guest follows the rules and regulations stated in the student handbook. The host student is responsible for the actions of their guest.

Student Physicals: A student will not be permitted to participate in KSHSAA sponsored athletic teams or cheerleading squads without first having on file with their building administrator a KSHSAA completed physical form signed by a licensed physician. Students enrolled in PE classes will not be allowed to participate without having on file with their building administrator a physical form signed by either a licensed physician or a county health nurse.

Medicines: If drugs or medicines of any type (including inhalers), over-the-counter or prescription, must be used by the student during the school day, a note signed by a doctor must be sent informing the school the type of medicine, the dosage, and the time to be administered. School personnel cannot directly administer any medicine but can help to see to its successful administration by the student. However, no staff will help with the administration of prescription drugs unless a note is provided.

Care of School Property-Equipment: Students are responsible for all school equipment and/or property, whether it is checked out to them, provided for their use, or is part of the school fixtures and buildings. Examples: Band instruments, desks, ceiling tiles. The students must compensate the school for loss or damage beyond the normal wear.

VANDALISM

Vandalism Protection: All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes, or similar compartments at the close of each school day. In the event of vandalism, the BOE may offer a reward according to law.

Restitution for Damages: The BOE shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the superintendent of any loss or damage to district property. The superintendent shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. Accounts not paid in full within the specified time may be processed for legal action.

Return of School Property: School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law. **Adopted 03/96.**

Use of School Equipment: Students may not use the copy machine without permission from the office. Only those students that have been properly instructed will be allowed to copy. Students are not allowed in the M and M room without supervision. Only students who are trained by the office may use the laminating machine

Fire/Tornado Drills: State law requires that fire drills be held once each month during the school year. No notice will be given on these occasions. Students are to familiarize themselves with the following procedure.

FIRE DRILL:

- Science room, MS SpED, English Lecture Room, & Superintendent office leave through the **East door.**
- MS Social Studies, Library, & Math room leave through the **Southeast Gymnasium entrance double doors.**
- Business, HS Social Studies, Computers, ITV, FACS, High School Office leave through the **Southwest doors.**
- Gym and Concession are leave through the **Northwest and North gym exits.**
- Music and HS SpEd leave through the **West doors.**
- Art leave through the **Northwest door.**
- Auditorium leave through the **most convenient exits.**
- Vocational building leave through the **exits in each room.**
- Middle School science and English rooms leave through the **East doors of the MS.**
- Middle School social studies and math rooms leave through the **North doors of the MS.**
- PE class (if in the new gym) leaves through the **North doors of the HS.**
- Classes in the old gym leave through the **Northwest and North gym exits.**

Leaving the building in an orderly manner is just as important as speed during these drills.

TORNADO DRILL:

The civil emergency page of the high school intercom system will signal tornado drills. HS Girls will move immediately to the shower area of the Girls Locker Room. HS Boys will move immediately to the shower area of the Boys Locker Room. If inadequate time is available for safe movement to the dressing areas, move to the nearest hallway. Middle School Science, Math classes, MS/HS ESOL will go to the MS Math room. MS Social Studies and English will report to the MS Social Studies room. **Students are to sit down and take an emergency position. In the Math room, students should be against the North and West wall. In the Social Studies room, students should be against the North and East wall.**

STUDENT ACTIVITIES

Activity Trips: The BOE shall permit the use of district owned vehicles for student activities subject to the following conditions:

1. Activity trips involving league or KSHSAA activities have continuing board approval. The building principal may approve class or small group activity trips provided that the trip will be completed in one day.
2. Each activity bus shall be sponsored by at least one adult in addition to the driver.
3. Expenses for those activity trips listed above will be borne by the district.
4. Proposals for any activity trips not listed above must have special Board of Education approval.
5. Only district owned vehicles should be used for student activities or field trips; only properly licensed and qualified drivers shall operate a district owned vehicle while transporting pupils.
6. All athletes must be transported to a competition in school provided transportation. For no reason will students be permitted to drive themselves to away games or activities.

Students wishing to return home by means other than that provided by the school must have parental permission. It is required that a note accompanies the request. Parents must sign the form to be returned by the coach to the principal for student dismissal.

Parents must make prearrangements "IN PERSON" at least one day in advance, with the Principal, signing a permission form allowing another adult to drive the student home. If the designee or parent is unable to pick the student up at the activity, they will return home by school transportation.

SCHOOL ORGANIZATIONS

Agendas for Meetings: The president of a class/organization must meet with the sponsor to work out an agenda for an upcoming meeting by 8:30 a.m. the day before the meeting. It is the president's responsibility to seek a time to write an agenda with the sponsor. No agenda – no meeting.

Scheduling of Meetings: Meetings are to be planned ahead and should be scheduled one week in advance by having the high school office put it on the daily bulletin. Meetings must have sponsor approval before being placed on the bulletin and should be scheduled through the High School office.

MONEY MAKING PROJECTS

Seniors are allowed 4 fundraisers plus one for the PIC program. During the senior year, one school day may be used to work on senior money raising projects, provided:

1. The High School Principal approves the money-raising project.
2. The dates to work on the money raising projects are placed on the calendar in accordance with district policy.
3. The senior class sponsors must be present at the money-raising project.

Juniors are allowed 2 fundraisers plus one for the PIC program. Sophomores and Freshmen are allowed 1 fundraiser plus 1 for PIC. Fundraisers for other groups (cheerleaders, forensics, STUCO, etc.) will need to be approved by the HS Principal.

Dockings will be set based on profit for each fundraiser.

1. Raffle tickets will be set based on profit for each fundraiser.
2. Jr. Fun Night will be set based on the profit.
3. Prom - \$100.00 per day of construction & \$50.00 per day of cleanup.
4. Workdays - \$100.00 per shift – ex: enchiladas, pictures,
5. Concessions - \$25.00 docking per assigned shift.

If a student represents a class during a fundraiser and does not turn in the orders or Money the docking will be doubled. Failure to turn in money could result in charges being filed with the County Attorney.

Senior Trip: Seniors must notify the High School Office in writing by February 1st if they plan on going on the senior trip. The senior trip is one of the concluding activities of the senior year. The senior trip represents one of the last opportunities for the seniors to interact together in both an education and leisure way. The BOE and administrative staff favor and support the senior trip as long as the seniors conduct themselves as responsible young adults on the senior trip and follow the rules for the senior trip as written in the board policy book. The BOE reserves the right to discontinue the senior trip. **Early graduation students see Graduation Requirements regarding senior trip.**

Sr. Trip Requirements:

A student must have 75% of the cost of the Sr. Trip in their personal account to be allowed to go.

A student having less than 100% of the cost and more than the 75% must buy in to go on the trip and provide their own spending money. A student must pay the buy in by May 1st.

Junior-Senior Traditions: In the spring, the Junior class participates in two traditional activities. The first of these is the Junior-Senior banquet and prom. This event is formal. Male students are encouraged to wear a Tuxedo or slacks and a tie. Female students are encouraged to wear a formal gown or dress. Guests are seniors, faculty, administrators, and the Board of Education. Other guest may be invited for the prom, following the banquet, providing prior approval has been arranged. This approval is secured in the form of a pass for guests from the high school principal.

The second of these traditions is commencement. The Junior Class traditionally provides the Seniors with a display of their class flower for use during the commencement activities.

SCHOOL DANCES AND PARTIES

ALL students and their dates attending a MS/HS dance or formal will be subject to passing a breath test before entering the dance or party. Students are responsible for learning the guidelines for the breath test. A positive result will result in another test being administered 15 minutes after first results were read. If the breath test is failed a second time, the guidelines set forth in the USD #216 Substance Abuse Policy will be followed.

Breath Test Guidelines: The following guidelines need to be followed in order for the student to be tested in a fair and equitable manner.

1. Refrain from placing **ANYTHING** in the mouth for fifteen (15) minutes prior to beginning the test. This includes non-alcoholic drinks, tobacco products, coffee, breath mints, mouthwash, gum, or any type of food.
2. The administrator in charge or sponsor in charge of that activity will administer the breath test. The administrator/sponsor will be the judge on what constitutes a positive test.
3. If the first test is positive, the student will be isolated for 15 minutes until a second test can be administered. A second test must be given in order to validate accuracy. If the student refuses to submit to a second test, the first test will be considered valid and the approved procedures for substance abuse will apply.
4. If a student refuses to stay for parents or leaves the site after any positive test, law enforcement will be called.
5. The administrator and/or sponsor in charge reserve the right to test a student a second time if the first test does not give a reliable indication of alcohol concentration.

The high school shall sponsor two dances after ball games – the Football and Basketball Winter Royalty Dances. The participants shall be limited to students in grade 9-12 or guest approved by the high school principal prior to the event. Members of the school faculty must sponsor all parties and dances.

1. All parties should be planned and approved at least two weeks in advance and placed on the school calendar with the approval of the organization sponsor and the high school principal.
2. Parties will not be held unless faculty sponsors are present.
3. Whenever possible, parties should be scheduled on Friday nights from 8:00 p.m. to 12 midnight. The prom and possible other special events may be scheduled on other nights only with the approval of the high school principal. No school function will be allowed to run later than 12 midnight.
4. The same habits of dress and behavior will apply to parties and dances that apply to all school activities.
5. No one may leave the building during a party or dance and return without the permission of the sponsor or high school principal.
6. No out-of-town or out-of-school guests will be permitted at the parties and dances unless prior approval by the high school principal; and guest passes are secured from the high school office. Guests are expected to observe the same regulations that apply to our own students.
7. All parties and dances should be held prior to the last two weeks of school.
8. The principal and sponsors reserve the right to admit or eject anyone to/from dances and parties.
9. **Students will not be allowed to enter later than 30 minutes after the activity has started, unless prior approval by the principal has been granted.**

Middle School Activities: Dances, skate trips, etc. will be attended by only DMS students.

Homecoming: A highlight in both football and basketball seasons are the traditional homecoming festivities. One of the major activities is the selection of Homecoming Royalty for both football and basketball seasons. The election of the recipients of these honors will be in accordance with the constitutions of the sponsoring organizations. **ONLY** Seniors are eligible to be crowned King or Queen. The homecoming dances with the queens and their attendants reigning over the festivities follow the homecoming games.

LIBRARY

1. Pass permits – No student will be permitted in the library from any other class without a permit from his/her classroom instructor. Any student entering the library shall have a specific work assignment with a definite purpose for being there. Teachers will accompany students to the library when a class project is being done during the regular schedule.
2. Student Library Assistants – Selected students are trained to aid you in checking out materials or to help you locate resources. If you have questions or special problems, you should see the library aide or the librarian.
3. Books and magazines are checked out for two weeks. There is a five (5) cents per day fine for overdue books. (Only school days count towards fines) These costs must be paid for before the students will receive their grades or Seniors will not be allowed to go on their Senior trip.
4. The new encyclopedias are NOT to be taken from the library. Magazines from the rack are not to be taken from the library.
5. Books not returned by the end of the school year will be considered lost. The student will be expected to pay for the lost or damaged book or books. These costs must be paid for before the students will receive their grades or Seniors will not be allowed to go on their Senior trip.
6. Students coming to the library from other classes are expected to return to their class before the dismissal bell rings.
- ~~7. Laptop Computers: High school students may check out a laptop computer overnight through the library. Students may check them out (on a first come first serve basis) after school. Computers are to be returned before school the following morning. The student is responsible for the computer. Any breakage from misuse is the student's responsibility. Students accept this responsibility when checking out the computer.~~
8. **No pop, juice, candy, or food will be allowed in the library at any time.**
9. **Art projects will NOT be worked on in the library – no painting, glitter, etc.**

STUDENT ACCEPTABLE USE POLICY

Deerfield School District #216 is now providing Internet access to students and teachers. Pioneer Telephone of Ulysses is providing this service. The District pays a flat monthly fee to connect our computer network to the Internet.

The Internet is an electronic highway connection millions of computers around the world, and millions of individual subscribers. Students and teachers have access to electronic mail, information databases, electronic discussion groups, public domain software, and access to many library card catalogs including the Library of Congress.

Our connection to the Internet vastly expands the resources available to our staff and students. In fact, the type of connection we have now was largely limited to Universities, major colleges, and government agencies until a few years ago.

Unfortunately, there are pitfalls as well as jewels in the use of the Internet. Being a worldwide network means there is no overall authority in charge of maintaining order or appropriate behavior of those people using it. There are approximately 100 million people on the Internet now, and not all of those people share what most of us would regard as “good and decent” beliefs and behaviors. Also, what we might regard as illegal behavior in the United States may not be illegal on the computer in another country.

Since it is impossible for us to police the Internet, and impossible for us to keep students from accessing inappropriate areas, we instead switch the responsibility to the students. The student will not be allowed access to the Internet unless both the student and their parent/guardian sign this “Acceptable Use Policy”. This policy will detail the responsibilities of the student while on-line, and the consequences if inappropriate behavior occurs.

The administration and/or network administrator reserve the right to review any e-mail or web usage.

Network Responsibilities:

1. Using someone else's network account is not acceptable.
2. Allowing someone to use your network account is not acceptable.
3. Downloading unauthorized commercial software is not acceptable.
4. Obtaining inappropriate graphics or text files is not acceptable.
5. Keep files in your personal folder to a minimum. Disk storage space is limited. If your folder gets too full, the system administrator will go through the folder and delete the files.

6. Trying to access files in other users folders is not acceptable.

E-mail and Newsgroup Responsibilities:

1. "Forging" e-mail is unacceptable. Do not assume that any e-mail sent to you was indeed from that person. If you do receive a questionable e-mail letter, forward it to the Network Administrator, who will find the responsible party.
2. Use of inappropriate language is unacceptable.
3. Rudeness or insulting behavior in e-mail or newsgroup posts is unacceptable.
4. Subscribing to newsgroups/ mailing lists where other users use inappropriate language and behavior is unacceptable.
5. Delete unwanted messages immediately since they take up disk storage space.
6. Do not assume that e-mail is private. Think of it as an electronic post card.
7. Do not give out your full name, address, phone number, parent's credit card numbers to ANYONE on the Internet.

Worldwide Web Responsibilities:

1. Searching for or accessing sites that contain inappropriate materials is unacceptable. We are aware that it is impossible to know what might be on a site before you actually see it, but if a teacher tells you to "freeze", and checks the history of your web movements and sees questionable search items...the student will be disciplined accordingly.
2. Personal Web pages (if allowed) will not contain inappropriate materials.

Failure to follow this general code will mean the loss of Internet access, possible loss of school network access, and any other disciplinary action that such behavior may require.

Appropriate materials or behavior will be at the judgment of the teacher. This means that reading e-mail/newsgroups during a time when the student is supposed to be doing other tasks, or downloading/playing games, can result in the loss of the student's Internet access. The teacher will determine the number of warnings, if any, that the student will receive if the conditions of this Policy are breached. The student may appeal a loss of access through the Principal.

Copyrighted Material Responsibilities:

1. **COPYRIGHTED MATERIAL:** According to the Copyright Act of 1976, "Fair Use", if you use the Internet or other information systems, you are allowed to freely use information that is in the public domain. Copyrighted materials on the Internet can be duplicated and used by students for scholarly purposes. You may not plagiarize or sell what you find unless approved by the copyright holder and, must abide by the fair use areas in the Copyright Act.
2. Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is YES, as long as you give credit to the author and do not sell the article for profit.
3. Copyrighted material must not be placed on any system connected to the Network without the author's written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the Network. Members may download copyrighted material for their own use. Any member may also redistribute a copyrighted program only with the express written permission of the owner or authorized person. Permission must be specified in the document, on the System, or must be obtained directly from the author.
4. **PUBLIC DOMAIN MATERIAL:** Any member may upload public domain programs to the System. Any member may download public domain programs for their own use or non-commercially redistribute a public domain program. Member assumes all risks regarding the determination of whether a program is in the public domain. Member is responsible for inoculating all software for viruses that will be uploaded/downloaded.

SCHOOL ACTIVITIES

Student Council: The Student Council of Deerfield High School is recognized as a functioning element in the educational program, and membership provides a practical experience in training for both school and community citizenship. The council is not a governing body designed to formulate school policy, but it is a service organization dedicated to making Deerfield a better community and Deerfield High School a better school.

Experience in the council will help develop more intelligent leadership for our American communities and promote better citizenship as the ultimate goal of successful high school achievement through the planning and direction of the own school society. The sacrifice of student time and energy to the council and its activities is a comparable service to that rendered by good citizens everywhere in adult living.

Pep Assemblies: The student body will be given the opportunity for pep assemblies. During tournament weeks, special assemblies may be held upon request by the cheerleader sponsor and with the approval of the high school principal.

Drama: There will be one all-school play (grades 9-12) . Selection of the play cast will be by tryouts with the final decisions resting with the play director.

Forensics: Forensic opportunities during the school year may be, but not limited to, league and/or district Speech and Drama festival.

National Honor Society: Deerfield High School is a member of the National Honor Society of Secondary Schools. The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Deerfield High School. Membership in this chapter shall be based upon scholarship, service, leadership, and character. Candidates for election to this chapter must be members of the Sophomore, Junior, or Senior Class. Candidates eligible for election must have at least a 3.3 GPA. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above the standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their service, leadership, and character. Failure to maintain this 3.3 GPA average will result in the loss of membership. Membership cannot be reinstated once it is lost.

TRANSPORTATION POLICY

All transportation arrangements are made through the Athletic Director and the Central Office. COACHES are responsible for determining the amount of time required to be at the site before the competition. This information is relayed to the Athletic Director and dismissal and departure times will be established.

Coaches must supply the Athletic Director with the number of people being transported. Coaches will also be responsible for informing participants of dismissal and departure times. Students will be dismissed by means of an announcement from the office.

~~All athletes must be transported to a competition in school provided transportation, unless special circumstances are approved through administration in advance. For no reason will students be permitted to drive themselves to away games. Students wishing to return home by means other than that provided by the school must have written parental permission. It is required that notes accompany the request. Parents must sign the form to be returned by the coach to the athletic director for student(s) dismissal.~~

~~Parents must make prearrangements "IN PERSON" with the principal, signing a permission form allowing another adult to drive their student home. If the designed or parent is unable to pick the student up at the activity, they will return home by school transportation.~~

~~On trips of 75 miles or less, the bus will not stop going to activities. On trips of greater than 75 miles, the bus may stop to allow students to get out. The bus will stop on return trips to allow the students to eat, at the discretion of the supervisors, and dependent on arrival time at Deerfield.~~

Students will keep the activity vehicles clean and safe by picking up and disposing of trash both on the road and upon arrival back at Deerfield from activity trips. **There will be no food or drinks (other than water) on the activity bus.**

MANAGERS

The coaches may select managers. These students will be selected from students in grades 9-12 for High School teams. Middle school teams will be allowed managers from grades 6-8. The Principal and Athletic Director will approve these managers. They must be students in good standing, and the eligibility requirements also apply to managers.

WEIGHT ROOM REGULATIONS

The Deerfield School system intends to operate the weight facility under the auspices of the school district and the recreational commission, which are considered organized weight lifting programs.

To avoid conflicts in scheduling weightlifting programs, the school officials are requesting prior approval from the Deerfield Recreation Commission reflecting the dates, times, and supervisor. Both parties will attempt to reach a compromise when a conflict arises in scheduling. The school administration reserves the right to make the final decision when a compromise can't be reached. When the school district is operating the weightlifting program, only students enrolled will be allowed to participate.

Regulations:

1. There will be certified school employee and/or an approved recreational supervisor present at all times when the weight room is in use.
2. Spotters will be used when required to avoid possible injury.
3. All weights and equipment should be picked up when finished and the building will be secured.

STUDENT PRACTICES

Athletic practices after school will be conducted in such manner that all athletes will be off the practice area by 6:00 p.m. unless special arrangements have been made with the Administration/Athletic Director.

Wednesday night is designated as family night. There are to be no activities scheduled unless approved by the administration.

Saturday/Sunday Practices: Saturday/Sunday practices shall be prohibited unless the administration has approved the practices with specified reasoning for the use of an off school day. Attendance CANNOT be required by the coach for approved weekend practices.

School Cancellations and Practices: When school has been canceled due to inclement weather, all practices will also be cancelled. Games and/or contests may still be conducted upon approval of the Principal. Please watch Channel 12 for cancellation or postponement information.

Equipment: Each coach will issue the necessary equipment to enable his/her athletes to safely participate in the program. It is the responsibility of the coach to inform participants of the potential of injury without proper care and treatment of that equipment. It is also the responsibility of the coach to collect all equipment at the end of the season. A list of the items missing and the name of the person responsible along with sizes shall be turned into the Athletic Director.

SEARCH AND SEIZURE

Students have limited control over their lockers, desks, work area, or any other designated assigned areas. Lockers, desks, work area, etc., are the property of the school district. Therefore, school officials have the right, upon "reasonable ground," to search and seize when necessary.

LAW ENFORCEMENT INTERACTION WITH STUDENTS

It is the desire of the school district to cooperate with federal, state, county and municipal agencies in the enforcement of laws and regulations pertaining to all matters that affect education and the welfare of children. It is paramount that the rights of the school, home, legal authorities and individuals be clearly understood and protected.

The Kearny County Sheriff's Department, in cooperation with the Kearny County Schools (USD 215 Lakin and USD 216 Deerfield), employ a full time SRO (School Resource Officer) to provide law enforcement assistance to the schools. The SRO's first duty is that of a sworn law enforcement officer. The SRO strives to promote a positive interaction with students, parents, faculty and administrators. The SRO takes a proactive approach with students to identify those at risk, and if necessary, intervene with appropriate action to build healthy and trusting relationships.

The SRO is granted the authority to assist the Principal at the Principal's discretion.

The SRO, with school personnel approval, is granted the authority to speak with students in the performance of prevention programs such as DARE and any other prevention program that the School District deems necessary to foster a safe atmosphere for students and staff. The SRO is also granted the authority to speak with students on matters to include but are not limited to, bullying, hazing, threats, or general safety issues that would not be considered a criminal investigation or result in a student being charged with a crime.

When students become involved with law enforcement at the request of school personnel pertaining to an incident that occurred at school or a school sponsored activity or pertaining to an incident that could adversely affect the safety of students at school, the SRO will be granted the authority to speak with witnesses and victims of crimes. If a student is being questioned as an alleged suspect in a criminal matter the following conditions will be met:

1. The SRO or other law enforcement officer must be properly identified.
2. Permission must be given by the principal or designee.
3. A reasonable effort should be made to contact the parents or lawful guardian and give them the opportunity to be present during the interview.
4. The student is to be removed from the classroom by school personnel.
5. The discussion must be conducted in private with the principal or designee present.
6. The student shall be afforded the same rights he / she has outside the school, including the right to be informed of his / her legal rights, the right to protection from coercion and constraint and the right to remain silent. The school principal will maintain a record of time, place, persons, and summary of the interview.

Law enforcement will not be allowed to speak with students regarding incidents that occurred off school grounds or does not pertain to the school in anyway unless an emergency can be demonstrated. Arrest will be made in accordance with state and federal law and only when a warrant or probable cause exists. State law does grant law enforcement and the State Department of Social Rehabilitation Services (SRS) the authority to speak with students regarding child abuse without parent notification and may be conducted without school personnel present.

SUBSTANCE ABUSE POLICY – Adopted 7/11/05
USE OF TOBACCO, ALCOHOL, OR DRUGS

All Deerfield school district students are covered by the USD #216 Tobacco, Alcohol and Drug Policy.

One of the major responsibilities of USD #216 is to protect the health and safety of students in its charge. The position of the district is that the **possession and use** of controlled substances, commonly called drugs, alcohol, and tobacco, are not only against the law, but harmful to the individual, fellow students, the school community, and eventually to society.

In order to ensure the highest possible standard of learning as well as the safety, health, and well-being of all students, USD #216 enforces a substance abuse policy that will aid all students in abstaining from the **possession and use** of all illegal drugs, including alcohol, steroids, and tobacco products, intervene when any behavior dictates the necessity, take corrective disciplinary action when necessary, and provide aftercare support for the student.

The district subscribes to and supports the state and national program for Drug-Free Schools. The students of Deerfield school district shall not manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, alcoholic beverages, or tobacco products. It is the district's intent to keep its schools free **from the possession, use, and abuse** of drugs and alcohol and from the harmful effects that such substances have on the lives of students. In those instances when **possession, use, and abuse** do occur, the schools will take the prescribed disciplinary action. **In addition to any discipline, the school district may require the student to participate in an intervention program to be paid for by the student and his or her family.**

DEFINITIONS

School activities include, but are not limited to, interscholastic athletics, school music groups, drama and dance performances, elected positions (Student Council, class officers, etc.) and other activities in which students are representing the school as an organized group. **This policy shall apply to students at school, on school property, and at all school sponsored activities.** This policy is in effect when students are attending summer camps or workshops as a representative of Deerfield Public Schools.

VIOLATIONS/PENALTIES (per school year)

FIRST OFFENSE – SELF REFERRAL:

Self-referrals occur when a student voluntarily seeks information or assistance from a staff member **BEFORE** intervention by another source. The adult contacted will set up an appointment with one of the following: administrator, counselor, or school resource officer.

The administration will help the student evaluate the impact that chemical use has on the student's personal, physical, and academic well being. Jointly, the student and the administration will identify the next appropriate level of intervention **to be paid for by the student and parent(s)**. As long as the student is in compliance with the administration's recommendations, he or she will be allowed to participate in school activities.

(NON SELF-REFERRAL):

- The Administration will notify the appropriate law enforcement agency to investigate any violation of Kansas Law and make arrest if applicable.
- The Administration will notify parents/guardians to set up a conference to address the situation and due process procedures.
- The student will be required to attend a counseling session with the school counselor of his or her choice. It is the responsibility of the student to show evidence in writing that he/she received counseling from one of the school counselors.
- The student **may** receive 5 days of In-School Suspension (ISS) to 45 days of Out-of-School Suspension (OSS). The student will also be ineligible for all school activities during the ISS term. **During the OSS term the student will not be allowed on the school property or in attendance at any school function during the duration of the suspension.**

- The student **may** receive a mandatory 45 school calendar day Out-of-School Suspension (OSS). **During the OSS term the student will not be allowed on the school property or in attendance at any school function during the duration of the suspension.**
- The student and parent must complete a Drug/Alcohol Abuse assessment at their own expense within the forty-five day suspension. (A list of agencies will be provided to the parent.) It is the responsibility of the parent to show evidence in writing that he/she has completed the Drug/Alcohol Abuse assessment. Further, the parent agrees to follow the recommendations made by the agency's alcohol/drug counselor.
- The student **may** receive a mandatory 186 school calendar day (1 school year) expulsion. **During the OSS term the student will not be allowed on the school property or in attendance at any school function during the duration of the suspension.**
- Refusal by student and/or parent/guardian to comply with the USD #216 Tobacco, Alcohol, and Drug Policy will result in administrative recommendation to the Board of Education for expulsion from school.

Behavior Code Bullying

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. Deerfield USD 216 will not tolerate behavior that infringes on the safety of any student. A student shall not bully, intimidate, or harass another student through words or actions. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing, put downs, name-calling, and rude comments; negative body language; social isolation or manipulation. This behavior code will also include actions known as cyber-bullying. Cyber-bullying includes, but is not limited to: teasing, put downs, name-calling, rude comments, and threats of physical harm or isolation using the internet or text messaging. This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. **If any bullying incidents are initiated off-campus and the incident results in a substantial disruption of the educational environment this policy applies.** Students who violate this policy are subject to disciplinary action set forth in the student behavior code.

Why do we issue each student a school handbook?

Your School Handbook has been designed to help you manage your time and plan your day, so that you can take an active part in controlling your academic achievement.

Deerfield Schools require each student to keep up his/her handbook throughout the year, so if you lose your handbook, you will be expected to buy a new one.

Teachers, when they assign homework, will expect students to record assignments in this book. This should mean that all students, and parents, are aware of what each teacher expects and when it is due. A student should also be aware of their standing in each course at anytime during the year.

The Deerfield staff will ask to see your book periodically and will be able to help you keep closer control over your time management and your academic progress by giving you some advice about your handbook use. The handbook may also be used to relay messages from the school to home about routine matters and for sending notes about absences and appointments from home to the school.

Everyone should be successful in school. Students who are successful attend regularly, are prepared and ready to learn in the classroom, and do their homework. At Deerfield Schools we believe that problems can be overcome by thinking ahead and planning. Your teachers are prepared to discuss the use of this book with you and your parents to help you use it to make the most of your school activities.

Help us keep you informed by showing the student handbook section of the Agenda to your parents. Both you and your parents should sign below to indicate that you have read this page and reviewed the book together.

Student signature

Parent/Guardian signature
