

DEERFIELD ELEMENTARY SCHOOL



A "SUCCESS FOR ALL" SCHOOL

STUDENT/PARENT HANDBOOK

2009-2010

Our Mission is:

To provide a learning environment that promotes creative
self-sufficient citizens.

DEERFIELD ELEMENTARY

Mrs. Amy DeLaRosa, Principal
Deerfield Elementary Office
620 426-8301

Ms. Morgan Butteris, Secretary
Deerfield Elementary Fax
620 426-8207

Classroom Teachers:

Pre-School Amy Griffin
Kindergarten.....Sally Garcia
First Grade.....Cheryl Lamar & Marilyn Danler
Second Grade.....Sheryl Smith & Jessica Lofquist
Third Grade.....Jerri Jones
Fourth Grade.....Amy Jorgenson
Fifth Grade.....Amy Long
Physical Education.....Nate Schmitt
Vocal Music.....Judy Steinbrink
Instrumental Music.....Mike Quilling
Interrelated.....Tyce Yates
Title 1 & SFA Facilitator.....Charlotte Dillingham
Project TWIX Coordinator.....McKenzie Atchison

Family Learning Center

620 426-2516

ESOL/PAT/Even Start.....Regine Eslinger
Even Start Teacher/Migrant.....Tino Rosales
Translator.....Tino Rosales

Support Personnel:

Librarian.....Marilyn Danler
Library Paraprofessional.....Angela Moore
School Nurse.....Gayle Tackett
Custodial Staff.....Ramona Lopez-Ovanda Partridge
Head Cook.....Becky Kinyon, 620 426-8091
Kitchen Staff.....Nancy Hernandez, Martha Gonzalez, Kathy Herrera
SFA Tutors/Teachers.....Anna McElroy & Amy Browning
Paraprofessional Staff.....Shirley Warden, Tracy James, & Lupe Longoria

Transportation Personnel

620 426-7911

DirectorLance Carter

Drivers.....Mary Rich, Irma Infante, Dan Eslinger, Gene Slate

District Level

Superintendent of Schools:

Mr. Jon Ansley
620 426-8516

MS/HS Principal:

Mrs. Nancy Harness
620 426-8401

Elementary Principal:

Mrs. Amy DeLaRosa
620-426-8301

Director of Federal Programs:

Mr. Jon Ansley

Board of Education Members:

Randy Combs, David Whatley, Jerrad Webb, Chris Pettz, Craig Turrentine, Richard Braun, and Mark Goudy

BUILDING HOURS AND PROCEDURES

School hours are from 8:10 a.m. – 3:30 p.m. Staff members are available from 8:00 a.m. – 8:10 a.m. and 3:35 p.m. – 4:00 p.m. **Please make arrangements to visit with teachers during their planning periods, before or after school.** Breakfast serving time is 7:30 – 8:00 a.m. **All people entering the building must check into the office first.** This is for two reasons: **SAFETY AND COURTESY.**

Building doors will not open before 7:30 a.m. Students should not arrive at school before that time. Supervision will NOT be provided for students before 7:30 a.m. or after 3:35 p.m. Before school, students are expected to go directly to Rex Miller Hall and either eat breakfast or sit in their designated area. The name of their teacher will be posted and students are expected to sit quietly in their row. They may read silently or visit quietly. Students who come early to school must expect to behave as if school was in session and not roam the halls or school grounds. **Only students with a pass from their teacher will be allowed to go to the classroom.** A duty teacher will be on hand to assist students.

Students are expected to be out of the building by 3:35 p.m. unless otherwise directed by a staff member or if attending Project T.W.I.X. If students ride the bus, they are to go directly. **Students are not allowed to go into the Middle School or High School to get pop or candy. Unless escorted by a parent or teacher, or prior arrangements have been made no student should be in the Middle School or High School.**

Bus Rider Rules:

1. Never stand in the roadway while waiting for the bus.
2. Students must pass in front of the bus when loading and unloading.
3. Classroom conduct is to be observed.
4. No trash is to be thrown on the floor
5. Nothing is to be thrown out a window.
6. No part of the student's body shall be outside a window while the bus is in motion.
7. Students are not allowed to move about within the bus while it is in motion.
8. Students are to be seated within the seat not on the back of the seat nor on the floor.
9. Students marking on windows will clean the marks from the window before leaving.
10. 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 or take home.
11. Passengers will not be allowed to leave the bus other than their designated stop unless they have a note or phone call to the Elementary office. (426-8301)
12. Students will sit on the sidewalk in front of the school or sit quietly on the bus while waiting for the bus to depart.
13. The bus driver shall be in charge of all passengers while they are riding, loading or unloading from the bus.

14. The bus driver shall have the authority to assign a seat to each passenger.
15. Displaying or use of an open flame on the bus is prohibited. COURTESY PAYS!

Transportation Disciplinary Report:

In the event a student does not adhere to the Rules for Riders, 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. The school principal will visit with the student. The parent/guardian may be notified at the principal's discretion. After three disciplinary reports, the student will be removed from the bus. It will then be the parent's responsibility to get their child to and from school on a daily basis.

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 announcement will be on the following radio or TV stations:

Garden City KIUL, K95, KSNG, KBUF, KWKR, KJIL

Ensign KTVC-TV

Ulysses KULY, KUPK-TV, KAKE-TV

Parents will also be notified using the AlertNow message system. It is imperative parents keep the office updated of any changes to phone numbers and/or emergency contact information.

If school has to be dismissed during the day, it is important the children know where to go in case parents are not home. If there has been no announcement on the radio or TV by 7:30 a.m. there will be school. The students will not go outside for recess if the wind chill factor is below 15 degrees. Students need to dress accordingly.

Field Trips:

Field trips and excursions are encouraged when a reasonable educational objective can be established. Forms will be sent out to notify parents of the trips. The form shall include the nature of the trip, departure and expected return times, anticipated costs (if any), and a space where a parent may ask that a child be excused and the reasons for the excuse. Student behavior guidelines on field trips will follow school rules. Students must remember that they represent USD 216 on any trip.

Fire and tornado drills:

Fire and tornado drills are required by the state for safety reasons. There are safe rooms in the basement of the school to allow protection. Routes and procedures are posted in each classroom. Students are to listen carefully to instructions from the teachers and take the drills seriously. A fire drill will occur each month and a tornado drill will be practiced once in the fall and two times in the spring.

Food Services and Fees:

7:30-8:00 a.m.	Breakfast served	
11:00 -12:30 p.m.	Lunch served K-5	
Breakfast \$1.40	Lunch \$1.80	\$1.50 Adult Breakfast & \$3.00 Adult Lunch

Students will be limited to two (2) cartons of milk for each meal. Any additional milk will be purchased for \$.50 each. Snacks will be provided for Pre School, Kindergarten and First Grades. Milk is the appropriate snack.

Guidelines for Breakfast and Lunch:

1. Students will enter Rex Miller Hall at 7:30 a.m. for breakfast.
2. Students will proceed through the breakfast line or lunch line in an orderly manner using quiet voices.
3. Students will sit at tables designated to them and remain at the tables at all times except when they are emptying their trays.
4. If the supervising teacher/staff member asks them to get quiet, then they shall do so immediately.
5. If a child has a question they may raise their hand and wait for the supervisor to come to them to answer the question.
6. The students will wait for a supervisor to dismiss them from the tables.
7. Teachers will come to Rex Miller Hall to pick up students.
8. Children will eat only from their tray or sack lunch. They will not share food with others.
9. Those students who are not acting in a proper manner will be disciplined as follows:
 - a. First daily offense: Verbal warning
 - b. Second offense: Isolation Table
 - c. Third offense: Principal's Office and possible Time-Out Room
10. Students not eating will sit in their designated rows.

Lunch Fee policy and procedure:

A student will be allowed to charge up to \$5.00 of lunches and/or breakfasts. At this time, a cut off letter will be sent by mail to the parent(s); and a copy of the cut off letter will also be given to the student notifying them of the cut off. The letter will state that they have five (5) days from the dating of the letter (this date will be shown on the letter) to make payment in full or their child/children will need to bring a sack lunch. Daily payment for lunch/breakfast will not be allowed until total bill is paid in full.

ACADEMIC ACHIEVEMENT

We encourage each student to achieve the highest academic standing. **Admission requirements:** Students enrolling in Kansas schools for the first time should present an immunization record and a birth certificate. Other information required by USD 216 includes: the name and address of last school attended, the previous grade card or portfolio, and the name of the admissions officer of the previous school attended.

Enrollment: Kindergarten Round-Up will be done during the spring of each year. Enrollment will occur prior to the starting of the new school term. Enrollment will be handled by the Principal.

Grading Policy: Grades will be documented and noted as grades-in-progress. Report cards will be issued at the end of each of the 9 weeks. Report Cards will be presented to parents at Parent-Teacher conferences and may be mailed home or sent with the student with a signature note attached where the parent/guardian signs upon receiving the grade card. The signature note will be returned to the classroom teacher. Pro-Link is a web-based program on the school website used for parents to check their child's grades from their computer at home. Pre-school and Kindergarten will use a checklist to document academic growth.

“SUCCESS FOR ALL”

“Success For All” is a 90 minute per day uninterrupted time to teach reading. For this program to be a success, parents should try to schedule doctor, dentist, and other appointments outside of this time. The 90 minute time will be announced when school starts. (9:20 – 10:50)

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.

Superior Work:

A=90-100%

Above Average Work:	B=80-89
Average Work:	C=70-79
Below Average Work:	D=60-69
Failing Work:	F=59-0
Incomplete Work:	I

ATTENDANCE (State Guidelines)

Regular attendance at Deerfield Elementary School is very important for a student’s success in school. Research shows that students who attend school regularly do better than those who miss often.

School attendance is required by law and is the responsibility of the student and parent or guardian.

Whenever a child is required by law to attend school and such child is not enrolled in a public or nonpublic school, such child is truant. Whenever a child is required by law to attend school and such child is absent either three (3) consecutive days or five (5) or more days in any semester, such child is 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 Board of Education to have responsibility for the school attendance of such child. The school principal or resource officer 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.

Students are expected to be in school, except in cases of emergency or excused absences. Students may have up to nine days for each semester of excused absences as approved by the Principal for family business, illness, or emergencies. Other excused absences will be those approved by the Principal, which will include, but not be limited to:

- 1) Funerals;
- 2) Illness, but only with notes from the doctor or dentist;
- 3) Church related activities;
- 4) Educational trips with organized groups or parents with prior approval of the Principal.

Attendance is the parents’ and student’s responsibility. Parents need to confirm the absence either by phone, in person, or by note. The office will call to check on students who are absent. Home visits may be necessary. Reporting on an absence by parents does not necessarily excuse the student. It merely signifies

they are aware of the absence. Continued unexcused absences will result in action with Social and Rehabilitation Service intervention.

If a student knows in advance that he or she will be absent, the student should notify the office and the teachers in order to get assignments. An excuse, written or oral, from a parent/guardian must be provided within two days of the absence. On the third (3) day, the absence will be an unexcused absence ((an absence without permission from the parent and/or school).

Any time a student is absent from school, regardless of the reason, that student is expected to make up work missed. Students and parents should make arrangements with the teacher. The general rule for make-up work is that two days will be allowed for each day missed due to an excused absence.

UNEXCUSED ABSENCE WILL RESULT IN THE POSSIBLE LOSS OF CREDIT FOR WORK ASSIGNED ON THE DAY THAT WAS MISSED. Unexcused absences include but are not limited to

haircuts, baby-sitting, shopping, or absences that do not have parent confirmation with the school.

Disciplinary action for unexcused absences will be at the discretion of the principal. Any student under the age of 16 with three consecutive unexcused absences or five unexcused non-consecutive absences will have a truancy report filed with the Kansas Rehabilitation Service (SRS).

Tardies: If a student arrives late to school, the student must report directly to the office for a pass to deliver to the teacher as the student enters the classroom. A teacher will not allow a child into the classroom without a pass if they have not followed procedure. They will be brought to the office for a pass. Excessive tardies will be handled as a truancy issue.

Once the student enters the school, the student is the school's responsibility; any student who leaves the school without the school's permission violates the attendance rule. The following disciplinary actions will be taken (1) The parent/guardian will be notified immediately. (2) Police will be notified. (3) Any student leaving school without permission will receive 1 day out of school suspension and 1 day in school suspension, which would include a conference with the parent. Repeat of violating the attendance rule will result in more severe action left to the discretion of the principal.

ABUSIVE LANGUAGE

In our school community, each person must show respect for others, if we are all to get along together and achieve a pleasant atmosphere for the students to learn and the faculty and staff to do their jobs.

Abusive language to a student, faculty, and/or staff member will result in isolation/suspension. In addition, any staff member, parent, and community member will refrain from using abusive language within the school environment. If a staff member abuses this issue, a written reprimand will be required. If a parent or community member abuses this issue, further measures will be taken to prohibit behavior.

Bicycles, Skateboards, Rollerblades, Scooters, Heelies (Skate Shoes): Many students living in town use bicycles as a means of transportation between home and school. The use of a bicycle requires that the student: 1.) Know traffic safety rules and regulations, 2.) Park the bicycle on school property in the bicycle rack provided, 3.) Lock the bicycle on the rack to prevent other students from removing it, 4.) Stay off the sidewalks bordering school property upon arriving or departing. Walks are reserved for pedestrians. Please walk the bicycle off school grounds. 5.) Leave other student's bikes alone. 6.) The building principal reserves the right to restrict or deny a bicycle on school property on an individual student basis for repeated or serious infractions of rules. 7.) Skateboards, roller skates, rollerblades, and scooters are not allowed on school property due to the potential hazard to students. 8.) **No Heelies - Tennis shoes with roller skates will not be allowed in the school building at any time..**

Bullying: Bullying is a big problem in schools today! Students calling other students names to hurt them, or threatening a student(s) or making fun of a student(s) who might be different. This problem is so serious that the school will not tolerate students who practice this type of behavior. These students will be dealt with and they may be suspended from school until the practice stops.

Injury and Illnesses:

Parents will be notified in the event of serious illness or injury of their child. In order to assist the school, parents are to leave the telephone number of their home, place of employment, and an emergency number of a friend or relative. This information must be updated as changes occur. Parents are asked to complete a letter of permission allowing the school to contact emergency services in the event of a critical health crisis and no one can be contacted. First aid will be administered by the school nurse or trained staff member. In case of illness, the parents are urged to keep children at home.

As noted by the USD 216 BOE policy, students shall be sent home from school for any of these symptoms:

1. Temperature of 100.4 degrees or above
2. Severe cold discomforts
3. Severe stomach discomfort
4. Abnormal menstrual cramps
5. General listlessness
6. Sudden appearance of a rash – including ringworm
7. Discharge or inflammation of eyes
8. Infestation of lice or mites.

Medication at School/School Nurse:

The school nurse has an office in the main office. The student should check in at the nurse's office in case of illness or injury. Students may not go home without checking out through the office. The office will notify the parent if a child is to go home.

ANY MEDICATION TO BE TAKEN DURING SCHOOL HOURS IS TO BE LEFT IN THE NURSE'S OFFICE AND TAKEN THERE. NO MEDICATION MAY BE IN THE CLASSROOM. Any student requiring an asthma inhaler must have the necessary paperwork completed in order to keep the inhaler in their possession during the school day.

Parties:

Students may have opportunities for four school parties including Halloween, Christmas, Valentine's Day, and Easter. Following the district wellness policy, snacks for classroom parties (including birthday parties) will be limited to healthy food choices. A sample list of healthy snack alternatives will be provided to parents at enrollment. The classroom teacher, with parent help, arranges the parties and should be kept with an hour limit. **The Christmas party time may vary. Student participation and parent help is voluntary.**

Playground Rules: All school rules of behavior will apply to recess. A duty teacher will be in charge during each recess. Students shall be in view of the duty teacher. Students are not to leave the playground unless a school official comes to get them, or they are escorted by an adult.

1. Students will be expected to line up and proceed into the building in an orderly manner.
2. All equipment must be held securely in the students' hands to and from recess.
3. No tackle football shall be permitted. Flag or touch football shall be permitted with no blocking of players.
4. Sleds or other snow fun will not be allowed.
5. No rocks, sticks, snowballs, or other items that may harm someone shall be thrown.
6. Softball may be played if rules are observed. Students watching the game or waiting to bat must stay behind the back-stop. No hard baseballs will be allowed.
7. Students are responsible for articles brought out to play. Students must return school equipment after recess.
8. Students will sit with feet to the middle of the merry-go-round. They are not to stand and are to stay out of the middle. No one will stand. Students must hold securely as the merry-go-round turns. A reasonable speed will be allowed.
9. Only touch tag is allowed. No pushing to the ground or pulling of clothes is allowed.
10. When using the slide, the students will ascend using the stairs and only descend using the side. Only one student at a time is allowed to slide. No doubling of students is allowed.

11. No fighting, pushing, or wrestling shall be permitted. Students are to go to recess with the idea to play and get some good physical activity.
12. Students are NOT permitted to climb to the top of the swings. There will be one student per swing and the student must not stand, twist, or buddy swing. Jumping out of the swing will not be permitted.

Student Property:

Students are asked to NOT bring toys of any kind, or items of great value, or large sums of money to school. The school will not assume responsibility for lost or stolen items. If a teacher requests an item in order to supplement a class project, students should leave it with the classroom teacher when not using it. Students should put their names on coats and other personal items. **Any item that is brought to school and confiscated, will be kept either by the teacher or principal and will be returned when a parent comes up to the school to get the item.**

Weapon Policy:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Toy guns and/or knives are not allowed at school and will be considered a violation of the district's weapon policy. It will be considered a violation of school policy if there is a violation of Kansas State Statute KSA 21-4201 Criminal Use of a Weapon.

Cell Phones, Pagers, I-pods, and other technology devices:

Cell phones, pagers, I-pods, Game Boys, and other technology devices will not be allowed in school at any time. **Any item brought to school and confiscated will be kept either by the teacher or principal and will be returned when a parent comes up to the school to get the item.**

Telephone Use:

The school telephone is a business telephone and students are to use it only in cases of emergency. Messages will be given to students and taken to the classroom. **STUDENTS MUST ASK PERMISSION TO USE THE PHONE ONLY IN CASES OF EMERGENCY.** No long distance calls will be made unless they are collect or third person calls. Many telephone calls can be avoided with proper planning before coming to school.

Textbook Fees:

K-5 Grade book fees - \$30.00

3rd-5th Technology Fee - \$15.00

Unpaid textbook balances will be turned over to a collection agency after October 1, 2000. All bills must be paid in order for the student to receive their end of the year report card.

Band Fees:

There will be no band rental fees charged during the 09-10 school year. Parents accept responsibility for damages to district owned instruments. Parents also have the option of signing a damage waiver form and paying a one-time fee of \$100 in lei of instrument damages. This fee must be paid by September 1, 2009, for the waiver to be honorable.

Care of the Building:

Students share in the responsibility for the care of the building and its furnishings. No trash will be thrown outside on school grounds or inside the building. Students will be asked to help keep our building tidy and neat. Keep hands and feet off of the walls when standing or walking in the halls.

Library Information:

Students are to remember school rules apply when using the library. It is a quiet area to research and check out materials. Kindergarten and First Grade may check out two (2) books at a time. Second Grade through Fifth Grade may check out four (4) books at a time. Remember that these books are to be read in a timely fashion and returned to the library. Lost or damaged books will be the responsibility of the one who checked them out. The student will pay for the damaged or lost book(s).

Library Fines and Fees Policy:

If a student(s) owe library fines and/or replacement fees for lost books from the previous school year, the student will not be allowed to check out library books until ALL library bills are paid in full.

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.

“THE SPARTAN LOOK”

General

- ❖ The Administration has the right to deem clothing not covered by this policy as inappropriate.
- ❖ All tattoos 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 Kearney 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 may wear tank tops if a 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

Behavior Code: Bullying (BOE adopted 6/12/06)

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 will apply. Students who violate this policy are subject to disciplinary action set forth in the student behavior code.

Code of Rights, Responsibilities, and Student Discipline

DISCIPLINARY OPTIONS

Level I – Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the classroom. (These misbehaviors can usually be handled by the individual staff member responsible. They should be dealt with fairly as soon as possible.)

Level I misbehaviors include but are not limited to:

- Disturbing the classroom/others
- Tardiness
- Aggressiveness
- Disrespectful language/actions towards peers/adults
- Inappropriate participation, such as being out of seat, horseplay, etc.
- Unprepared for class
- Constant talking
- Disorderliness in cafeteria, hall, etc.
- Inattentiveness/refusal to listen
- Unacceptable social behavior
- Potentially dangerous behavior, such as running, etc.
- Misuse of materials/equipment
- Being in an unauthorized area
- Not returning information/excuses/papers
- Chewing gum
- Cheating
- Ridiculing others
- Note passing
- Failure to follow established procedures

Disciplinary Options:

- All behaviors require documentation in computer by professional.
- Verbal reprimand
- Conference with student
- Special assignment related to the problem and supervised by a professional
- Time-out or cool-down space
- Withdrawal of privileges
- Detention (recess/lunch/before or after school)
- Behavior Contract
- Teacher/Parent contact

Level II – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. (These infractions, which usually result from continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because previous options have not corrected the behaviors. Documentation of previous disciplinary occurrences and interventions must be noted in the computer.. Also included on this level are misbehaviors which do not represent a direct threat to the health and safety of others but which have educational consequences serious enough to require corrective action on the part of the administrative personnel. Parents will be notified of all Level II misbehaviors.)

Level II misbehaviors include but are not limited to:

- Continuation of unmodified Level I misbehaviors

- Lying
- Defiance
- Dress code violations – excluding gang code violations
- Use of vulgar language
- Possession of crude drawings, music, etc.
- Abuse of others – verbal or physical (not including bullying incidents)
- Lack of cooperation with substitute teacher/aide
- Trespassing
- Forgery, such as on papers to be signed and returned
- Violation of cell phone or personal technology policy

Disciplinary Options:

- All behaviors require documentation in computer by professional.
- Any options from Level I
- Removal from the classroom
- Parent-Teacher-Administrator conference
- In-school suspension (1-3 days)
- Behavioral Modification
- Time-out or cool-down space
- Detention
- Referral to school counselor
- Referral to outside agency

Level III – Misbehavior directed against persons or property with consequences that may seriously endanger the health or safety of others in the school. (These acts might be considered criminal but most frequently can be handled by disciplinary action in the school. Corrective measures depend on the extent of the school’s resources for remedying the situation in the best interest of all students. Parents will be notified of all Level III misbehaviors.)

Level III misbehaviors include but are not limited to:

- Continuation of unmodified Levels I or II misbehaviors
- Stealing
- Damaging/Defacing school property
- Vandalism which does not result in bodily harm
- Throwing objects
- Leaving school property without authorization
- Selling and purchasing personal items
- Misbehavior on school bus
- Any actions that could be implied as gang involvement – drawings, graffiti, clothing violations, hand signs, etc.

Disciplinary Options:

- All behaviors require documentation in computer by professional.
- Any options from Levels I and II
- Restitution or community service
- Temporary removal from class
- Referral to Student Intervention Team
- In-School Suspension (3 days)
- Out of School Suspension (1-5 days)
- Follow-up referral to outside agencies
- Contact with School Resource Officer

Level IV – Misbehavior which results in violence to other’s person or property or which poses a threat to the safety of others in the school. (These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or actions by the board of education. Parents will be notified of all Level IV misbehaviors.

Level IV misbehaviors include but are not limited to:

- Continuation of unmodified Levels I, II, or III misbehaviors
- Bomb Threats
- Extortion
- Possession/use of dangerous weapons
- Arson/false alarms
- Furnishing/selling/possession of unauthorized substances or paraphernalia
- Injurious fighting
- Assault and battery
- Theft/possession/sale of stolen property
- Possession of matches/lighters/firecrackers
- Violent threats
- Vandalism which might harm the safety of others or personal property

Disciplinary Options:

- All behaviors require documentation in computer by professional.
- Any options from Levels I, II, or III
- Expulsion
- Alternative Placement
- Referral to Student Intervention Team
- Contact with School Resource Officer

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.

