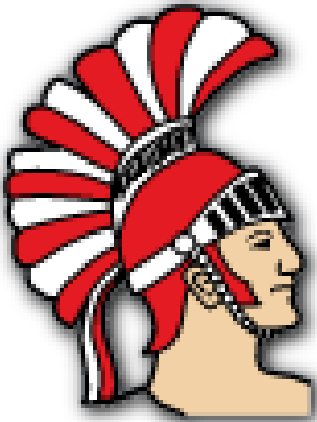
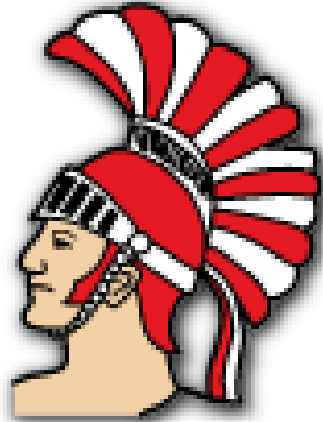


*Deerfield MS/HS Handbook*



2017

2018



Student achievement is  
NUMBER ONE

## Faculty & Staff

<b>Mr. Daniel Slack</b>	Superintendent
<b>Mr. Randy Combs/Mr. Garnett Hartman</b>	School Resource Officers
<b>Mr. Shane Burns</b>	9-12 Athletic Director
<b>Mrs. Laurel Horton</b>	HS/MS Secretary
<b>Mrs. Marilyn Danler</b>	Head Librarian
<b>Mrs. Linda Harris</b>	Assistant Librarian
<b>Mrs. Gayle Tackett</b>	Nurse
<b>Mr. Bill Baird</b>	HS Health/PE, HS Weights, MS PE
<b>Mrs. Lisa Bowser</b>	HS/MS ESOL
<b>Mr. Tracy Minser</b>	HS English
<b>Ms. Amy Calderon</b>	MS Language Arts & 6th PE
<b>Ms. Krystal Cook</b>	HS Social Studies
<b>Mrs. Marilyn Danler</b>	6th Grade
<b>Mr. Dan Eslinger</b>	IT Support & Weights
<b>Mrs. Regine Eslinger</b>	Migrant Education
<b>Mr. Eris Wilson</b>	HS Business
<b>Mr. Ryan Gerwitz</b>	HS Math
<b>Mr. Joel Mersmann</b>	HS Art
<b>Mrs. Jerri Jones</b>	Family and Consumer Science
<b>Mrs. Tyler Meek</b>	HS/MS Band
<b>Mr. Nic Smith</b>	HS Science & 8th Science
<b>Mrs. Kaci Bell</b>	HS Interrelated
<b>Mrs. Jennifer Wieberg</b>	MS Math
<b>Mrs. Jana Miller &amp; Mr. Nic Smith</b>	Freshman Sponsors
<b>Mr. Karla Cherico &amp; Mr. Joel Mersmann</b>	Sophomore Sponsors
<b>Mrs. Jennifer Wieberg &amp; Mr. Mike Basset</b>	Junior Sponsors
<b>Mr. Ryan Gerwitz, Lisa Bowser</b>	Senior Sponsors
<b>Mrs. Marilyn Danler</b>	MS STUCO
<b>Ms. Amy Calderon</b>	HS STUCO and MS Track
<b>Mr. Brett Smith</b>	HS Head Football Coach
<b>Mr. Casey Harmon</b>	HS Assistant Football Coach
<b>Mr. Tim Parker</b>	HS Cross Country
<b>Mrs. Erin Greer</b>	HS Volleyball
<b>Mr. Bill Baird</b>	HS Head Boys Basketball Coach
<b>Mr. Alex Mata</b>	HS Assistant Boys Basketball Coach
<b>Mr. Brett Smith</b>	HS Girls Basketball
<b>Mr. Eris Wilson</b>	MS Boys Basketball
<b>Ms. Ebony Allen</b>	MS Girls Basketball
<b>Mrs. Karla Cherico</b>	MS Volleyball
<b>Mrs. Bailey Crandall</b>	HS Track

## **WELCOME TO SPARTAN COUNTRY**

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**

**Student achievement is NUMBER ONE!**

### **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

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## GENERAL STUDENT INFORMATION

### TELEPHONE NUMBERS

Elementary Office	426-8301
High/Middle School Office	426-8401
Superintendent's Office	426-8516
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 7:30 a.m. each morning. Students are expected to be out of the building by 4:05 p.m. unless under the supervision of a staff member. There will not to be any students allowed in the building after school without consent of a coach or teacher and **SUPERVISION.**

**School Day:** The High School and Middle School will have the traditional 7 period day. All students will be expected to attend each class everyday. The bell schedule will follow the following times:

7:45	Warning Bell
7:50-8:54	1 <sup>st</sup> Period
8:57-10:01	2 <sup>nd</sup> Period
10:04-11:08	3 <sup>rd</sup> Period
11:11-12:15	4 <sup>th</sup> Period
12:15-12:40	<b><i>HS/MS Lunch</i></b>
12:43-1:47	5 <sup>th</sup> Period
1:50-2:54	6 <sup>th</sup> Period
2:57-4:00	7 <sup>th</sup> 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 be notified using the EZAlert message system. Please keep the offices updated of any changes to phone numbers to receive these messages.

## **BUS RIDER RULES & DISCIPLINE**

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 building offices.
16. Displaying or use of an open flame on the bus is prohibited.

**Bus Rider – 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. No teacher may require a student to miss another teacher’s class without the approval of the student’s assigned teacher. In order to protect instructional time every student will have one opportunity per class per week to sign-out of class to use the restroom or get a drink at the discretion of the teacher. Abuse to this



policy will result in the loss of this privilege for the balance of either the mid or full semester. Emergency cases will be handled on an individual basis; students are encouraged to use the restroom during passing periods.

Students are not allowed to leave one class to complete projects in another class without written permission from the teacher requesting the student to be dismissed.

**Other permits:** Students must obtain a permit to leave the building from the HS/MS 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. Horton in the cafeteria.**

**Prearranged absences:** Students who need to be absent for appointments or school activities are expected to complete a leave form and signed by teachers whose classes will be missed prior to the absence. The student will need to make prior arrangements, with the teacher, to make up missed time in the classroom.

## 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.

Chrome Book Rental/Technology Fee	\$25.00/semester
Textbook Rental Fees	\$20.00/semester
Shop Fees/Art Fees	\$25.00 a semester
Band Rental Fees	\$25.00 a semester

## **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 7:45 a.m. Any student not eating breakfast does not need to arrive at school until 7:45 a.m. All students will go to the old gym to wait until the warning bell rings signaling the start of the school day. USD 216 is a peanut free school.

<b>6-12</b>		<b>Adult</b>	
Breakfast	\$1.75	Breakfast	\$2.25
Lunch	\$2.75	Lunch	\$3.80

## **LUNCH CUT-OFF POLICY**

Students may charge no more than \$10 worth of meals to his/her account. Charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. Daily payments will not be allowed until the bill is paid in full. Students who have charged the maximum allowance to this account will be provided an alternate meal consisting of peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being

attained, the debt will be turned over to the superintendent or superintendent's designee for collection.

## 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. 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 Office requesting class changes that effect graduation requirements. All requests must be made by date set in pre-enrollment letter. Every attempt will be made to satisfy graduation requirements.

**Finals Policy:** Students ***Will Not*** be required to take a final if they receive an ***A*** or ***B*** with **3 or less** excused absences, no tardies or no unexcused absences. Dual credit and upper level science will still be required to take a final.

**Grade Cards:** Grade cards will be issued at the end of each semester.

**Grading Policy:** Grades for all courses will be given on a semester basis. The instructor will keep grades up to date and grades will be averaged over the course of the semester to determine the semester grade. Failure of a semester in a required course will cause the student to repeat that semester the following year or in summer school. Parents can follow the progress of their child by accessing grades on-line using Parent's online at [www.usd216.org](http://www.usd216.org). Parents' may sign-up for Parents' online at the High School Office.

**Honor Roll:** Student's achieve academic recognition will be recognized at the end of each semester. 1<sup>st</sup> & 2<sup>nd</sup> Semester Honor Rolls will be published in the Lakin Newspaper. At the end of the school year 1<sup>st</sup> & 2<sup>nd</sup> semester honor rolls will be averaged together for a final honor roll. Awards will be awarded off the final roll. Honor Rolls will be 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.**

**Late Work Policy:** All late assignments will be subject to the same criteria in every high/middle school class. Students will be docked 25% off the 1<sup>st</sup> day an assignment is late; 50% off the 2<sup>nd</sup> day, 75% off the 3<sup>rd</sup> day, the 4<sup>th</sup> day the assignment is late it will be worth 0%. These percentages will be taken off what the student earns for the assignment. **Subject to modification by administration and/or classroom teacher due to content being presented.**

**New Student Grading Policy:** Students must be enrolled in Deerfield at least 12 weeks of any semester period to receive credit for that grading 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.

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

**Academic Dishonesty (Plagiarism):** Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as another person's original ideas or writing without giving credit to the true author, are both prohibited practices. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question and other disciplinary measures.

## **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.**

*Eligibility begins after a one-week grace period at the beginning of each semester.*

- If at the end of the probationary week, a student still has **1 F** in any class, that student will become ineligible for the following week's activities.
- Students will only be allowed **one week** probation per semester.
- If at the end of the probationary week, a student still has any **D's** in any classes, that student will be considered on probation but will be **eligible to participate in all activities**.
- It is our intent to develop the total student-athlete and increase school pride but **ACADEMICS MUST** come first! If students are ineligible, they **MAY NOT** attend any school sponsored activity, home or away. Students who are ineligible may not utilize school transportation, **whether it is a middle school or high school activity. If a unique situation arises, please contact the building administration.**

**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.

**Teacher Responsibility:** All teachers will be required to enter at least **TWO** grades weekly in order to show a true reflection of the student's progress. Teachers are responsible for keeping current with their grading so that grades for all work turned in will reflect a true picture of student progress in a class. Each student's grades will be updated weekly by 8:00 am on Monday unless unforeseen problems have arisen that warrant such action. In these cases, coaches will be notified on that Monday and will be responsible for notifying their student/athletes if they are ineligible.

**School Responsibility:** The HS Office will make sure eligibility reports are run on a timely fashion.

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 9:00am 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 Scale:** 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.

90-100 (A)	Superior Work
80-89 (B)	Above Average Work
70-79 (C)	Average Work
60-69 (D)	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. **Seniors must have all fees paid, lunches paid, sports uniforms turned in and a complete check-out form through the office prior to graduation. Failure to do so will result in not participating in graduation exercises and the senior trip.**

#### 25 UNIT REQUIREMENTS –

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 ( *see page 14 for new requirements*)
3. Three units of Social Science. (US History is required as an 11<sup>th</sup> grader. US Government is required as a 12<sup>th</sup> grader.)
4. Three units of Science ( *see page 14 for new requirements*)
5. One unit of **9<sup>th</sup> Grade** Physical Education/Health
6. One unit of **9<sup>th</sup> Grade FACS or Business**
7. One unit of Fine Arts. (Art, Choir, Band, Foreign Language)
8. **Nine** units of Electives.

**Revised: April 2015**

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.

### **High School Classification:**

<i>Freshman</i>	0 – 5 credits
<i>Sophomore</i>	6 – 11 credits
<i>Junior</i>	12 – 17 credits
<i>Senior</i>	18+ credits

### **High School Class Requirements:**

Starting with the Freshman Class (2015-2016), the path for science will be:

Freshman – General Science  
Sophomore – Biology  
Junior – Chemistry  
Senior – ***Elective*** – A&P, Forensic Science

Beginning with the 2015-2016 school year the path for math will be:

Freshman – Algebra I  
Sophomore – Geometry  
Junior – Algebra II  
Senior – ***Elective*** – Possible College Algebra

**NCAA Eligibility:** -In some instances, students attending Deerfield USD 216 may be presented with the opportunity to continue athletics after high school. In these instances, the National College Athletic Association eligibility standards must be satisfied. Because of the rigor involved with these standards, it is imperative that the students begin completion of these standards beginning with their freshman year of high school. In consideration of these standards, it is ultimately the responsibility of the student and parent/guardian to inform the administration and counselor by the beginning of their Freshman year and absolutely no later than the beginning Sophomore year. In addition, students and parents will need to refer to the NCAA obligations by going to [www.ncaa.org](http://www.ncaa.org) and following their protocol.

**Summer School:** If summer school is offered, all students will be required to pay \$100.00/class (two class maximum due to the vigorous curriculum). The monies will **NOT** be reimbursed even if the student passes summer school. If the student should be absent three (3) or more days, they will fail summer school.

**Failing a Required Class:** Students failing a required year class may not be able to retake the class again the following year due to scheduling conflicts. However, students will still be required to make that class up before graduation.

**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: November 1995**

## **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 Sophomore, 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: April 5, 1993**

**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 3<sup>rd</sup> calendar week of the semester they wish to apply for. After the 3<sup>rd</sup> week, classes will remain as part of dual credit for both HS and College. Note other guidelines above that may also apply. Dual credit classes are limited to Deerfield USD #216 high school students only.

**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	Ag Mechanics/Technology
Algebra II & III	Algebra-College	Anatomy/Physiology
Animal Science	Calculus	Chemistry
College Comp I & II	College Speech	Computers Applications II
English IV	Education Parenthood	Food Science
Foreign Languages	Government	Government - College
Kinesiology	Multimedia	Physics
Psychology/Sociology	Pre-Calculus	Trigonometry
Trigonometry-College	Web Design	

#### **Standard Courses:**

**A B C D F**  
**5 4 3 2 1**

Accounting I	Ag Mech/Construction	Algebra I
Art	Band	Biology
Cabinet Making	CareerCommunityCon	Choir
Computer App. I	Culinary Essentials	Current Events
Digital Imagery	Ecology	English I, II, III
Entrepreneurship	Environmental Science	Drafting
Forensic Science	General Business	General Science
Geometry	Health/PE	Horticulture
Intro/Industrial Arts	Life Management	Marketing
Music Appreciation	Nutrition/Wellness	OTL Math
Personal Finance	Pre-Algebra	US & World History

Weight Training  
Welding

World Geography

Woods I & II

**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

**First and Second in the Graduating Class:** The graduating senior who has maintained the highest course classification GPA average is designated first in the class and will receive a special award. The graduating senior who has maintained the second highest course classification GPA average is designated second in the class and will receive a special award. The qualifications to be considered for the class rank of first and second is as follows: the student must have a minimum of four consecutive semesters (two semesters as a Junior and two semesters as a senior) at Deerfield High School. In addition, upon graduation from USD 216 the student must have a total of eight semesters of high school.

**Middle School Course Requirement:** Beginning in 2002-03, 6<sup>th</sup> grade students will be required to take either Band or Choir during the entire school year.

**Adopted May 13, 2002**

**Middle School Grade level Promotion:** Students must pass with a D or higher 5 classes; including the core classes and one elective; (Language Arts, Math, Science, Social Studies, and Writing). Students do have the opportunity to recover a semester of Middle school credit with successful completion of summer school program. (IF OFFERED) If an 8<sup>th</sup> grader is required to take summer school for promotion to high school, they may not participate in promotion activities. If summer school is offered, all students will be required to pay \$100.00/class (two class maximum due to the vigorous curriculum). The monies will **NOT** be reimbursed even if the student passes summer school. If the student should be absent three (3) or

more days, they will fail summer school. **Students who fail 1 or 2 classes first semester, will be required to take the credit recovery class 2nd semester. The average of both semesters will determine the overall class grade. If a student fails three core classes after averaging, 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 Kansas Department for Child and Families Agency 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 three school days following the absence 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. 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.

5. Students returning to school after any missed days or time must report to the office to be admitted to class.
6. Make-up work is strictly the responsibility of the student. All work must be made up within (2) two school days after absence upon the student's return to school.
7. 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 9:00am 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)

8. All absences will be recorded on an hourly basis. Each hour will stand alone in attendance record keeping.
9. All absences will be recorded on a semester basis.
10. 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 half the period 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 seven 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 seven absences in a semester. After seven 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 seven in a semester without Principal's prior approval will be counted as an unexcused absence.**

**Tardiness:** Students are expected to be on time to school and to arrive at all classes before the tardy bell rings. A student will be considered tardy if he/she is not in their classroom seat at the beginning of each class period. The only reason that a student might be late to a class is if he/she is detained by a staff member for educational purposes. If this should occur, the student will receive a pass explaining why the student was detained and no tardy will be recorded.

Students will be allowed one **free** tardy per semester. After that tardy the following consequences will be in place. A student can only be tardy the first ten (10) minutes of class. After ten minutes of class has elapsed, the student will be counted absent for attendance purposes. Students will not be allowed in a class without an absence pass from the office if they are more than ten minutes late.

A list of daily tardies will be sent out during the last class period. Students who have used their free semester tardy will be required to serve detention time after school that day with the assigned detention officer. The tardies will be noted in the computer by 3:15. The parent or guardian of **MS Students** will be contacted by the office for excessive tardies. If a parent can not be contacted the student will be allowed to serve the detention the next day.

The student will not be allowed to participate in or attend any extracurricular activity on the day of ISS.



***No Show for Tardy and/or other Detentions will result in the detention time doubling and ISS can be added and the parent or guardian will be contacted.***

**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 unexcused absences could result in a report being filed with the DCF 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 unexcused absences will result in a report being filed with the County Attorney.

- 1) First unexcused absence: The student will serve detention after school in study hall or during lunch the day after it is determined to be unexcused. The student will not be allowed to participate in or attend any extracurricular activity on the day the detention is served. Parent/guardian will be notified.
- 2) Second unexcused absence: The student will be given one half day of in-school suspension (ISS). The student will not be allowed to participate in or attend any extracurricular activity on the day of the suspension. Parent/guardian will be notified.
- 3) Third unexcused absence: The student will be given a day of in-school suspension (ISS). Students will not be allowed to participate in or attend extracurricular activity on the day of the suspension. Parent/guardian will be notified.
- 4) **Any additional unexcused absences during the school year may involve further in-school or out-of-school suspensions deemed necessary by school administration.**

**Student Skip Days:** USD 216 does not authorize or recognize any skip day, for any student, or for any group of students. Absences due to skip days will be marked as unexcused.

**Perfect Attendance:** Research has shown that attendance and achievement are closely related – the better a student’s attendance, the better his/her achievement. Students with perfect attendance will be recognized at school assemblies.

## STUDENT CONDUCT AND DISCIPLINE

School offers students the greatest opportunity for developing the qualities that must be mastered to become a responsible citizen. Every student at Deerfield Schools will be expected to adopt and practice a code of self-discipline that is in keeping with the standards and atmosphere of our school.

Students must urgently strive to be friendly, courteous, respectful, understanding, honest, and fair in all situations and at all times.

Every student will be expected to follow the basic rules of acceptable behavior, such as:

1. Make a sincere effort to do his/her best work at all times.
2. Develop standards of personal conduct that are reflected in social approved behavior.
3. Respect the rights and property of others.
4. Comply with the authority of all school personnel.
5. Obey school rules and regulations.
6. Be regular and punctual in meeting all school obligations.
7. Help maintain school property free from damage and defacement.

**Students in Good Standing (SIGS):** The goal of the SIGS program is excellence in academics, attitude, actions and activities. It provides incentives, rewards and recognition for student's positive behavior. Students who are passing all of their classes, who follow the basic rules of acceptable behavior and who have good attendance and class participation, are considered to be students in good standing. **What is a student in good standing? - - A's, B's, C's - no more than (1) tardy, no unexcused absences, no excessive absences, and no office referrals.**

## STUDENT DISCIPLINE

**Level I** – Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the classroom and/or school. Level I classroom behaviors

will usually be handled by the teacher in the classroom. Examples of Level I behaviors in the school include hallway disruptions, misbehavior in the cafeteria, dress code violation, and public display of affection. These misbehaviors can usually be handled by the individual staff member responsible. They should be dealt with fairly and as soon as possible. The administration may assign similar consequences for different types of minor infractions.

Consequences for these violations at the building level will normally progress as follows; however, the administration reserves the right to skip any or all of the steps in this progression depending upon the seriousness of the violation and the past history of the student's behavior.

- First Offense: Warning or detentions (parent/guardian contact if detention given)  
Withdrawal of privileges  
Restitution or community service
- Second Offense: Increase number of detentions (lunch period, before or after school (parent/guardian contact)  
Increase restitution or community service
- Third Offense: No longer considered a Level 1 issue  
(parent/guardian contact)

If acts exceed a third violation during the school year, the student will be subject to more severe consequences.

**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 behaviors, require the intervention of administration because previous options have not corrected the behaviors. Documentation of previous disciplinary occurrences and interventions must be noted in the computer. Parents will be notified of all Level II misbehaviors. Consequences for these violations will normally progress as follows; however, the administration reserves the right to skip any or all of the steps in this progression depending upon the seriousness of the violation and the past history of the student's behavior.

Level II misbehaviors include but are not limited to:

1. Continuation of unmodified Level I misbehaviors
2. Lying
3. Defiance
4. Dress code violations – excluding gang code violations
5. Use of vulgar language
6. Possession of crude drawings, music, etc.
7. Abuse of others – verbal or physical (not including bullying incidents)
8. Lack of cooperation with substitutes
9. Inappropriate public displays of affection

First Offense:	Any options from Level I Parent contact Warning or detentions Restitution or community service
Second Offense:	Increased number of detentions, ISS, or Friday School Referral to student intervention team Additional restitution or community service
Third Offense:	ISS, Friday School, or OSS (parent/guardian contact) Disciplinary options could include Referral to the School Resource Officer, school counselor or outside agency

If acts exceed a third violation during the school year, the student will be subject to more severe consequences.

**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:

1. Continuation of unmodified Levels I or II misbehaviors
2. Stealing

3. Damaging/Defacing school property
4. Vandalism which does not result in bodily harm
5. Any actions that could be implied as gang involvement

First Offense: All options from Levels I and II  
ISS, Friday School, or OSS  
Contact with School Resource Office  
Restitution or community service  
Behavioral contract  
Follow up referral to outside agencies

Second Offense: Increased Detention, ISS, Friday School, or OSS  
Increased restitution or community service

Third Offense: OSS with parent/student conference  
Disciplinary options could include  
Referral to the School Resource Officer, school  
counselor or outside agency  
Referral to the Student Intervention Team

**Level IV** - Misbehaviors which result 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 the School Research Officer, other 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:

1. Repeated breaking of school rules.
2. Physical attacks on or threats (by word or deed) of physical attack or physical violence to students, teachers, or other school personnel. Actions done with the intention of harming another.
3. Extortion and intimidation
4. Manufacture, sell, distribute, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property or at any school activity.
5. Possession of a weapon or facsimile of a weapon.

6. Sexual Harassment -- Sexual harassment & Verbal Sexual Harassment of another student is defined as “any lewd fondling or touching for the purpose of sexual gratification of the offender or offenders.
7. Tobacco – Students (regardless if they are over 18) are not to be in possession of tobacco (**including E-Cigarettes**) Illegal drugs and weapons on school property and/or at school sponsored activities.

The following violations will result in automatic three to ten day out-of-school suspension with the possibility of a hearing to recommend long-term suspension or expulsion. This list of infractions is not all-inclusive. The administration may assign similar consequences for different types of major infractions.

**Detentions:** Detentions (*other than tardy*) will be served from 4:00 to 4:30 in a teacher’s classroom, or office. The staff member assigning the detention will be responsible for contacting the parent/guardian to explain why the student was assigned a detention. If the parent/guardian cannot be contacted by phone, a note will be sent home. If transportation is available, the detention will be served the day of the infraction. Otherwise, the detention will be served the next school day with transportation being the responsibility of the student or parent/guardian. Detentions for unexcused absence or misbehavior outside the classroom will be assigned by administrative staff.

If a student fails to serve the assigned detention time, his/her time will be doubled. If a student still fails to serve the assigned time, he/she will be placed in ISS for half a day. Absences from an assigned detention due to illness will not relieve students from fulfilling the required time.

**In-School Suspension:** Students placed in ISS for any length of time will not be in good standing during the day of their suspension. On the date of the suspension, the student is not allowed to attend, perform, participate, practice, or compete in any school activity within USD 216, or at any other school or site involving Deerfield

Schools. Teachers will be notified of the suspension and classroom assignments will be requested.

Students will be required to do their lessons during their stay in ISS and turn them in for credit. Failure to complete lessons will result in more ISS time. The student will be allowed a restroom break in the morning and a restroom break in the afternoon. The student's lunch period will be shortened. Absence from ISS due to illness or other emergency reasons will not relieve the student from fulfilling the required time.

**Out-Of-School Suspension:** Students placed in OSS will not be in good standing during the time of their suspension. During the suspension, the student is not allowed on school property (Trespassing charges may be filed with Kearny County Sheriff's Department if violated). On the date of the suspension, the student is not allowed to attend, perform, participate, practice, or compete in any school activity within USD 216, or at any other school or site involving Deerfield schools.

The student will be removed from attending classes and will be under the direct supervision of the parent/guardian. Suspended students will receive "0" credit for missed school work and will not be permitted to make up the missed work for credit.

**Behavior towards Substitute Teachers:** Throughout the school year, teachers will be absent due to professional development meetings, workshops, conferences, school activities, and illness. Substitute teachers will be hired by Deerfield Schools to continue the daily academic process. Disciplinary action will double for students who fail to cooperate with, take advantage of, or behave inappropriately while under the supervision of a substitute teacher.

**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.

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

**Public Display of Affection:** There shall be no public display of affection by high school students or middle school students while at school, at school activities, on school transportation, or on school grounds. There shall be limited interaction between high school students and middle school students. Please refer to “Level I and Level II misbehaviors” section of this handbook.



**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 Dr. Daniel Slack, Superintendent of Schools, and can be reached at (620) 426-8516, 803 Beech Street, 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. Our district will use the Kearny County Law enforcement center for reference

## **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.

### ***“THE SPARTAN LOOK”***

#### **General**

- ❖ The Administration has the right to deem clothing not covered by this policy as inappropriate.
- ❖ Tattoos, deemed inappropriate by the administration, will be covered.
- ❖ Any bruise or bruise like mark caused by the kissing or sucking of the skin must be covered up to conceal mark. If clothing is used as coverage, the bruising of the skin must not be visible at anytime.
- ❖ Because of safety concerns, no body piercing other than those in the ear will be allowed.
- ❖ Clothes will be free from large tears and rips.
- ❖ All clothing will be of the appropriate size.
- ❖ Hats, sunglasses, hoods 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. **No blankets**
- ❖ **PE – Tank tops and T-shirts – NO large opened shirts**
- ❖ The dress code applies at school; all school functions, school sponsored events, and while on school provided transportation.
- ❖ Footwear will be worn at all times. **NO slippers**
- ❖ Students are not permitted to wear or possess any items that describe in picture, word, 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 nay school activity.
  - o **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 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 two inches 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.
- ❖ Shorts will be no shorter than mid-thigh.
- ❖ Leggings may be worn but a shirt/dress of mid-thigh length MUST be worn.
- ❖ Belts will not extend more than 6” past the belt buckle.
- ❖ No biker shorts.

### **Dresses/Skirts**

- ❖ Skirts/dresses will be no shorter than 4” above the top of the kneecap, unless deemed inappropriate by the classroom teacher or administration.
- ❖ No bare backs unless in formal attire at prom and/or homecoming only.

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 MUST AND WILL BE APPROPRIATE FOR THE ACTIVITY (this includes cheerleading uniforms, school shirts, or other clothing directly related to a school function, etc. and approved by the administration). Students' personal appearance is the **RESPONSIBILITY OF THE STUDENTS AND PARENTS/GUARDIANS.**

Students in violation of the dress code will be given an opportunity to correct the inappropriate dress. Necessary clothing items will be available in the office. If the student fails to comply, the parent/guardian will be informed that their child is being sent home. The time that the student is gone from school will be considered as an unexcused absence and disciplinary consequences will be administered accordingly. Please refer to "Unexcused Absences" section of this handbook. Repeated Dress code violations will be considered Level II or Level III misbehavior.

**Valuables--The administration highly encourages all valuables to be kept at home. The student takes full responsibility for valuables and such valuables should never be left unattended. USD 216 is not responsible for lost, broken, or stolen devices.**

**Back Packs/Book Bags:** Students carrying back packs or book bags to school will leave those in their lockers after arriving to school in the morning. At the end of the school day, back packs and book bags may be removed from lockers to carry home assignments and textbooks.

**Exclusion from School for Non-immunized Students:** Non-immunized students shall be excluded from school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case by case basis. Duration of leave will be determined by physician or local health authority.

**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.

**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. Locker inspection may be held without notice. A neat locker is to be maintained. Food will not be permitted in school lockers unless it is a sack lunch. Middle School sack lunches will need to be eaten in the lunchroom only.

**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.

**Noon-hour Policy:** Students in grades 912 ~~may either~~ **must** eat at **in** 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 unless students are attending a school meeting. 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.**

**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.

**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. However, highly encouraged by the school, the parent may waive this requirement by written consent.**

**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: Textbooks, band instruments, desks, ceiling tiles. The students must compensate the school for loss or damage beyond the normal wear.

**Tobacco, Illegal Drugs and Weapons:** Students (regardless if they are over 18) are not to be in possession of tobacco (**including E-Cigarettes**)/Illegal Drugs and Weapons on school property and/or at school sponsored activities.

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

**Personal Technology:** Students are not allowed to carry or use cameras or video devices in school. Personal listening devices with earphones may be used at teacher discretion. **Only high school students** may

only use wireless communication devices in the building before school, during lunch this is considered a privilege not a right. Abuse of this privilege will have consequences **Middle School students may not have access to their personal device in the building before school or during lunch.** All students may not use **personal devices** during passing **time**. Personal technology usage in the classroom must be for **instructional purpose only** and approved by the teacher. **Earbuds are not to be worn in the hallways.** **No large earphones that cover the whole ear are to be worn.**

CONSEQUENCES:

1. Use of wireless device during the school day without teacher or principal approval.
  - a. First offense-wireless device confiscated to office and returned end of the day.
  - b. Second offense and any recurring offense-wireless device confiscated and returned only to parent or guardian after completion of at least 30 minutes of community service at school.
2. 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-up to ten days out of school suspension, with a recommendation for extended term suspension or expulsion. Referral will be made to the police department for appropriate legal action. Wireless device turned over to the police.

**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.

**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: March 2006**

**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 & M room without supervision. Only students who are trained by the office may use the laminating machine

**Fire/Tornado/Lockdown Drills:** State law requires that fire drills be held once each month during the school year. There will be at least one tornado drill a semester. Lockdown drills will be held twice a semester. No notice will be given on these occasions. Students are to familiarize themselves with the following procedure.

## 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.

## 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. HS English, Middle School Science and Math classes will go to the MS Math room. ESOL Classes will go to the Locker 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.**

## **FIRE DRILL**

- Science Room, English Lecture Room, & Superintendent Office leave through the **East door**.
- High School Office, ESOL, HS Social Studies, Library, & HS Math Room leave through the **Southeast Gymnasium entrance double doors**.
- Art, Computers, TI-IN, Home Economics, leave through the **Southwest doors**.
- Gym and Concession leave through the **Northwest and North gym exits**.
- Music leaves through the **West doors**.
- Weight Training Room leaves through the **Northwest door**.
- Auditorium leave through the **most convenient exits**.
- Vocational Building leaves through the **exits in each room**.
- Middle School Science, English, and Middle School Office 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.

## 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.

## MONEY MAKING PROJECTS

**General:** The following information will apply to all classes and organizations.

1. Sponsors of all classes and organizations will meet at the beginning of every school year with the HS Principal to schedule fundraisers.

2. A change in a scheduled fundraiser must be given to the HS Principal in writing with the new fundraiser being scheduled in the same month as the original fundraiser. The new fundraiser can not be scheduled until the HS Principal gives permission.

Other organizations (cheerleaders, forensics, STUCO, OM, Ball Teams, etc) are allowed 1 fundraiser. **All classes and school based organization will be eligible for community requested fundraisers by lottery draw.**

- a.) A student must have 75% of the cost of the Sr. Trip in their personal account to be allowed to go. Deadline is February 1<sup>st</sup>.
- b.) Each summer, the incoming Freshman class will be responsible to help with picking up trash during Deerfield Days. The City of Deerfield will pay \$250 to use as start-up money for the upcoming school year.
- c.) Sponsor(s) driving the senior trip, may not exceed 12 consecutive driving hours per day. A minimum of 8 hours is required after each 12 hours of driving. Driving breaks are permitted and are not inclusive of the 12 hours driving.

**Freshmen:**

- **Fundraiser (2 solicited and 1 unsolicited per year)**
- **Concession Sign-Up (25% of net profits after management fee paid)**
- **Deerfield Days Park Duty (trash and bathroom monitor)**
- **Set Sr. trip goal/destination**

**Sophomore:**

- **Fundraiser (2 solicited and 1 unsolicited per year)**
- **Concession Management and Sign-Up (Management fee \$1000 +25% of net profits)**

**Juniors:**

- **Fundraiser (3 solicited and 2 unsolicited per year)**
- **Jr. Fun Night Organization**
- **Prom Dance Organization**
- **Concession sign up (25% of net profits after management fee paid)**
- **Present Class Trip to B of E by end of Junior Year**

**Seniors:**

- **Fundraiser (3 solicited and 2 unsolicited per year)**
  - **Senior Golf Tournament**
- After Prom Party - (parents are in charge)**
- **Concession sign up (25% of net profits after management fee paid)**
  - **MS Track Concession**

Definitions of Solicited, Unsolicited Fundraisers, and Community Requests--

- A. Solicited Fundraisers--The class/organization is actively going door to door or person to person to sell items for their class/organization. Example; enchiladas, Little Caesars, and food or drink items, candles, Spartan apparel or merchandise, etc.
- B. Unsolicited Fundraisers-The class/organization is NOT actively going door to door or person to person asking for money. Example; bake sales, garage sale, car wash, student labor auction, etc.

- C. Community Requests–Census surveys, community clean-up, snow removal, flower delivery, service project, etc. by lottery draw.

**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 & \$100.00 per day of cleanup.
4. Workdays - \$100.00 – ex: enchiladas, pictures, etc. Workday hours will be specified by sponsors. Sponsors will notify the students of the work hours prior to the fundraiser.
5. Concessions - \$50.00 docking per assigned shift.
6. Summer non-solicited fundraisers – there will be NO Dockings – Funds will be distributed among those students who help with the fundraiser.

When a student represents a class or organization 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 1<sup>st</sup> if they plan on going or not 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. In order to qualify for the senior trip, all graduation requirements must be met prior to the trip. Sponsors for the senior trip will be approved by the BOE. *Early graduation students see Graduation Requirements regarding senior trip.*

**Sr. Trip Requirements:**

- ❖ By the end of the 2<sup>nd</sup> semester of the junior year, each class is required to present to the BOE what ideas they have for a trip they would like to take that will conclude their senior year. This can be presented by students, sponsors or administrators.
- ❖ The senior trip destination can be anywhere in the fifty states of the United States. No international trips will be considered. The board has final approval regarding destination and sponsors.
- ❖ All board approved sponsors will be paid for in full by the traveling class.
- ❖ A student must have 75% of the cost of the Sr. Trip in their personal account to be allowed to go. Deadline specified by February 1st.
- ❖ 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 1<sup>st</sup>.

**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.

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. No guests over the age of 19 will be allowed to attend DHS dances or PROM. Each Deerfield High School student is only allowed one guest.
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. Students will be required to dress and behave appropriately for the parties and dances. Failure to do so will result in the student/s being asked to leave.
5. No one may leave the building during a party of 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. Books and magazines are checked out for two weeks.
3. The new encyclopedias are NOT to be taken from the library. Magazines from the rack are not to be taken from the library.
4. 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 be allowed to go on their senior trip.
5. Students coming to the library from other classes are expected to return to their class before the dismissal bell rings.
6. No pop, juice, candy, or food will be allowed in the library at any time.
7. Art projects will NOT be worked on in the library – no painting, glitter, etc.

### **STUDENT ACCEPTABLE USE POLICY**

USD 216 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.



USD 216 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources. Networks include (but is not limited to) all voice, video and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 216. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 216, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 216 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 216.

**Prohibited User Activity may include but is not limited to:**

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Violating any federal or state copyright or unfair trade law.

- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or to disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libels or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 216.

**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. Candidates who are eligible for election will complete an application which details on their service, leadership, and character. Candidates will be chosen from the completed

applications. Failure to maintain this 3.3 GPA average will result in the loss of membership. Membership cannot be reinstated once it is lost.

## **ATHLETIC & ACTIVITY 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.

## **TRAVEL/ATTENDANCE GUIDELINES FOR COMPETITIONS AND REWARD TRIPS**

**State Competitions:** Regarding State Competitions, (and required trips on a case by case basis). The District will provide funds to cover the travel, lodging, meals, and registration for: Actual Participants (Competitors), coaches and sponsors.

**Beyond State Competitions:** The district will provide funds to cover the travel, meals, and lodging for approved coaches and sponsors. All other expenses (including fuel, driver salary, meals, lodging, etc.) to be covered by fundraising by the team/organization or by participant payment. Number of sponsors required for each trip will be left to the discretion of the administration.

**Reward Type Trips:** The district will provide appropriate vehicle(s). All other expenses (including fuel, driver salary, meals, lodging, etc.) will be covered by fundraising by the team/organization or by participant payment. Number of sponsors required for each trip will be left to the discretion of the administration.

**Senior Class Trips:** In order to qualify for the senior trip, all graduation requirements must be met prior to the trip. Sponsors for the senior trip will be approved by the BOE.

**Adopted: November, 2008**

**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.

**COPY OF  
DEERFIELD HIGH/MIDDLE SCHOOL  
CODE OF CONDUCT POLICY**

The Deerfield High/Middle School Code of Conduct Policy governs the conduct of all the students involved in extracurricular activities. This policy is intended to support the standards/regulations of all clubs and teams. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the extracurricular activities. **The primary concern of Deerfield High/Middle is the health, safety, and well being of all students.**

All participants will abide by a code of conduct that will earn them the honor and respect that participation from a club or sport who has dishonored the school, team, club or themselves. Participation in extra-curricular activities is a privilege and not a property right.

**Temporary Suspension:** School officials will suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony such as: violence vandalism, theft, assault, weapons, alcohol and/or substance abuse until disposition of the charges. If a student chooses to participate in a diversion program, this policy will be enforced as a conviction. The student must report the incident to the coach/sponsor as soon as the charge is filed. The coach/sponsor will present the facts as known to the school administration and/or the athletic director who will determine eligibility for participation.

**Rules and Regulations:** The student must decide if he/she wants to participate in activities and make a commitment to the rules. Medical research substantiates the fact that the use of steroids, alcohol, and any type of mood-modifying substance produces harmful effects on the human body. In addition, the use of the above substances is illegal in the state of Kansas; it is our desire to promote a healthy, chemical-free lifestyle.

- ❖ **No Alcohol or Tobacco** – Students must not consume or possess alcoholic beverages or tobacco.
- ❖ **No Drugs** – Drug abuse is defined as the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. This means no use or possession of drugs or other non-prescription mood modifiers. **This includes the use of steroids.**
- ❖ **Guns Free School Act K.S.A. 72-89a02** – Zero tolerance policy that expels students for not less than 1 year for possession of a weapon at school or on school property.
- ❖ **Citizenship** – Students’ behaviors and actions must be appropriate to both community and legal standards/laws.

**Possible Penalties for Violations:** Participation in extracurricular activities is a **privilege** and not a right. If the school administration, head coach, athletics director, or sponsor determines that a student who is participating in, or wishes to participate in, extracurricular activities is engaged in alcohol, citizenship violations, or other drug use, the student may be subject to consequences in accordance with the extracurricular policy. Prior to making this determination and imposing any exclusionary consequence, the above mentioned

authorities shall give the student the right to explain his or her conduct. The Deerfield School Drug, Alcohol, and Tobacco Policy will be strictly adhered to in instances **on school grounds or while participating in school activities.**

A student selected to participate in extracurricular activities may not use, consume, or possess alcohol, tobacco, or illegal drugs at any time during the season or activity. Students may be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline or if the conduct results in a criminal charge or conviction. The student may not violate the provisions of the **Conduct Acknowledgement**. This acknowledgment applies during non-school events, as well as at school and school-sponsored activities.

**Off School Grounds: (Non-School Sponsored Activities):** All penalties run from the first day of activities in August to the last day of activities in May.

### **First Violation**

**Athletics:** The student/athlete may not participate in the next 20% of their regular season scheduled contest (games) (i.e. 2 games of a 10 game schedule, 3 games for 11-15 game schedule, 4 games for 18-20 game schedule.) This penalty will be enforced at the athletes appropriate participation level. The penalty will be applied to the next game(s) including playoffs. The athlete is, however, expected to attend all practice sessions and games. In addition to this suspension, the student will be expected to complete a minimum of 10 hours of school/community service as assigned by the coach and/or Activities Director.

While a student may remain a member of the team, they will be ineligible to receive individual and or team awards. These include certificates, post-season honor (coaches awards, team MVP's, and positions of leadership (captain of team). All coaches of varsity sports will administer physical training equal to exertion level of a 2 mile run in their given sport.

**Activities:** The student may not participate in 20% of the season, club meetings and club events. In addition to this suspension, the student will be expected to complete a minimum of

10 hours of school/community service as assigned by the sponsor and the Activities Director. Students will be ineligible for leadership positions and recommendations for club awards/honors.

All penalties must be completed before a student can participate on another athletic team or in another activity.

### **Second Violation**

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**Athletics/Activities:** Students will be suspended from extracurricular activities for remainder of the school year. Completion of a professional alcohol, tobacco, or drug treatment program before the participant is eligible to participate in activity in a subsequent year (Paid by the family).

### **Section A:** (to be completed by the student)

As a participant in the extracurricular activities program at Deerfield High/Middle School, I understand that if I do not remain free of alcohol, tobacco, and illegal drugs, I will be in violation of the ‘Deerfield High/School School Code of Conduct Policy’ and/or Deerfield Public Schools ‘Drug Alcohol, and Tobacco Policy’ which might result in my exclusion from extracurricular activities. I also understand that if I violate local rules/laws in my community, that I am in violation of this policy.



My signature below signifies that I have read and I understand the DHS/MS Student Participation Policy. Additionally, I have read and understand the written policies supported by my team or extracurricular activity.

Student's Name (printed)

Last First MI

Student's Signature Date

**Section B:** (to be completed by Parent/Guardian)  
My signature below signifies that I have read and I understand the Deerfield High/Middle School Code of Conduct Policy. Additionally, I have read and I understand the written policy supporting my student's activity, and I have discussed the policy with my student.

---

Parent/Guardian Signature Date

Please list below all activities in which you want to participate in.

_____	_____
_____	_____
_____	_____
_____	_____

**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.

**Pre-Season Practice:** Practices on Fridays may be held only during Pre-Season time.

**Friday/Saturday/Sunday Practices:** Friday/Saturday/Sunday practices and organizational meetings will 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.

## **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.
- 7.

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.

**K-9 Drug Detection Dogs:** In partnership with the Kearny County Sheriff’s Department, USD 216 will allow the K-9 Drug Detection Dog to randomly sweep the school buildings, grounds, and vehicles parked on school property. The canine will be accompanied by a qualified trainer who will be responsible for the dog’s actions. An indication by the dog that contraband is present on school property will be reasonable cause for a further search by school officials.

**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.

**Weapons:** 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.

## **SUPPORT FOR BEHAVIOR AND ACADEMIC NEEDS ...MTSS**

Processes and procedures to support students to support students with behavioral and/or academic needs.

A Multi-Tiered System of Support (MTSS) describes how Kansas public schools approach the needs of all students using resources effectively. This process provides a continuum of increasingly intense, research-based interventions to students that include ongoing monitoring of the effectiveness of the interventions to achieve high standards. Although not identical in each district, all districts share the following basic components.

- All students are monitored to identify those who need additional support/instruction.
- Staff, parents or students may also request an intervention meeting to determine students in need of additional support.
- Staff, parents, and students are involved in a problem solving process to gather data to identify areas of concern for students in need of additional support/instruction.
- Data is collected before and during the intervention process. Based on the data collected, effective practices are continued and ineffective practices are discontinued.
- If the intervention attempts are unsuccessful or successful interventions require more than accommodations to maintain the student progress, the student may be referred for a comprehensive evaluation to determine if the student has an exceptionality.
- Parent written permission is required to conduct a comprehensive special education evaluation.
- Eligibility for special education services requires the Individual Education Plan (IEP) team to determine if the child (1) is a student with an exceptionality and (2) is in need of specially designed instruction in order to progress in the general education curriculum.
- Parents can request an evaluation; however, intervention under a multi-tiered system will still take place.

The building principal serves as the contact person to implement the intervention process.

### **SUBSTANCE ABUSE POLICY 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 (**including E-Cigarettes**) 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.**

**Adopted: July 11, 2005**

**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.

**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 School Resource Officer will administer the breath test and will be the judge on what constitutes a positive test. The school administrator or sponsor will be consulted.
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 School Resource Officer, 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.

**Questions and Answers Regarding the Deerfield  
School District  
Random Drug Testing Policy**

The following is provided for patrons to better understand the drug-testing program that was approved by USD216 Board of Education on Monday, December 13<sup>th</sup>, and which goes into effect beginning in January 2011. The official policy is also available on the district website. We hope these questions and answers will help



you and we encourage you to call the school offices if you need more information.

### **Why is the Deerfield USD216 School District initiating a Student Drug Testing Program?**

The District has determined that the use or misuse of illegal drugs and/or alcohol and tobacco among students in grades 6-12 is a problem within the schools and community. Information gathered from the Communities That Care Survey and from other reliable sources within the community indicates that such use is prevalent within all segments of the student population, including those who participate in extracurricular activities. The District has determined a need to implement a program of random testing of students in grades 6-12 as a condition of their participation in extracurricular activities.

### **What are the objectives of the Student Drug Testing Program?**

The drug-testing program is not intended to be a punitive measure. Rather, the following objectives serve as the foundation for the program:

- To provide for the safety of all students.
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
- To encourage students who use drugs to participate in drug treatment programs; and prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within the Deerfield USD 216 schools.
- To create a safe, drug free, environment for students and to assist them in getting help when needed.

### **What is an extracurricular activity?**

For the purposes of this policy, an extracurricular activity is defined as school activities that occur outside the regular school day and are not part of any particular academic for which a grade is given. This would include but is not limited to athletics, school dances, prom, and activities associated with clubs and organizations such as field trips.

**Which students will be subject to random drug testing?**

All students in grades 6-12 who participate in any extracurricular activity will be subject to the testing program. The following activities and organizations have been identified as ones in which the students involved will be subject to drug testing. If a particular activity in which your son or daughter participates in is not listed, please ask building administration if the policy applies. For matters of interpretations, the definition of extracurricular activities is *school activities that occur outside of the regular school day and are not part of any particular academic class for which a grade is given. This would include but is not limited to athletics, school dances, prom, and activities associated with clubs and organizations such as field trips.*

**DMS Extracurricular Activities**

- Athletics*
- 7<sup>th</sup> & 8<sup>th</sup> Football
- 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Volleyball
- 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Basketball
- 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Track
- Cheerleading/Yell Leading

- Organizations*
- Student Council
  
- Scholars' Bowl

**DHS Extracurricular Activities**

- Athletics*
- Football
- Volleyball
- Cross Country
  
- Basketball
- Track
- Cheerleading/Yell Leading

- Organizations*
- Student Council
- National Honor Society
- Forensics
- Scholars' Bowl
  
- All-School Play
- Class Officer Positions

*Activities*

Fifth-quarter Party  
School Dances

*Activities*

School Dances (Including Prom)  
Senior Trip  
College Planning Conferences  
Hispanic Day  
Student Leadership Council  
Field Trips (not tied to Classes)

**Attendance at any Event**  
**Parking on USD 216 Property**  
**Organizational Trips**  
*(Not Tied to Grades)*

FCCLA  
Choir  
Band  
Art Shows

**Does a student need to have a signed consent form from the parent/guardian authorizing participation in the drug-testing program in order to try out for an activity or run for office?**

Yes. Before a student is allowed to participate in any extracurricular activity, the student and the parent and/or person otherwise in lawful control of the student must present written consent to the testing. Both the student and the parent must sign the consent form authorizing the student's participation in the drug-testing program.

**What happens if a parent or guardian does not consent to testing?**

The student will not be able to participate in extracurricular activities at Deerfield Middle School or Deerfield High School until the consent is signed.

**COPY OF  
DEERFIELD UNIFIED SCHOOL DISTRICT 216  
INFORMED CONSENT AGREEMENT**

Student Name: \_\_\_\_\_

(Please Print)

Grade \_\_\_\_\_

**AS A STUDENT:**

- I understand and agree that participation in athletic or extracurricular activities is a privilege that may be withdrawn for violations of the **Policy for Random Urine Drug Testing of USD 216 Students**

- I have read the **Policy for Random Urine Drug Testing of USD 216 Students** and understand the consequences that I will face if I am selected for a random drug test and have a positive test result.

- I understand and realize that there is risk of injury in participating in athletic activities.

- I understand that when I participate in any athletic program or extracurricular activity, I may be subjected to initial drug testing and will be subject random to urine drug testing, and if I refuse, I will not be allowed to practice, or participate in any athletic program or extracurricular activity. I have read the consent on the reverse of this form and agree to its terms.

-I understand this is binding while a student within the Deerfield Unified School District.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

**AS A PARENT/GUARDIAN/CUSTODIAN:**

I have read the **Policy for Random Urine Drug Testing of USD 216 Students** and understand the responsibilities of my son/daughter/ward as a participant in athletic or extracurricular activities in Deerfield USD 216.

I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in athletic activities.

I understand that my son/daughter/ward, when participating in athletics and/or extracurricular activities may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activities. I have read the consent on the reverse of this form and agree to its terms.

I understand this is binding while my son/daughter/ is a student within the Deerfield Unified School District.

COPY

\_\_\_\_\_  
Parent/Guardian/Custodian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Custodian Name (print)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

**Adopted: December, 2010**

**Why do we issue a school handbook?**

This handbook has been prepared to assist all students enrolled in grades six through twelve, parents/guardians, and patrons in having a productive school year. The information presented in this handbook cannot possibly anticipate every situation that may arise. It should, however, serve as a guideline and reference for questions that might arise. The principal reserves the right to act upon situations not covered in this handbook. Please keep this handbook as a ready reference as it outlines our school's routines, services, and activities.

Each of us is responsible for our own successes. Success hinges upon perseverance and self-discipline. To accomplish our mission, our school must function under certain guidelines and regulations. We expect all students, parents/guardians, and patrons to recognize these guidelines and regulations, to understand them, and to abide by them. All of the policies in this handbook have been reviewed by the USD 216 Board of Education and are part of the Board of Education policies.

### ***E-mail Addresses***

Baird Bill	<a href="mailto:bill.baird@usd216.org">bill.baird@usd216.org</a>
Bell, Kaci	<a href="mailto:kaci.bell@usd216.org">kaci.bell@usd216.org</a>
Bowser Lisa	<a href="mailto:lisa.bowser@usd216.org">lisa.bowser@usd216.org</a>
Burns Shane	<a href="mailto:shane.burns@usd216.org">shane.burns@usd216.org</a>
Calderon Amy	<a href="mailto:amy.calderon@usd216.org">amy.calderon@usd216.org</a>
Danler Marilyn	<a href="mailto:marilyn.danler@usd216.org">marilyn.danler@usd216.org</a>
Eslinger Dan	<a href="mailto:dan.eslinger@usd216.org">dan.eslinger@usd216.org</a>
Eslinger Regine	<a href="mailto:regine.eslinger@usd216.org">regine.eslinger@usd216.org</a>
Gerwitz, Ryan	<a href="mailto:ryan.gerwitz@usd216.org">ryan.gerwitz@usd216.org</a>
Horton Laurel	<a href="mailto:laurel.horton@usd216.org">laurel.horton@usd216.org</a>
Mersmann Joel	<a href="mailto:joel.mersmann@usd216.org">joel.mersmann@usd216.org</a>
Smith Nic	<a href="mailto:nick.smith@usd216.org">nick.smith@usd216.org</a>
Wieberg Jennifer	<a href="mailto:jennifer.weiberg@usd216.org">jennifer.weiberg@usd216.org</a>
Wilson, Eris	<a href="mailto:eris.wilson@usd216.org">eris.wilson@usd216.org</a>