

Deerfield Elementary

Student/Parent Handbook

(addendum to the [District Elementary Handbook](#))



Deerfield Elementary

Phone: 785-832-5660
101 Lawrence Avenue
Lawrence KS 66049

Deerfield Website

<http://www.usd497.org/domain/10>

Deerfield Facebook Page

<https://www.facebook.com/deerfield497>

Summer Moeckel, Principal
Amy Treat, Administrative Assistant
Kelly Calohan, School Secretary
Office Hours 7:45-3:45

Deerfield Mission Statement

Our school community will enable students to acquire life-long academic and problem solving skills, self-worth and respect for all.

Deerfield 3 R's

Be Respectful Be Responsible Be Ready to learn

Table of Contents

Policies referenced herein are abbreviated. Policies in their entirety, as well as the complete Board Policy Manual, can be accessed on the district's website (www.usd497.org). For information on how to obtain copies of individual board policies, contact the Clerk of the Board or the secretary at any attendance center.

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Mission

Lawrence USD 497 is a learning community committed to ensuring educational equity and excellence so that students of all races and backgrounds achieve at high levels and graduate prepared for success in college, careers and life in a diverse and rapidly changing world.

Vision

The school board, administration, teachers and staff build positive relationships, seek multiple perspectives, set high expectations and hold each other accountable for ensuring that through equitable access to rigorous, culturally relevant and seamlessly aligned curriculum and effective, research-based instruction, all students achieve at high levels, graduate on time and are well prepared for their future.

Deerfield Elementary Mission & Vision

Our school community will enable students to acquire life-long academic and problem solving skills, self-worth and respect for all.



STUDENTS

Deerfield students will...

- o **contribute** positively to their diverse community.
- o **be** a confident and empowered partner in their learning.
- o **think** critically and creatively to solve problems.
- o **access** a variety of resources to aid in collaborative and independent problem solving.
- o **respect** others and take responsibility for their own actions and learning.
- o **challenge** culturally dominant beliefs and practices that adversely impact others.
- o **give** their best effort every day.
- o **contribute** to creating a safe environment that respects the learning of all.



STAFF

Deerfield staff will...

- o **establish** and maintain effective partnerships with students, parents, staff and community members.
- o **challenge** culturally dominant beliefs and practices that adversely impact students.
- o **be** mentally and emotionally prepared to successfully respond to student academic, social-emotional and behavior needs.
- o **promote** and model a growth mindset.
- o **contribute to** a climate of professionalism, support, respect and encouragement for students and staff.
- o **seek** opportunities to improve instructional practice.
- o **set and maintain** high expectations for all students.
- o **respond** respectfully and consistently when expectations aren't met.



SCHOOL CLIMATE

Deerfield climate will...

- o **welcome, accept and include** all students and families.
- o **embrace and value** student cultural, racial and ethnic background.
- o **promote** genuine, positive relationships among students, parents, and staff.
- o **recognize and celebrate** success and growth.
- o **provide** a safe (physically and emotionally), positive and challenging student-centered learning space.
- o **be** consistent and predictable.
- o **provide** flexibility in a structured environment



INSTRUCTION

Deerfield instruction will...

- o **be** standards-based, rigorous and data driven.
- o **be** personalized and delivered in a blended environment.
- o **provide** students with choice in process and product (how they learn and demonstrate learning).
- o **empower** learners through explicit, engaging and culturally relevant strategies.
- o **be** project based versus product based.
- o **embed** the use of multimedia resources at the modification and redefinition levels.
- o **provide** a tiered system of support.



RELATIONSHIPS

Deerfield relationships (community, parent, student, colleague) will...

- o **share** a common goal of student growth and success.
- o **support** one another in reaching goals.
- o **seek and respect** multiple perspectives.
- o **value** open, honest and transparent communication.
- o **be** collaborative and respectful.
- o **be** built on mutual trust and not assumptions.

Dear Parents and Students,

Welcome to Deerfield! We strive to create a positive environment conducive to learning and personal growth. Our goal is to help all children rise to their utmost potential and be “future ready” by personalizing their learning in a blended and collaborative environment. Each year we review our student data and revisit and revise our School Improvement plan to meet our current needs.

The staff at Deerfield focuses on the components of an Effective School. Those include strong instructional leadership, a clear and focused mission, a safe, orderly, and positive school climate that is conducive to learning, high expectations for all students and staff, frequent monitoring of student progress and strong home-school relationships.

Research tells us that students achieve more and schools perform better when parents are involved. Therefore, we invite you to become an integral part of your child’s educational program. There are many opportunities to get involved in your child’s education; from helping your child with homework to volunteering in the classrooms to attending PTO meetings. PTO meetings take place on the 2nd Tuesday of each month from 7:00-8:00 p.m. with child care available. Our PTO does their best to match your interests with our needs. With students, parents and staff working together, your child’s opportunity for success is greatly increased.

Together we will work to provide an exciting and engaging learning environment for every child. Through high quality instruction, intervention and enrichment we will strive for student success and growth for all. I look forward to a wonderful year of collaboration!

Sincerely,
Summer Moeckel
Deerfield Principal

PRINCIPLES FOR A GREAT SCHOOL ENVIRONMENT

It is a priority of Deerfield Elementary to create an environment that gives all children the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.

Every student should have the opportunity to achieve his/her potential in a safe, caring environment. Great schools are child centered and promote principles that foster a positive environment.

- The student’s self-concept is always a prime consideration.
- A balance of natural consequences/choices and empathy replaces punishment whenever possible.
- The student is required to do more thinking than the adults do in solving their problem.

ARRIVAL/ DEPARTURE & SCHOOL HOURS

- MTTF: 8:00-3:05
- Wed: 8:00-1:35

ARRIVAL

The building is locked and students will not be allowed to enter the building before 7:45 a.m., **as there is no adult supervision. Please do not drop off your child before 7:45.**

Students must be in their classrooms at 8:00 a.m., when the final bell rings, or they will be counted as tardy/absent.

From 7:45 a.m. to 8:00 a.m. the following doors are open for students to enter upon arrival:

- Front Door: Grades 4-5
- North Playground Door: Grades K-1
- South Playground Door: Grades 2-3

At 8:00 am the North and South Playground doors are locked. Students arriving after 8:00 must enter through the front doors.

On the first day of school, families are welcome to come into the building and walk their child to their classroom. After the first day, parents are asked to drop off from their vehicle or at the front door.

PARKING

We have limited parking for a large staff. We ask that all parents/visitors **park along Lawrence Avenue or Princeton Ave when visiting the school as opposed to the front parking lot.**

DISMISSAL: (See Complete Board Policy JBH)

Students will be dismissed MTTF at 3:05 p.m. and at 1:35 on Wednesdays. **If students are kept after school by their teacher for more than 10 minutes, parents should be notified.** Students are to go directly home unless arrangements have been made with parents **PRIOR** to coming to school.

All students **MUST** be picked up promptly after school unless attending the Boys and Girls Club. There is no other student supervision after dismissal. If students are not picked up immediately after school, the office staff will attempt to call parents.

Students leaving school early must be signed out by a parent/guardian. Office staff may ask for ID before releasing the child.

CROSSWALK

We insist that all students and parents use the crosswalk to cross the circle drive. We also insist that all students needing to cross Princeton and Lawrence Avenue do so at the supervised crosswalk at the corner of Princeton and Lawrence Avenue. Students waiting for rides after school will wait on the sidewalk in the circle drive (or at their assigned area).

TRAFFIC PLAN

We have a traffic plan that outlines traffic expectations during pick up and drop off. The TRAFFIC PLAN is sent to all parents in the Beginning of Year newsletter. You can also find it on our school website. Updates to our traffic plan will be published in our school newsletter.

AFTER SCHOOL PLAYGROUND USE

The Boys and Girls Club has exclusive use of our school playgrounds from 3:05-6:00 MTTF and 1:35-6:00 on Wednesdays. Non B&G Club students are asked to exit the playground once B&G Club students come outside (only exception is Marathon Club). Children with a parent are welcome to play on the opposite playground if it is not already occupied by B&G Club and, of course, the Deerfield Park is a public park open to everyone.

Thank you very much for your cooperation in helping us with the safety and security of our B&G club students.

ATTENDANCE (Board Policies JBD)

When your child is absent, parents or guardians are to notify the school no later than 30 minutes after classes begin. If you do not have a phone, you will need to send a note the following day. We must hear from a parent or guardian to verify a child's absence the day of the absence.

ATTENDANCE: TRUANCY LAW

[\(See Complete Board Policy JBE\)](#)

ATTENDANCE: TARDY/ABSENT STUDENTS

[\(See Complete Board Policy JBD\)](#)

ATTENDANCE: MISSING SCHOOL DUE TO ILLNESS

[\(See Complete Board Policy JBD\)](#)

It is our expectation that students who become sick at school are to be picked up within 30 minutes of receiving our call unless arrangements have been made with the principal.

Please notify the nurse if your child will need accommodations due to a recent illness or injury.

ATTENDANCE: PARENTAL REQUEST FOR STUDENT ABSENCE

School officials realize that business and personal interests sometimes require families to be away from home for short periods of time. When a parent or guardian believes that there is a valid reason for a student to be absent, school officials will endeavor to honor the absence. Such absences, when approved, will be considered excused absences. Depending upon the subject, students may be asked to make up time and/or work missed because of such absences. To request an absence, please contact the school office for the **Parental Request for Student Absence Form**. Make-up homework will be gathered for the students AFTER the student's absence.

ATTENDANCE: MOVING TO NEW SCHOOL

We are required to keep your child "officially" enrolled at Deerfield until we are notified of your enrollment by your child's new school. If we are not notified within 2 weeks, we are required to file Truancy with DCF. Please make sure you enroll promptly at your new school and that you ask them to contact us to verify your enrollment.

BEHAVIOR

[\(Board Policies JDB; JHCAA; JCDBBC; JCAB; JCABB; JCDA; JDD\)](#)

Appropriate student behavior is a must in order for the maximum educational learning to occur. It allows the teacher the opportunity to teach and the student the opportunity to learn.

BEHAVIOR: EXPECTATIONS (See Complete Board Policy JCDA)

Deerfield Expectations:

1. Be Respectful 2. Be Responsible 3. Be Ready to learn

Expectations for several settings are explicitly taught to our students each year. (See [Expectation Matrix in Appendix](#))

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Our school uses a school-wide systematic approach to proactively support the needs of our students. Positive behavior intervention and supports (PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. School-wide PBIS focuses on taking a team-based approach by teaching appropriate behavior to all students. Through PBIS, school staff work to establish and maintain a productive, safe environment in which students, staff, and families have clear expectations and roles in the educational process.

An important aspect of PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption, in PBIS, that students will learn social behavior automatically or pick it up as they go through life. This critical feature in PBIS leads to its effectiveness.

POSITIVE REINFORCEMENT: GOLD SLIPS

Students who follow the expectations are recognized with Gold Slips. Gold Slips can be used for prizes and special privileges in the classroom.

BEHAVIOR: DETENTION

(See [Complete Board Policy JDB](#))

BEHAVIOR EMERGENCY SAFETY INTERVENTION (ESI)

(See [Complete Board Policy JHCAA](#))

BEHAVIOR: HAZING AND BULLYING

(See [Complete Board Policy JGECA, GAAE](#))

Definition of Bullying: Bullying is when a person or group of people repeatedly and intentionally hurt someone's body or feelings.

Deerfield Bullying Prevention Rules:

- We will not bully others.
- We will help students who are bullied when safe to do so.
- We will include students who are left out.
- We will report to an adult at school when we see someone being bullied.

BEHAVIOR: PROHIBITED ACTIVITY

(See [Complete Board Policy JHCAA](#))

BEHAVIOR: SUSPENSION AND EXPULSION PROCEDURE

(See [Complete Board Policy JDD](#))

BIRTHDAYS/CLASS PARTIES

Due to the rising dietary needs of our students, we will insist that **NO treats be brought to school for birthdays**. The librarian encourages parents to donate a book to the Deerfield library in honor of their child's birthday. **Balloons/flowers** will not be delivered to the classroom for children. **Invitations to student birthday parties should be distributed outside of school.**

The PTO room parents arrange refreshments for parties in October, December and February. Parties are planned under the direction of the classroom teacher and the room parents.

BOYS AND GIRLS CLUB

Boys and Girls Club has an after school program located at Deerfield. The program is offered to students in grades K-5. Program hours are from 3:05-6:00 Monday, Tuesday, Thursday, Friday and from 1:35-6:00 on Wednesday. All participants must enroll and be accepted into the program. Enrollment is limited. Contact Boys and Girls Club at 785-423-3695 for more information.

BUSINESS PARTNERSHIPS-LAWRENCE EDUCATION ACHIEVEMENT PARTNERS - (LEAP) (See Complete Board Policy IDAA)

Lawrence Public Schools are involved with the business community in a partnership venture. A partnership is a mutually supportive agreement between a business and a school or school district, often in the form of a written contract, in which the partners commit themselves to specific goals and activities, intended to benefit students. Deerfield's Business Partner is **Hy-Vee**. Please support our business partner.

CLASSROOM ASSIGNMENT RESPONSIBILITIES

The building principal is responsible for assigning teachers to specific grade levels and, with teacher input, assigning students to a particular teacher. Because we cannot grant every parent request for a particular teacher, we do not take "preference" requests into consideration when making class assignments.

COMMUNICATION

MEETINGS WITH STAFF

If you would like to meet with your child's teacher or any other staff member, please schedule this in advance. We want to give you full attention and that cannot always be the case during a "drop in" visit.

MESSAGING SYSTEM

Blackboard is the district's automated messaging system that disseminates school, district and emergency information. It is important to keep the school updated whenever parent contact information changes. **Please inform the school whenever your contact information changes.**

NEWSLETTERS

The Deerfield newsletter, classroom newsletter, notes and flyers are published electronically. In an effort to reduce paper usage, this procedure will replace sending home hard copies whenever possible. Please contact the school if your email address changes. School Newsletters will be sent home on the 1st Thursday of each month and sometimes on the 3rd Thursday. **Your classroom teachers are expected to send home at least one class newsletter a month.** If you do not have an email account, we will continue to send home a hard copy. We will also post all previous and current newsletters on the Deerfield website.

THURSDAY FOLDERS

The Thursday folder is used to send information to and from school. The folder will be sent home each Thursday. Although most school related correspondence will be sent via email, some information may be sent in the Thursday folder.

It is the responsibility of the student to:

- a) Take the folder home each Thursday.
- b) Share the information.
- d) Return the folder to school the following morning.

It is the responsibility of the parent/caregiver to:

- a) Empty the folder and review the information.
- b) Sign any necessary documents..
- c) Send the empty folder back to school on Friday.

CHILDREN'S INTERNET PROTECTION ACT

[\(See Complete Board Policy IIBGA\)](#)

COMPUTER USE

[\(See Complete Board Policy IIBG\)](#)

CONCERNS

The Lawrence Public Schools find that the quickest and most effective way to resolve a school concern is by addressing it at the most direct level. The following are suggested procedures. First talk to a teacher, counselor or another trusted adult at the school for assistance. If the concern is not resolved at the classroom level, please visit with the principal. If the issue persists, please contact the district office, 785/832-5000 and ask to speak to the administrative liaison assigned to the school. If after following steps 1-3, your concern has not been resolved to your satisfaction, please contact the district office, 785/832-5000, and ask to speak to the superintendent's office. A Complaint Form may be filed to trigger a formal investigation of any unresolved school concerns. Find this form at <http://www.usd497.org/complaintform>.

Investigative steps include:

- Review Complaint
- Interview complainant and witness
- Determine appropriate course of action
- Issue disciplinary measure as necessary
- Communicate with the complainant, while protecting student / staff confidentiality.

DISCRIMINATION/HARASSMENT

[\(See Complete Board Policy JGEC, JGECA, and KNA\)](#)

DRESS CODE

[\(See Complete Board Policy JCDB\)](#)

When clothing is distracting, indecent or interferes with the teaching and learning process, it will not be allowed. Inappropriate dress includes, but is certainly not limited to the following: profanity or adult themes on clothing, body, or school supplies, wheeling shoes or revealing clothing.

DRUG FREE SCHOOLS

[\(See Complete Board Policy JDDA\)](#)

EMERGENCY SAFETY INTERVENTION

[\(See Complete Board Policy GAAF \)](#)

ENROLLMENT

[\(See Complete Board Policy JBC\)](#)

ENROLLMENT: TRANSFER OF ELEMENTARY STUDENTS

[\(See Complete Board Policy JBCA\)](#)

FIELD TRIPS

[\(See Complete Board Policy IFCB\)](#)

FOOD SERVICES DEPARTMENT INFORMATION

[\(See Complete Food Service Info and Board Policy JGH\)](#)

Fast Foods – Fast foods in the building detract from the emphasis placed upon the Child Nutrition Program and District Wellness Initiatives. The district encourages students to participate in the district’s meal program. The district does not recommend students or parents bring fast foods to school; however, **if fast foods are brought to school, they may not be in the original packaging.**

Students are not allowed to have soda pop at lunch.

Questions?

You may call the DISTRICT Food Service Office, 832-5000, for assistance during the hours of 7:30 a.m. – 4:30 p.m. After 4:30 p.m. you may leave a voice message and your call will be returned the next business day.

This institution is an equal opportunity provider.

BREAKFAST SCHEDULE FOR DEERFIELD: Breakfast is served from 7:45 – 8:00 a.m. Breakfast is not served after 8:00.

School Meal Prices	Breakfast	Lunch
Full Price	\$2.00	\$3.00
Reduced Price	\$0.30	\$0.40

Adult	\$2.55	\$4.65
Extra Milk	\$0.85	\$0.85

HEALTH CURRICULUM

[\(See Complete Board Policy IKCA\)](#)

HEALTH OFFICE

[\(See Complete Board Policy JGC\)](#)

The health clinic is staffed full-time by a registered nurse and/health office attendant. The nurse provides health counseling, health education, health promotion and referrals to community resources as well as administering school screenings. These services are available to staff, students and parents. If you have questions or concerns about your child's health, please contact our School Nurse or Health Office Attendant.

HEALTH: ACCIDENT OR ILLNESS

Any Student who is ill must be picked up within 30 minutes of receiving our call.

Reasons your child will be sent home, may include:

- 1) Suspected contagious diseases – such as measles, mumps, chicken pox, and influenza and untreated pink eye
- 2) Skin rashes – especially if the cause is unknown or if accompanied by fever or drainage. (may require Dr. note to verify that the student is not contagious)
- 3) Head lice infestation that has not yet been treated with an anti-parasitic shampoo.
- 4) Fever – students with an oral temperature of 100 or greater should be kept home until they have been fever free without medication for 24 hours.
- 5) Vomiting – students who vomit must stay home for 24 hours after the last episode of vomiting.
- 6) Injury that requires medical follow-up.

HEALTH ASSESSMENTS AND PHYSICALS

[\(See Complete Board Policy JGC\)](#)

HEALTH: IMMUNIZATION AND PHYSICAL ASSESSMENT

[\(See Complete Board Policy JGBC\)](#)

HEALTH: MEDICATION ADMINISTRATION AT ELEMENTARY SCHOOLS

The prescribing of drugs and medicines is not the responsibility of the public schools and cannot be practiced by any school personnel, including the school nurses. Supervision and administration of medications is carried out by district personnel in strict compliance with the rules and regulations of the board and the Nurse Practice Act of Kansas when medication is necessary for a student to remain in school. Medication can be administered at school with proper paperwork and when it is

medically necessary for it to be given within the school day. Medication that has not been picked up by the last day of school will be thrown away.

HEALTH: MEDICATION SUPERVISION

[\(See Complete Board Policy JGFGB\)](#)

HEALTH: OVER-THE-COUNTER MEDICATIONS

Over-the-counter medications coming to school must arrive:

- 1) In the original container with the label intact.
- 2) Accompanied by doctor's orders stating the time, dose, route and reason the medication is needed at school.
- 3) Parent permission for medication form, including the signed release of information that allows the nurse to contact the physician if there is a question about the prescription.

HEALTH: PRESCRIPTION MEDICATIONS

Prescription medications coming to school must arrive:

- 1) In a pharmacy labeled container
- 2) Accompanied by a completed permission for medication form, *including the signed release of information that allows the nurse to contact the physician if there is a question about the prescription.*
- 3) Sample medications that do not have a pharmacy label will be given only when accompanied by written doctor's orders and the required parent permission form. (Permission for Prescription Medication and Authorization for Non-Prescription Medication forms can be picked up at the school or printed from the Deerfield website.)

HEALTH: SELF-ADMINISTRATION OF MEDICATIONS

[\(See Complete Board Policy JGFGB\)](#)

HOMEWORK EXPECTATIONS

[\(See Complete Board Policy IHEA\)](#)

INTELLECTUAL PROPERTY

[\(See Complete Board Policy JT\)](#)

KINDERGARTEN ORIENTATION

[\(See Complete Board Policy JBC for age of Admission.\)](#)

Parents of prospective kindergartners are invited to Kindergarten Orientation in the spring. During this meeting, parents will complete enrollment paperwork and the kindergarten student will do activities with the kindergarten staff. **State law requires that a child be five years old on or before August 31st to be eligible for kindergarten. State law also requires that a child be six years old on or before August 31st to be eligible for 1st Grade.** Parents are required to present an original, certified birth certificate, health assessment and immunization records prior to the first day of attendance.

LOST AND FOUND

Unclaimed items will be taken to the district clothing room or Goodwill at the end of each month.

MANDATORY REPORTING POLICY [\(See Complete Board Policy GAAD\)](#)

Any district employee who has reason to know or suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. **The employee making the report shall NOT contact the child's family or any other persons to determine the cause of the suspected abuse or neglect or notify them of a report or pending report.** All employed personnel of the school district must report to the building principal cases that they believe may constitute child abuse.

DCF ACCESS TO STUDENTS ON SCHOOL PREMISES

[\(See Board Policy JCAC\)](#)

The principal shall allow a student to be interviewed by DCF or law enforcement representatives at an appropriate location on school premises and shall act to protect the student's interests during the interview subject to the authority of DCF or law enforcement.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice during the school year, in the Fall and in the Spring. Directions for scheduling conferences will be sent to parents in the Fall and Spring of each year. Any parent wishing to have a conference with the principal or support staff should contact them directly to schedule. Teacher conference time is **very** limited; therefore, each child will be given one conference time. We ask that parents do their best to attend their child's conference together.

PARENT/TEACHER ORGANIZATION (PTO)

The Parent/Teacher Organization at Deerfield meets on the second Tuesday of each month from 7:00 p.m. to 8:00 p.m. in the music room or on Webex. Parents/guardians are encouraged to attend. Your input, ideas, and support are important to the success of Deerfield. The PTO organizes fund-raisers that help meet the monetary need for enrichment at Deerfield (this has included the purchase of web subscriptions, technology supports and devices, classroom materials and playground equipment. The PTO also sponsors/funds the Back to School Social, Scholastic Book Fair, Carnival, Field Trip Transportation, Marathon club and classroom materials and supplies, all to enhance your child's educational experience.

PHONE USE

Students need to make after-school plans prior to the time that they come to school. Students have access to school phones for emergencies only. Students are not allowed to use school phones for making after-school arrangements.

PHONE USE: CELL PHONES: If you feel it is imperative that your child bring a cell phone to school, it must be turned off before entering the building and remain in their backpack until dismissal. The only exception is if the teacher has given permission for students to "bring their own devices" to school for educational purposes. Students found using their phone during school hours without permission will be required to check their phone in and out of the office each day.

PROGRESS REPORTS & GRADING SYSTEM

[\(See Complete Board Policy IHA\)](#)

RECESS

[\(See Complete Board Policy IHA\)](#)

Students should not bring play equipment from home to use on the playground.

RECESS INCLEMENT WEATHER PRACTICE

Students will be **expected to come dressed for outside play - even in winter**. While students may not stay outside for an entire play period, if the wind-chill index and temperature are within reason, students will go outside. Outdoor recess occurs when the temperature or wind chill is 15 degrees or above. Please make sure that your child is dressed for cold weather. If, for medical reasons, your child is restricted from this play, a note should be sent to the teacher. If the restricted period is for more than one or two days, a note should be sent from a physician.

SAFE SCHOOL INFORMATION ([See Complete Board Policy EBBC](#))

A Crisis Management Plan is in place for use in the event of an emergency. District crisis response team members are identified and their roles are defined. Please contact the Deerfield principal if you have safety concerns. In addition, safety hotlines have been established for the anonymous reporting of threats or safety concerns. The Lawrence Crime Stoppers Hotline is 843-TIPS (8477). The Kansas School Safety Hotline is 1-877-626-8203.

EMERGENCY DRILLS

([See Complete Board Policy EBBC](#))

SCHOOL CLOSING ANNOUNCEMENTS ([See Complete Board Policy EBBD](#))

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings, late starts or cancellations by mass phone calls. School closings are also announced on designated area radio and TV stations and on the district website. The district tries to avoid unexpected early dismissals; however, on occasion, early dismissal is unavoidable.

SEARCHES: PROPERTY

([See Complete Board Policy JCAB](#))

SEARCHES: STUDENTS

([See Complete Board Policy JCABB](#))

SITE COUNCIL

([See Complete Board Policy IB](#))

STUDENT ACTIVITIES

([See Complete Board Policy JH](#))

STUDENT RECORDS

([See Complete Board Policy JR](#))

STUDENT RECORDS - RELEASE OF

([See Complete Board Policy JRB](#))

STUDENT RECORDS: UPDATING

([See Complete Board Policy JRB](#))

SPECIAL EDUCATION/GENERAL EDUCATION SUPPORT

[\(See Complete Board Policy IDAC; IDAB\)](#)

You or your child's teacher may be concerned that your child's needs are not being met in the classroom. There are procedures in place at Deerfield to assist your child. Student Support Teams and a Special Education Team meet weekly to focus on children with specific needs. Your child's teacher can help familiarize you with these procedures for the purpose of appropriately meeting the needs of your child. Your input is very valuable to the process. Please talk with your child's teacher if you have specific concerns or questions about your child's progress. The Special Education Team consists of several professionals that may include the psychologist, counselor, social worker, classroom teachers, learning resource teacher, nurse, speech clinician, interventionist, instructional coach, dean and principal.

TOBACCO USE

[\(See Complete Board Policy JCDAA\)](#)

TRANSPORTATION [\(See Complete Board Policy JGG\)](#)

The Deerfield Traffic Plan for student drop off and pick up is sent to parents each fall. You can also find the Traffic plan [HERE](#) and on our Deerfield Website in the "For Parents" tab. Please watch monthly newsletters for updates.

TRANSPORTATION: SAFETY ON BICYCLES AND OTHER WHEELED CONVEYANCES: Elementary School Restrictions

Except as to District provided transportation, parents and guardians are responsible for the safety of their children in getting to and from school. The District strongly recommends that no student be allowed to ride bicycles to and from school before the student has been enrolled in the 3rd grade, unless accompanied by an adult. Scooters, rollerblades and skateboards, motorized or not, may not be brought to school. Bicycles are to be walked on school grounds. Bicycles are to be parked and locked in the bicycle rack and not removed until the student is ready to leave for home.

VANDALISM

[\(See Complete Board Policy EBCA\)](#)

VISITS TO SCHOOL

(See Complete Board Policy KM)

During school hours (8:00-3:05) all visitors are required to sign in and get a visitor's sticker at the office. When the visit is over, visitors are to sign out and return the pass to the office. We do not allow student visitors at any time during the school day.

VOLUNTEERS [\(See Complete Board Policy KM\)](#)

A [volunteer guide](#) is sent with one of the first newsletters. It is also located on our schools website. All volunteers will be asked to acknowledge their understanding of the volunteer guidelines at the beginning of each school year. Among other expectations, volunteers

- **are not allowed to go into student restrooms**
- **are not allowed to have any physical contact with students**

- are not allowed to impose consequences for students

Volunteers are supervised by the classroom teacher. All volunteering will be pre-arranged with the classroom teacher. All Volunteers MUST sign in and out at the office and wear a Deerfield sticker/badge.

WEAPONS POLICY/OTHER DANGEROUS OBJECTS

[\(See Board Policy JCDBB; JCDBBC\)](#)



Deerfield Expectation Matrix

Deerfield Boys & Girls Club Expectation Matrix

	Classroom	Hallway	Cafeteria	Playground	Restroom	Arrival/Dismissal
Be Respectful	<ul style="list-style-type: none"> Use appropriate voice level (teacher directed) Actively listen Ask permission appropriately Cooperate with others Keep hands & feet to self Stay calm & controlled when in conflict with adults or peers Raise your hand/don't interrupt others Respond to others politely 	<ul style="list-style-type: none"> Use voice level: 0-1 Be courteous of others working Keep hands & feet to self Stay calm & controlled when in conflict with adults or peers Respond to others politely 	<ul style="list-style-type: none"> Use voice level: 0-2 Use good manners Wait your turn Keep hands & feet to self Stay calm & controlled when in conflict with adults or peers Respond to others politely 	<ul style="list-style-type: none"> Respect personal space of others Respond immediately and respectfully to adults Stay calm & controlled when in conflict with adults or peers Keep body to self Be kind & include peers 	<ul style="list-style-type: none"> Use voice level: 0-1 Give others privacy Knock before entering a stall One person in a stall Keep water in the sink Keep surfaces & walls free of graffiti Stay calm & controlled when in conflict with adults or peers 	<ul style="list-style-type: none"> Use voice level: 0-2 Walk in hallways Carry bags safely Respond immediately to adults Stay calm & controlled when in conflict with adults or peers
Be Responsible	<ul style="list-style-type: none"> Follow directions Use/take care of materials Use self-control Clean up after yourself Report problems/ unsafe behaviors immediately Respond appropriately to conflict/ consequences 	<ul style="list-style-type: none"> Follow directions given for drills & emergencies Walk Make good choices with who you stand by Report problems/ unsafe behaviors immediately Respond appropriately to conflict/ consequences 	<ul style="list-style-type: none"> Follow directions Eat the food you take Eat your own food Clean up after yourself (trash/food) Stay in your seat Food & drink stay in lunchroom (unless permission is given) Report problems/ unsafe behaviors to cafeteria staff immediately Respond appropriately to conflict/ consequences 	<ul style="list-style-type: none"> Follow the rules Use safe behavior Line up immediately when recess is over Stop, look & listen when whistle sounds Stay in assigned play areas Use equipment appropriately Report problems/ unsafe behaviors to teacher on duty immediately Respond appropriately to conflict/ consequences 	<ul style="list-style-type: none"> Flush toilet 1 time Wash hands with soap Put trash in trash can Report problems/ unsafe behaviors to teacher immediately Respond appropriately to conflict 	<ul style="list-style-type: none"> Arrive on time Walk on right side of hall Pack/unpack materials quickly Wait to be dismissed Go directly to & stay in designated waiting area and/or after school activities Report problems/ unsafe behaviors to adult immediately Respond appropriately to conflict
Be Ready to Learn	<ul style="list-style-type: none"> Arrive on time Be prepared Actively participate in class Use time wisely Do your best Remain engaged in the task Show a positive attitude 	<ul style="list-style-type: none"> Walk directly to your destination Pay attention to where you are going (forward facing) 	<ul style="list-style-type: none"> Choose your food items quickly Take all utensils/ condiments before sitting Raise hand when ready to clear trash Look & listen when you are asked to "Give 5" 	<ul style="list-style-type: none"> Control your temper Be a good sport 	<ul style="list-style-type: none"> Take care of your restroom needs quickly Return to class promptly 	<ul style="list-style-type: none"> Show a positive attitude Bring/take home all necessary materials Do bell work./ morning jobs quickly