



Welcome to Deerfield

101 Lawrence Ave.

(785) 832-5660

www.usd497.org/Domain/10

Office Staff

Joni Appleman, Principal

Emily Wolcott, Admin. Asst.

Amy Treat, Secretary

Dianne Thomas, Nurse

School Hours:

MTF 8:00 am - 3:05 pm **Wed** 8:00 am - 1:35 pm

Please call the office at 832-5660 if your child will be absent from or late to school.

Welcome to Deerfield School! This letter is meant to give you some quick, "must know" information before you start school at Deerfield. For a more complete look at our school visit our [school website](#) or scan the QR code with any QR reader.

You can find our school handbook by selecting the "For Parents Tab", then [Handbook](#).



Built in 1968, Deerfield has a current enrollment of approximately 500 students. Our staff strives 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. With students, parents and staff working together, your child's opportunity for success is greatly increased. Let's work together to provide an exciting, engaging, and successful school year for your child.

Our school community has high academic expectations for all students. Deerfield is fortunate to have many involved parents including an active partnership with Hy-Vee on 6th Street. We have an excellent and dedicated staff devoted to providing high quality educational experience that stretch the minds of our students. Visit our school website www.usd497.org/Domain/10

Summer Newsletter: Parents will receive a summer newsletter via email the first week of August (or mail if there is no email address). The summer newsletter will provide information needed before school starts, such as beginning of the year events, supply lists, updated staff lists, school calendar etc... The newsletter will also include the traffic plan that we encourage you to become familiar with prior to the first day of school. This [Traffic Plan](#) can also be found on our school website.



Enrollment and Fee Payment: If you have a returning student, they are automatically enrolled for the next school year. If you are new to our school, you will need to complete the online enrollment process, [Enroll Here](#). Information about fee payment will be sent to you after school begins in the Fall.



Paying for Meals: All students can participate in the school breakfast and lunch program. Breakfast is served from 7:35am-7:50am each morning. In order for students to arrive to class on time, we stop serving breakfast promptly at 7:50 am. If your student will be eating a school breakfast or lunch, you will need to pre-pay for their meals. You have several ways to deposit money into your child's meal account:

- Mail a check (in any amount) to the school: Attn: Deerfield Food Service
- Send/or bring check or cash to the cafeteria on the first day of school (and any school day thereafter)
- Go to www.usd497.org, click on the Student and Parent tab, click on the Food Service tab. Here you will find options for paying online.

Classroom Assignments: Classroom assignments will be finalized and mailed to the parents the 1st week of August.

Traffic Plan: We are a large school with approximately 500 students being transported to and from school each day. We have a [Traffic Plan](#) that everyone must review and follow to keep our students and parents safe. We have found when everyone follows this plan, we can safely clear traffic within 10 minutes of school dismissing.



Entry into Building: Doors are unlocked at 7:35 am for students eating breakfast. Students who come to school before 7:50 am and are not eating breakfast will assemble in the gym (k-3) or cafeteria (4-5) until the 7:50 am bell rings. They will then be dismissed to class. Students arriving to school between 7:50 am-8:00 am will go straight to their classrooms. After 8:00 am, students must enter the building through the front doors and check in at the office.

Dismissal: MTF – 3:05pm , Wed. 1:35pm Once school is dismissed, students are expected to be picked up or start walking home immediately, unless they are enrolled in Boys and Girls Club.

Boys and Girls Club: The Boys and Girls Club of Lawrence hosts an after school program at Deerfield. Child care is provided from school dismissal until 6:00pm. Please call 423-3695 for enrollment information.

Volunteering/Visiting the School: All visitors must check in at the office and get a Deerfield identification sticker to wear while they are volunteering in the building. Unless pre-arranged with the teacher, we ask that visitors not interrupt classrooms during school hours.



Parent Teacher Organization (PTO): The Deerfield PTO is very active and supports the school in many ways. Meetings are held once a month. This year they were scheduled for the 2nd Tuesday of each month from 7:00-8:00pm. Everyone is welcome to attend. There are many volunteer opportunities available. To see the complete list of volunteer opportunities, please refer to the Deerfield PTO information guide and/or the PTO page on the Deerfield website.

School Parties: Parents will be asked to contribute a dollar amount per child for school parties. Room Parent Coordinators and Room Parents plan school parties. Since we are a multi-section school we ask that room parents plan grade level parties together so that activities/treats are similar. There are three parties each year, one for Halloween, one for the winter holidays and one to celebrate Valentine's Day. Our district has a wellness plan that has been implemented in our school. We ask that parents strive to bring snacks and treats that are healthy.

Birthdays– NO TREATS or INVITATIONS TO PARTIES Please: Due to time constraints and the rising dietary needs of our students, we must insist that NO treats be brought to school for birthdays. Our Deerfield PTO provides each teacher with a supply of birthday pencils for each child. The librarian encourages parents to donate a book to the Deerfield library in honor of their child's birthday. Balloons and flowers will not be delivered to the classroom for children. Invitations to student birthday parties should be distributed outside of school.

WatchDOGS: WatchDOGS (Dad of Great Students) are our father/father figure volunteers who devote a whole day volunteering in the school. They help provide safety and security. They assist in the classrooms and supervise lunch, recess, arrival and dismissal. There is a WatchDOGS Kick-off at the beginning of each year for new WatchDOGS dads to learn more about the program and sign up for volunteer days. Be sure to check out our WatchDOGS photos on the wall near the office. Learn more about our WatchDOGS program [Here](#).

Health Questions and Concerns: We have an excellent health team at Deerfield. If you have any questions or concerns about medications, paperwork for medications, immunizations or general health concerns, please feel free to contact the Health office at 832-5660.



Music Programs: Each grade level has one music program a year. Usually the kindergarten program is in the spring to give students more time to develop their music skills.

Teacher Contact: The easiest way to contact teachers is through e-mail. You can access teacher email addresses and phone numbers through the Deerfield website at www.usd497.org/Domain/10 If you do not have Internet access, you can always leave a written message for your teacher in the office or a phone message through the office at 832-5660.

Communication: Most school newsletters are emailed to parents. We try our best to email only on Thursdays. It is important that you keep your contact information current, so that you receive important school news. This would include your email address and phone numbers for yourself and emergency contacts.

School Handbook: The complete [School Handbook](#) is located on our school website in the "For Parents" tab.

Parent Teacher Conferences Scheduling: Your teacher will ask to meet with you at least three times a year, once at the beginning of the year, once in November and once in February. You are welcome to schedule additional times to meet with your child's teacher should you feel the need or have concerns.

Meeting with the Principal: If at any time you feel the need to meet with the principal, please call the front office to schedule a meeting. Scheduling a meeting will ensure the principal is available to meet with you.

Skyward is Lawrence Public Schools' Student database. You may access your student's attendance, vaccination records and the message center online with Skyward Family Access.

Directions for accessing your child's records through Skyward Family Access: To login, go to www.usd497.org/Domain/10 OR use the QR code. There is also a Skyward App.



- Click on the Skyward icon
- Type in your username and password (If you are new to DF an email will be sent to you with your user name and temporary password once your child is entered in skyward)

At the Elementary Level with Skyward Family Access you may view:

Student Information – The Student Information page displays demographic and contact information for your student. If you are listed in Skyward Family Access as the student's "primary" guardian, you may click the "Request Change(s) to my Child's information" button. This will bring you to a page where you may request changes which will be reviewed and processed by the school. However, We request that you contact the school directly to make changes to your information.

Message Center – The Message Center contains school confirmations of any online changes you have requested on the Student Information screen. Additionally, the Message Center will contain school messages.

Health Information – displays important vaccination records for your student.

REMIND

Text Message Reminders

To receive **text message reminders**, please sign up to with Remind101 using the directions below. Text reminders will only be sent for general reminders of upcoming events that you have already been informed about through our newsletter. For instance, school picture day will be announced in the newsletter weeks before the actual day. However, we may send out a text the night before as a gentle reminder. Since we know that not all parents will want text message reminders we will never use texting as the only mode of communication.



To join Deerfield Text Message Reminders, send a text to:

81010

With the message: **@Deerfie**

When you are asked to submit your name, please type in your first and last name and put your child/ren's name in parenthesis.

For example: Joni Appleman (Jenna)

Sign up for PTO reminders by sending a text to:

81010

With the message: **@DFPTO**