

Rose Union Elementary Student Handbook



This handbook is written to provide all students with written guidelines for the safe and excellent operation of our school.

All students and parents are asked to carefully read these guidelines, then to follow, support and enforce them so that we may work together to ensure effective student learning and safety, while establishing and enhancing quality relationships between home and school.

Parents are welcome and encouraged to review School Board Policies that reflect the information contained in this handbook.

**THE VISION OF DEER CREEK ROSE UNION IS:
*INSPIRING ALL STUDENTS TO RECOGNIZE THEIR UNLIMITED
POTENTIAL AND BELIEVE ALL DREAMS ARE POSSIBLE.***

**DEER CREEK DISTRICT VISION STATEMENT:
*DEER CREEK SCHOOLS WILL PREPARE ITS COMMUNITY OF
LEARNERS FOR LIFE'S FUTURE CHALLENGES IN A GLOBAL-
BASED SOCIETY.***

ROSE UNION CHARACTER PLEDGE:

Respect, responsibility and citizenship too

They bring out the best in me and you.

Trustworthiness and being fair

Help to show others that we really care.

We all know what's right,

We all know what's good.

We will do the things we know we should.

The faculty and staff of Rose Union Elementary School believe that each student deserves to be treated with dignity and respect. In order to establish a climate of mutual respect, it is necessary to establish high expectations and guidelines for student behavior. Therefore, all students are expected to follow four basic rules. Teachers will discuss these rules, as well as special classroom rules, with students at the beginning of each school year.

SCHOOL-WIDE RULES AND EXPECTATIONS:

- **Treat others with respect and dignity.**
- **Come to school prepared to work and follow directions.**
- **Use school supplies and materials in an appropriate manner.**
- **Respect the property and rights of others.**

ATTENDANCE

Student attendance in class is an integral part of the learning process. Being a part of regular instruction and participating in class discussions are invaluable ingredients of education. Oklahoma State Department of Education requires students to be in attendance 240 instructional minutes per school day and 120 instructional minutes per half-day. Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and the regulations of the State Board of Education. Deer Creek School Board Attendance Policy requires students to be in attendance 89% of the school year for promotion.

It is the responsibility of the parent to notify the school when a student is absent and to be aware of the number of absences the student has. It is the responsibility of the classroom teacher and principal to make every reasonable effort to notify the parent before failure caused by excessive absenteeism is enacted. If a parent or guardian feels that there are extenuating circumstances that warrant special consideration, he/she may appeal the decision to a school panel for review. In elementary school, the principal, counselor, and teacher will compose the panel. The decision of the panel is final; grades may not be appealed above the school level. Following are reasons for acceptable absence:

- Illness or injury to student
- Bereavement
- Doctor or dental appointment
- Serious illness or emergency in immediate family
- Recognized religious holidays

All other absences are unexcused. Family vacations and trips are not reasons for excused absences. Parents may need to take a child out of school for a family trip. We discourage this as classroom discussion and learning activities cannot be made up by

simply doing the assigned homework. Teachers are not able to prepare lessons in advance for individual students who may be out because of family trips. Students may take work that is routine each week. They will be expected to make up other work when they return. All students who are absent will have the same number of days to make up work as they were out. For example, if they were out five days, they will have five school days to complete any assignments.

When a child is ill, please call the attendance line at 348-6100 by 10:00 a.m. Students should stay home if they have fever and until they have been fever-free for 24 hours. Assignments may be secured, upon request through the office. Requests for assignments need to be made before noon. Student assignments not completed due to the absences are expected to be made up. There is a time limit specified for makeup.

*Please try to schedule appointments outside of the instructional day.

CLASS ASSIGNMENTS

Assignments missed due to excused absence may be made up and credit given for such work. Work must be made up within two (2) school days for the first day of absence and one (1) day for each subsequent day; i.e., three (3) consecutive absences, work must be completed in four (4) school days after return. (Exceptions may be made by the teacher to extend the time but not to decrease the time work is to be made up).

Students may request some assignments prior to leaving for a Special Excused Absence (SEA) but they should expect some assignments to be given the day of their return. All missed assignments are to be made up within one day for each day missed with a maximum of three (3) days after the student's return from SEA. For the first three (3) days of the SEA each school year make-up work will be graded at full value. **All work made-up for SEA in excess of three (3) days in each school year will be graded with a penalty of a one (1) letter grade (10 points) reduction.** Homework or tests not made-up within three (3) days after return, shall be counted as zero and the full impact of the SEA shall be calculated into a nine-week and semester grade.

TARDINESS

Students are tardy if they are not in their classrooms by the ringing of the bell at 8:45 a.m. Tardiness is recorded on attendance reports and reported on the students' report cards.

CLINIC MEDICATIONS

Students who become ill during the day should first tell their teacher; and if necessary, the teacher will send the child to the office. The office will contact the parents if the illness warrants their awareness or if a child has a fever of 99 degrees. It is VERY important that students tell the teacher if they are injured while in school.

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to take medicine during the school day, the following procedure will be followed:

Send only one day's supply of medicine at a time unless your child takes regular medicine on a daily basis. It should be an individual dose, in the original pharmacy bottle, labeled with the name of the medication and the time it is to be administered. Dosages of medicine cannot be changed unless a note from the doctor is on file. All medicines are to be brought to the school secretary upon arrival at school and a form will need to be filled out by the parent or guardian allowing us to give the medication.

PLAYGROUND RULES

Rules are intended to keep our children safe and happy on the playground. Classroom teachers will go over playground rules and expectations with students at the beginning of the school year.

EXPECTATIONS

- Students will treat the monitor with respect and follow all safety rules. Students will stop action/game when asked to do so.
- Students will stay within designated play areas at all times
- Throwing and kicking of objects must be limited to balls during games.
- Respect the rights of others
- Use kinds words and refrain from teasing, taunting, name calling, cursing and threatening others.
- Students may only leave the playground and return to the building with the permission of a teacher or recess monitor.

Arrival/Dismissal

School Hours are from 8:45-3:45. Students should arrive to school no earlier than 8:30 a.m. as there are no adults on duty to supervise children before this time. Thank you for your cooperation.

School attendance and punctuality are very important as we will begin classes promptly at 8:45 each morning. Students may arrive as early as 8:30 a.m. and will go directly to the playground (weather permitting). In the event of inclement weather, all students will go directly to the gym until they are picked up by their teacher at 8:45. There will be teachers on duty in the mornings to help direct students to the correct location.

We have established some very specific procedures for dropping off and picking children up at school. We appreciate your cooperation in helping us to enforce these procedures to ensure the safety of all of our students. Thank you for taking time to read the following:

Student Drop-Off

- **Students may only be dropped off in the front of the school unless they are a bus rider.**
- **Parents in cars will make a single-file line and drop their children off directly in front of the school in the designated area.**

- **Parents should never pass the car(s) in front of them in the car line. Please wait patiently until the car line moves forward.**
- **Parents may park in the parking lot and walk their children to the school, but should never allow children to walk through the parking lot or across the car line traffic alone.**
- **We will only have one cross walk open to control traffic. Please be courteous and use the open cross-walk.**

Student Pick-Up

- **Students may only be picked up in the front of the school unless they are a bus rider.**
- **Parents in cars will make a single-file line and pick their children up directly in front of the school in the designated area.**
- **Parents should never pass the car(s) in front of them in the car line. Please wait patiently until the car line moves forward.**
- **If you are standing in front of the school at the end of the day, waiting for your child, please do not stand directly in front of the doors. This blocks the exit and causes congestion. We ask that all parents wait by the door on the west side of the building.**
- **Students will not be allowed to cross the car line and enter the parking lot without an adult.**
- **We will only have one cross walk open to control traffic. Please be courteous and use the open cross-walk.**

A parent must come to into the office and sign his/her child out from school if early departure is necessary.

If a child is to go home with someone other than his/her parent or guardian, parents must send a note to the teacher.

Please send a note anytime your child changing means of transportation for a day. For example, if your child is typically a bus rider, and you are going to pick them up, please send a note to let us know.

YOUR CHILD'S SAFETY IS OUR TOP PRIORITY! THANK YOU FOR YOUR COOPERATION!

EMERGENCY INFORMATION: EARLY DISMISSAL, DELAYED START, SCHOOL CLOSING

The Deer Creek Board of Education is concerned with the safety of students first. Since the general winter weather conditions may require either that school be cancelled at times or that students be dismissed early, the following information will be provided for parents.

In the event school is closed because of inclement weather, parents are asked to listen to local radio and television stations. We list our school as **DEER CREEK – EDMOND**. As soon as the decision to close school has been made, the Superintendent will notify the radio and television stations. If weather conditions deteriorate during the school day, and it becomes necessary to dismiss school early, the information will be posted on our district website at www.deercreekschools.org. We will also use our Rose Union email distribution list and the School Reach calling system to communicate with parents.

If at any time you consider the roads to be dangerous, please use parental discretion in deciding whether or not to keep your child home. There will be no “penalty” although it is necessary to record the absence.

EARLY DISMISSAL

When weather conditions are such that regular dismissal time will likely cause students to arrive home substantially late or school will be dismissed earlier than normal the announcement will be aired on the TV and radio stations listed under “school closings.” School email and the School Reach calling system will also be used to communicate such information.

Please remember:

- Children may NOT be released to anyone other than their parents. Should an emergency arise, please send a note to the office naming the person who is to pick up the child or call the office and speak with one of our secretaries.
- Giving rides to other children makes the transportation parent legally liable for the children’s safety and welfare.

DELAYED START

Rather than closing for an entire day, there are times when weather conditions are such that it becomes necessary to delay the opening of school. This will be announced by TV and radio station announcements after 6:00 a.m. on the day affected.

Please consider the following:

- Plan for appropriate delays in school bus transportation pickups.
- Arrange for a neighbor to watch the children if no adults remain in the home.
- Early arrivals are discouraged. It is possible that no staff members would be in the building.

- Check our district website for information, www.deercreekschools.org.
- The school phone lines are unable to handle all the potential callers.

SCHOOL CLOSING

Factors used in deciding to close schools are current weather conditions, weather predictions, wind speed, and road conditions. If possible, a decision is made prior to 10:00 p.m. Otherwise, a decision will be made by 6:00 a.m.

EMERGENCY/REGISTRATION CARDS

Please be sure to inform the school of any changes needed on a child's registration/emergency card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, telephone numbers, doctor or emergency contacts, please keep the school informed.

FIELD TRIPS

During the school year, educational field trips may be taken as a part of the curriculum. It is necessary for each child to have a signed permission slip in order to participate in the educational trip.

LOST AND FOUND

The school maintains a lost and found box. Students are urged to cooperate by turning in articles found and inquire for articles that have been lost. All personal belongings, athletic equipment, and books should be clearly marked for easy identification. The school is not responsible for lost articles.

Items left in the Lost and Found box will be donated to a local charity at the end of each semester. Please ask your child to check the Lost and Found box before Winter Break, Spring Break, and again before the end of the school year.

MEDIA CENTER

Students have the opportunity to use the Media Center regularly both for checkout and research. Students with late books may not continue to check out books from the Media Center until the late books are returned. Checkout privileges will be reinstated after payment is received for damaged or lost books.

TOYS AND ELECTRONICS

Toys, radios, electronic games, etc. belong at home and are not permitted at school. These items can cause classroom disruptions and can also get lost, stolen, or broken. Toy guns, knives, and other toy weapons are allowed at school under any circumstances. Children are discouraged from bringing cell phones to school. All cell phones must be turned off and kept in the student's backpack. Offenses to this rule will result in

confiscation of the device. Parents will be called and may be required to pick the cell phone up in the office.

“Heelies” and skate shoes are not allowed at school.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a vital part of the school. In order for it to serve both the community and the school, it must have active members. Parents are cordially invited to become members. There are no membership fees. To learn more about our PTO and see a schedule of meeting dates, please visit our school website at www.roseunion.org

PARENT VOLUNTEERS/DEER MOMS & DADS

We welcome our parent volunteers to our school. All visitors, including volunteers, must sign in at our front office. Please step into the front entry of the school and press the buzzer to enter the building. Once you have been granted access in to the building, please report directly to the front office to check in at the visitor’s computer. We ask that all visitors and volunteers wear a sticker/name badge while in the building.

REPORTING TO PARENTS ON STUDENT PROGRESS

Student progress is reported at the end of each nine-week period. Parent-Teacher conferences are scheduled twice per year, however a parent can request a conference at any time.

Communication between home and school is vital to a child’s educational success. Teachers will report important school information through weekly newsletters, emails, and their class webpage. Parents are urged to take advantage of opportunities to communicate with their child’s teacher. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child’s progress and the importance of school. Parent contacts during the school year are always welcome. Our best partners in providing an outstanding educational program are our parents. There are specific Board policies relative to placement, promotion, retention, and graduation. Feel free to review those policies.

SCHOOL DRESS

Students are expected to follow Deer Creek Board of Education Policies regarding appropriate school dress.

1. Students will be fully clothed and well groomed.
2. All students shall wear footwear at all times.
3. Heelies or skate shoes are not allowed at school
4. Headgear, such as hats, caps, bandanas, sunglasses, and stocking caps are not to be worn at school.
5. No halter tops, bare midriffs, off-the-shoulder tops, tube tops, spaghetti straps, backless or partial backless garments, tank tops, exposed underwear, outer garments that look like underwear, muscle shirts and mesh shirts without a T-shirt underneath.

6. Apparel that is too tight, too loose, too sheer, too short, too revealing including tops, miniskirts, short shorts, skirts with slits, and low-cut clothes including attire that exposes the chest is prohibited.
7. Apparel or accessories with offensive or suggestive slogans or logos that pertain to immorality, vulgarity, obscenity, nudity, or promotion of violence and/or gang or cult activity are prohibited.
8. Bike or animal chains, collars, or spikes are prohibited.
9. Bike or animal chains, collars, or spikes are prohibited.
10. Shorts must be longer than the fingertips when arms are hung straight down while standing.

**There are days designated by the principal when hats, caps, or slight variations are allowed (i.e...Antler Day, Hat Day).

SCHOOL LUNCH PROGRAM

Students may bring a sack lunch or purchase a hot lunch from the cafeteria. A nutritious lunch is available each day at a reasonable cost. Free or reduced lunches are also available to students who qualify. Eligibility forms for free and reduced lunches are available in the office.

You may send a check with your child to pay for their lunches. All lunches need to be purchased in advance. Students who are out of lunch money may be served a sack lunch consisting of a basic sandwich and milk.

Parents are welcome to have lunch with their child. You and your child can eat together in the cafeteria or at one of the tables in the front entry area of the school. Students may only invite one friend to join them and a parent for lunch and that friend must have a permission note from their parents. Due to potential food allergies, a parent may not serve another child lunch without the written consent of their parent. If you are planning to bring lunch for your child, please be on time as our lunch period is limited and students are expected to return to class at the appropriate time.

STUDENT ACTIVITIES/ LEADERSHIP OPPORTUNITIES

We encourage our students to participate in a variety of curricular contests and activities. The following are activities and leadership opportunities that are offered at Rose Union Elementary School:

- **Art Club**-This program takes place after school and is conducted by our art teacher.
- **Vocal Music/Choir**- this program takes place after school and is conducted by our music teacher. Children who participate in choir may have the opportunity to take field trips throughout the year to perform at local venues.
- **Chess Club**- this club takes place during the student's recess period once per week. Students learn basic Chess skills and participate in chess matches. This club is conducted by parent volunteers.
- **Antler Ambassadors**- this is a leadership opportunity for our fifth grade students who are nominated by their teachers. Antler Ambassadors serve as school leaders

in a variety of roles such as taking visitors on school tours, acting as safety patrol officers, leading Rendezvous school assemblies, making morning announcements to the student body, and assisting principal and teachers when necessary. Antler Ambassadors are expected to behave in a manner that sets an example for all students.

- **Academic Team-** This team consists of qualifying fourth and fifth grade students. Practices are held regularly before school and the team competes in area academic bowls throughout the school year.
- **Geography Bee-** Qualifying 5th grade students are given the opportunity to show their knowledge of geography in our annual geography bee.
- **Spelling Bees-** Our 2nd, 3rd, and 4th grade students are given the opportunity to compete in the Pee-Wee Spelling Bee and our qualifying 5th grade students compete in the Elementary Spelling Bee.
- **Other clubs-** Science Club, Technology club, and other enrichment clubs may be held throughout the school year. These clubs are generally conducted by our teachers.

DISCIPLINE/SUSPENSION

The Rose Union Elementary School staff recognizes the students as individuals of dignity and worth, and encourages the development of positive self-concepts that will enable students to demonstrate social behavior necessary to become an effective member of the student body. It is to be expected that students will, from time to time, exhibit behavior which is detrimental to themselves, others, and general classroom procedures. Certain kinds of behavior, of course, cannot be allowed and sets must be taken to control and prevent inappropriate behavior from influencing students' educational programs.

In general, the staff of Rose Union Elementary School strives to provide an atmosphere that is conducive to appropriate behavior. When it is necessary to modify inappropriate behavior, an attempt to correct the behavior will be made by using a variety of disciplinary measures. These may include individual and group conferences, telephone calls to parents, parent conferences, removal from regular classroom setting, and/or suspension.

Suspension of students from school is an extreme disciplinary measure and will be utilized only when other attempts to correct students' behaviors have been unsuccessful. Strong parent/teacher partnerships are encouraged. If a child's behavior is interfering with the educational process, the parent will be notified by the appropriate teacher or the principal. Parents are encouraged to contact their child's teacher or the principal to discuss disciplinary procedures.

STUDENT CONDUCT ON SCHOOL BUSES

Transportation is provided for students. **Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rules.** Students must have a note from their parents if they are not to ride their assigned bus home in the

afternoon. Please resolve after-school plans before your child leaves for school. We gladly accept emergency changes in transportation.

Prior to loading, students should:

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school-loading zone until the bus comes to a complete stop.
6. Respect people and property while waiting for the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking, laughing, or unnecessary commotion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Students who damage a school vehicle must pay for repairs.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and **KEEP THE AISLE CLEAR.**
9. Help look after the safety and comfort of small children.
10. Never throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting
13. Be courteous to fellow pupils the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

TEXTBOOKS AND EQUIPMENT

Textbooks are loaned by the Deer Creek Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. **Fines are assessed for damaged or lost books.**

VISITATION PROCEDURES

All parents and other adult visitors are invited to come to Deer Creek at any time. **Please sign in at the office upon arrival at the building.** This ensures the safety of our children from strangers wandering through the building. Classroom teachers welcome parent visitors into the classroom. Prior arrangements with the classroom teacher for specific visiting time are suggested. This enables the parent to visit a specific activity, rather than lunch and/or recess and also minimizes the disruption to the classroom.

CAR RIDERS

Children who walk or are driven to school are to arrive between 8:30 – 8:45 a.m. **There is no supervision for students before 8:30 a.m. Please do not drop your student off before then.** Anyone who does not ride the bus, but is transported by other means is considered to be a “car rider”.

RESOURCES OFFICER

Deer Creek has two Resource Officers who are professional police officers. Both of the officers have an office at either DCMS or DCHS. Periodically the officers will visit Rose Union Elementary so our students feel comfortable with their presence. The officers are in Deer Creek to enhance safety and security for the entire Deer Creek School community.

STUDENTS DRUG AND ALCOHOL ABUSE POLICIES

The Board prohibits the possession or use of unauthorized drugs and alcohol on district property, at a school-sponsored activity, or in any district vehicle. Students in violation of this policy will face disciplinary action, which may include a summary or lengthy suspension. The lengthy suspension must be preceded by a hearing and review in the same manner as a lengthy suspension for any other offense. Alcohol substances that are prohibited include beer, wine, and various liquors. Unauthorized drugs that are prohibited include narcotics, sedative, stimulants, hallucinogenic, volatile substances, and marijuana. Other substances determined to be unauthorized, now and in the future, are prohibited automatically.

STUDENT POSSESSION OF WEAPONS

Board policy bans student possession of weapons of any type – **including toy “look-alikes”** – on school property, including buses. Weapons are also banned from all extracurricular activities and field trips. Students in violation of this policy will be suspended up to a maximum of the balance of the current semester and the next succeeding semester. (School Board Policy JFCJ).

SEARCH OF A STUDENT, STUDENT PROPERTY, AND LOCKER

The Board recognizes its responsibility for the safety and welfare of the students of the district. Guidelines for the search of dangerous weapons or controlled dangerous substances on any student shall be developed, and such guidelines will include notification of the local law enforcement agency if the search reveals items suggestive of criminal conduct.

A search of a student, student property, or lockers may be conducted to safeguard the educational process, preserve discipline and good order, and promote the safety and security of persons and their property. A student and student property may be searched when he/she is reasonably suspected of having violated a school regulation or a state criminal statute. School property, including desks and lockers, may be searched at any time by school officials. Because students have no reasonable expectation of privacy in school property, lockers and desks may be searched without reasonable suspicion of any violation of state law or school regulation. Items which violate state law or school regulations should not be present on school property and should not be stored in lockers or desks.

At least one witness must be present during the search of student property or a locker. A search of a student may be made when a student is on school premises, while in transit under authority of the school or attending any function sponsored or authorized by the school. The search of a student shall be conducted by a person of the same gender as the student being searched. At least one witness must be present during the search and must be of the same sex as the person being searched. Any type of search will be authorized and be conducted by an administrator or law enforcement personnel so as to assure parents that safeguards are employed to protect the well being and privacy of students. In any type of search conducted, each student’s constitutional rights will be protected. (School Board Policy JFG).

STUDENT RECORDS

The Deer Creek Board of Education acknowledges and supports the privacy rights of a student regarding educational records. It is the intent of the Board to comply with the Family Educational Rights and Privacy Act (FERPA) and amendments. Federal regulations require that local school districts annually notify parents of students and eligible students of their rights under this Act.

These rights include:

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Deer Creek School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the records should be changed if the district decides to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U. S. Department of Education, if the Deer Creek School District violates the FERPA.
5. A copy of the complete district policy is available for review in the Office of the Superintendent. A student's parent or any eligible student should contact the Superintendent's Office for further information on how to obtain a personal copy of this lengthy policy. The District will arrange to provide translations of this note to non-English speaking parents in their native language.

The Deer Creek School District proposes to designate the following personally identifiable information contained in a student's education records as "directory information", and it will disclose that information without prior written consent. After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

1. The student's name
2. The student's home address
3. The student's home phone number
4. The names of the student's parents
5. The student's date of birth
6. The student's class designation (i.e. 1st grade)
7. The student's extra curricular participation
8. The student's achievement awards or honors.
9. The student's weight and height if a member of an athletic team
10. The student's photograph
11. The school or school district the student attended before he/she enrolled in the Deer Creek School District

CHILD FIND/SERVE

Deer Creek Schools, in compliance with Public law 101-476, conducts an ongoing search for children with disabilities who live within the Deer Creek School District. A free, appropriate public education is guaranteed to all severely disabled children from birth to age 21 and to all mildly/moderately disabled children ages 3 to 21. Disability criteria include mental retardation, hearing impairments, visual impairments, other health impairments, specific learning disabilities, deaf-blindness, multiple disabilities, autism,

traumatic brain injury and developmental delays. If you know of a child residing within the Deer Creek School District who is not currently being served, please contact the Director of Special Services at 348-6100.

NOTICE TO PARENTS: CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by Deer Creek Schools in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral: Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. Local school district and the Regional Education Services Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parents or legal guardian.

2. Education Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening.

No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district. Educational screening is implemented for all first grade students each school year. Second through twelfth grade students shall be screened as needed or upon request of parent, legal guardian, or teacher. Students entering the public school system from another state or from within the state without

previous educational screening shall be educationally screened within 6 months from the date of such entry.

Evaluation: Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic testes administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes. Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under the Family Education Rights and Privacy Act.

For further information, contact the Deer Creek Schools Director of Special Services, 20825 N. MacArthur Blvd., Edmond, OK 73012.

SPECIAL EDUCATION SERVICES

Special education services are provided to students with identified disabilities. Placement into special education and the labeling of children as disabled requires serious consideration by teachers and specialists. Placement is made only after analyzing a variety of data. Thorough documentation in the form of teacher records, observations, and special testing is required. Documentation of pre-referral intervention is required before individual testing can be done.

SECTION 504 INFORMATION AND PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 requires that:

“No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.”

Section 504 applies to preschool, elementary, secondary, and adult education programs and activities that receive or benefit from Federal financial assistance for the operation of such programs or activities. Each recipient that operates a federally assisted public elementary or secondary education program must provide a free appropriate public education to each qualified person in its jurisdiction, regardless of the nature or severity of the person’s disability. Recipients that operate a public elementary or secondary education program must also annually attempt to identify and locate unserved children with disabilities.

Section 504 regulations at 34 CFR 104.3 (j-1) defines a person with a disability as any person who: has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. For purposes of public education services; a qualified person with a disability is: of an age that persons with disabilities are provided such services; of any age that it IS mandatory under state law to provide such services to persons with disabilities; or a person for whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).

Provision of an appropriate education is the provision of regular or special education and related services such that:

- Educational services are designed to meet individual educational needs of children with disabilities as the needs of nondisabled persons are met.
- Each child with a disability is educated with nondisabled children, to the maximum extent appropriate to the needs of the child with a disability.
- Nondiscriminatory evaluation and placement procedures are established to guard against misclassification or misplacement of students, and a periodic reevaluation is conducted of students who have been provided special education or related services.
- Procedural safeguards shall be established and implemented so that parents and guardians: receive notice with respect to actions regarding the identification, evaluation, or educational placement of children who, because of a disability, need or are believed to need special instruction or related services; have the opportunity to review relevant records; may challenge the identification, evaluation and placement decisions made with respect to their children; and have the opportunity to participate and be represented by counsel in any subsequent impartial hearing and review procedures.

Provision of a free public education requires recipients that operate a public elementary or secondary education program to provide services without cost to the person with a disability, or to the child's parents or guardians, except for those fees imposed on nondisabled persons, parents or guardians. It also means that, if a school district is unable to provide a child with a disability with an appropriate education and places or refers that child to a program it does not operate, the district is still responsible for the costs of the program, including tuition, room and board, transportation, and nonmedical care. An appropriate education could consist of education in regular classes, education in regular classes with the use of supplementary services, or special education and related services. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by such related services as developmental, corrective, and other supportive services, including psychological counseling and medical diagnostic services.

Children with disabilities must also be afforded an equal opportunity to participate in nonacademic and extracurricular services and activities such as counseling, physical education, recreational athletics, transportation, health services, recipient sponsored clubs, recipient employment and assistance in obtaining outside employment. These services must be provided by the recipient in such manner as is necessary to afford students with disabilities in equal opportunity for participation. Elementary and secondary school recipients operating preschool and adult education programs may not exclude qualified persons with disabilities and must take into account their needs in determining the aid, benefits, or services to be provided under these program or activities.

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973. The address of the Regional Office which includes Oklahoma is: Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 (telephone 816-268-0550, fax 816-823-1404, TDD 877-521-2172, email OCR.KansasCity@ed.gov). Adapted from the Rights of Individuals With Handicaps Under Federal Law: Information for Those Who Have Rights and Responsibilities Under Section 504 of the Rehabilitation Act of 1973, a publication of the United States Department of Education, Office for Civil Rights.

Child Find

Children with special needs, regardless of the severity of their needs/disabilities, are entitled to a free appropriate public education (FAPE). Deer Creek Schools provides specialized programming through specially trained teachers to provide education-related services.

Public schools are mandated under Public Law 108-446, "Individuals with Disabilities Education Act" 2004 (IDEA), to coordinate services for children with disabilities throughout the local communities within the district boundaries. Each district is also mandated to search and find all children with disabilities who reside within their district. This is accomplished in a variety of ways including but not limited to: radio/TV/news paper ads and articles, posters located in libraries, hospitals, clinics, U.S. Post Offices, and apartment

complexes. Within our district boundaries there may be school-age special children, 3 to 21 years, who are not being educated by Deer Creek Schools. The Deer Creek Special Services Department needs your help to find them. If you have, or know of, any special child from pre-school to age 21 who is not currently enrolled in a special education program, please let us know by contacting Special Services at 348-6100.