

**DEER CREEK ELEMENTARY SCHOOL
Parent/Student Handbook**

2018-2019

Marzano High Reliability School Level 4 Certified

Oklahoma Department of Education High Performing School

Certified Healthy Oklahoma School of Excellence

National Move-It School

National Blue Ribbon School

Laura Koehn
Principal
DEER CREEK PUBLIC SCHOOLS

MISSION STATEMENT

- We are commitment to learning and personal growth for every Antler.

VISION STATEMENT

- We are a collaborative learning community that inspires, engages, and challenges all Antlers to excel in an ever-changing environment.

CORE VALUES

Ensure All Students Learn
Build a Collaborative Culture
Focus on Results

DISTRICT GOALS

1. Provide a safe and collaborative culture that inspires learning and encourages student engagement.
2. Provide effective teaching in every classroom.
3. Provide a guaranteed and viable curriculum.
4. Establish standards-referenced reporting.
5. Develop a competency-based system to ensure student mastery of content within a flexible framework.
6. Make efficient, effective, and equitable use of resources that are essential to the educational success of the students.

HISTORY

Deer Creek School District was founded in 1921. The district was originally comprised of 13 one-room school houses which would later become the foundation of the current names of the Elementary Schools. The 13 one-room schools were Spring Creek, Union Rhodes, Rose Valley, Texas, Nebraska, Rosebud Advance, Prairie Bell, Kansas, Carpenter, McKinney, Higby, Lynch, and Cleveland.

The District is 72 square miles and includes portions of three counties, Oklahoma, Logan, and Canadian, and two cities, Oklahoma City and Edmond. Deer Creek has 5 Elementary Schools: Deer Creek Elementary, Prairie Vale Elementary, Rose Union Elementary, Grove Valley Elementary, and Spring Creek Elementary. Deer Creek also has an Intermediate School, Middle School, and High School.

Several facilities are named after influential members of the Deer Creek community and school district. Heflin Football Field is named after James Heflin who was a Band Director for Deer Creek Schools. Hundley Baseball Field is named after John Hundley

who was a patron in the Deer Creek community. Leroy Estes Gym-Multi-Purpose Facility was named after a teacher/coach for Deer Creek.

Deer Creek School District grades are configured as follows:

Elementary Schools are comprised of Kindergarten- 4th Grade students with Rose Union housing Pre-Kindergarten – 4th Grade students.

Deer Creek Intermediate is a 5th/6th Grade Center.

Deer Creek Middle School has 7th & 8th grade students.

The Freshman Academy consists of 9th grade students.

Deer Creek High School has 10th - 12th grade students.

Deer Creek is known for its community centered atmosphere, excellent staff, strong parental involvement, and focus on the growth of students both academically and personally. Deer Creek is the top school district in the State of Oklahoma and is proud of the many student accomplishments that occur each year. Approximately 6250 students will be enrolled in Deer Creek Schools for the 2018-2019 school year.

DEER CREEK ELEMENTARY ADMINISTRATION

Principal

Laura Koehn

Counselor

Cacie Stewart

Bell Schedule

8:35 Tardy Bell/Class Begins

3:35 Dismissal

DEER CREEK PUBLIC SCHOOLS BOARD OF TRUSTEES

Trustees

Dr. Danny Barnes

Kenneth Davis

Andi Neaves

Kelli Lay

Michael Kiehn

DEER CREEK PUBLIC SCHOOLS ADMINISTRATION

Superintendent

Ranet Tippens

Chief Human Resources/Communication Officer

Lenis DeRieux

Chief Operations Officer

Jeff Johnson

Chief Financial Officer

James Edwards

Ex Director of Teaching and Learning

Dr. Diana Jones

Ex Director of Student Services

Dr. James Rose

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PHILSOPHY

**“A STRONG EDUCATION IS THE FOUNDATION FOR A STRONG WORLD
TOMORROW”**

Deer Creek Elementary School provides its students with an academically challenging program in a safe and caring environment. All learners are encouraged to be creative problem solvers, skillful communicators, and productive team workers, capable of using technology to process information in a lifelong pursuit of excellence.

Our school philosophy reinforces the belief that elementary school students are capable of developing the maximum academic potential, aptitudes, and interests. The educational program provides a creative learning environment, which develops strong perceptions of personal capabilities while developing positive attitudes toward higher levels of learning. Each child is encouraged and challenged to develop individual creativity, inquiry, and critical thinking skills and an appreciation of cultural and aesthetic values. Each student is taught to think creatively and logically in order that he/she may rely upon his/her own initiative and judgment. With the opportunities provided, each student will achieve a sense

of accomplishment and individual security with the recognition of the need to respect the rights and privileges of others.

Our students are active participants in the educational program with the community activity as an extension for the program. Teachers function as facilitators in the learning process. The administration serves as the coordinator and harmonizer for the students, faculty, and community. With these roles in mind, the goal is that each student shall have an opportunity to become an effective member of a democratic society.

By focusing on school improvement, Deer Creek Elementary School will facilitate learning for all students in a cooperative environment that is supportive, challenging, and stimulating. Deer Creek Elementary School believes that all students have the potential to reach their goals and shape the future. Vision without action is merely a dream. Action without vision just passes time. Vision coupled with action can change the world.

SCHOOL COLORS

Blue and White

SCHOOL MASCOT

Antler

DCES SCHOOL CREED

I AM A DEER CREEK ANTLER.

I AM SAFE,

I AM RESPECTFUL,

I AM RESPONSIBLE IN ALL AREAS OF MY LIFE.

I AM A DEER CREEK ANTLER

AND THIS IS THE ANTLER WAY.

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

<http://z2policy.ctspublish.com/ossba/Z2Browser2.html?showset=deercreekset>

**Acknowledgment of Electronic Distribution of
Parent/Student Handbook**

My child and I understand that an emailed copy of the Student Handbook for the 2018-2019 school year will be sent out at the beginning of the school year and that I can also access it electronically on the Deer Creek Elementary School website at any time.

I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Parent/Student Handbook. If I have any questions regarding the handbook, I should direct those questions to the principal at my child's school.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Name of Homeroom Teacher: _____

Date: _____

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I. SCHOOL RULES

Deer Creek Elementary School believes that every person deserves to be treated with dignity and respect. In order to establish a climate of cooperation, it is necessary to establish guidelines for behavior. Therefore, all students are expected to follow four basic expectations. Teachers will discuss these expectations, as well as special classroom and common area expectations, with students at the beginning of the year.

1. We will treat others with respect and courtesy.
2. We will come prepared to work and follow directions.
3. We will respect the property and rights of ourselves and others.
4. We will follow our PRIDE expectations for all common areas. (Antler PRIDE Expectations p 28)

II. BIRTHDAY INVITATIONS & PARTIES

Please do not hand out party invitations unless every child in the class is invited. Birthday parties at school are not allowed. This includes balloons, flowers, and party favors. However, a parent may send a small snack in celebration of their child's special day. Always coordinate with your child's teacher when bringing snacks.

III. SCHOOL HOURS

8:35 a.m.-Bell Rings-Classes Begin

3:35 p.m.-Bus Riders are dismissed upon the arrival of the buses; Car Riders/Parent Pick-ups are dismissed in the front of the school building; Walkers and bike riders are dismissed from their classrooms to walk/ride home; Antler Care is dismissed to the Cafeteria.

Students are not allowed to arrive before 8:20 a.m.

Staff members are not officially on duty until 8:20 a.m.

Our office hours are 8:00 a.m. - 4:00 p.m.

IV. LATE START

The Deer Creek School Board has adopted a revised school calendar to include a one-hour Late Start on Wednesdays. This Late Start configuration will provide time for our teachers to participate regularly in activities designed to promote gains in student achievement. The staff will arrive on Wednesdays at the regular time and spend one hour in teams working together. The student schedule at school on Wednesdays will start one hour later than the rest of the week. This includes the bus pick-up and drop-off schedule; all will be one hour later.

V. ATTENDANCE

Arriving no later than 8:35 a.m. and not leaving before 3:35 p.m. is very important to a student's academic progress.

The parent or guardian must contact the school with the child's full name, teacher, and

reason for absence. **The school must be notified by 10:00 a.m. the day that the absence occurs. The school's absence line is 405-359-3167.**

Any request for make-up work must be made through the office and should be requested no later than noon. Work to be made up will be sent to the office for pick-up after 3:00 p.m.

The district will comply with Oklahoma State Laws and the State Department of Education Accreditation Standards. **Students must attend at least 89% of the total school year to be eligible for promotion to the next grade.** 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. The teacher and principal will make every effort to notify the parent before failure caused by excessive absenteeism is enacted. The attendance office will notify the parent, guardian, as well as the district attorney if a child is absent without a valid excuse for four or more days within a four-week period, or for ten or more days within a semester. A half-day absence will be recorded for a student who checks in at 9:50 a.m. or leaves before 2:20 p.m.

The school board policy JEA states: work 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., for three (3) consecutive absences, work must be completed in five (5) school days. Exceptions may be made by the teacher to extend the time but not to decrease the time work is to be made up. It is the responsibility of the student and parent to confer with teachers regarding make-up work.

Chronic Absenteeism

Chronic absenteeism is defined by the Oklahoma State Department of Education as absences totaling 10% or more of the required days of attendance within a school year, equaling 18 days.

Chronic absenteeism is in violation of the compulsory attendance law. The Attendance Committee will meet regularly to review individual student attendance. Parents and students will be notified of trends and/or absences that are excessive or chronic. If a high number of absences and/or a historical pattern of high absences exist, the committee may determine that a student will be on attendance probation and may also require the parent and student to participate in an attendance hearing. All absences deemed excused or unexcused apply to chronic absenteeism and also count against the district for funding purposes.

The Superintendents Administrative Staff and the School Advisory Team will serve as the Attendance Committee for reviewing attendance issues.

Criteria for excused absences:

- a) Illness or injury to student;
- b) Doctor or dental appointment;
- c) Bereavement;
- d) Serious illness or emergency in immediate family;
- e) State Senator or Representative Page (as provided in State Statutes and not to be counted in the total 10 excused absences); and
- f) Recognized religious holidays and associated travel.

***If a student presents a physician or licensed counselor statement within five (5) days of the student return, that absence will be deemed a Medical Excused Absence and will be taken into consideration if a student misses more than 10 days in a semester for the purposes of credit and/or promotion. After the allotted five (5) days, if a parent has called in the absence but a physician or licensed counselor statement has not been received, the absence will remain an excused absence and cannot be changed to a Medical Excused Absence.**

***Family vacations and Non-Deer Creek sponsored events, activities and travel are not considered excused absences.**

*For District reporting and funding purposes, state and federal entities do not distinguish between an excused and unexcused absence. All absences whether excused or unexcused count against the District.

Students participating in approved school sponsored activities will be given an Excused School Activity Absence for the first 10 absences in accordance to OSSAA policy and state law.

VI. TARDINESS

Students are tardy if they are not in their classroom when the bell rings at 8:35 a.m. Tardiness is recorded on attendance reports and reported on the students' report cards. If a student arrives after 8:35 a.m., **a parent must sign him/her in at the office. Students checking in without a parent are considered unexcused.**

VII. GRADING

The issuance of grades on a regular basis is a means of communication with parents and students about the student's progress. All grades, daily work, projects, performances, and assessments will be the basis for determining

grades. Daily work and projects will be sent home in your child's weekly folder. It is important to attend Parent/Teacher conferences and review weekly work sent home.

Students in grades pre-kindergarten through fourth grade shall receive progress reports and/or ratings of their progress through a standards based report card. The proficiency-based scale is as follows:

1=Unsatisfactory

2=Progressing

3=Mastery

4=Advanced

Please note that not all standards will have an opportunity for a 4 rating. The goal is for our students to achieve level 3 or mastery of each standard.

VIII. STUDENT BEHAVIOR

Deer Creek Public Schools is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

STUDENT DISCIPLINE/SUSPENSION

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Deer Creek Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules. See District Policy JG for behaviors expectations and disciplinary actions.

Deer Creek Elementary School staff recognizes 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 effective members of the student body. It is to be expected that students will from time to time exhibit behavior which is detrimental to themselves, others, or general classroom procedures. The staff of Deer Creek Elementary School strives to provide a positive atmosphere that is conducive to appropriate behavior. Strong parent/teacher partnerships are encouraged. If a child's behavior is interfering with the educational process, the parent will be notified. (Board Policy JG)

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/or group conferences, detention time, loss of recess, telephone calls to parents, parent conferences, and/or suspension. Suspension of students from school is an extreme disciplinary measure and will be utilized only when other attempts to correct student behaviors have been unsuccessful or the severity of the behavior makes removal from school necessary. If a child is suspended, the classroom teacher will work

with the parent to develop a plan for the student to make up all assignments. He/she will be given one day to make up work for each day suspended.

Bullying Policy: Deer Creek Schools prohibits any type of threatening behavior, harassment, intimidation, and bullying by students. This may include threatening behavior by electronic communication, whether or not such communication originated at school or with school equipment, if communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

IX. 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/clinic. The office will contact the parents if the illness warrants their awareness or if a child has a fever of 100° or above. It is VERY important that students tell the teacher if they are injured while in school.

Should I Keep My Child Home from School?

Chicken Pox – Yes, Children with uncomplicated chicken pox may return to school on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.

Cold – No, If your child has mild symptoms such as stuffy nose with clear drainage, sneezing, mild cough may attend school if they are able to participate in school activities.

Conjunctivitis (Pink Eye) – Yes, Students may return 24 hours after treatment is started.

Cough – Yes, Keep your child home if the cough is persistent and productive coupled with thick or constant nasal drainage.

Diarrhea – Yes, Students should be kept home for 24 hours after the last episode of diarrhea without the use of medicine.

Fever – Yes, Students should stay home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.

Fifth Disease – No, By the time rash appears, children are no longer contagious and do not need to stay home.

Head Lice – Yes, Students may return after their hair has been treated and they are nit free. Students need to bring proof of treatment (medication box) and be checked by school personnel before being allowed back at school.

Impetigo – Yes, Student may return to school 24 hours after treatment starts. Sores

should be covered when student returns to school.

Poison Ivy – No, Poison ivy is not contagious. Open lesions should be covered when student is at school.

Ringworm – No, Student may come to school as long as the area is treated and is covered when the student is at school.

Strep Throat – Yes, Student may return to school 24 hours after treatment has started and fever is no longer present.

Vomiting – Yes, Student should be kept home for 24 hours after the last episode of vomiting without the use of medicine.

For the protection of your student and employees, your child will be sent home if any of these symptoms, conditions, illnesses are found or suspected during the school day.

We suggest 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 must be followed:

All medicines are to be brought to the school secretary upon arrival at school.

- 1. Provide office with Physician's statement of illness, medication, dosage, and instructions.**
- 2. Parent should complete the "Authorization to Administer Medication."**
- 3. Medication should be in the original pharmacy bottle, labeled with the name of the medication and the time it is to be administered.**

Dosage of medicine cannot be changed unless a note from the doctor is on file.

We will NOT dispense ANY over-the-counter medication (even aspirin) without a completed authorization on file.

Asthma Inhaler Policy

An inhaler can be kept in the school clinic for emergencies. Medicine must be in original pharmacy container and have the original pharmacy label. The forms mentioned above must also be completed and on file for your child. The school will provide the family with policy requirements.

X. IMMUNIZATION

No minor child shall be admitted to any public, private, or parochial school operating in this state unless such child can present to the appropriate school authorities certification from a licensed physician or authorized representative of the State Department of Public

Health, that such child has received state required immunizations. (Board Policy JHCB)

XI. DISMISSAL-DAILY

1. Students are dismissed at 3:35p.m.
2. Children will NOT be released to anyone other than their parents or guardians. Should an emergency arise, please send a note the day of the occurrence to the office or teacher naming the person who is to pick up the child.
3. If transportation plans cannot be made ahead of time, please call the office **before 3:00 p.m.** to allow ample time to notify teachers of the change.
4. When checking a student out early, you may be asked to provide identification.
5. The student must be signed in or out via the office.

XII. DISMISSAL-EMERGENCY: Early dismissal, delayed start, and school closing

The Deer Creek Board of Education is concerned with the safety of students first and the non-interruption of their education second. Weather conditions may require that school be canceled or students dismissed early. When the decision to close school is made, the Superintendent will notify the local television stations and the Deer Creek district website, www.deercreekschools.org. Our school is listed as DEER CREEK EDMOND with the media.

Early Dismissal

Parents are asked to watch local television stations, or visit www.deercreekschools.org. If weather conditions deteriorate during the school day, and it becomes necessary to dismiss school early, the school will make every effort to contact each student's parent.

You can help us and your child by:

1. If there are special "road" problems, please use parental discretion in deciding whether to keep your child home or to pick up early from school. There will be no "penalty," although it is necessary to record the absence.
2. The office must have the day of, in writing, if someone other than the parent is checking the student out. Identification is required. Fax 359-3164 or email.
3. Transporting other children makes the parent doing the transporting legally liable for the child'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. The local TV stations will run this at the bottom of their programming; we are listed as Deer Creek Edmond. Please consider the following plan for appropriate delays in school bus transportation pickups:

1. Assume a normal dismissal time at the end of the day.
2. Arrange for a neighbor to watch the children if no adults remain in the home.
3. Do not bring your child early; it is very possible that no staff members will be in the

building.

School Closing

Factors used in deciding to close schools are current weather conditions and road conditions. If possible, a decision is made prior to 10:00 p.m. newscasts. Otherwise, a decision will be made by 6:00 a.m. Watch your local news for school closings. We will be listed as Deer Creek Edmond.

XIII. STUDENT INFORMATION CARD-EMERGENCY

An information card is kept on file for each child in our school. It asks for important information such as emergency numbers and allergies. One of the most important uses of this card is to contact a parent when a child is ill, injured, or dismissed early from school. Please be sure to inform the school of **any** changes needed on a child's information card during the school year.

A child **cannot** be released to anyone who is not listed on this card. **A written note from the parent to the teacher or office is required if any of your emergency contacts change.**

XIV. 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. All students must be transported by the assigned bus and cannot ride in another vehicle. All transportation and school expectations must be followed.

XV. LOST AND FOUND

The school maintains a lost and found, which is located in the cafeteria. Small valuable items will be kept in the office. Students are urged to cooperate by turning in items they have found or accidentally taken home. Parents, please place a mark or write your child's name in lunch pails, sweatshirts, coats, jackets, athletic equipment, and books for easy identification. The school is not responsible for lost articles.

Twice a year, before winter and summer break, items not claimed are donated to charity. We will send notes home, make announcements, and display all lost and found items in the lobby for two weeks allowing parents and students plenty of time to pick up missing items.

XVI. 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. Library hours are 8:35 a.m. -3:35 p.m.

XVII. 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.

XVIII. WIRELESS TELECOMMUNICATION ELECTRONIC DEVICES AND CELL PHONE USE

Wireless Telecommunication Electronic Devices

In recognizing the value and benefit of wireless telecommunication devices such as laptops, iPads, and other devices, the Board of Education encourages such use. Further, the Board of Education recognizes that many wireless telecommunication devices are tools that enhance educational programming and make available limitless opportunities for students. Therefore, it is the policy of the Board of Education that a student may possess and use a wireless telecommunication device while on District property or while in transit under the authority of the school.

Possession and use of an electronic device other than a cell phone (Policy JFCK) must fall within these guidelines:

- Devices are allowed in classrooms with teacher approval and in areas designated by the administration.
- Device cameras and audio recorders may only be used for specific educational benefit and only with prior permission of the teacher or administrator.

While it is the desire of the Board of Education to provide opportunity regarding wireless device use, failure to adhere to established guidelines may result in consequences similar to the consequences for other disruptions to the educational process including the confiscation of wireless devices. Students who choose to bring wireless telecommunication electronic devices to school do so at their own risk. The school district assumes no liability for lost or stolen wireless telecommunication electronic devices. **There should be no legitimate expectation of privacy in the use of the school district's technology.**

Cell Phone Use

Cell phones have become an essential communication tool in the 21st Century. Many cell phones can be used as instructional tools as well. In contrast, most phones have cameras, music features, recording features, and texting features which can all be misused. Everywhere else in society we have been taught when cell phone use is appropriate and when it is not. For example, airplane travel, church services and movie showings often start with a reminder to silence all cell phones. It is the expectation of the Board of Education that Deer Creek students be taught appropriate use of cell phones at school. Therefore, it is the policy of the Board of Education that a student may possess and use a cell phone while on District property at appropriate and

allowable times and only in designated areas or while in transit under the authority of the school.

Possession and use of a cell phone must fall within these guidelines:

- Teachers have sole discretion in classrooms and may approve use during class time. Otherwise, cell phones should be turned off and put away.
- Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school within the district.
- Cell phone cameras and audio recorders may only be used for specific educational benefit and only with prior permission of the teacher or administrator.

While it is the desire of the Board of Education to provide opportunity regarding cell phone use, failure to adhere to established guidelines may result in consequences similar to the consequences for other disruptions to the educational process including the confiscation of cell phones. Students who choose to bring cell phones to school do so at their own risk. ***The school district assumes no liability for lost or stolen cell phones.***

XIX. MONEY AND VALUABLES

Students are cautioned against bringing money to school. It is helpful to send money or checks for lunches or other items in an envelope labeled with the child's name, teacher's name, and the purpose of the money. Please include the amount of the enclosed money on the envelope. Toys and any other valuable items should remain at home

XX. PLAYGROUND

The playground is an ideal place for students to practice sharing, friendliness, and develop cooperation. Playground supervision is provided at all times. Please see that your children are dressed properly for outdoor recess prior to leaving home. Outside play is part of the total program planned for the children. **BALLS AND OTHER TOYS NEED TO BE LEFT AT HOME.** The school provides playground toys and equipment.

XXI. CARE OF SCHOOL PROPERTY

It is a student's responsibility to take care of school property. If a student damages property that belongs to the Deer Creek School District, he/she or parents will be held liable for an amount not to exceed \$2,500.00. (Board Policy JFCB) (23-O.S.10) Section 658

XXII. SCHOOL VISITOR PROCEDURES

It is the policy of the Deer Creek Board of Education that all visitors obtain a visitors pass at the school office. Parents are requested not to send or allow siblings

or friends to visit students at school.

Classroom teachers welcome parent visitors for certain occasions but arrangements should be made in advance as not to disrupt the students and classroom learning time. You are always welcome to join your child for their grade-specific lunchtime.

Authorized personnel shall have the authority to order any person out of the school facilities and off the school property when it appears that the presence of such person interferes or is a threat to the peaceful conduct of school. (Board Policy KK/JHFE)

XXIII. REPORTING TO PARENTS ON STUDENT PROGRESS

Student progress is reported at the end of each nine-week period. Parent-teacher conferences are scheduled on a regular basis. Parents are urged to take advantage of opportunities to communicate with their child's teacher. By 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. Our best partner in providing an outstanding educational program is our parents. There are specific Board policies relative to placement, promotion, retention, and graduation. Feel free to review those policies. They are located in the school office or administrative office.

XXIV. SCHOOL DRESS

It is hoped that parents and students will use mature judgment and good taste in complying with these minimal restrictions. Grooming and dress at Deer Creek Schools must not constitute a distraction or interfere with the educational opportunities of students.

Expectations:

1. Above the chest to below the pelvic region (upper and lower torso) including buttocks, should be covered at all times.
2. Shorts, dresses, tunics, tops worn with leggings, and skirts should be a length that sufficiently covers all private parts.
3. Any school issued uniform may be worn during the school day if the uniform meets the above dress code requirements.

Prohibited on School Property:

1. Headgear such as hats, caps, bandanas, sunglasses, hoods and stocking caps
2. Bare feet, house shoes/slippers
3. Bike or animal chains, collars or spikes
4. Apparel that is too tight, too loose, too sheer, too short or too revealing, including but not limited to: crop tops, mini-skirts, short shorts, skirts with slits, exposed or visible underwear, outer garments that look like underwear, muscle shirts, mesh/sheer shirts without a T-shirt underneath, and low-cut clothes, including attire that exposes the chest or breasts.
5. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence and/

or gang or cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors.

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

Any variation to the above dress code will be subject to the approval of the principal.

(Board Policy JFCA)

XXV. SCHOOL LUNCH PROGRAM

Each Deer Creek student has a personal meal account that he/she may use at any time. Parents may prepay for meals to be purchased through this account. You can pay online by visiting the Child Nutrition website at <https://deercreeksd.sodexomyway.com/>. We strongly encourage payment by check when sending money to your child's school, as the most secure way to transport payment between home and school. Routinely adding money to the student's meal account will ensure that he/she is always ready to purchase a meal.

It is a District-wide policy that elementary and middle school students, who have a negative balance of \$10.00 on their meal account, will be given alternative lunch of a cheese sandwich, fruit and milk.

For families needing assistance with lunch costs, free or reduced meal applications may be submitted at any time during the school year. Applications can be found by visiting the Child Nutrition website at <https://deercreeksd.sodexomyway.com/>. Those forms are available at all school offices, or may be downloaded from this link.

If you have question or concerns about your child's lunch account or any questions in general about school lunches, please contact the CNS Director at 405-348-6100x1112.

Lunch Prices

Elementary	\$2.85
Intermediate	\$2.85
Middle School	\$2.85
High School	\$3.20
Adult	\$3.70

XXVI. STUDENT CONDUCT ON SCHOOL BUSES

Guidelines:

The school laws of the state of Oklahoma stipulate that transportation by bus may be furnished by the school district, but the district is not required to do so. **It is a privilege to ride a school bus and not a right to such transportation. Therefore, failure to abide by the bus rules may result in removal of bus privileges.**

In view of the fact that a bus is an extension of the classroom, the Board of Education requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and as specified in this policy. (Board Policy JFCC/EEAB)

Students must have a note from their parents if they are not to ride their assigned bus home in the afternoon. (Board Policy JFCC/EEAB) **Please resolve after school plans before your child leaves for school.** We gladly accept emergency changes in transportation, however, please inform the office prior to 3:15. If changes are made after this time, **we cannot assure your student will get the message.**

Prior to loading, students should:

1. Be on time at the designated school bus stops; students need to be at their correct bus stop for the safety of all.
- . Stay off the road at all times while waiting for the bus.
- . Wait until the bus comes to a complete stop before attempting to enter.
- . Be careful in approaching bus stops.

While on the bus, students should:

- . Keep all parts of the body inside the bus.
- . Keep the bus safe & sanitary at all times.
- . No loud talking, laughing or unnecessary confusion as it diverts the driver.
- . No vandalizing or destruction of the bus.
- . Never tamper with the bus or its equipment.
- . Leave no books, lunches or other articles on the bus.
- . Keep books, packages, coats, and other objects out of aisles.
- . Help look after the safety & comfort of small children.
- . In case of road emergency, children are to remain in seats on the bus.
- . No eating, drinking, or gum chewing.

After leaving the bus, students should:

- . Go at least ten (10) feet in front of the bus, stop, check traffic, and wait for bus driver's signal, then cross the road.
- . Students living on right side of the road should immediately leave the bus and stay clear of traffic.
- . Help look after the safety and comfort of small children.

The driver will not discharge riders at places other than the regular bus stop.
Please visit - <http://www.deercreekschools.org/transportation/index.htm> for all rules and regulations pertaining to district transportation

XXVII. STUDENT DRUG AND ALCOHOL ABUSE POLICIES

The possession of or use of tobacco, alcoholic beverages, low point beer, illegal drugs or other controlled substances by students enrolled at Deer Creek School shall be prohibited at all times on school grounds or while on school sponsored activities.
(Board Policy JFCG)

XXVIII. DANGEROUS WEAPONS

Weapons of any type, including toy "look-a-likes," are banned from all District property, including buses. At no time will weapons be in students' possession while on school property, in their cars on school property, in school lockers, or on school buses. Weapons are also banned at and going to and from all extra-curricular activities and field trips. **Law Enforcement will be notified by school administration in every case.** (Board Policy JFCJ)

XXIX. SEARCH OF A STUDENT, STUDENT PROPERTY, AND LOCKERS

The superintendent, or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. (Board policy JFG) Students should have no reasonable expectation of privacy in school lockers, desks or any other school property without notice or reason.

XXX. Directory Information

The Deer Creek School District proposes to designate the following personally identifiable information contained in a student's education record 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 extracurricular 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 or she enrolled in the Deer Creek School District.

XXXI. Parents' Bill of Rights:

The school district is in compliance with the Parents' Bill of Rights. Additional information is available on this subject. Parents may submit a written request to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the principal or the superintendent.

25 O.S. Section 2001

XXXII. 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 districts and the Regional Education Service 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.

1 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.

2 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 does not include basic tests 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, 20701 N. MacArthur, Edmond OK 73012 (phone: 348-6100).**

XXXIII. PARENT VOLUNTEERS

We encourage parents to become involved in school; there are many fun ways to do that! If you would like to volunteer on a regular basis, in the office, with a specific teacher as a Deer Mom, or assist in the Media Center, please contact our volunteer coordinator. We also have many projects throughout the year that you can be on-call for. Teachers will also need a Homeroom Parent to help with parties, field trips, and class projects. Homeroom parents are considered volunteers.

All volunteers need to complete a criminal history form prior to volunteering. Upon arrival to school, volunteers will need to obtain a volunteer badge. Records are kept of all hours donated to the school, whether during school hours or at home.

XXXIV. 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. Regular meetings are scheduled through the year to discuss current school issues and the minutes are posted in the monthly newsletter and on the website. PTO sponsors various activities through the year to help raise money for the school.

XXXV. RESOURCE OFFICER

Deer Creek Elementary has a shared Resource Officer with another elementary who is a professional police officer. The officers are in Deer Creek to enhance safety and security for the entire Deer Creek School community.

XXXVI. FERPA- 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 Education 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.
- . The intent of the Deer Creek School District is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA.
- . The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or 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 not to alter it according to the parent or eligible student's request.
- . 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.
- . 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.

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, deafness, speech/language impairments, visual impairments, serious emotional disturbance, orthopedic 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.

**XXXVII. SECTION 504 OF THE REHABILITATION ACT OF 1973/
TITLE II OF THE AMERICANS WITH
DISABILITIES ACT INFORMATION
AND PROCEDURAL SAFEGUARDS**

Section 504 of the Rehabilitation Act of 1973 requires that *“No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . .”* Title II of the Americans with Disabilities Act has a similar anti-discrimination requirement.

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 and 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 C.F.R. § 104.3 (j-l) define 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 educational 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 means 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 adequately as the needs of non-disabled persons are met;

Each child with a disability is educated with non-disabled children, to the maximum extent appropriate to the needs of the child with a disability; and

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 are notified of their rights, as follows:

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 interpretation of evaluation data and placement decisions made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options (504 team);

The 504 team shall draw upon information from a variety of sources, including aptitude and achievement test, teacher recommendations, physical condition, social or cultural background, and adaptive behavior, and ensure that this information is documented and carefully considered;

Have the opportunity to review relevant records;

If they disagree with the school district's decision, may challenge the identification, evaluation and placement decisions made with respect to their children in an impartial hearing, with an opportunity for their participation and for representation by counsel, by contacting the Section 504/Title II Coordinator in writing to request the hearing;

If they disagree with the impartial hearing decision, may challenge that decision by requesting an impartial review of the decision by contacting the Section 504/Title II Coordinator in writing to request the review within 30 days of receipt of the hearing decision; and

If they disagree with the impartial review decision, may challenge that decision by filing an action in state or federal court.

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 non disabled 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 non-medical 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 and 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 employment. These services must be provided by the recipient in such manner as is necessary to afford students with disabilities an 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 programs or activities.

The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Persons with questions or concerns in the Deer Creek Public Schools should contact:

James Rose, Director of Special Services, 20701 N. MacArthur, Edmond OK 73012
phone: (405) 348-6100

XXXVIII. NOTIFICATION OF MENINGITIS

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),
College freshmen who live in dormitories,

Other people at high risk 11- through 55- years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not

been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups. The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine

does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

Have no health insurance,

Are Medicaid eligible,

Are Native American,

Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or

who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma.

However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information

SCHOOL-WIDE ANTLER EXPECTATIONS

It is the students' responsibility to follow all school-wide Antler Expectations before, during, and after school hours. Please review these expectations with your child on an ongoing basis.

Voice Levels

0=Silence is golden 1=Spy talk 2=Low flow 3=Formal Normal 4=Loud crowd

Deer Creek Elementary Expectations

	Hallway	Bathroom	Assembly	Cafeteria	Arrival/Dismissal	Playground
	<ul style="list-style-type: none"> Use walking feet Keeping hands to side and off the walls Stay on right side of hallway/ second tile Use Voice Level 0 Be patient 	<ul style="list-style-type: none"> Use only for intended use 	<ul style="list-style-type: none"> Sit criss-cross so others can see Use Voice Level 0 	<ul style="list-style-type: none"> Use walking feet Stay seated unless have permission Use a Voice Level 3 or lower Be patient 	<ul style="list-style-type: none"> Promptly report to designated area Be safe at all times 	<ul style="list-style-type: none"> Use equipment correctly at all times Be aware/Pay attention Be patient
	<ul style="list-style-type: none"> Pay attention Be aware 	<ul style="list-style-type: none"> Go, Flush, Wash, Leave Clean up after your self 	<ul style="list-style-type: none"> Keep hands and feet to self 	<ul style="list-style-type: none"> Sit in assigned area Clean up after yourself Eat lunch and do not share food Raise your hand if need assistance 	<ul style="list-style-type: none"> Remain in designated area until dismissed by teacher Pay attention Be aware/cautious 	<ul style="list-style-type: none"> Keep wood-chips on ground Throw trash in trashcans Keep hands and feet to self
	<ul style="list-style-type: none"> Be respectful of other classes in the building 	<ul style="list-style-type: none"> Keep bathroom clean Be mindful of those waiting in line 	<ul style="list-style-type: none"> Use good manners Do what is expected without being told 	<ul style="list-style-type: none"> Use good manners Make sure your area is how you found it Respect others at the table 	<ul style="list-style-type: none"> Do what is expected without being told 	<ul style="list-style-type: none"> Practice good sportsmans hip Share equipment

	<ul style="list-style-type: none"> Go only where given permission 	<ul style="list-style-type: none"> Respect privacy of others Report any problems to your teacher 	<ul style="list-style-type: none"> Listen to speaker Eyes on speaker 	<ul style="list-style-type: none"> Listen to teacher Follow all instructions given 	<ul style="list-style-type: none"> Enter and exit in an orderly fashion Follow all expectations for particular area 	<ul style="list-style-type: none"> Report any unsafe situation to the teacher immediately
	<ul style="list-style-type: none"> Set a good example for others 	<ul style="list-style-type: none"> Remind friends to make right choices Set a good example for others 	<ul style="list-style-type: none"> Respect the speaker Be attentive Set a good example for others 	<ul style="list-style-type: none"> Remind friends to make right choices Set a good example for others 	<ul style="list-style-type: none"> Respect others Set a good example for others 	<ul style="list-style-type: none"> Respect self and others Set a good example for others