

STUDENT HANDBOOK 2006-07



DEER CREEK ELEMENTARY SCHOOL

Blue Ribbon School of Excellence – Recognized by Washington, D.C.

Great Expectations Model School

Debbie Straughn
PRINCIPAL

4704 NW 164th Street
Edmond, OK 73013
405-348-9100
FAX: 359-3164
Attendance Line: 359-3167

Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

"A STRONG EDUCATION IS THE FOUNDATION FOR A STRONG WORLD TOMORROW"

The ongoing philosophy of Deer Creek Elementary School is to develop the maximum interests of each individual student.

The educational program shall provide a creative learning environment which nurtures self-respect and self-actualization, while developing positive attitudes toward higher levels of learning. Each child shall be encouraged and challenged to develop individual creativity, sensitivity, inquiry, and critical thinking skills and an appreciation of cultural and aesthetic values to the best of his/her ability. The student should be 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 should achieve a sense of accomplishment and individual security with the recognition of the need to respect the rights and privileges of others.

The students are active participants in the educational program, and the community acts as an extension of 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.

MISSION

To develop Deer Creek's community of learners as creative problem solvers, skillful communicators, productive team workers, capable of using technology to process information in a lifelong pursuit of excellence.

Our basic curriculum includes instruction in reading, phonics, language arts, spelling, mathematics, science, and social studies. In addition, children attend physical education, art, and music classes each week. Spanish instruction and Guidance classes are offered on a regular basis. Enrichment special interest groups are offered to students who meet the criteria. Our students utilize the computer lab and media center in conjunction with their basic studies.

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

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 rules. Teachers will discuss these rules, as well as special classroom rules, 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 the rules of specific areas.

II. ATTENDANCE

It is of utmost importance that students are in school every day. **Arriving by 8:45 and not leaving before 3:45 is very important to a students' academic progress. (We ask parents to have children on time at 8:45 and not to check students out early unless they have a doctor appt.)** Students must be in attendance at least 89% of the total school year to be eligible for promotion. Irregularity in attendance is the most frequent cause of unsatisfactory work and school failure. There may be some occasions the absence is necessary. When such is the case, an excuse should be called into the school office and the student will receive full credit for all make-up work done. It is the student's responsibility to confer with teachers regarding make-up work. Following are reasons for acceptable absence:

1. Illness or injury to student
2. Bereavement
3. Doctor or dental appointment
4. Serious illness or emergency in immediate family
5. Recognized religious holidays

All other absences are unexcused. Family vacations and trips are not reasons for excused absences. Taking children out of school for this reason is discouraged. However, from time to time, there may be special circumstances which require a child to be absent. **Circumstances for special excused absences are to be discussed with the principal prior to the time the child will be absent.** The district school board policy JED also says that missed assignments for the first three days will be counted at full credit. After three days all work will be graded with a penalty of one letter grade (10 points). All special excused absences shall be counted against the semester total of 89% attendance requirements each semester to receive credit for each course or promotion to the next grade.

When a child is ill, call the attendance line (359-3167) by 10:00am. Assignments may be secured, upon request through the office, after a child has been absent for the second day. Requests for assignments should be made before noon. Student assignments not completed due to the absence are expected to be made up. There is a time limit specified for makeup.

III. 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° or above. 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 medication on a daily basis. A form must be filled out by the parent upon bringing medication to the school. 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.**

We will **NOT** dispense **ANY** over the counter medication (even aspirin) without a written note from the doctor or parent.

New Asthma Inhaler Policy

Students are allowed to carry their own inhaler if parents sign a written release. The school will provide the family with policy requirements. An additional inhaler must also be kept in the school clinic for emergencies.

IV. DISMISSAL

1. Students are dismissed at 3:45pm in the front of main building. If you need to checkout your child early for an appointment, please do so before 3:30. The school has a DEAR time (Drop Everything and Read) school-wide. No children will be dismissed during this quiet time.
2. If a child is to go home with someone other than his/her parent or other than his/her regular bus, parents must send a note to the teacher. If transportation plans cannot be made ahead of time, please call the office **before 3:15pm** to allow ample time to notify teachers of the change.
3. If a child is to be dismissed early, a written note is necessary. A student will not be permitted to wait outside the building if being dismissed early. A parent must come into the office and sign his/her child out from school.
4. When it is necessary to check out students before regular dismissal time, parents may do so by coming into the office. Your child will be summoned by office personnel.

V. EMERGENCY INFORMATION: 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. Since the general winter weather conditions may require either that school be canceled at times or that students be dismissed early, the following information is being 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 Deer Creek Parent Teacher Organization has a calling system that makes an effort to contact each student's parent.

You can help us and your child by remembering:

*be tolerant - consider the circumstances

*your child is safe in school or on the bus

*the PTO calling system will begin if students are to be dismissed early, and will arrive home 30 minutes earlier than normal

*all car riders will be bused if sent home early

*if there are special "road" problems, please use parental discretion in deciding whether to keep your child home. There will be no "penalty," although it is necessary to record the absence.

*remind students to stand near, but NOT on roadways.

Early Dismissal

When weather conditions are such that regular dismissal time will likely cause students to arrive home substantially late, school will be dismissed earlier than normal. The announcement will be aired on the TV and radio stations listed under "school closings." Please consider the following:

*an attempt will be made to notify the Deer Creek Elementary School parents through the PTO telephone network.

*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. Children will not be released to anyone that is not listed on their enrollment card.

*giving rides to other children makes the transporting parent 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. This will be announced by the regular TV and radio announcements after 6:00am on the day affected. Please consider the following plan for appropriate delays in school bus transportation pickups:

*assume a normal dismissal time at the end of the day.

*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.

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 10:00pm newscasts. Otherwise, a decision will be made by 6:00am.

VI. EMERGENCY/ENROLLMENT CARDS

A "Student Information Card" is kept on file for each child in our school. It asks for important information, including emergency numbers. **A child cannot be released to anyone who is not listed on this card.** Please be sure to inform the school of **any** changes needed on a child's enrollment 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.

VII. 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.

VIII. LOST AND FOUND

The school maintains a lost and found. 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. Any items left at the school will be donated to charity before Winter and Summer Break. Items will be on display in the lobby for two weeks to allow parents to check for missing articles.

IX. 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.

X. MONEY AND VALUABLES

Students are cautioned against bringing large sums of money to school. It is most helpful to send money or checks for lunches or other items in an envelope labeled with the child's name, teacher's name, and what purpose the money is for.

We discourage children from bringing toys, games, and other valuable items to school which may distract them and others. **Cell phones are not permitted at school.** Other items which should remain at home are iPod/MP3 players and hand-held video games.

XI. PLAYGROUND

The playground is an ideal place for students to practice sharing, friendliness, and develop cooperation. Playground supervision is provided at all times. Please help Deer Creek's recess periods by seeing that the children are properly dressed when 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.

XII. 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. 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. They are located in the office.

XIII. SCHOOL DRESS

Appearance is an important factor in school. A reputation is gained by the effect of appearance and actions. Proper dress and good grooming are important not only because of the impression made upon others but because of the effect dress has upon attitudes and actions. Students are expected to dress and groom themselves in such a manner that is suitable for school activities.

Shorts are allowed during warm months. The hem should be at least even with extended fingertips when the arms are at one's side. Shoes are required at all times. Outer garments: coats, jackets, hats, gloves, etc. should be marked with the student's full name in a conspicuous place. Tank tops and t-shirts with inappropriate slogans or logos will not be allowed. Hair paint is not allowed at school.

XIV. SCHOOL HOURS

8:45 Bell Rings-Classes Begin

11:30 AM Kindergarten Dismissal

1:00 PM Kindergarten Begins

3:45 Bus Riders are dismissed upon the arrival of the buses; car riders are dismissed in the back of the school building.

Students are not allowed to arrive before 8:30am. Staff members are not officially on duty until that time.

8:15-4:15 Office Hours

XV. SCHOOL LUNCH PROGRAM

Students may purchase a hot lunch for \$2.00 which includes milk. Students may bring a bag lunch and purchase milk for .35 or juice for .50 from the cafeteria. A free or reduced priced lunch will be available to students who qualify. Parents who believe they are eligible for such meals are urged to remind their child to bring home the forms which will be distributed on the first day of school. These confidential forms need to be completed and returned to the school as soon as possible.

We encourage the purchase of lunch by the week. However, it can be purchased by the day. If a child is out of lunch money, he/she may charge once and the parent will be notified. A peanut butter and jelly sandwich is provided by the district on the second day. All lunch accounts are handled through a computer system.

XVI. STUDENT ACTIVITIES: LEADERSHIP OPPORTUNITIES

We encourage our students to participate in a variety of curricular contests and activities. We also have an active Student Council, Safety Patrol, Peer Mediator Program, Art Club, Chess Club, and Honor Chorus.

XVII. STUDENT DISCIPLINE/SUSPENSION

The Deer Creek 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, or general classroom procedures. Certain kinds of behavior, of course, cannot be allowed and steps must be taken to control and prevent inappropriate behavior from influencing students' educational programs. In general the staff of Deer Creek 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, detention time, disciplinary writing assignments, 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.

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.

XVIII. STUDENT CONDUCT ON SCHOOL BUSES

Transportation is provided for students. Kindergarten students are transported one way. 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. 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 the 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 Trip

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

XIX. STUDENT 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.

Alcoholic substances that are prohibited include beer, wine, and various liquors. Unauthorized drugs that are prohibited include narcotics, sedatives, stimulants, hallucinogenics, volatile substances, and marijuana. Other substances determined to be unauthorized, now and in the future, are prohibited automatically.

Reporting Students Under the Influence of or for Possessing Non-intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances

It is the policy of the Deer Creek Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or in possession of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance (as are now defined by state

law), shall immediately notify the principal, or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Deer Creek Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official shall be immune from all civil liability.

Student Tobacco\ Drug and Alcohol Abuse

The possession or use of certain drugs is a serious violation of law and is punishable by fine and/or imprisonment. It is the responsibility of the student to know the laws about drugs and to obey the laws on school grounds as elsewhere. Schools are a part of society and are subject to the same laws as the rest of society. Accordingly, students and school authorities have the same responsibility as every other citizen to report violations of law. It should be noted that school discipline will be imposed independently of court action.

The Principal's Action to a Drug Offense Will Follow this General Procedure:

1. If it is an occasion of a student acting as if under the influence of some illegal substance, the parent is to be contacted, if possible, and the student removed from the classroom pending investigation or more information.
2. If the investigation reinforces the suspicion, the student is to be summarily suspended until an evidentiary hearing can be scheduled. If it is ascertained by an evidentiary hearing or admission of guilt that the abnormality of behavior is in fact due to the use of a controlled substance, lengthy suspension may follow.
3. If it is an occasion of the student being in possession of a substance believed to be a drug, the appropriate law enforcement agency may be notified. If the principal determines that the substance is a drug, then the normal due process procedure will be followed, and if guilt is determined, a lengthy suspension may follow.
4. If a student has been caught selling or distributing a substance believed to be a drug, the appropriate law enforcement agency shall be notified. If the principal determines that the substance is a drug, then the normal due process procedure will be followed. If guilt is determined, a lengthy suspension is mandatory.

XX. STUDENT POSSESSION OF WEAPONS

Board policy bans student possession of weapons of any type—including toy “look-a-likes”—on school property, including buses. Weapons are also banned from all extra-curricular activities and field trips.

Students in violation of the policy will be suspended up to a maximum of the balance of the current semester and the next succeeding semester. (School Board Policy JFCJ)

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

The Board recognizes its responsibility for the safety and welfare of the students of the district. Guidelines for the search for 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 their 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 on 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 the 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 must have authorization and be conducted by an administrator or law enforcement personnel so as to assure parents those 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)

XXII. 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.
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 parent (1) or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by 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 or she believes to be inaccurate, misleading, or in violation of student rights. Thus 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.

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 notice 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 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.

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.

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 maybe 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 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 parent or legal guardian.
2. **Educational 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.

3. **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 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. 20825 N. Macarthur, Edmond OK 73003 (phone: 348-6100).

XIII. 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.

XXIV. TARDINESS

Students are tardy if they are not in their classrooms by the ringing of the bell at 8:45am. Tardiness is recorded on attendance reports and reported on the students' report cards. If a student arrives after 8:45am, he/she should be checked in by a parent in the office. Students checking in without a parent are considered unexcused.

XXV. 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.

XXVI. VISITATION PROCEDURES

All parents and other adult visitors are invited to come to Deer Creek at any time. **Please inform the office upon arrival at the building and secure a visitor's badge.** This ensures the safety of our children from strangers wandering through the building.

Classroom teachers welcome parent visitors into the classroom. A prior arrangement with the classroom teacher for specific visiting time is suggested. This enables the parent to visit a specific activity, rather than lunch and/or recess.

XXVII. CAR RIDERS

Children who walk or are driven to school are to arrive between 8:30– 8:45am. Anyone who does not ride the bus, but is transported by other means, is considered to be a "car rider".

XXVIII. PARENT VOLUNTEERS/DEER MOMS & DADS

We encourage parents to become involved in school and there are lots of fun ways to do that! If you would like to volunteer on a regular basis, help can be given in the Office, with a specific teacher, or in the Media Center. 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 must to sign the volunteer registration log upon arrival at school. At the end of each volunteer session, volunteers need to record all hours donated to the school, whether during school hours or at home. A special recognition assembly is planned at the end of each school year to honor each volunteer.

XXIX. 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 teachers.

XXX. BIRTHDAY INVITATIONS & PARTIES

The handing out of birthday invitations is discouraged at school unless every one in the class receives one. Birthday parties at school are not allowed. A parent may send a small snack in celebration of their child's special day. Please **do not** send drinks.

Dear Parents and Students:

I have read and reviewed the Deer Creek Elementary Student Handbook, including all school rules and policies. This has been discussed with my child.

Parent Name _____

Student Name _____

Parent Signature _____

Student Signature _____

Date

Please sign and return this form to your child's teacher as soon as possible. We need to have this completed form on file for each student in every grade.

Dear Parents:

Occasionally a newspaper or television station comes to Deer Creek Elementary School to take pictures of our school and students. We need permission from you to allow your child to be photographed. Your child's photograph may or may not be used. Before allowing your child to be photographed we would like to have your permission. I'm sure your child will be happy to see his/her photo in print. The decision to include the photo is, of course, made by the newspaper or television station.

Sincerely,

Debbie Straughn, Principal

-----Detach and Return -----

Dear Principal:

I give my permission to have my child _____ photographed.

Parent's Signature