DEER CREEK SCHOOL DISTRICT

26-27 Elementary Student Handbook

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THE ANTLER WAY

Be Safe
Be Respectful
Be Responsible

ANTLER CREED

I am a Deer Creek Antler
I am Safe
I am Respectful
And I am Responsible
In all areas of my life
I am a Deer Creek Antler
And this is the Antler Way!

DISTRICT MISSION

We are committed to learning and personal growth for every Antler.

DISTRICT VISION

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

DISTRICT WEBSITE

Click here to view our District website.

DISTRICT CALENDAR

Click here to view 2026-2027 school calendar.

DEER CREEK SCHOOL BOARD *policies*

In order to have an organized school that functions smoothly, it is imperative to establish student policies. The following policies and procedures are not designed to limit your freedom. These policies and procedures are designed to give every student the opportunity to attend school in a climate conducive to learning. Please look over these policies and procedures in order to know what is expected of you while attending Deer Creek Elementary Schools.

Click here to view our Board Policies

THE ABC'S OF
elementary school

ANTLER WAY

Deer Creek Elementary Schools believe 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 three basic rules. Teachers will discuss these rules, as well as special classroom rules, with students at the beginning of the year. Students are expected to:

1. Be Safe
2. Be Respectful
3. Be Responsible

ARRIVAL AT SCHOOL

Children who walk or are driven to school are to arrive between 8:30-8:50 am. Please do not allow your child to arrive at school (walkers) or leave your vehicle in the car line prior to staff being in place at 8:45am. (One hour later on Wednesdays). All PreK students must be car riders (unless they are enrolled in a day care or Antler Care).

We ask that children be unbuckled and ready once cars approach our drop off zone within the parking lot. Children should remain seated at all times. Allowing a child to stand up in a sunroof, hang outside of windows, etc. is not safe, and the school is not responsible for any injuries when these behaviors are allowed by the driver.

ASBESTOS

Annual Asbestos notification for Parents, Students and Teachers: The Asbestos Hazard Emergency Response Act of 1986 (AHERA) required the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. Upon request you may view the plan, which is located at the superintendent's office and at each campus. The Deer Creek District annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, e-mails, flyers and/or using school newsletters. The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as described by law.

ATTENDANCE

Attendance in school is very important and also monitored by the State Department of Education. Please try to schedule appointments outside of the school day, and reserve vacations for school breaks.

Elementary School Day
8:50 am - 3:55 pm (M, T, TH, F)
9:50 am - 3:55 pm (Late Start Wednesdays)

TARDIES AND EARLY *check outs*

Three (3) tardies and/or leave early end of day check outs will equate to one (1) unexcused absence.

If you are checking out early for a medical appointment or a funeral, please provide documentation.

Early checkout: If you are checking a child out early, you must do so in the office according to the schedule below:

All PK-4: Please check out prior to 3:25. (The last 30 minutes of the day we are in transition and it is difficult to handle check-outs.)

Arriving no later than 8:50 AM and not leaving before 3:55 PM 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. Please call your school's attendance line. After the second day of absence, a request for make-up work must be made directly with your child's teacher and should be requested no later than noon. Any work to be made up will be sent to the office for pick-up after 3:00 PM.

Email addresses are firstnamelastname@dcsok.org

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.

TARDINESS

Students are tardy if they are not in their classroom when the bell rings at 8:50 a.m. (PK-4th).

Tardiness is recorded on attendance reports and reported on the students' report cards. If a student arrives after 8:50 a.m a parent must sign him/her in via the office.

Students checking in without a parent are considered unexcused. Three tardies or early check out will be equal to (1) unexcused absence in individual classes each semester.

BIKES, SCOOTERS, ETC

Students electing to ride bikes, skateboards, motorized scooters, electric bicycles, etc, must ride responsibly and adhere to traffic laws. Failure to adhere to these guidelines may result in loss of riding privileges. The school is not responsible for theft, damage, or loss of personal transportation devices. Devices may not be stored inside the school building. Helmets are always strongly recommended while riding.

BIRTHDAY INVITATIONS AND *parties*

To help maintain a positive and inclusive school environment, invitations for birthday parties may be distributed at school only if they are given to all students in a class, all boys in a class, or all girls in a class. Invitations may not be distributed at school when only selected students within one of these groups are invited.

Families who wish to invite a smaller group of students should make arrangements outside of school. Birthday parties at school are not allowed. Please do not have gifts, flowers, or balloons delivered to your child, at school, for special occasions. Transportation will not allow any gifts, flowers, or balloons on the bus after school.

BIRTHDAY SNACKS

Must be store bought and a simple bite size snack. Please do not send any other birthday type items (candles, balloons, favors, hats, etc.) as this is just a snack to honor the birthday child. Snack items are not allowed on the bus per transportation rules.

CLINICS/MEDICATIONS/HEALTH

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. Students must be Fever free and/or no vomiting for 24 hours (without medication) before returning to school.

It is **VERY** important that students tell the teacher if they are injured while in school, as your child's safety is our first priority. We encourage you to enroll in the Student Accident Insurance program. You can find the link on the district website, under the Parent tab.

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 office 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" form.
3. Medication should be in the original pharmacy bottle, labeled with the child's name, 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.

CLINICS/MEDICATIONS/HEALTH

ASTHMA INHALER POLICY
Students are allowed to carry their own inhaler if parents sign a written release. The forms mentioned above must also be completed and on file for your child. The school will provide the family with policy requirements. An additional inhaler can be kept in the school clinic for emergencies. Medicine must be in the original pharmacy container and have the original pharmacy labels.

IMMUNIZATIONS
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 or has a completed exemption waiver on file. See the District Website for additional information.

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 is available on our district website.

TYPE 1 DIABETES
The State Department of Education released type 1 diabetes informational materials for parents and guardians of students, as a result of State Statute 70 O.S. § 1210.196. You can view these materials online anytime at this link.

Click here for additional information regarding Student Health.

CONFERENCES

Parents are urged to take advantage of opportunities to communicate with their child's teacher. Parent Teacher conferences are scheduled in October and March.

DRESS CODE

Grooming and dress at Deer Creek Schools must not constitute a distraction or interfere with the educational opportunities of students.

HATS & HOODIES: Please remind your child to remove hats and hoodies upon entering the school building. Wearing hats will be reserved for special days/events as determined by staff.

EMERGENCY INFORMATION

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

In the event school is closed because of inclement weather, families are asked to monitor their text messages, emails, and phone calls, as well as social media and local television stations.

EMERGENCY INFORMATION CONTINUED:

As soon as the decision to close school has been made, the Superintendent or their designee will notify families via our mass communication protocols. If weather conditions deteriorate during the school day, and it becomes necessary to dismiss school early, the information will be shared via our mass communication protocols, on social media and on local television news stations. If at any time you consider the roads to be dangerous, please use parental discretion in deciding whether or not to keep your child home. This will still be counted as an absence.

EARLY DISMISSAL

When weather conditions are such that regular dismissal time will likely cause students to arrive home substantially late or school will be dismissed earlier than normal, the announcement will be shared via our mass communication protocols, on social media and local television news stations.

PLEASE REMEMBER:

Children may NOT be released to anyone other than their parents. Should an emergency arise, please send a signed note to the office naming the person who is to pick-up the child or call the office and speak with one of our secretaries (if you call, we will ask you to give us your designated security/code word to ensure it is you we are speaking with). That person will need to provide the school car tag or identification to take the child from school.

Giving rides to other children makes the transportation parent legally liable for the children's safety and welfare.

DELAYED START

Rather than closing for an entire day, there are times when weather conditions are such that it becomes necessary to delay the opening of school. This will be announced as early as possible via our mass communication protocols and on the television news stations.

PLEASE CONSIDER THE FOLLOWING:

Plan for appropriate delays in school bus transportation pickups.

Arrange for a neighbor to watch the children if no adults remain in the home.

Early arrivals are discouraged. It is possible that no staff members would be in the building.

Check our district website for information, www.deercreekschools.org

The school phone lines are unable to handle all the potential callers.

SCHOOL CLOSING

Factors used in deciding to close schools are current weather conditions and road conditions. If possible, a decision is made prior to 10:00 p.m. the night before. Otherwise, a decision will be made by 6:00 a.m., unless there are extenuating circumstances. Watch your electronic devices and the local news for school closings.

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 rules must be followed. All chaperones must have a district background check on file.

GRADING

The issuance of grades on a regular basis is a means of communication with parents and students about the student's progress. Daily work, projects, performances, and exams 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 K-4 shall receive a nine weeks Standards Based Report Card.

- If a standard is marked as "3", it means your child consistently demonstrates this skill successfully (Most of the time). This means he/she is able to show mastery of the concept. This is the benchmark and indicates that students are meeting our expectations in their learning.

- A "2" means that your child is progressing but has not completely mastered the skill. Do not worry if your child has several "2's" marked on standards. We will continue to work on skills we've introduced and allow for developing students to deepen their knowledge.

- A "1" means that your child needs more help/improvement in that area and does not have a clear understanding of that standard. Again, your child's teacher will continue to work with your child to help him/her reach mastery by the end of the school year.

Grading continued

Items not marked are skills we have not assessed yet.

An item marked as “4” indicates that students have applied a skill in a complex or difficult way and are working at a higher level of thinking for that standard. Although we have many bright students, we do not anticipate that many will be working at a level that warrants a score of “4”. REMEMBER ACHIEVING BENCHMARK IS NOTED WITH A “3”.

LATE START WEDNESDAYS

The Deer Creek School Board has adopted a school calendar to include a one-hour Late Start on Wednesdays. This Late Start will provide time for our teachers to participate 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. Class will begin at 10:00am and dismiss at normal time.

LIBRARY

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

LUNCH & DELIVERY SERVICES

Each Deer Creek student has a meal account that he/she may use at any time. Parents may prepay for meals to be purchased through this account. We strongly encourage payment through Infinite Campus. The Child Nutrition page will direct you to the lunch menus throughout the school year. Routinely adding money to the student's meal account will ensure that he/she is always ready to purchase a meal. For elementary and middle school students who have a negative balance on their meal account, an alternative lunch is given. Any remaining balance on a student's account will automatically be carried over to the next school year. See the District Website for additional information, such as menus, prices, etc.

REDUCED PRICES

For families needing assistance with lunch costs, free or reduced meal applications may be submitted at any time during the school year. Those forms are available at all school offices, or may be downloaded from the district website.

DELIVERY SERVICES:

All information pertaining to school nutrition may be found HERE on the District website.

In order to limit outside guests from entering the building, we ask that only family members/guardians deliver lunch for their own child. We are not able to accommodate companies such as DoorDash or GrubHub, etc to deliver to our students.

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.

RESOURCE OFFICERS

The SRO (School Resource Officers) will visit often so that students feel comfortable with their presence. They are professional police officers who are in Deer Creek to enhance safety and security for the entire Deer Creek school community.

REPORT CARDS

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. Parents are the best partners we have in providing an outstanding educational program. There are specific board policies relative to placement, promotion, retention, and graduation.

SCHOOL HOURS

PREK-4TH GRADE

8:50 am Classes Begin-Bell Rings for PK-4

Dismissal for all 3:55 pm. Bus riders are dismissed upon the arrival of the buses; car riders are dismissed at the bell. Walkers are dismissed at the bell.

Please do not drop children off unattended as we do not have supervision available prior to 8:45.

SCHOOL VISITOR PROCEDURES

Parents are welcome to check their child out for lunch or bring a special lunch for their child only. Parents will not be able to eat lunch with their child(ren) due to limited space. If you are taking your child out for lunch, please sign in at the office upon arrival.

STUDENT BEHAVIOR

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. for behaviors, expectations, and disciplinary actions.

BULLYING POLICY

Deer Creek Schools is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Deer Creek Schools is committed to creating and maintaining a learning environment that is free from bullying, intimidation and harassment.

DEFINITION OF BULLYING

Bullying is aggressive behavior or intentional harming.
Bullying can be physical, verbal, emotional or sexual.
Bullying is carried out repeatedly over time.
Bullying occurs with an interpersonal relationship characterized by an imbalance of power.

CELL PHONES/ELECTRONICS

We respectfully ask parents to partner with us in protecting our learning environment during school hours in the areas of personal devices, smart watches. All cell phones, smart watches, and electronic devices must be off and out of sight in a backpack during school hours.

1st and 2nd Offense: Phone/electronic device must be picked-up by a parent during school hours.

Further Offenses: Cannot possess or carry any device.

DANGEROUS WEAPONS

Weapons of any type including toy “look-alikes” are banned from district property, including buses. At no time will weapons such as knives, clubs, guns, etc. 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 from all extra-curricular activities and field trips. Law Enforcement will be notified by school administration in every case.

SEXUAL HARRASSMENT

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Deer Creek School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the District with regard to the issue of sexual harassment.

STUDENT CONDUCT: BUS

The school laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.

Transportation is provided for students. Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rules. Students must have a note from their parents if they are not to ride their assigned bus. Please resolve after school plans before your child leaves for school. We gladly accept emergency changes in transportation.

For a list of all Transportation Department Bus Rules and for additional information regarding transportation, visit the DC Transportation Department's webpage.

BUS STOP INFORMATION

To receive your student's bus stop information, please use the My Ride K-12 App.

STUDENT CONDUCT: TOYS

To minimize distractions and prevent lost or damaged items, students should leave toys at home unless specifically requested by the teacher for a classroom activity. If prohibited items are brought to school, they may be collected and returned according to school procedures. Any toy weapon or weapon-look-alike item brought to school will be confiscated and will result in disciplinary consequences.

STUDENT DISCIPLINE AND *suspension*

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 Elementary Schools strive 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.

Strong parent/teacher partnerships are encouraged. If a child's behavior is interfering with the educational process, the appropriate teacher or the principal will notify the parent. Parents are encouraged to contact their child's teacher.

Some examples of poor behavior while at school, on school vehicles or going to and from or attending school events which may result in in-school or out-of-school suspension are bullying, physical or verbal abuse, profanity, conduct that threatens or jeopardizes the safety of others and theft. All disciplinary suspensions may be appealed. If a child is suspended, a plan will be developed for the student to make-up all assignments. They will be given one day to make-up work for each day suspended.

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 in Deer Creek Schools shall be prohibited at all times on school grounds or while on school sponsored activities.

TECHNOLOGY USE POLICY

The Deer Creek School District is pleased to make available to students and staff access to interconnected computer systems within the District and to the internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the District to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

TECHNOLOGY USE POLICY
continued

The Acceptable Use and Internet Safety Policy is available for review annually during Online Registration for all families. Upon reviewing and signing this policy as directed online, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. A student must have his or her parent or guardian read and sign the policy. The District shall not provide access to any student who fails to sign and submit the policy to the school as directed with the signatures of the student and his/her parent or guardian.

STUDENT RECORDS

STUDENT RECORDS/FERPA

The Deer Creek Board of Education acknowledges and supports the privacy rights of a student regarding educational records.

Click here for Board Policy:
Board Policy on Student Records

STUDENT RECORDS
continued

It is the intent of the Board to comply with the Family Education Rights and Privacy Act (FERPA) and amendments. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

STUDENT SEARCH AND/OR *property*

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion and scope, 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.

SPECIAL EDUCATION

services

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

SECTION 504

INFORMATION AND PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 requires that:

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

Section 504 applies to preschool, elementary, secondary, and adult education programs and activities that receive or benefit from Federal financial assistance for the operation of such programs or activities. Each recipient that operates a federally assisted public elementary or secondary education program must provide a free appropriate public education to each qualified person in its jurisdiction, regardless of the nature or severity of the person's disability.

SECTION 504
continued

Recipients that operate a public elementary or secondary education program must also annually attempt to identify and locate unserved children with disabilities. Section 504 regulations at 34 CFR 104.3 (j-l) defines a person with a disability as any person who: has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

For purposes of public education services; a qualified person with a disability is: of an age that persons with disabilities are provided such services; of any age that it IS mandatory under state law to provide such services to persons with disabilities; or a person for whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA). Provision of an appropriate education is the provision of regular or special education and related services such that:

- Educational services are designed to meet individual educational needs of children with disabilities as the needs of nondisabled persons are met. • Each child with a disability is educated with nondisabled children, to the maximum extent appropriate to the needs of the child with a disability.

- Nondiscriminatory evaluation and placement procedures are established to guard against misclassification or misplacement of students, and a periodic reevaluation is conducted of students who have been provided special education or related services.

SECTION 504
continued

Procedural safeguards shall be established and implemented so that parents and guardians: receive notice with respect to actions regarding the identification, evaluation, or educational placement of children who, because of a disability, need or are believed to need special instruction or related services; have the opportunity to review relevant records; may challenge the identification, evaluation and placement decisions made with respect to their children; and have the opportunity to participate and be represented by counsel in any subsequent impartial hearing and review procedures.

Provision of a free public education requires recipients that operate a public elementary or secondary education program to provide services without cost to the person with a disability, or to the child's parents or guardians, except for those fees imposed on nondisabled persons, parents or guardians. It also means that, if a school district is unable to provide a child with a disability with an appropriate education and places or refers that child to a program it does not operate, the district is still responsible for the costs of the program, including tuition, room and board, transportation, and nonmedical care.

An appropriate education could consist of education in regular classes, education in regular classes with the use of supplementary services, or special education and related services. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by such related services as developmental, corrective, and other supportive services, including psychological counseling and medical diagnostic services.

SECTION 504
continued

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, and health services, recipient sponsored clubs, recipient employment and assistance in obtaining outside employment. These services must be provided by the recipient in such a manner as is necessary to afford students with disabilities in equal opportunity for participation.

Elementary and secondary school recipients operating preschool and adult education programs may not exclude qualified persons with disabilities and must take into account their needs in determining the aid, benefits, or services to be provided under these programs or activities. The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973.

The address of the Regional Office which includes Oklahoma is: Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 (Telephone 816-268-0550; fax 816-823-1404, TDD 877-521-2172, email OCR.KansasCity@ed.gov).

Adapted from the Rights of Individuals With Handicaps Under Federal Law: Information for Those Who Have Rights and Responsibilities Under Section 504 of the Rehabilitation Act of 1973, a publication of the United States Department of Education.

CHILD FIND

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 three through five 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 efforts.

- **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.

- **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 a written objection with the local school district. Educational screening is implemented for all first grade students each school year. Second through twelfth grade students shall be screened as needed or upon request of parent, legal guardian, or teacher. Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from the date of such entry.

- **EVALUATION:** Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and 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).

TEXTBOOKS & EQUIPMENT

Teachers will distribute textbooks during the first few days of school. Families are responsible for paying for lost or damaged books.

TITLE IX

The Deer Creek School District does not discriminate on the basis of race, color, sex, national or ethnic origin, alienage, ancestry, religion or religious creed, gender identity, gender expression, pregnancy, age, disability or handicap, marital or parental status, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

Inquiries concerning application of this policy may be referred to Lenis DeRieux, Title IX/504/ADA Compliance Coordinator.