DEERFIELD DISTRICT 109

WELCOME TO DISTRICT 109!

REGISTRATION PACKET INCLUDES:
The District 109 school calendar
Required Health Forms
Fee Information
School Hours
Information about Securly and Family Access
Information about the Food Allergy Management Plan
And much more!

In this District 109 registration packet you will find the following information:
- The District 109 school calendar
- Required Health Forms
- Fee Information
- School Hours
- Information about Securly and Family Access
- Information about the Food Allergy Management Plan
- And much more!

DISTRICT 109 MISSION

Provide innovative educational experiences of the highest quality that engage, inspire, and empower each student to excel and contribute to improving the world.

DISTRICT 109 VISION

District 109 students will excel and contribute when they have the knowledge and skills to be:
- Lifelong, self-directed learners
- Critical and creative thinkers
- Effective communicators
- Collaborative team members
- Respectful and responsible members of society
PHOTO/VIDEO OPT-OUT - TURNED IN ANNUALLY
Photographs, videos, or voice recordings of students and staff are taken throughout the year for use on the district website, newsletters, and social media sites, as well as shared with local media outlets (both print and online). In addition, the District celebrates our students’ success by sharing news of notable achievements with the community. If you do not want your child photographed or videotaped for District 109 use, or their name included when they are honored for achievement, you must submit, in writing, a signed statement that you do not grant any publication permissions to District 109.

Name of Student: _________________________________________________________
School and Grade Level: _________________________________________________
Name of Parent: _________________________________________________________

Signature: ______________________________________________________________
Date: ____________________________

DIRECTORY OPT-OUT - TURNED IN ONCE
District 109 maintains directory information and shares it with our parent-teacher organizations and other District-connected organizations so that they can keep parents in the loop with important information (such as school lunch ordering, after-school enrichment, and other events, volunteer opportunities, and educational trips for middle school students). If you wish to opt-out of sharing directory information, per Board Policy 7:340, you must submit, in writing, a signed statement that you do not grant any publication permissions to District 109. You only need to opt-out of directory information one time (not every year). If you opt-out in the future would like to share your directory information, please do so in writing by sending a letter to the communications department.

Name of Student: _________________________________________________________
School and Grade Level: _________________________________________________
Name of Parent: _________________________________________________________

Signature: ______________________________________________________________
Date: ____________________________

EMAIL THIS FORM TO COMMUNICATIONS@DPS109.ORG
## REQUIRED HEALTH FORMS

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH EXAM</strong></td>
<td>This form is required for <strong>all students who are new to District 109</strong>, as well as <strong>all students entering kindergarten and sixth grade</strong>. Any child who has not returned the required documentation of a health examination will be excluded from school on <strong>October 15</strong>. In lieu of the immunization and health examination, parents may submit the Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form.</td>
</tr>
<tr>
<td><strong>EYE EXAM</strong></td>
<td>This form is required for <strong>all students who are new to District 109</strong>, as well as <strong>students entering kindergarten</strong>. Documentation of the examination must be on file prior to <strong>October 15</strong>.</td>
</tr>
<tr>
<td><strong>DENTAL EXAM</strong></td>
<td>This form is required for <strong>all students who are new to District 109</strong>, as well as <strong>students in kindergarten, second grade, and sixth grade</strong> by <strong>May 15</strong> of that school year. The examination must have been performed within 18 months of the May 15 deadline.</td>
</tr>
<tr>
<td><strong>MIDDLE SCHOOL ATHLETIC PHYSICAL (STUDENT ATHLETES)</strong></td>
<td>For <strong>students entering sixth grade</strong>, the “Certificate of Child Health Exam” form required for all incoming students in sixth grade can serve as the athletic physical. Make sure that your physician checks the interscholastic sports participation box. For students entering seventh or eighth grade, the athletic physical form is the IESA “Pre-participation Examination” form. In any case, the physical must be less than one year old.</td>
</tr>
</tbody>
</table>

**DETAILED INFORMATION AND FORMS:** DPS109.ORG/HEALTH

**EMAIL COMPLETED FORMS TO:** HEALTHFORMS@DPS109.ORG
Deerfield Public Schools District 109 has several fees that help offset costs so that the district can continue to offer rich programming and services for students, as well as to keep class sizes as low as possible. Fees will be posted in May to parent/guardian Family Access accounts.

Fees for the 2022-23 school year are **due on or before July 1, 2022**. We strongly encourage you to pay these fees quickly, conveniently, and securely through your Family Access account. You will receive a $25 discount on the material and supply fee for your child if you pay on or before July 1, 2022.

Once you log in to Family Access, you will see the fees assigned for your child(ren). You will not be able to see fees in your account until they are posted in May 2022. Please complete the online payment process (IMPORTANT: see the website below for easy-to-follow payment instructions). While the easiest option is to pay online, you may also pay by check by completing the form posted on dps109.org/fees and submitting it to be received by June 25th, 2022.

If you do not know your Family Access login information or have questions about fee waivers, please email registrar@dps109.org. Questions about fees or payments may be directed to Rosa Castillo at rcastillo@dps109.org.

**VISIT DPS109.ORG/FEES FOR MORE INFORMATION**
SCHOOL HOURS

ELEMENTARY SCHOOL
Monday, Tuesday, Thursday, and Friday:
8:40 AM – 3:25 PM
Wednesday: 8:40 AM - 2:25 PM

*Doors open at 8:25 AM when adult supervision is available in the building.

MIDDLE SCHOOL
Monday, Tuesday, Thursday, and Friday:
8:00 AM – 3:00 PM
Wednesday: 8:00 AM - 2:00 PM

*Doors open at 7:30 AM when adult supervision is available in the building.

EARLY RELEASE WEDNESDAYS

District 109 schedules Early Release Wednesday for teachers and staff to have effective, regular collaboration and professional development time. The schedule for Wednesdays is:

Elementary School:
• Students end their school day at **2:25 PM** (rather than 3:25 PM)
• Teachers meet from 2:40 PM - 3:55 PM

Middle School:
• Students end their school day at **2:00 PM** (rather than 3:00 PM)
• Teachers meet from 2:15 PM - 3:30 PM

Buses will run the same routes home.
FAQ

What is Kindergarten Round-Up? A fantastic event, typically held in spring, to introduce your child to their school. Your child takes part in typical kindergarten classroom activities while you meet principals, PTO representatives, and other parents. It encourages a smooth transition and allows teachers to get to know their future students. We intend to hold this event, but with the pandemic, will inform families of our plans moving forward in April 2022.

Is bus transportation available for kindergarteners? District 109 provides free transportation to students living 1.5 miles or more from school, or in state-approved hazardous walking areas. In some areas, there may be paid bus service, if space is available and a bus serves that area. To see if you live in a free or paid area, check the website (dps109.org → Parents → Address Finder). Registration for paid bus service begins in May when you receive notification about annual district fee payments. If you have transportation questions, please email transportation@dps109.org. Bus stop locations and approximate pick-up/drop-off times will be posted on each school’s website in August.

What before-school and after-school care options are there? Schools have before and after school programs offered onsite through the Deerfield Park District (www.deerfieldparks.org). PTOs may offer additional programming depending on the school; their information can be found on dps109.org/pto.

How do I order school supplies? Please visit your school’s website. The school will post the supply list as well as the link to the PTO website where you can place your order for supplies. PTO website information can be found on dps109.org/pto.

How do I order lunch for my student? Visit your school’s PTO website. PTO website information can be found on dps109.org/lunch.

WHAT HAPPENS NEXT?

- April: Look for more information about a potential Kindergarten Round Up
- May: Look for email information about tuition/fee payments
- July 1: District fees are due
- Mid-August: You will receive an email when teacher placement and bus route/stop information is posted
- August 17, 2022: First day of school!
The top priority of District 109 is the physical, social-emotional, and digital safety and security of our students. We use multiple internet security vendors to protect our students online as they use school-issued devices. Securly, one of these partners, provides a content filtering platform that allows us to simultaneously monitor students’ online activity.

Specifically, the platform:
- Blocks inappropriate websites/online material.
- Provides administrators with 24/7 alerts for any concerning activity, (i.e. web searches/websites visited of a worrisome nature, emails sent or received that would indicate self-harm or threats to harm others, cyber-bullying of any kind, etc).
- Gives parents access to all of their child’s online activities (more information on this below).
- A Pause Button - Turn on and off internet access on your child's school device at home at your discretion.
- Rules - Create your own rules for what sites are available on your child’s device at home. For example, if you choose, you can block additional content at home that may be accessible at school.

Your two methods to review your child's online activity:
1. Review the weekly report, emailed to you every Monday (if you don't receive an email, please check your spam folder). The emails will be automatically sent Mondays unless you unsubscribe.
2. Utilize the SecurlyHOME App to utilize all the features available to you. To the right are instructions for downloading the free SecurlyHOME App.
A team of parents, staff, and community members created District 109's Food Allergy Management Plan to positively influence the learning environment in all District 109 schools so teachers could focus on teaching and students on learning. This plan was designed specifically to address food allergies, but can be used as a stepping stone for the successful management of other food-related issues (diabetes, celiac disease, and gluten sensitivities, etc.). The guidelines allow District 109 schools to be allergy-friendly and ensure that:

- Students are safe and able to learn academically and grow socially and emotionally in their schools.
- Our school community gains an understanding of the needs of students with food allergies and other special dietary needs.
- Parents of those students will gain comfort in that wider understanding of their children’s needs and will be able to easily access resources available to protect the health of children at school.
- Staff will have easy-to-follow guidelines for food in classrooms and around the schools.

The plan is reviewed regularly to ensure that it continues to meet those objectives.

**BEST PRACTICES IN DISTRICT 109**

The following practices will be followed in District 109 schools:

- Address life-threatening allergic reaction prevention in all classrooms and other instructional areas, lunchrooms, outdoor activity areas, school buses; during field trips; and with all classroom projects and crafts.
- Adapt curriculum by substituting non-food items, and replace food awards and rewards in the classroom with non-food items.
- Hold classroom celebrations, including holiday parties and birthday celebrations, that are food free.
- Establish and enforce facility guidelines, in place 24/7, that limit snacks brought by students (or those who rent the facilities) into classrooms to those on the Food in the Classrooms list.
- Establish designated areas (in addition to the lunchroom) where potentially allergenic food can be eaten and provided for special events/activities. Post signage for those designated areas.
- Develop protocols for appropriate cleaning methods for lunchtime and following events in designated areas that involve food.
- Communicate with PTOs, the Deerfield Park District, and any organizations renting space to ensure they are aware of food allergy issues and the policies and procedures in place for food use in District 109 facilities.
- Determine who should be familiar with an individual student’s 504 Plan, Individual Health Care Plan, and Food Allergy and Anaphylaxis Emergency Care Plan. Teach all staff about signs and symptoms of anaphylaxis.

**VIEW THE FULL PLAN UNDER DPS109.ORG/HEALTH**
**ELEMENTARY SCHOOL**

Teachers determine if/what snacks are allowed during class. If allowed, students may bring fruits, vegetables, cheese, and yogurt. Dried fruits and applesauce are also allowed. No additions, toppings, or mix-ins like dips/spreads, granola, or cookie crumbles are allowed. If beverages are allowed, only water is approved.

**MIDDLE SCHOOL**

Teachers determine if/what snacks are allowed during class. If allowed, students may bring fruits, vegetables, cheese, yogurt, pretzels, goldfish crackers, and lunch meat. Dried fruits and applesauce are also allowed. No additions, toppings, or mix-ins like dips/spreads, granola, or cookie crumbles are allowed. If beverages are allowed, only water is approved.
A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

- The right to inspect and copy the student’s education records within 10 business 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/guardian or eligible student believes are inaccurate, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information.
- The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.
- The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.
- 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.

VIEW THE STUDENT HANDBOOK AT DPS109.ORG/HANDBOOK
District 109 offers Family Access, a secure, web-based service that helps create a strong connection between home and school. Family Access allows parents and guardians to view school-related information online and update certain contact information. If you have more than one child in District 109 schools, you see information about all of your children under one login. See dps109.org/familyaccess for details.

FORGOT LOGIN INFO/CHANGE PASSWORD
If you forgot your login information, please click the Forgot Username or Password under the Sign In button. Then enter your login ID (yourfirstname.yourlastname, unless you already logged in and changed it) or the email address the District has on file. To change your password log in to your account, click on the drop-down next to your name in the upper-right corner of the home page, and click on the buttons to change your password.

UPDATE CONTACT/EMERGENCY INFORMATION
Click on the Student Profile tile on the home dashboard. Click on the edit icon next to Your Family Information, and update your Family Information Details. Changing family contact information for one child updates the information with every District 109 student in your family. A video tutorial is available at www.dps109.org/fees.

FEE PAYMENT
- Log in to Skyward Family Access. (Click the Family Access logo on the District 109 website homepage.)
- See details and video tutorials via www.dps109.org/fees.